



Your Student Government

Club & Organization Handbook

2013-2014

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Associated Students of the University of Arizona
Suite #325 W, Student Union Memorial Center

clubs.asua.arizona.edu

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Introduction

The Associated Students of Arizona (ASUA) through The Center for Student Involvement & Leadership is charged to uphold all of the policies and procedures outlined in this handbook. In addition, ASUA is committed to providing student organizations resources that will enhance their experiences as student leaders on The University of Arizona campuses.

This handbook will aid Student Leaders and Faculty/Staff Advisors in successfully leading their organization and familiarize them with key rules and policies related to student clubs and organizations.

The University of Arizona through ASUA provides certain privileges to clubs and organizations in good standing. These privileges include:

- Use of University facilities, equipment, and services.
- Apply for and receive funding from ASUA, GPSC, CSIL, or other University departments.
- Access our web-based software to develop a personalized club homepage with an events calendar, member rosters, and much more.
- Be included in University/student publications listing Recognized Student Organizations.
- Sponsor fund raising events (including the sponsorship of commercial on the Mall).
- Use of the University name and logo with approval from Trademarks and Licensing.
- Be eligible for awards and honors presented to student organizations and their members.
- Receive discounted University services, i.e. room reservations in the Student Unions and Fast Copy Services.
- Display flyers, posters, and banners in the Arizona Student Unions.
- Participate in ASUA fundraisers such as Spring Fling and Wildcat World Fair.
- Utilize a locker space in CSIL.

Your group can access these privileges by becoming recognized and following the policies and procedures of The University of Arizona.

The Club Resource Center is located in the ASUA office suite, on the 3rd floor of the Student Union Memorial Center in Suite 325 W (across from the Bookstore offices). For a map of the Student Union Memorial Center, visit <http://www.union.arizona.edu/info/maps/>. Feel free to stop by or email us with any questions at uaorgs@email.arizona.edu.

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General Information

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Student Organization Categories

Student Organizations place themselves into one of twelve categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable organization for their needs. The categories available to select from are:

Academic	Main purpose is to recognize the attainment of scholarship of superior quality. There are honoraries for each class, special interest, as well as for almost all of the academic disciplines.
Departmental	Affiliated with a University department.
Honorary	Main purpose is to recognize the attainment of scholarship of superior quality. There are honoraries for each class, special interest, as well as for almost all of the academic disciplines.
Cultural/International	Mission is to study or promote the culture of other nations and/or ethnic groups.
Leadership	Mission is to promote development of leadership skills among its members.
Religious	Mission is to further the interest of a particular church, sect, denomination, or beliefs in a deity, divine power, or super natural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination. May limit membership or leadership positions to students who share the same beliefs toward religion or sexual conduct, but may not discriminate in membership or leadership on any on any other prohibited basis (i.e. race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).
Political	Mission is to further the interest of a particular political group or issue.
Professional	Mission relating to a professional career, many of which are nationally affiliated.
Sports	Mission is to promote a common interest and to foster participation, officiating of and competition in a specific sport or recreational activity.
Special Interest	Mission does not coincide with any of the other categories.
Social Greek Letter	Private, national, or international Social Greek Letter, voluntary associations which meet all of the following criteria: <ol style="list-style-type: none">1. The sponsoring bodies are legal corporations.2. They have organizational goals which are social/service/fraternal rather than honorary, professional, religious, or political. The emphasis of these groups is the personal development of members. Membership in more than one such fraternal organization at once is not permitted.3. They may select members according to subjective criteria consistent with the nondiscriminatory polices of the University. They may be entitled to gender expression if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendment of 1972.4. They are recognized by their respective local governing body at The University of Arizona: Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or United Sorority and Fraternity Council.

Sports Clubs & Social Greek Letter Organizations

Sports Clubs

A Sport Club is a recognized student organization, which exists to promote and develop interest in a particular sport of physical activity. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play. The Sport Club Program is administered through the Department of Campus Recreation, which serves as an administrative body, resource, and information center for those involved in the Sport Club Program. The Sport Club Program has been developed for the purpose of engaging in extramural-intercollegiate sporting activities. The Sport Club Program is housed in the Student Recreation Center and provides supportive administrators who assist the clubs with the following:

- Facilities - scheduling, practices, events, and meetings.
- Equipment - scoreboards, field lining materials, tables, chairs, etc.
- Limited Financial Support oversees club's university accounts and assists in fund allocation procedures and provides fund-raising opportunities.
- A structure to assist clubs in promoting their various functions and competitive activities.
- Provides various resources to assist clubs in development and improving organization.
- The Sport Club Program also provides athletic trainer services for clubs.

Sports Clubs must be registered and recognized by ASUA, and then be registered by the Department of Campus Recreation.

Social Greek Letter Organizations

I. Process for Recognition for New Social Greek-Letter Organizations:

- A. A fraternity or sorority desiring establishment as a recognized Social Greek-Letter Organization must first complete The University of Arizona Expansion and Colonization Procedures.
- B. The chapter must immediately follow the same procedures previously outlined for existing organizations to gain recognition.

II. Requirements for Maintaining Recognition:

- A. Social Greek-Letter Organizations are required to be full members of the appropriate Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or United Sorority and Fraternity Council.
- B. The organization president agrees to accept full responsibility for the chapters and its members' adherence to the constitution, by-Laws, rules and judicial procedures of the respective governing associations (Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or United Sorority and Fraternity Council.); and those of his/her National/International Organization; University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and his/her Advisors, the University of Arizona Greek Relationship Statement, the Greek Strategic Plan, the Greek Standards of Excellence, the Greek Housing Plan/Transitional Housing Plan, GAMMA Student Risk Management Policy, Greek Board, the University of Arizona Student Code of Conduct, the University Rules for the Maintenance of Public Order, and local, state and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives and procedures and must educate their membership (active and new members). In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition.

Sports Clubs & Social Greek Letter Organizations (cont.)

- C. Each chapter must file the following information with ASUA by the established deadline each semester:
 - Membership Rosters, Officer Directory, Affiliation Forms and ALL other required Student Organization Recognition forms. See the Greek Advisor for specific dates and copies of these forms.
 - Copies of organization constitution and bylaws and changes as they occur.
- D. Each organization must annually file with Fraternity and Sorority Programs and The Office of Risk Management Services a certificate of insurance verifying Commercial General Liability insurance coverage with social host endorsement at the required amount, or request a written waiver.
 - Minimum chapter insurance policy limits are one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate.
 - All insurance policies must be endorsed to name The State of Arizona, the Arizona Board of Regents, and the University of Arizona as additional insureds. Additional insured status for all entities must either be stated on the Certificate of Insurance, or a copy of the endorsement attached.
- E. Social Greek-Letter Organizations shall comply with The University of Arizona nondiscrimination policy in the policy section of this Handbook, except as exempted under federal or other legislative protections.
- F. All organizations are expected to cooperate with the University and the Interfraternity Council, the National Pan-Hellenic Council, the Panhellenic Association, or the United Sorority and Fraternity Council. in building and maintaining positive relationships with neighbors (local, national, and international).
- G. Each organization must have a Chapter Advisor. A Chapter Advisor is defined as a volunteer who has been appointed by appropriate fraternity/sorority officials to serve as the primary advisor for the chapter. If he/she is a University employee, all advising activities are in no way connected to official job duties at the University, except that all University employees are subject to the University's Hazing Policy and sexual assault reporting to the Dean of Students for Title IX investigation purposes. Chapter Advisors are expected to:
 - Reside in Tucson or the surrounding area within 20 miles.
 - Be familiar with University and Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or United Sorority and Fraternity Council rules, regulations and policies, governing Greek-Letter Organizations and assist the chapter in complying with such policies.
 - Attend regular meetings of the chapter and be familiar with its activities.
 - Provide assistance to the organization in meeting and maintaining conditions of University recognition including signing the Student Organization Recognition Form.
 - Provide assistance in financial and general operating affairs of the organization.
 - Provide assistance in the planning and implementation of chapter activities.
 - Provide assistance in the areas of organizational and personal development.
 - Assist University officials in dealing with problems or other situations involving the chapter.
 - Assist the chapter and its members to live up to the ideals of the fraternity or sorority.
 - Attend or send another Advisory Board Member to Greek Life Advisor Meetings.

Sports Clubs & Social Greek Letter Organizations (cont.)

- H. Maintain an atmosphere conducive to serious academic endeavor and integrity.
- I. Maintain and ensure compliance with all applicable University, local and state fire, health, zoning and safety codes on the grounds and facilities as well at organizational events.
- J. Each chapter must remain in good standing with its national/international fraternity or sorority.
- K. Each chapter must achieve 59% or more points on the Chapter Assessment Tool.
- L. All events open to non-chapter members (including but not limited to Rush/Recruitment Activities, GAMMA Events, Social Functions, Float Building) shall only occur at Recognized Social Greek-Letter Houses or at approved non-residential, Third Party venues. A Recognized Social Greek-Letter House is defined as a recognized chapter's facility. The University will recognize only one Social Greek-Letter House at one properly zoned location through the Housing Review Process.
- M. Each student organization shall keep its chapter house, property, and surrounding public right-of-way clean and free of debris.

III. Indemnification Clause:

The recognized Social Greek-Letter Organization shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, and their officers, employees and agents from and against liability, loss, claims, damages, or expenses, including reasonable attorneys' fees, arising from or related to the performance by the Organization or its respective agents of any obligation or responsibility referenced in this UA Club & Organization Handbook or any activity directly related to the Social Greek Letter Organization's activities, events and functions, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of the Social Greek Letter Organization, its individual, active, alumni, alumni advisor, associate members, guests, or invitees directly related to the Social Greek Letter Organization's activities, events, and functions.

III. Review, Suspension or Revoked Recognition:

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Club Recognition Procedures

Please refer to the club recognition/renewal instructions posted on the ASUA web site.

Please note:

- Every organization must complete the recognition process every year.
- When choosing a name you may not precede it with any form of the University of Arizona. Examples: NOT University of Arizona Swing Cats instead use Swing Cats at the University of Arizona
- Each non-Social Greek organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. Social Greek Letter organizations must have a chapter advisor. A chapter advisor is defined as above or an Alumni member of the organization with a letter of support from their national headquarters on file with the Center for Student Involvement and Leadership. *A faculty, administrator, or staff who is on sabbatical cannot serve as an advisor nor can graduate assistants.*
- Recognition is renewed annually through ASUA. The University of Arizona, through ASUA, reserves the right to withhold recognition of any organization. A decision by ASUA to deny recognition may be appealed in writing to the Dean of Students Office.

After reviewing the information and verifying that the conditions for maintaining recognition have been met, the organization president will receive confirmation that recognition has been granted as documented on the official club listing.

Requirements for Maintaining Recognition

Failure to comply as an individual or as an organization with the following requirements, or a violation of law or University policy by the organization or its members or representatives, may constitute grounds for review or withdrawal of organization recognition by the University.

- A. The organization president agrees to accept full legal responsibility for the group's adherence to its constitution and by laws, University policies and directives by authorized University officials, The University of Arizona Student Organization Policy and Forms Handbook for Student Leaders and Advisors, The University of Arizona Student Code of Conduct and the University Rules for Preserving Maintenance of Public Order; and local, state and federal laws. Accordingly, the president must be familiar with such policies, laws, regulations, directives, and procedures, and must educate his/her members.
- B. Each student organization must submit the following information to ASUA: ASUA Recognition form, constitution, and recognition fee.
- C. All elected or appointed officers of the organization must meet the academic eligibility requirements as stated in the Co-Curricular Activities Policy (see Policy Section of this handbook).
- D. Organizations must maintain five active members via OrgSync. Organizations that are unable to maintain the minimum number of members required must submit an appeal. Cases will be reviewed on a case-by-case basis.
- E. Organizations must attend a Club Recognition Assembly.
- F. All recognized student organizations shall abide by the University's policy on Non-Discrimination and Anti-Harassment. The University's policy on Non-Discrimination and Anti-Harassment is available for viewing at <http://policy.web.arizona.edu/Non-discrim-interim.pdf>

However, Greek Social-Letter organizations are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972. Moreover, religious organizations will not be denied or lose recognition solely because they limit membership or leadership positions to students who share the same beliefs toward religion or sexual conduct. Nonetheless, religious organizations may not discriminate in membership or leadership on any other prohibited basis (i.e. race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).

- G. Active membership in recognized University non-Social Greek organizations is limited to students currently enrolled at The University of Arizona. Other persons may be admitted to associate membership in a recognized organization if its constitution and bylaws so provide. Social Greek organizations must follow policies outlined by their national headquarters. The following functions and activities must be reserved for active members:
 - a. Holding office in the organization. (Associate members may not hold office).
 - b. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson. (Associate members may attend and as a member of the audience, speak at meetings.)
 - c. Working at tables and distributing materials on campus on behalf of the organization. (Associate members may assist active members in working at tables providing that an active member is present at all times and responsible for the table and/or the distribution).
 - d. Soliciting funds on behalf of the organization. (Associate members may not solicit funds.)
 - e. The above points are not intended as a comprehensive definition of active membership; other functions or acts may also indicate that a person is participating as an active member of an organization.

Requirements for Maintaining Recognition (cont.)

- H. Each non-Social Greek organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. Social Greek Letter organizations must have a chapter advisor. A chapter advisor is defined as above or an Alumni member of the organization with a letter of support from their national headquarters on file with the Center for Student Involvement and Leadership. *A faculty, administrator, or staff who is on sabbatical cannot serve as an advisor nor can graduate assistants.*
- I. All student organizations are expected to follow University rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions. (Refer to the Responsibility Agreement for Expenditures on the Recognition Application).
- J. Organizations may not attempt to assume functions of established student or faculty governments such as ASUA or GPSC.
- K. Activities or organizations may not interfere with the normal operation of the University.
- L. Student organizations, in the conduct of their activity, cannot purport to represent the institution without express prior written consent from the Arizona Board of Regents.
- M. All organizations are expected to cooperate with the University in building and maintaining positive relationships with neighbors (local, national, and international).

Requirements for Maintaining Recognition (cont.)

Indemnification Clause

The recognized Social Greek-Letter Organization shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, and their officers, employees and agents from and against liability, loss, claims, damages, or expenses, including reasonable attorneys' fees, arising from or related to the performance by the Organization or its respective agents of any obligation or responsibility referenced in this UA Club & Organization Handbook or any activity directly related to the Social Greek Letter Organization's activities, events and functions, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of the Social Greek Letter Organization, its individual, active, alumni, alumni advisor, associate members, guests, or invitees directly related to the Social Greek Letter Organization's activities, events, and functions.

Review, Suspension, or Revoked Recognition

- A. Where the University alleges that the organization, its officers or its individual members have failed to comply with the Requirements for Maintaining Recognition, the University will follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the Student Disciplinary Procedures.
- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the organization and/or its officers, including but not limited to academic probation or expulsion.
- C. An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in this policy or as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements for Maintaining Recognition. Failure to do so will prevent the organization from having recognition reinstated.

Student Organization Constitution

To ensure continuity and consistency, all student organization constitutions that are not governed by an international organization constitution must include:

- A. A date of adoption.
- B. A clear statement of objectives, which are consistent with the mission and educational goals of the University.
- C. Identification as a campus-based and student controlled group, with active membership limited to students of The University of Arizona (see information under Membership in the Handbook).
- D. Democratic procedures for nominations, elections, and removal of officers.
- E. Democratic provisions for policy-making, including amendment of constitution.
- F. Clear statement of reasonable dues or other financial obligations of members.
- G. The following statement of nondiscrimination, exactly as it is printed here:

"This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office."
- H. Statement of not-for-profit status.
- I. Statement of financial responsibility for any debts accumulated at the University by the organization not covered by funds on deposit. Sample:

"A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit."
- J. Statement of non-hazing exactly as found here:

"This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution."
- K. Statement of compliance with campus regulations exactly as found here:

"This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws."
- L. Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- M. A statement of the number of members necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- N. A statement describing how officers are selected and replaced, the qualifications for office, officers' duties, method of electing, type of vote, term limits, and methods for filling vacancies.

Responsibilities of Recognized Organizations

Student organizations at the University of Arizona shall complement the academic mission of the University and enhance the educational experience for students. Organizations will be held responsible for actions of the group membership, guests, and individuals. An organization is responsible for its own actions.

The organization will be held responsible:

When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.

When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.

When a student organization or an affiliated University group is charged with a violation of the Code of Student Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under this Code as representatives of the group.

When one or more officers refuse or neglect to perform duties outlined in the Code of Student Conduct.

Shared Responsibility for Infractions

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any registered student organization.

Organizational Responsibility

A complaint may be filed against an organization under the Code of Student Conduct. An organization and its members may be held collectively and individually responsible for violations of the Code by those associated with the organization, including guests and alumni of the organization. When a complaint is filed with ASUA naming an organization as Respondent, the presiding officer and/or students affiliated with the group shall be required to participate in meetings and hearings held by the Student Organization Hearing Board as representatives of the group.

Club & Organization Standards Board

1. Purpose:

The Club & Organizations Policy & Standards Board reviews complaints related to recognized student organizations that are submitted to the ASUA. The Board will formulate a recommendation to the Dean of Students as to whether the organization has violated the Code of Conduct or other University policies as outlined in the Student Organization Handbook for Student Leaders and Advisors and may recommend sanctions to be imposed. The Board will also act as a conflict mediator with any issues between or within recognized student organizations. In addition, the Board will review all New Club Recognition Requests submitted and determine whether the applicant can become a Recognized Student Club on the UA campus.

2. Authority:

The Club & Organizations Policy & Standards Board is granted authority by the Dean of Students, the Associate Director for the Arizona Student Unions/Center for Student Involvement & Leadership, and the ASUA Executives to hear cases involving Student Code of Conduct Violations and to determine responsibility and appropriate sanctioning within the established guidelines as well as determine which applications for New Club Recognition Requests are granted or not.

3. Formal Complaint Process

- a. Initiation of a Case: A case may be referred to the Board from any source. Anyone filing a report should be prepared to present such evidence or testimony to the Board.
- b. Conduct Policies: Any action by a member or members of a formally recognized (or one that has applied for membership) student organization, casting an unfavorable reflection on their respective student organization or the University of Arizona campus as a whole, may be considered to be sufficient reason for a conduct case. All conduct cases shall come under the heading of one or any of the combination of the following:
 - Violation of The University of Arizona Student Code of Conduct.
 - Violation of policies in the Student Organization Policy and Form Handbook.
 - Conduct that may be considered harmful to the University, or Tucson communities.
- c. Timeline: All cases, from the initial receipt of a complaint, shall take no longer than forty-five (45) days (including weekends) to complete, including investigations, hearings, and notice of sanction/appeal. To protect the rights on the accused group, the Board will follow the procedures outlined below when conducting an investigation.

4. Investigation Procedure

- a. The Board Chair shall notify the president of the organization of complaint against it. Included in this notice will be:
 1. A description of the actual complaint received by the Board.
 2. Notification that the student organization President has five business days to respond in writing to the Board regarding the complaint.
 3. Description of the date/time/location of the forthcoming hearing.
- b. Board Chair shall also notify the complainant of receipt of his/her complaint and of the forthcoming procedure.
- c. The President shall serve as the official representative and respondent for the organization. The entire Board will be presented with the case, hear from the complainant(s), student organization representative(s), and any witness(es), and make a decision regarding responsibility and any applicable sanctions or referrals.
- d. Board Chair shall inform the Student organization via a letter to the President within two business days of the hearing of: The Board's decision. The Student organization's right of and process for an appeal.
- e. Board Chair shall inform the complainant that the hearing has taken place and that the Board has reached a decision.

Club & Organization Standards Board

- f. Appeal - The Student organization has up to three business days to appeal the Board's decision. All appeals must be submitted in writing to the Board Advisor. If no appeal is submitted, the Board's decision is final, and the student organization forfeits its right to an appeal. If an appeal is made, a designee from the Dean of Student's Office will review the appeal, make a decision and notify the student organization of the outcome in writing.
- g. All appeals are final.
- h. Conditions for Appeal: Appeals may be granted for one or more of the following reasons:
 - 1. Improper procedure was followed by the Student Organization Hearing Board.
 - 2. Proper due process was denied.
 - 3. Further evidence has been found since the decision was rendered which may affect or change in the Board's decision.
 - 4. The penalty or sanction imposed was excessive.
- i. Upon completion of any assigned sanctions, the Board Chair will notify the student organization with a letter officially closing the case. If a student organization does not complete sanctions without making previous arrangements with the Board, the case is automatically referred to the Office of the Dean of Students for not complying with the Board's decision.

University Policies

Co-Curricular Activities
Risk and Liability
Non-Discrimination and Anti-Harassment
Hazing
Alcohol
Sponsorship of Events by Alcoholic Beverage Corporations/Distributors
Commercial Activity/Sponsorship Policy
Date Auctions
Campus Use: Mall and Room Scheduling
Campus Use: Recreational Facilities
Publicity and Communications

Co-Curricular Activities Policy

Co-curricular activities shall be activities that relate directly to and encompass membership in the University recognized student organizations and groups and special events and projects. Intercollegiate athletics (NCAA and PAC 10 and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation.

Unit Requirements

- 1) Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation.
- 2) All elected or appointed officers of these activities to be eligible to hold these leadership positions must at the time of their election or appointments meet the minimum cumulative grade point average of 2.0; graduate students, work carried for graduate credit only, cumulative 3.0. Monitoring of academic eligibility of presidents is overseen by the Center for Student Involvement and Leadership.
- 3) Each president is responsible for monitoring eligibility of other organization officers. To participate in co-curricular activities, students must be enrolled in the University for a minimum of seven (7) units throughout their term of office.
- 4) When a student continues in office from one semester to the next, the student must have successfully completed a minimum of seven (7) units the previous semester. Graduate students must be enrolled in the university for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of this paragraph, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S, or P.

Rules of Procedures

Whenever an irregularity arises relating to a student's eligibility to participate or hold an office in a co-curricular activity, the Dean of Students shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstance may be made to the Co-curricular Activities Review Committee. The committee will review written statements of the exception and forward recommendations to the Vice President for Campus Life for final action.

Risk and Liability Policy

The wide variety of interests and activities represented by recognized student organizations and student government at the University of Arizona have an equally wide variety of potential risks and liabilities associated with them. All student organizations are required as a condition of recognition by the Associated Students of the University of Arizona (ASUA) to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses, or other losses. This charge also applied to officers and representatives of student government.

For most routine organization activities such as regular meetings or social gatherings, members are solely responsible for their own actions, and any loss, damage or other liability incurred as a result of those actions. The University of Arizona cannot accept any responsibility for any individual's actions unless that person is clearly acting on behalf of the University within the course and scope of express authorization.

Student government and/or organization members may be provided liability protection for certain actions by the State of Arizona Risk Management Program (A.R.S. 41-621) on an excess basis, provided the following conditions are met:

- All individuals to be covered by this program must be recognized by ASUA as authorized volunteers who are performing a specific task or service on behalf of the UA.
- Liability coverage is for official business only. Accordingly, the volunteer activity must further the goals of the UA, and must be conducted under the direction and approval of a responsible University official acting in an official capacity, and not as a private individual
- Job and/or activity descriptions for volunteers must be submitted in writing to ASUA for review and filing. ASUA and UA Risk Management will determine if the proposed activity meets the volunteer coverage criteria described above. The final determination of coverage rests with the Arizona Department of Administration, Risk Management Section.
- This liability protection is valid only to the extent that the volunteer's actions are within the course and scope of the authorized volunteer activity, and only while performing the activity.
- In the event that individual liability is incurred as a result of activities outside the course and scope of authorized volunteer service, The University of Arizona and the State of Arizona are prohibited by statute from accepting any portion of that liability. All responsibility for damages rests solely with the responsible individual.

Non-Discrimination & Anti-Harassment Policy

The University of Arizona is committed to maintaining an environment free of discrimination, harassment, and retaliation. The University's policy on Non-Discrimination and Anti-Harassment is available for viewing at <http://policy.web.arizona.edu/Non-discrim-interim.pdf>

All recognized student organizations shall abide by the University's policy on Non-Discrimination and Anti-Harassment. Failure to abide by the Non-Discrimination and Anti-Harassment policy may result in loss of University Recognition.

However, Greek Social-Letter organizations are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972. Moreover, religious organizations will not be denied or lose recognition solely because they limit membership or leadership positions to students who share the same beliefs toward religion or sexual conduct. Nonetheless, religious organizations may not discriminate in membership or leadership on any other prohibited basis (i.e. race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).

Unlawful Discrimination and Harassment

Unlawful discrimination occurs when a person is treated less favorably than a similarly situated person because of his/her race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

Unlawful harassment, a specific form of unlawful discrimination, occurs when a person is harassed because of his/her race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

A hostile environment exists when unlawful harassment unreasonably interferes with an individual's job performance, or materially changes the individual's conditions of education or employment so as to create an intimidating, hostile, or offensive educational or working environment.

Hazing Policy

The University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the university's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the university community.

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

1. Hazing is prohibited. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the University; and

b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

2. Any solicitation to engage in hazing is prohibited.

3. Aiding and abetting another person who is engaged in hazing is prohibited.

4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

5. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.

6. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any University employee who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action by the University.

7. Violations of this policy by students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office.

The Dean of Students Office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Arizona Board of Regents' and University's policies and procedures governing employee misconduct. Violations by faculty, staff or other employees can be reported in writing to the Provost for referral to and investigation by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials.

8. The University will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the University community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.

Hazing Policy (cont.)

9. This policy is not intended to prohibit or sanction the following conduct:

- a. Customary public athletic events, contests or competitions that are sponsored by the University;
or
- b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

10. For the purposes of this policy,

- a. "Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the University and whose membership consists primarily of students enrolled at the University. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.
- b. "Student" means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University or any person who intends to enroll at or be promoted to the University within the next twelve calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the University.

NOTE: To Report a hazing incident or to ask questions regarding the policy call 626-HAZE (4293).

Alcohol Policy

The University of Arizona adopts the following policy and regulations regarding the use, possession, service or sale of alcoholic beverages on University property:

I. Policy

The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state law and University regulations, and expects that such individuals will conduct themselves responsibly, mindful of the rights of others.

II. Arizona revised statutes make it unlawful:

- For a person under the age of twenty-one years, to buy, receive, have in possession or consume, spirituous liquor. A.R.S. 4-241.
- For a person to buy for resale, sell or deal in spirituous liquors in this state without first having procured a license duly issued by the Arizona State Liquor Board. A.R.S. 4- 244(1).
- To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. 4-244(20).
- For any person to serve or to furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or to permit an intoxicated or disorderly person to come into or to remain at an event where spirituous liquor is being served or consumed. A.R.S. 4-244(14).
- For a person to operate a motor vehicle on any highway while consuming spirituous liquor. A.R.S. 4-244(21).
- To conduct drinking contests, or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that person's consumption as set forth in A.R.S. 4-244(23).

III. Authorization for Service or Sale of Alcohol on University Property

1. Authorization for the service or sale of alcohol on University property shall be by permission of the President, or his/her designee, pursuant to ABOR Policy 5-108(B), whose decision shall be final. The authorization shall be by written agreement containing the parameters of such authorization and appropriate provisions regarding liquor licensing, indemnification, liquor liability insurance and other insurance/surety requirements as may be required by the University's Risk Management Department. ABOR Policy 5-108(C).

2. Pursuant to ABOR Policy 5-108 and Arizona Revised Statutes, the following additional rules shall apply to the authorized service or sale of alcohol on University property:

- No service or sale to persons under age 21;
- No sale by persons under age 21 and no service by persons under 21;
- No consumption of alcohol by persons selling or serving alcohol;
- No service or sale of alcohol to persons who are intoxicated or disorderly, and such persons shall not be allowed to remain on the premises where alcohol is furnished for more than 30 minutes after such condition is known to the person selling or serving alcohol;
- Persons under 21 are not allowed in an area where alcohol is sold unless they are an on-duty employee or are accompanied by a spouse, parent or legal guardian who is of legal drinking age;

Alcohol Policy (cont.)

- Any person who is authorized to serve or sell alcohol who has reason to question the age of a person ordering alcohol must verify age by requesting a photo identification that proves the individual is over 21;
- Any service or sale of alcohol must be by an authorized vendor holding a valid liquor license;
- Non-alcoholic beverages and food should be made available at events where alcohol is served or sold; and
- Alcohol may only be consumed in approved locations.

IV. Rules Governing Consumption of Alcohol on University Property:

1. Sanctions/Authority

- University Community: Violations of Arizona State Law may be cited under the criminal code. Further, violations of Arizona State Law, Arizona Board of
- Regents Policy regarding alcohol or these regulations by any student, staff, faculty member or organization shall be grounds for disciplinary action under the
- Student Code of Conduct and the Rules for Preserving the Maintenance of Public Order.
- Sanctions may be imposed upon students and organizations for violations of these regulations under the Residence Hall regulations, or the Interfraternity Council, Panhellenic and National Panhellenic judiciary procedures, where appropriate. Sanctions may be imposed by one or more of the appropriate judiciary proceedings.
- In cases where alcohol contributes to or exacerbates violation of University rules, students may be required by the Dean of Students to participate in alcohol abuse education or counseling.

2. General Limitations on Consumption of Alcoholic Beverages

Consumption of alcoholic beverages is permitted on University property only by persons of *legal drinking age*:

- within student living quarters under the specific terms of that living environment;
- within designated limited access areas on University property when said areas have been so identified and are used according to an authorization approved by the appropriate University authority.

3. Consumption by Individuals in Student Living Quarters

The consumption of alcoholic beverages within student living quarters is subject to the terms of Department of Resident Life rules and regulations. Such activities shall not:

- interfere with the rights of other residents and their guests;
- cause the normal operation of residence halls to be disrupted.

4. Consumption at Social Gatherings - Fraternities/Sororities

- Fraternity and sorority members are subject to national, state and local laws, all University policies and the Greek alcohol policy including all GAMMA rules and regulations regarding social event planning.
- Responsibility for the behavior of those in attendance and damages arising from the actions of those in attendance at social events is the individual and collective responsibility of the members of the sponsoring fraternity/sorority and its corporate entity.

Alcohol Policy (cont.)

5. Consumption at Certain Limited Access Areas

The designation of limited access areas on University property for the consumption of alcoholic beverages provided for in Paragraph 2(b) hereof is the responsibility of the President of the University or his/her designee who shall establish the procedures and provide the forms necessary for seeking such designations.

6. University Events

Possession or consumption of alcohol at University sponsored events held on University property is prohibited except as specified in 2(b).

7. Use of University Funds Prohibited

University funds may not be used to purchase alcoholic beverages except where reimbursement for legitimate business is involved. In no instance may funds classified as state accounts be used to purchase alcoholic beverages.

8. Admission Charges/Donation Solicitations Prohibited

At any authorized event where complimentary alcohol is served and not sold, under no circumstances may admission be charged, tickets sold or donations solicited for the purchase of alcoholic beverages.

9. Marketing and Promotion Guidelines

Sponsorship, promotion or other advertising of events by alcoholic beverage corporations and distributors must comply with the University policy on sponsorship of events by alcoholic beverage corporations/distributors. The marketing and promotional guidelines, developed by the Inter-Association Task Force (NASPA, ACRA, ACUHO-I, and BACCHUS), available from the Dean of Students Office, shall apply to the relationship between University student, faculty or staff organizations and any company marketing alcoholic beverages on University property.

10. Student Organizations

Members of all recognized student organizations including but not limited to fraternities and sororities shall abide by these regulations as well as state law.

Policy on Sponsorship of Events by Alcoholic Beverage Corporations/Distributors

The alcoholic beverages policy of the University of Arizona in relation to joint advertising, sponsorships, and promotions where contractual relationships exist between University and a vendor is as follows:

Advertising or sponsorships from alcoholic beverage distributors are acceptable provided such advertising of sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation/distributor logo is acceptable.

Promotions that relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion, or message shall include any reference to an alcoholic product in conjunction with the distributor name.

Use of the University of Arizona wordmarks or logos is prohibited without prior written permission from the Trademarks and Licenses Office.

Commercial Activity/Sponsorship Policy

The programs and activities of student groups can be greatly enhanced by the support of commercial vendors and other off-campus organizations. Student groups and off-campus vendors have different motives and desires. Student groups disseminate information to encourage student participation. These activities are part of the co-curricular education of students at the University. Commercial vendors and off-campus organizations desire public exposure to market a product or service or solicit support for their organization. This policy is established to protect the integrity of the educational experience while encouraging the collaboration of student groups and vendors. A complete copy of the Commercial Activity Policy and Implementation Rules is available from Mall Scheduling Office. This policy governs all commercial activity (including sales, demonstrations, and giveaways) on areas of campus within the jurisdiction of the Campus and Mall Activity Coordinator. For further information about this policy, please contact the Commercial and Mall Activity Coordinator at 626-2630.

1. Definition of commercial activity:

- a. all sales, purchases and/or agreements for the sale or purchase of goods and services;
- b. all giving, demonstration, and/or solicitation for the purchase or sale of goods and/or services provided by a person, group of persons, or other entity; and
- c. all solicitations of gifts of money or other goods or services by a person, groups of persons, or other entity.

2. The goods and services provided are:

substantially and directly related to the University's instructional, research and public service mission; sponsored by a University unit relating to recreational, cultural, co-curricular or athletic event.

3. All other private commercial activity shall be governed by the State of Arizona procurement process (as outlined in Number 5).

4. The sponsored commercial activity must result in or arise from the achievement of one of the following:

- a. more efficient acquisition of product(s) or service(s);
- b. savings to the University;
- c. a convenience to faculty, students and other members of the University community;
- d. facilitating co-curricular or outreach activities of the University;
- e. financial support to the University or the sponsoring unit.

5. The activity shall not compete with any official University commercial enterprises (such as ASUA Bookstore, Student Union, Campus Health Center, Intercollegiate Athletics, Library, Telecommunications, etc.) or current University obligations (contracts) and agreements, unless otherwise approved or authorized by the Commercial Activity Coordinator.

6. This policy does not regulate regularly conducted activities that are part of the educational, research, service, and other legitimate functions of the University, such as:

- a. University provision (by sale or otherwise, directly or indirectly) of sleeping accommodations (residence halls), food, books, and/or other goods and services for students, staff, and other lawful users of the campus.
- b. The provision (by sale or otherwise) of food and/or other goods or services associated with activities that are part of official University activities.

Commercial Activity/Sponsorship Policy (cont.)

7. University departments/units or recognized student organization may not grant exclusive rights to a particular vendor without the approval of the Commercial Activity Coordinator.

8. Implementing Rules

a. Sponsored commercial activity is allowed in the Old Chemistry Lawn area of the University Mall (area of the Mall immediately east of Old Main) or in other areas with approval of the University Mall Events Committee.

Sponsored commercial activity must meet all requirements set forth in the Policy and Regulations Governing the Use of the Campus in addition to the following:

- 1) Submission of a completed UA Commercial and Campus Use/Mall Activity Request Form. This form may be found on-line at http://www.union.arizona.edu/mall/request_form.php
- 2) Receipt of the Approved Mall Permit issued by the Commercial Activity Coordinator upon approval of the event.

b. Vendors must fall into one of the following categories:

- 1) Be sponsored by a university unit or recognized student organization, paying the appropriate usage fee;
- 2) Be a participant in an official University activity.

c. Total sponsored commercial activity days by one vendor, regardless of sponsorship, shall not exceed fifteen (15) days per fiscal year with no more than five (5) days per semester or session (Fall semester includes the Winter session).

d. Sponsored commercial activity may occur Monday through Friday between 8:00 a.m. and 5:00 p.m., unless the activity is part of an official University activity approved in advance by the University Mall Events Committee. The foregoing does not apply to regularly scheduled university holidays and may be adjusted or canceled for the convenience of the University or to protect the public health, safety and welfare.

Commercial Activity/Sponsorship Policy (cont.)

9. Commercial Activity Area

- a. All approved sponsored commercial activity shall be restricted to Area 2C of the University Mall, unless a different location is approved in advance by the University Mall Events Committee. (Sidewalks are not included as part of the Area 2c) Sidewalks must remain free and clear of commercial activity for fire and safety reasons.
- b. Sponsored commercial activity permits issued for any day shall be limited to those that can be adequately accommodated in the space available. In any event, there shall be no more than five (5) sponsored commercial activity permits issued for any day unless the sponsored commercial activity is part of an official University activity, or the Mall Events Committee grants approval for a larger number.
- c. Total space allocated shall not exceed 10' x 15' unless specially approved at the time of application.
- d. The sponsored commercial activity permit must be visibly displayed on the sales table or booth at all times.
- e. Structural removal requirements are contained in the Policy and Regulations Governing the Use of the Campus. Structures as defined in that policy and all tables and chairs must be removed each day by 5:00 p.m., even if the sponsored commercial activity occurs on consecutive days. These requirements are applicable to all permit holders unless the activity is exempted under the Policy and Regulations Governing the Use of the Campus.

10. Limitations

- a. No sponsored commercial activity of any item may take place until all licenses, permits, etc. required by federal, state, or local laws and ordinances have been obtained by the vendor.
- b. Sponsored commercial activity with any item bearing a University of Arizona logo or otherwise referencing The University of Arizona is permitted only with the expressed permission of The University of Arizona official with authority to grant such permission (Trademark and Licensing Office).
- c. Sponsored commercial activity involving food is allowed only when the activity is associated with an official University activity, or has received the approval of the Mall Events Committee, and when the permit holder is in compliance with all applicable federal, state, and local laws, ordinances, licensing and/or permitting. Such compliance shall be the responsibility of the permit holder and any required licenses and/or permits shall be prominently displayed on the booth or tables. Failure to comply shall be grounds for denial or withdrawal of a Commercial Activity Permit. In all events involving food, the request will be reviewed by the Student Union.

Commercial Activity/Sponsorship Policy (cont.)

11. Responsibilities of Vendors

- a. Be in possession of all permits and licenses required by federal, state, and local law or ordinance, and shall comply with any applicable federal, state, and local laws or ordinances; obtaining required permits and licenses and knowledge of the applicable laws are the responsibility of the vendors. Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial or withdrawal of a University Commercial Activity Permit.
- b. Must comply with all applicable university policies, procedures and rules and provide information about:
 - 1) The vendor's ability to back its claims and guarantees;
 - 2) The circumstances under which purchasers can return merchandise during and after the sale, including the name, address, and telephone number of the person who can accept a return and refund the purchase price;
 - 3) A copy of the permit; and
 - 4) Business liability insurance in an amount as prescribed by the University Risk Management and Safety Department.
- c. Special guarantees or disclaimers may be required on certain merchandise or goods, for example, genuine leather vs. imitation leather.

12. Sponsoring Unit or Recognized Student Organization Responsibilities

- a. Ensures the presence of responsible member(s) of the sponsoring unit throughout the duration of the commercial activity to include set-up and take-down.
- b. Ensures that any sign identifying the vendor includes a sign of at least 3' x 4' identifying the sponsor.
- c. Sponsor must comply with all University policies, be in possession of all permits and licenses required by federal, state, and local law or ordinance, and shall comply with any applicable federal, state, and local laws or ordinances. (Obtaining of required permits and licenses and knowledge of the applicable law are the responsibility of the vendor). Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial or withdrawal of a Commercial Activity Permit.
- d. Secures a permit to conduct sponsored commercial activity on University property from the Mall Commercial Activity Coordinator utilizing the Sponsored Commercial Activity Request Form.
- e. Ensures the sponsoring unit or recognized student organization and vendor abide by the relevant and appropriate University policies, guidelines and rules governing the location, time and duration of the activity.

Commercial Activity/Sponsorship Policy (cont.)

13. Permits and Fees

- a. Sponsored commercial activity permits will be issued only to the sponsoring unit or recognized student organization.
- b. Sponsored commercial activity permits will be issued Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. through the Mall Commercial Activity Coordinator.
- c. The vendor will be charged a fee for space use per day (payments can be made by check, money order, or cash to the Mall Commercial Activity Coordinator, unless the group is participating in an official university activity). The amount must be paid in advance and is non-refundable. The amount of the fee is subject to change annually.

14. The Mall Commercial Activity Coordinator may make non-substantive changes to the wording of this document when such changes are required for clarity and do not affect the substance of the document. If one or more provisions of this document are declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. The University's interpretation of these policies and regulations shall be binding on vendors and University sponsors.

15. Violations

- a. The sponsoring unit or recognized student organizations which violates any of the provisions of the Sponsored Commercial Activity Guidelines may be denied approval of future requests for permission to use University property for activities that require such permission or may be otherwise restricted in their use of University property.
- b. In cases where violation of the provisions of the Sponsored Commercial Activity Guidelines results in infringement on other policies, rules or regulations published by the University, the Arizona Board of Regents, or Federal and State laws, the violating unit/ organization shall be subject to all applicable penalties.

Dance Policy

Recognizing the need for safe social activities, the University of Arizona Student Unions developed these general guidelines for dances held in Arizona Student Unions' facilities. Please review this policy prior to submitting your request for facility use.

Please note that this dance policy is primarily used for University of Arizona recognized clubs and organizations holding dances within the Student Union. Private groups, University departments or non-University organizations hosting dances follow approximately the same policies with some exceptions. Please speak with an Event planner directly if your event falls into the category of a private event or non-University dance so all the details of your event can be discussed in advance. Failure to meet all the Student Union policies and procedures for events with dances will result in cancellation of the event.

Definitions

This policy applies to any recognized student club/organization that wishes to have a dance in a Student Unions' facility. A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. A guest is defined as a dance participant who is not a member of the sponsoring organization(s) and is invited by a member to attend in accordance with the following guidelines.

Attendance

Students who are invited to attend may do so with valid student identification cards.

Guest Policy

The sponsoring organization is responsible for the behavior of its members and guests. All guests must be at least 18 years of age with valid photo identification.

1. Each student entering the dance is allowed one (1) guest who must sign a guest list. Only one guest per organization member applies to all dances.
2. The organization is to submit a pre-printed member and guest list with the first and last names. The guest list must be submitted to the Event Planning Office seventy-two (72) hours prior to the dance.
3. Guests that are neither on the pre-printed guest list or admitted with an organization member will not be admitted to the dance.

Security

Security is required for all student dances. Security requirements are determined in conjunction with UAPD (University of Arizona Police Department) and UA Risk Management. Considerations include the dance day, time and place, expected attendance, expected number of guests not on the pre-printed guest list, the past history of the event, the type of event itself and the sponsoring organization. UAPD will provide security for all dances in the Student Union Memorial Center. The client or sponsoring organization is responsible for contacting UAPD and making all necessary security arrangements. A request for security personnel should be made at least 3 weeks before the event to ensure UAPD has time to staff the event. **Please contact Anjelica Yrigoyen at 626-6728** for information on cost or to schedule police officers. University Risk Management may require additional security and this will be discussed with Client as far ahead as possible.

Dance Policy (cont.)

UAPD contact is Anjelica Yrigoyen at 626-6728. UAPD will decide how many officers are necessary for the dance and all arrangements including payment are to be made directly with the UAPD contact. In addition, the following will also apply:

1. The sponsoring organization must identify one (1) individual member who will specifically be charged with the responsibility for assisting with security. This individual shall be stationed at the door throughout the dance to take an accurate head count.
2. The sponsoring organization/representative must also check identification, collect admission fees, and communicate with security and Student Union staff. These individuals must check with the Union's Operations Manager before the doors open for the dance.
3. All dance participants are subject to pat down. Purses/fanny packs may be searched. No large bags, (i.e., backpacks), are permitted.
4. Participants who choose to leave the designated dance area must repeat the complete security screening process and pay any admission fees again.
5. If anticipated attendance and the security of the facility necessitate, the University Police Department and/or Arizona Student Unions reserve the right to require the sponsoring organization to hire additional security. In such cases, every effort will be made to discuss these concerns with the sponsoring organization as far in advance as possible.
6. The Arizona Student Unions and/or security reserve the right to refuse admission to anyone.
7. The Arizona Student Unions reserves the right to close the dance or end the event at any time if they feel that canceling the dance is in the best interest and safety of the dance guests and/or Student Union Memorial Center staff.

Parking

If your event will require vehicle parking, please contact the Special Events Coordinator for Parking & Transportation at 1117 E. 6TH, or by phone at (520) 621-3710. **The cost of renting space in the Student Union Memorial Center does not include parking fees on campus.** The nearest public parking facility is the Second St. /Mountain Ave. garage located behind the Student Union Memorial Center on the corner of Second and Mountain Ave. Please contact Parking and Transportation for more information on the garage schedule, parking fees and other available parking locations on campus. The Student Union does not take any responsibility for providing parking for events held at the Student Union.

Dock Access

Load in or load out for the sponsoring organization, their band, DJ or other service providers must be coordinated in advance with the Event Planning office. All services associated with the dance event must use the Arizona Student Union underground dock to load and unload equipment. Use of the traffic circle behind the Student Union is not permitted for loading or unloading for events. Additionally, there is no guarantee of parking in the dock area. Please consult the event planner for your event in advance to work out the dock access issues. The dock policy can be found at: <http://union.arizona.edu/operations/policies/dockaccess.php>

Dance Policy (cont.)

Facility Fees

Facility fees include room rental charges, cleaning fees, overtime labor, and in rare cases, damage charges.

1. Room Rental–The following facilities are available for dances at the associated rates: **The Student Union Memorial Center Grand Ballroom University rate: \$800 /Non-University rate: beginning rate: \$1500 to \$3000 Please note that the entire Grand ballroom needs to be rented when a dance is taking place (regardless of how many guests are expected to attend) to avoid any sound conflicts with neighboring events.**
 1. Cleaning–There are minimum cleaning charges for all dances. Additional cleaning charges may be assessed as needed to restore the facility to its original state. **The minimum cleaning charge is \$150.00.**
2. Overtime Labor–There is a minimum overtime labor fee of \$50/hour for every hour that the facility is not completely cleared after the building closes, this includes increments of hours. Groups will be charged the full hourly rate regardless of whether they stay in the building for the full hour over or not. This includes DJ equipment and load-out. **The charge goes up to \$200/hour after 1am.** It is important to schedule the end time of the dance to assure there is sufficient time to load out for the event.
3. Damage Charges–The sponsoring organization will be charged for any damages that occur during the dance. a. A facility checklist will be completed prior to the start of the dance to document damage that is preexisting and will be reviewed and signed by the Unions' staff member on duty and the sponsoring organization.
4. At least seven (7) days prior to the event, the sponsoring organization is required to submit payment for the cleaning charge and room rental. Any remaining balance is due after the event and must be paid within five (5) days of the dance. If the fees are not paid, all future reservations will be canceled. Dances must be canceled seventy-two (72) hours in advance to avoid room, catering, and security charges.

Facility Hours

Music must end at the designated closing time outlined on the dance request and the facility vacated. Bands and DJ's must load out by the scheduled end of the event. Appropriate overtime charges apply.

No guest admittance after 12:00 midnight and everyone out including DJ and band by 1am. After 1am overtime charges increase to \$200.00/per hour. Sunday to Saturday building closes at 10pm during fall and spring semester. Sunday to Saturday building closes at 9pm during summer. During holidays and non-class times, the Union may be closed or on an abbreviated schedule. Please check with an event planner to see if the Union's Facilities are available during one of these times.

Scheduling

The sponsoring organization must submit a Dance Request form to the Student Unions' Event Planning Office at least fifteen (15) working days prior to the dance. Refreshments are available from our catering department and should be ordered through the Event Planning Office (621- 1989). All set-up requirements, including microphones, tables, chairs, etc. should be coordinated through the Event Planning Office at the time the dance request is submitted. Arizona Student Unions and University policy prohibit bringing food/beverages from outside sources. All food/beverages must be purchased from Redington Catering (Student Union). Any changes made beyond the original arrangements will be handled by completing a change order form with the Event staff. Additional charges for added equipment or services will apply.

Dance Policy (cont.)

Planning

A sponsoring organization representative must arrange and meet with Student Union staff no later than one (1) week prior to the dance to confirm dance details, estimate of attendance, facility use, room set up, admission procedures, security, fees, and roles and responsibilities. The sponsoring organization(s) will be responsible for scheduling the preplanning meeting through the Event Planning Office. Failure to schedule or attend this meeting or provide final details at least (1) one week before the dance event will result in the cancellation of the dance.

Publicity

Advertising University dances to the general public is prohibited. The distribution of flyers is limited to the University of Arizona and invited guests of UA students. The flyer must include the guest policy, identification requirements, and notice of security. The sponsoring organization may distribute flyers once the dance and flyers have been approved by the Arizona Student Unions.

Disciplinary Measures

1. The Arizona Student Unions are smoke-free facilities. The UA is a Weapons, Alcohol and Drug Free Zone as stated in the Arizona Board of Regents (ABOR) Code of Conduct. Persons who are in violation of these codes are subject to expulsion from the dance. Unruly behavior of any type may result in the immediate expulsion of the responsible individuals from the dance and/or the immediate cancellation of the dance.
2. Student(s) and/or student organizations or any of the dance attendees who violate University, state, or federal policy/laws at a dance may be subject to the ABOR Student Code of Conduct, disciplinary action, and/or prosecution in a court of law.
3. Participants who violate University, state, or federal policy at a dance may be subject to state and/or federal, civil, or criminal prosecution.
4. Problems arising from violation of Event Planning Office policies, (i.e. damage, clean up, etc.), will result in additional charges to the sponsoring organization and the possible loss of scheduling privileges and recognition.

Liability Insurance

If permission to conduct an event is granted, it is understood that the signing individual and/or the sponsoring organization, will take full responsibility for injury to any person or property caused by the organization or members thereof and will be financially responsible for both damages and expenses resulting there from. It is also understood that the signing individual and/or the sponsoring organization assume all risks for injury or loss to the property of members or guests of the sponsoring organization and that approval of the event does not provide any coverage by University insurance. Evidence of insurance, by issuance of a certificate naming the Arizona Board of Regents on behalf of the University of Arizona as an additional named insured, for commercial general liability insurance in a single limit amount of \$1,000,000, or more as appropriate to the risk of the event as required by the Department of Risk Management, must be provided. The certificate shall clearly establish that the coverage provided is primary, and that any insurance carried by the University is excess. The Department of Risk Management may change insurance requirements based upon the assessment of risk.

For more information regarding this dance policy, contact the Assistant Director for Facilities & Operations, Larry D. Jones at 621-1417 or 360-3525 or by email at ldj@u.arizona.edu. See www.union.arizona.edu/operations/policies to view Student Union Memorial Center policies.

Regarding Date Auctions

A variety of opinions have been expressed regarding whether or not date auctions are appropriate activities for student organizations at The University of Arizona. The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the Center for Student Involvement and Leadership. It is not our belief that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

Racial insensitivity

Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

Gender insensitivity

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

Personal safety

A date auction often involves a "well known" person spending time with a stranger that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she seeks access. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

While organizations have very good intentions in sponsoring date auctions, given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative alternatives that organizations have for raising funds, ASUA feels date auctions should be avoided and will not be supported with University or ASUA funds or facilities.

Adapted from the Texas A&M University [Statement on Date Auctions.](#)

Campus Use: Mall & Room Scheduling

Mall Space

Individuals and organizations may reserve space on the Mall for use. Reservations of space on the Mall must be made through Mall Scheduling at 626-2630 or in the Event Planning Office, SUMC Room 348. Use of such space is subject to the time, place, and manner regulations set out by The University of Arizona. All uses of the Mall that require special equipment, such as amplifiers, tables, chairs, etc., must be coordinated in advance with Mall Scheduling. For complete information on Mall use, check with Mall Scheduling for Mall Guidelines.

To Reserve Mall Space *obtain and complete a Mall Activity Request Reservation Form from the Event Planning Office, SUMC Room 348.*

- Plan ahead! Mall space is not guaranteed until a completed form (with all necessary signatures) is submitted to Mall Scheduling. Space availability is limited and is first come, first served. Two calendar weeks minimum from receipt of completed form is usually required for Mall use approval.
- The organizations president or treasurer must be the contact for the event.
- Comply with all rules and regulations governing a Mall activity including but not limited to those governing amplification, structures, and types of activities allowed on the Mall itself. A complete list of all rules and regulations governing use of the mall is available from Mall Scheduling. Failure to comply with these rules and regulations may limit a group's future use of the Mall.
- Commercial activity on the Mall must comply with the Sponsored Commercial Activity on University Property Policy available from Mall Scheduling.
- Food may be offered or sold on the Mall if purchased from the Student Unions and if prior approval is given.
- Information and request form may be found on the web: www.union.arizona.edu/mall

Room Scheduling

The University of Arizona in some cases may make classroom facilities available for non-teaching activities provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with the University of Arizona classes. Request applications can be obtained from Room and Course Scheduling, Modern Languages 347, 621-3313. Please call the Event Planning Office at 621-1414 or visit SUMC 348 for information regarding the availability and policies for rooms, equipment, and facilities in the Student Union Memorial Center & Park Student Union.

- A. The following policies govern the use of classroom facilities for non-teaching activities:
 1. No smoking, alcoholic beverages, food or refreshments are allowed in University classrooms.
 2. Only the current president or treasurer may make room reservations for campus organizations.
 3. Organizations' officers, as renters of University instructional spaces, are responsible for any damage to rooms or buildings as a result of their room usage. Campus organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly. Failure to comply will result in revocation of future room request privileges.
 4. If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office 626-PARK (7275).
 5. Room reservations do not include the use of audiovisual equipment. All requests regarding the use of such equipment must be made through the University Teaching Center's Audio/ Visual Department (621-3852).

Campus Use: Mall & Room Scheduling (cont.)

6. Campus organizations may request rooms using the following guidelines:
 - a. Fall Semester: Campus organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Spring semester. Organizations that have completed the Early Bird Recognition Process may request events after 6 PM during the first two weeks of class, which will be tentatively scheduled, provided course and department events needs have been met. Club events are subject to change or cancellation if the room is needed for a course or department event. During this period only rooms in Modern Languages and McClelland will be made available. Space is limited during this period and will be scheduled on a first-come basis.
 - b. Spring Semester: Campus organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Summer semester. During the first two weeks of class club events after 6 PM may be tentatively scheduled in Modern Languages or McClelland provided all course and department needs have been met. Club reservations are subject to change or cancellation if the room is needed for a course or department event. Space is limited during this period and requests will be processed on a first-come basis.
 - c. Summer Semester: Campus organizations may request events to be held between the first day of Pre-Session and the last day of Summer II session. No rooms are available during Final Exams. If the officers of the Student Organization change at any time during the year, the organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all organization events in centrally-scheduled rooms.
 7. Student Organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms. No candles, incense, or other flammable items may be burned in centrally scheduled classrooms. All room reservations for student organizations are subject to change if courses or departments require the classroom space. Failure to comply with any of the above policies will result in revocation of future room reservation privileges. Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the right to cancel or suspend campus organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the organization or if complaints are issued regarding the organization's room usage.
- B. Policy regarding charges for room use:
1. Definition: A student organization is one that has been recognized by ASUA. All other organizations are considered outside organizations. If an event is to be co-sponsored by a student organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.
 2. Student organizations may reserve two classrooms (50 seats or less) or one auditorium/large class-room per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.

Campus Use: Mall & Room Scheduling (cont.)

3. Campus organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
4. The fee must be paid to the Room and Course Scheduling Office 3 days prior to the day of the event.
5. Checks should be made out to the University of Arizona. If an organization wishes to cancel an event they must submit the cancellation form via the Room and Course Scheduling website no later than 3 days prior to the beginning of the event, otherwise the organization is still responsible for paying the invoiced fees.
6. Student organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The student organization must provide a letter of co-sponsorship signed by both the president and treasurer of the student organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.

C. Procedures:

1. Prior to making any room reservations, the president or treasurer of the organization should bring his or her CatCard to Room & Course Scheduling in M LNG 347. A photocopy of the CatCard will be kept on file. Room & Course Scheduling will assist Student Organizations Monday-Friday, 9:00 a.m. - 4:00 p.m. For questions, call 621-3313.
2. Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the organization has a current application and photocopies of the president's or treasurer's CatCard on file with Room & Course Scheduling. Request must be 2 weeks in advance. Changes to a reservation must be submitted via an online request form at least 1 week in advance.
3. Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked to present it to Campus Security.
4. Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.
5. Campus Security is not responsible for unlocking classrooms; rather clubs will be furnished combination codes for classroom access. The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of Curriculum and Registration will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center and Park Student Union.

Campus Use: Recreation Facilities

Recreation Facilities

The number of Recreation and Sport facilities available for student organization use are very limited. As you become recognized as a UA Student Organization, please keep the following information in mind:

- Recognition for student organizations status by ASUA does not guarantee a room or time for the student organization to meet.
- All student organizations must request the use of the Student Recreation Center, Historic Bear Down Gym, Gittings Gymnasium, and all outdoor field space by contacting the Department of Campus Recreation at 621-9540. If a student organization would like to use McKale, it must contact the Athletic Department at 621-4694.
- Student organizations are assigned space by their history as a stable student organization on campus, their regular use of the assigned facility, and verification that student organization membership consists of University of Arizona students, faculty, and staff only see Student Organization Membership guidelines on pages 4 and 10.
- Space to meet can only be scheduled on days when classes are in session. Student organizations wishing to extend their use (i.e., vacation periods and non-class days), must make specific arrangements and be prepared to pay a \$10/hour per employee facility monitor fee.
- Student organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Facility use for tournaments will require a \$10/hour per employee for the Department of Campus Recreation personnel to open, monitor, and close the facility. Rental rates for facilities may also apply. Campus Recreation Facility
- Assign one student organization member to be the contact person with the Department of Campus Recreation.
- Try to be as organized as possible and have alternate dates and facilities planned when completing a reservation form to request a tournament or activity sites.
- Student organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Submit your request early.

Publicity & Communication Information

Student Union Flyer/Poster Guidelines

- **SUMC & PSU Bulletin Board Posting Policies:**
 - o Only posters/flyers promoting a specific function or event are allowed to be posted in the SUMC Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department, or organization may forfeit its posting privileges and be held responsible for any damage incurred upon removal.
 - o All posters/flyers must be approved at the SUMC or PSU Information Desk. Posters/Flyers will be stamped, dated and hung by the Information Staff.
 - o All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster. No outside vendors or agencies may post flyers or posters on these bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions.
 - o Posters/flyers advertising alcohol related events are not allowed and will not be approved.
 - o Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted regardless of sponsorship.
- **Spaces:** Posters/flyers can only be posted on the "approved" boards within the Unions. There are 8 boards located in the Student Union Memorial Center. Only one poster/flyer per event will be allowed on each board. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
- **Schedule:** Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event (whichever comes first). Posters/flyers will be displayed on a first come first serve basis.
- **Size:** Recommended flyer/poster sizes are 8 1/2" x 11", and should not to exceed 11" x 17." Fast Copy, located on the main floor of the SUMC, provides competitively priced photocopy, custom graphic design and digital printing services of posters and flyers. For questions call 520-621-5306.

For more information, visit the SUMC Information Desk, 621-7755.

SUMC Banner Posting Policy:

- Only banners promoting a specific function or event are allowed to be posted at the Student Union Memorial Center banner spaces.
- All banners must be approved at the Student Union Memorial Center (SUMC) Event Planning Office prior to being displayed. Banners will be hung by Arizona Student Unions staff only.
- All Banners must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the banner. No outside vendors or agencies may utilize banner spaces unless they have scheduled the use of facilities in the Arizona Student Unions.
- Banners can only be displayed on the approved banner spaces in the SUMC. There are 8 exterior spaces and 4 interior spaces. Up to two (2) banners per event will be hung depending upon availability of space. Any banners hung outside of the approved spaces will be removed and the club, organization or department may forfeit its posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized banners.

Publicity & Communication Information (cont.)

- **Exterior Spaces:**
 - o There are 8 exterior banner spaces located on the 3rd floor of the SUMC.
 - 3 spaces on the North Bridge facing north.
 - 3 spaces on the North Bridge facing south.
 - 2 spaces on the South Bridge facing south.
 - o Cost: \$50 per banner for one (1) week.
- **Interior Spaces:** There are 4 interior banner spaces located in the Wilbur's Underground area of the SUMC. Cost: free for recognized student clubs and organizations.
- **Schedule:**
 - o Banners will be hung and removed on Mondays; banners must be in by 9am in order to be hung for the week.
 - o Banners may remain on the spaces for one (1) week or the day after the event, whichever comes first. Banners are displayed on a first come first serve basis.
- **Banner Size:** *All banners must be 3' x 8' vinyl banners with grommets every 2 feet.* Banners can be purchased from Fast Design, located on the main floor of the SUMC. Fast Design offers competitively priced graphic design services of paper and vinyl banner printing. Call 520-621-5305 for more information.
- For more information, visit the Event Planning Office, SUMC 348, 621-1414.

Old Main Banner Posting Policy: Permission must be obtained through the Dean of Students Office, 2nd floor Old Main, 621-7057.

Hanging a banner between the palm trees west of the stage on the Mall: Permission must be obtained through Mall Event Scheduling in the SUMC, 626-2630. Only one banner may appear at any one time. Space between the palm trees is 23'.

Facilities Management, 621-3610, can hang banners for a fee, contact them at least 3 days in advance of the hanging date.

Banners must be in good taste, clean, neat, have correct grammar, and contain no commercial comment other than a small endorsement or acknowledgment. No pro-alcohol, partying, or sexual messages will be permitted. Groups displaying banners must be recognized campus organizations or departments. No banners may be attached to university buildings without permission from the building monitor. For the name of your building monitor contact Facilities Management, 621-3271.

Residence Hall Posters/Flyer Guidelines

Only posters/flyers/brochures/etc. that are pre-approved by the Residential Education unit are allowed to be posted within or placed on lobby tables of the Residence Halls. Please contact Laura Burriss, Administrative Assistant for Residential Education, at (520) 621-4638 or burriss@life.arizona.edu to make arrangements for approval. We have developed the following guidelines to help guide you through the process.

Before you make copies of your posters/flyers you must follow all guidelines listed below:

1. All posters/flyers must be pre-approved by the Residential Education unit before distribution to the Residence Halls. We require an advance copy (either paper or via email) of the poster/flyer that is proposed to be distributed to the halls. However, we realize that this is not always possible, and ask that you contact us in those situations.
2. You may send an electronic copy for approval. Send it to burriss@life.arizona.edu.

Publicity & Communication Information (cont.)

3. After the flyer has been approved, you will be advised how many copies Residence Life would like to distribute to the halls, and receive instructions for sorting the materials. Posters/flyers must be pre-sorted and labeled by hall prior to delivery to the Residential Education Office or they will NOT be accepted.
4. Posters/flyers may NOT be delivered directly to any residence hall without special permission. They must ALWAYS be delivered to Laura Burriss in the Residential Education Office, the 2nd floor of El Portal, for delivery by the Residence Life Courier.
5. The recommended size for posters is 8 ½" x 11", and items should not to exceed 11" x 17". Tri-fold brochures/flyers, half-sheet flyers and quarter sheet flyers are also acceptable for placement on the lobby tables or front desk. Larger posters (i.e., Athletics Posters, UA Recreation Center, etc.) will require special consideration. Residence Life does not allow mailbox stuffings, door hangers or sliding materials under resident doors.
6. Posters/flyers with a specific target date for an event must be approved by the Residential Education Office several weeks prior to the event. They must be delivered to El Portal at least one week before the event to ensure timely delivery and posting in the residence halls. Residential Education has a turn-around time of 1-3 days for delivery and posting of materials in the halls. We cannot guarantee that posters delivered to our office less than 72 hours prior to an event will be posted.
7. Posters/flyers may remain in the halls for up to thirty (30) days or the day after the event, whichever comes first.
8. Flyers/posters advertising alcohol, alcohol related events, drug use/paraphernalia, or discriminatory events are not allowed and will not be approved.
9. Flyers/posters that are of a sexual nature will be reviewed by the Director of Residential Education and may not be approved.
10. We will not approve any items to advertise competitive housing options off-campus, such as: non-university apartment guides, flyers, promotional material from community based housing organizations. Please contact the Off-Campus Housing Office at 621-5859 for approved advertising methods.
11. We no longer will accept items to be placed on lobby tables in display racks (cardboard, plastic or other types).
12. Non UA/outside vendors should follow the same procedures in order to have approved posters/flyers posted in the residence halls. These may include, but are not limited to, restaurants, bookstores, banks/credit unions, department/grocery stores (Wal-Mart, Target, Albertsons, etc.) and others.
13. Posters/flyers for Greek Life Rush may be approved if they are generic in nature.
14. Posters for student elections (ASUA, Senate, etc.) will be approved if they are generic in nature. Individual candidate posters will not be approved for posting in the residence halls.
15. Illegal posting may result in posting privileges being banned.

Publicity & Communication Information (cont.)

Listservs for Student Organizations

A listserv is a means of communicating with a group of people via email without the need to type in all their addresses each time. As President you are encouraged to create an interactive listserv so that members may hold discussions as well as get up-to-date information about up-coming meetings.

Log on to the University web site for listservs: <http://listserv.arizona.edu/>

LEADUA – President’s Listserv, An electronic information source for student organization presidents at the University of Arizona.

The purpose of the listserv is to inform student organization presidents about UA Policy changes, campus involvement opportunities and department-sponsored events open to all students on campus. Presidents are responsible for all policy changes posted to the listserv. All messages are posted through ASUA. Posting of organizational events is done at the sole discretion of the Executive Vice President and ASUA.

Presidents are automatically added to the listserv as a requirement for recognition. If the President chooses not to be on the listserv he/she must submit a “Change of Officer” form to ASUA with the new or alternative president’s information, or the organization’s recognition will be revoked.

Student Organization Web Pages

If your organization is interested in obtaining a web site account from ASUA, please contact ASUA at 621-2782 or at asua@email.arizona.edu. Below is a checklist of items that the University recommends student organizations include in their home page:

- Organization, University name, and the year established.
- Organization mission: What does the organization do? What is the organization’s purpose?
- Organization goals: How does the organization accomplish its purpose? What are the organization’s activities?
- Officers & advisor contacts
- Membership information: How does a UA student become involved in this organization?
- Scheduled meetings: Include the date, time, and location of meetings.
- Scheduled events and activities.

Web pages must adhere to The University of Arizona Copyright and Intellectual Property Rights, terms and conditions of software licensing agreements, and all applicable copyright and intellectual property laws. For further clarification please visit: <http://www.arizona.edu/home/privacy-copyright.php> or contact Dan Lee at 621-6433, leed@u.arizona.edu.

To help you learn how to create an interesting, creative home page, OSCR offers free workshops to members of the University community. For more information please visit: <http://www.oscr.arizona.edu> or contact: Catherine Zavala at 626-3831.

Publicity & Communication Information (cont.)

UA Recognized Student Organization Web Page Complaint Procedure

The purpose of this complaint procedure is to provide members of the University community at the University of Arizona (UA) with an opportunity to make complaints about UA recognized student organization home pages connected to UA Info.

The scope of this procedure is strictly limited to web page matters involving officially recognized student organizations at the UA that are provided by ASUA.

Complaint Process: A written complaint must be filed with ASUA. The complaint must include the following information:

- Nature of concern regarding the web page.
- Name of UA student organization involved in the complaint.
- Address of web page involved in the complaint.
- Name, address, and phone number of individual filing the complaint.

Upon receipt of a complaint, the Student Organization Hearing Board will review the complaint. The council investigation may include review of the written complaint, review of the web page(s) in question, and meetings with individuals. The council will follow outlined hearing procedures as stated in this handbook.

If a complaint involves allegations of discrimination or harassment on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam era veteran status, the Hearing Board will refer the matter to the Affirmative Action Office.

Trademarks and Logo Use Approval

The University of Arizona monitors and controls all uses of its names, nicknames, and logos. Before making any use of these TRADEMARKS you must secure authorization from the Office of Trademarks and Licensing, McKale Memorial Center room 246. Items produced for resale or with commercial endorsements may require a royalty or promotional fee.

**For further information, contact: Trademarks & Licensing
520-621-3547 • Fax# 520-626-LOGO (5646) • www.licensing.arizona.edu**

The University requires all campus organizations, clubs, departments, and colleges to use officially licensed vendors for apparel, printing, and all other materials. Requests that include any unauthorized use of other copyrights or trademarks cannot be approved. Lists of Officially Licensed Vendors and Art Approval forms are available on our website, www.licensing.arizona.edu. For questions, call 626-3077.

Club Information

Important Phone Numbers
Guide to Club Finances
Student-Related Travel
Indemnity, Assumption of Risk, and Consent to Medical Treatment
Procedures for Rental of a MotorPool Vehicle
Guidelines for Bulk Mailing
Access for People with Disabilities

Important Phone Numbers

Associated Students of the University of Arizona (ASUA)	621-2782
Arizona Daily Wildcat	621-3551
Audio Visual Equipment Services	621-3852
Catering, Redington	621-1989
Center for Student Involvement & Leadership	621-8046
Dean of Students Office	621-7057
Department of Campus Recreation	621-4709
Event Planning Office (Student Unions Room Reservations)	621-1414
Facilities Management and Operations	621-1417
Facilities Management	621-3610
Fast Copy	621-5306
Fast Design	621-5305
Fraternity and Sorority Programs	621-8046
Garage/Motor Pool	621-5547
Graduate & Professional Student Council	626-7526
Hazing Hotline	626-HAZE
Intramural Sports	621-8723
Leadership Workshops	621-8046
Mall Scheduling	626-2630
MLL Multimedia Learning Lab	626-9404
Office of Public Information & News Services	621-1877
Parking & Transportation Services	626-7275
Post Office	626-6245
Residence Life	621-6505
Residence Hall Association	621-4894
Risk Management & Safety	621-1790
Room & Course Scheduling	621-3313
Trademarks and Licensing	621-3547
UA Police Department	621-8273
UA Facilitator	621-5918
University Operator	621-2211

Guide to Club Finances

Some of the most common questions students come to the Club Resource Center to ask are about banking, funding and taxes. The following guide is meant to answer some common questions and provide advice about best practices for managing money.

Club Bank Accounts

Opening up a bank account for the first time?

If your club is planning on spending and raising money over the course of the academic year, chances are the club has or needs a bank account. Your club can get a bank account from any bank. However, ASUA recommends Vantage West. There is a branch at the intersection of Speedway and Euclid and they frequently help UA clubs open bank accounts.

Here's what you need to do:

- Get a Tax ID from the IRS (see below).
- Authorize specific officers to have access to the bank account. A club must have at least the president treasurer, and advisor since co-signing is extra insurance that club money will not be misspent (see below).
- Make sure you are a recognized club. All clubs need to go through the official recognition process. (Contact uaorgs@email.arizona.edu for more information.)

To open the bank account at Vantage West (requirements at other banks may vary), you will need to bring:

- Your club's tax identification number.
- An official recognition letter issued by the ASUA Executive Vice President. This letter verifies that you have completed the recognition process and are an official club recognized by ASUA and UA. (Email asuaevp@email.arizona.edu to request a letter.)
- A typed copy of the official club meeting minutes during which the club members granted the co-signers to have access to the bank account. This verifies that the club recognizes the co-signers as the account managers.
- Two forms of identification per co-signer. A driver's license or state ID and a CatCard will be sufficient.

If you are changing the co-signers of an existing account, you will need to bring:

- Your club's tax identification number
- An official letter issued by the ASUA Executive Vice President that: 1) recognizes the club as an official campus club, and 2) recognizes the new club leadership, including the new co-signers. (Email asuaevp@email.arizona.edu to request a letter. You will need to provide the names of the previous account co-signers, as well as new co-signers.)
- A typed copy of the official club meeting minutes during which the club members granted the co-signers to have access to the bank account. This verifies that the club recognizes the co-signers as the account managers.
- Two forms of identification per co-signer. A driver's license or state ID and a CatCard will be sufficient.

Guide to Club Finances (cont.)

Tips for managing money

Store, manage and pass down all necessary financial information to new leadership—especially your club’s tax identification number.

A common problem that clubs have is the loss of financial records after leadership has changed and graduated. Money can be hard to access if the appropriate information (including account number, tax identification number, or names of past leadership) is not stored and passed on during leadership transitions. This information is sensitive—keep it in a safe place. You can request that ASUA keep a copy of your tax identification number in their files (located in the ASUA office). However, this is not required.

Avoid using cash! Instead, checks provide a receipt that can be referenced later, even if paper receipts have been lost.

To put it simply: avoid using cash if it all possible. Receipts should be collected in the form of checks made out to the organization rather than in cash. Dues, fees, and other receivables should be collected by check. Using this method provides a record for the issuer of the check in the form of the canceled check, thereby eliminating the need for receipts. More important, the check is negotiable only to the extent that it can be deposited in the organization’s account. It is much more difficult to keep track of cash, and, unfortunately, cash has a way of disappearing. The organization’s obligations should also be paid by check. Cash payments by officers, for example, will require reimbursement, which can be a bit messy. The person paying with cash on behalf of the organization will have to produce a receipt in order to be reimbursed. People lose receipts, and treasurers do not like having to keep a file of receipts, so the best way to handle all financial obligations is to pay them by check.

Require checks to be co-signed by the club president and treasurer.

Eliminating the use of cash will not solve all the organization’s financial problems. Checks over a certain amount should require a second signature. This approach will ensure, first, that significant expenditures are reviewed to make sure they are appropriate, and second, that the checks are being drawn to the right person or organization. Little could be worse for an organization than a misunderstanding arising over a large expenditure that was for the wrong item or that was drafted to the wrong payee. Failing to follow this procedure could be devastating for the organization and its members.

Periodic reports provide a way for club officers to see in an organized way where money is going and how the budget compares with real spending and income.

Periodic reports should be produced by the treasurer to be reviewed by the leadership of the organization, you, and, as appropriate, the members. At a minimum, operating statements should be produced every quarter, although every month would be far more desirable. Balance sheets should be produced at least once each quarter, preferably at the end of the quarter. These materials are very useful to the leadership in determining if the budget for the organization is being managed as it was proposed. If there are substantial variances from the budgeted plan, they should be pointed out by the treasurer to the executive committee as soon as the problems are identified. You should spend extra time with the treasurer if problems arise that could potentially affect the organization’s financial health. Financial problems rarely solve themselves; they should be addressed as early as possible in the fiscal year.

Guide to Club Finances (cont.)

Prior to leadership turnover (after new officers have been elected but before old officers leave), do a financial audit to make sure that: 1) the new leadership is aware of the financial status of the club and 2) all necessary financial records and documentation is passed onto the appropriate people.

Most organizations undergo a change in leadership at least once a year. Consequently, student organizations frequently are in a state of transition, and the dilemma of who exactly is responsible for which tasks and who is the caretaker of sensitive information can lead to real problems. Student leaders come and go, but the fiscal records of the organization must be maintained from one year to the next. Accordingly, we recommend that an audit of the organization's financial records be conducted each time there is a change in the executive leadership (meaning the president, the treasurer, or both). For most organizations with a limited scope, a student majoring in accounting, finance, or a similar discipline could be invited to conduct the audit. Conducting an audit will serve as a good experience for the student and will be a valuable service for the organization. In larger more financially complex organization a professional auditor may need to be contacted. However, clubs may be able to recruit friends majoring in business or accounting to help with their organization audits. Most audits are very simple. The auditor checks receipts against deposits, and expenditures against the disbursement records of the organization. If the auditor identifies a problem, it is more likely the result of an honest mistake than a major conspiracy to defraud the organization of funds. It is best that the audit be conducted as a matter of routine procedure rather than as a result of a disaster. You can be very helpful in insisting that the audit be conducted.

Adapted from pages 162-164, *Advising Student Groups and Organizations*, Dunkel N.W. and Schuh, J.H., (1998) Jossey Bass Publishers, San Francisco, CA.

Guide to Club Finances (cont.)

Tax identification numbers

Please Note: The following information has been compiled from www.irs.gov.

A tax identification number (TIN) is necessary to open a checking account at a bank. It is possible that a student organization may have taxable income, if they earning money through donations, fundraising, interest accrued from a checking account or sponsorship. However, if your organization has gross receipts (the total amounts the organization received from all sources during its annual accounting period) \$25,000 or less each year, your club **most likely** does not have a tax liability. Clubs can also apply for non-profit tax-exempt status. However, you should be aware that is a complex process and will mostly require financial and legal advice from an accountant and attorney, respectively (not available through the Club Resource Center). You can review guidelines for this process at <http://www.irs.gov/pub/irs-pdf/p557.pdf>. Regardless of whether you apply for non-profit tax-exempt status, **all** "organizations exempt from income tax under Internal Revenue Code section 501(a) [which includes most university clubs and organizations] must file an annual information return." **See section below on "Important Tax Information for Clubs."**

You can apply for a federal tax identification number (also called an employer identification number, or EIN) by completing an online interview schedule (found at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>) or by filling out a paper form and mailing or faxing it in. The paper form is called "Form SS-4 (and can be found at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>). A sample SS-4 form with relevant information on how a UA club would fill it out can be found at the back of this information packet. Filling out the form in the following way will decrease the chances that the IRS will question whether your organization is liable to pay taxes in the future.

When applying online or using the paper form, an individual (a president or treasurer) will need to provide personal information, including a social security number. However, you should not be overly concerned about providing your personal SSN because the SSN will not be linked with the TIN.

When completing the online interview schedule, the following guide may help you:

Page 1: What type of legal structure is applying for an EIN?

Select "View additional types, including tax-exempt and governmental organizations"

Page 2: Additional types

Select: Community or Volunteer Group

Page 3 will ask you to confirm your selection.

Page 4 will ask the principal officer of the organization to enter his or her information.

Here we suggest a president or treasurer provide this information.

Page 5 will ask for the principal officer's address and contact information

Page 6 will ask for information about the organization.

You should enter the club's name. For the date that the organization was acquired, select "January" and the year.

Page 7 will ask a variety of questions about your club.

You will most likely be able to answer no to all of them.

Page 8 will ask what your business or organization does.

Select "Other."

Page 9 will ask you to specify what activity best describes your organization.

Select "Other" and write in the space provided: "university club."

Page 10 will ask you how you would like to receive your EIN.

If you choose to receive it via online letter, you will receive a PDF immediately. You should keep a digital and hard copy for your records.

Guide to Club Finances (cont.)

Important Tax Information for Clubs

Please note: Information is taken from: www.irs.gov/pub/irs-tege/990_generalinstructions.pdf

"The Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax under Internal Revenue Code section 501(a)." This includes both organizations officially recognized as tax-exempt (IRS-recognized non-profit organizations) and non-exempt organizations operating as a non-profit (e.g., those "organizations that have not applied for recognition of exemption" but who are not making a profit, re: most student organizations). The 990 Form appropriate to *most* university clubs and orgs will be Form 990-N: "If an organizations normally has gross receipts of \$25,000 or less, it must file Form 990-N." Form 990-N can be filed electronically via an "Electronic Notice (e-Postcard)" and can be found at <http://www.irs.gov/charities/article/0,,id=169250,00.html>. "The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, 2007, the e-Postcard is due May 15, 2008."

Guide to Club Finances (cont.)

Fundraising

Fundraising seems simple, but it is not. If it were, most institutions would experience record-breaking success in their advancement activities every year. Fundraising is hard work, with many disappointments along the way. Funds cannot be raised at any time, place, or manner convenient to students.

To assist you in generating funds ASUA has listed fundraising ideas as well as the names and numbers for contact people that you should reach if interested. This can be found at <http://asua.arizona.edu/tips.htm>. As you review the list of ideas and contacts you may have some new ideas for fund raising; please contact a club advocate at ASUA, so it can be added to this resource.

Three Primary Sources for Funds

Associated Students at the University of Arizona

ASUA provides funding to all recognized clubs on campus and recommends an early start to the funding process. All funding requests are considered on a case-by-case basis. You can contact one of the seven club advocates at 621-ASUA with questions about the funding process or ASUA. Please refer to the club funding requirements found online, and please note any funding request is not complete until you have met with a Club Advocate. For more information visit the website at <http://asua.arizona.edu/> or email them at uaorgs@email.arizona.edu.

To assist you in generating funds ASUA has listed fundraising ideas as well as the names and numbers for contact people that you should reach if interested. This can be found at <http://asua.arizona.edu/tips.htm>. As you review the list of ideas and contacts you may have some new ideas for fund raising; please contact a club advocate at ASUA, so it can be added to this resource.

Graduate and Professional School Council

GPSC provides Special & Initial Club Funding for recognized clubs whose membership is at least 50% UA graduate and professional students. GPSC has also gathered a listing of eleven on-campus sources for club funding. This comprehensive listing of fund and grant sources can be accessed at <http://www.gpsc.arizona.edu/sections/funding/fundingPrograms.php>. For more information please visit the GPSC website at <http://www.gpsc.arizona.edu/> or email them at gpsc@u.arizona.edu.

Student Union Corporate Sponsors Grant

The Arizona Student Unions and corporate sponsors who offer services in the Student Unions are pleased to offer University of Arizona recognized student organizations, affiliates of the Associated Students of the University of Arizona (ASUA), and the Graduate and Professional Student Council (GPSC) the Corporate Partners Grant Program. This is an opportunity to apply for funds to support activities, which benefit the campus community. Visit <http://www.union.arizona.edu/csil/clubs/CorpSpons.php> to view the application and budget forms.

Guide to Club Finances (cont.)

Receiving and Acknowledging Donations

When businesses or individuals sponsor or donate money to your club, it may be a tax write-off for them. As acknowledgement of their donation and as a receipt for the donation, your organization should write a formal thank you note. A thank you note will demonstrate to the donor that your organization is appreciative of their help, will help cultivate a relationship between your organization and the donor, and will encourage them to donate in the future.

Use this "thank you letter" template, but customize it to make it more personal:

Dear **NAME OF SPONSOR,**

On behalf of [organization name], I would like to thank you for your generous donation of \$_____. Your contribution makes it possible for us to **[state purpose]**.

Since its inception in **[date organization started]**, **[org. name]** has **[briefly state highlights]**. In **[past or current year]** we have **[briefly describe growth or goals achieved]**. This is only possible because of thoughtful contributions from people like you.

In **[current or coming year]**, we plan to **[briefly state continued efforts or expected growth]**. As you know, the cost of **[brief description of what organization does]** does not go away. We hope for your continued support in the future.

No goods or services of any value were or will be transferred to you in connection with this donation. **(OR)** The estimated value of goods or services provided in return for your donation were \$_____. Please keep this written acknowledgment of your donation for your tax records. For your tax purposes, the tax identification number for **[name of organization]** is **[tax ID number]**.

Once again thank you for your generous donation.

Sincerely,

Signature

Name
Title
Organization

Guide to Club Finances (cont.)

Raffles

All fundraisers must be legal. All club related raffles require registration and approval. Please review the following raffle policy and submit an "Application to Conduct a Raffle" form (form can be downloaded at www.asua.arizona.edu under the "Clubs" tab) at least two weeks in advance of the raffle. The form will be approved and you will receive a copy; the original will be kept in your club file in ASUA. Student organizations conducting raffles must have an approved raffle form on file in ASUA prior to selling tickets.

Raffle policy

Student organizations conducting raffles must complete an "Application to Conduct a Raffle" form with ASUA prior to selling tickets. The form The University receives the right to prohibit raffles at any time, and students assume all risk in running a raffle that such activity, depending on its structure, may be deemed illegal gambling under Arizona law.

- a. It must be clearly stated that the organization is responsible for all aspects of the raffle and that funds collected are used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- b. It must be clearly stated that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- c. No University funds may be used to initiate or underwrite raffle expenses.
- d. Student organizations conducting raffles must be recognized by ASUA.
- e. All organizations that wish to conduct raffles or other functioning activities must have in their constitutions a statement that they are not-for-profit.
- f. No individual organization member may benefit directly or indirectly from the raffle.
- g. No person except a bona fide local member of the organization may participate directly or indirectly in the management, sales, or operation of the raffle.
- h. No organization should make representations with regard to the taxable status of money paid for the purchase of raffle tickets.
- i. It must be clearly stated that no portion of the funds raised may be used to purchase alcohol or illegal substances in violation of state law and University alcohol policies.

Student Organization-Related Travel

UA recognizes that student organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the organization, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel! Student Organizations should consult with their organizational advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. Vehicles are available for rent through UA Facilities Management—MotorPool. Student organizations should submit an application for MotorPool rental to the Club Resource Center in ASUA (3rd floor SUMC) at least 14 days in advance of planned travel. A post-trip evaluation should be completed with the organizational advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Whenever possible, student organizations should use chartered bus/van service for transportation. **Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is discouraged by ASUA. ASUA recommends that student organizations find alternatives to purchasing, leasing, renting or transporting passengers in 12 and 15 passenger vans due to increased risk of rollover and injury.**

UA does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student organizations should consider having participants in submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. Copies of the form should be left with the advisor, as well as with traveling student leaders.

Adapted from: Arizona State University. Student Organization Resource Guide and Policy Handbook. http://www.asu.edu/studentaffairs/mu/clubs/docs/SORC_Manual.pdf

Release: Indemnity, Assumption of Risk, and Consent to Medical Treatment

Name of Participant: _____

Trip/Activity Description/Organization: _____

I am signing this statement so that I can participate in the trip/activity described above. This "Release, Indemnity and Assumption of Risk Statement" covers all events and occurrences associated with the activities, including any associated travel and meals. If I have any concerns about my health or ability to participate, I agree to discuss my concerns with my physician before deciding to participate.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me, or damage to or loss of my property. I agree to indemnify University Of Arizona (UA) and/or University of Arizona Memorial Union and/or the organization coordinating travel and agree not to take legal action against UA and/or UA Memorial Union and/or the organization coordinating travel for any harm or damage associated with my participation or travel if the harm or damage is not due to the negligence or fault of UA and/or UA Memorial Union and/or the organization coordinating travel. I understand that my participation in this trip is voluntary.

Health Emergency and Consent to Medical Treatment

Allergies (medicine, food, etc.): _____

Medications taken: _____

Physical Limitations: _____

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the physician/health care provider rendering the treatment. _____ (Initials)

Insurance Company: _____ Policy # _____

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person: _____

Home/Cell Phone: _____ Work Phone: _____

If the emergency Contact Person I have listed is not available, please contact:

Name: _____ Phone: _____

In this agreement, "UA and UA Memorial Union" means University of Arizona, the Arizona Board of Regents, the State of Arizona, Memorial Union and their employees and agents.

Signature of Participant: _____ Date: _____

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign:

Signature of Parent or Legal Guardian: _____ Date: _____

Procedures for Student Organization Rental of a MotorPool Vehicle

Making a Reservation

What you need to complete and hand in before a vehicle can be reserved for you:

1. Complete the Vehicle Request Form (form can be downloaded at www.asua.arizona.edu under the "Clubs" tab).
2. Complete Driver Registration and Motor Vehicle Record Check Online Form: <http://risk.arizona.edu/MVD/MVDForm.shtml>. **Please note:** After you fill in the online form and press "submit," print the screen page that confirms that you have entered your information into the Risk Management Database. **All drivers** must submit their printed confirmation in their packet.
 - a. The University of Arizona requires a license background check for ALL DRIVERS.
 - b. ALL DRIVERS are required to have been licensed by the State of Arizona for at least three years and have an "acceptable" driving record (as determined by the background check) in order to rent a university vehicle.
3. You need a signed memo/letter from your club advisor stating the trip destination, dates, type of event and purpose of attendance.
4. **All** drivers need to provide a copy of their drivers' licenses. Note: All drivers need to have held Arizona drivers' licenses for the past three years to rent a vehicle. If you are driving out of state you must have *at least* two drivers per vehicle, although it is recommended that you have more.
5. If requesting a high occupancy vehicle (HOV)—anything larger than a minivan—drivers need to have completed HOV training and provide a copy of all drivers' HOV cards (along with their drivers' licenses) with their MotorPool application and at the time of reservation. If your HOV card is dated four years or more from today, it must be renewed through Risk Management. To view scheduled HOV training dates and times and register for a training session go to <http://risk.arizona.edu/training/index.shtml>.

After you have completed ALL requirements listed above, you must meet with Pete Pereira (Room 325 of the Student Union) to hand in your application. **You must complete your paperwork and meet with Pete Pereira to request a vehicle at least 14 business days prior to departure to allow time to complete vehicle reservations.** Please contact 621-ASUA to make an appointment with him. ASUA will contact MotorPool to make your reservations and will complete the required online paperwork and signatures. You will be notified by email/phone when your vehicle is officially reserved, what the approximate cost will be and any other pertinent details.

Paying for Your Reservation

There are two ways to pay. Please note on the Vehicle Request Form the form of payment you are using.

1. Account Number: if you have an official university account number, the MotorPool can bill it direct. You must have the account number at the time you are making the request.
2. Direct pay: You must take a check payable to UA MotorPool, for 80% of the estimated cost, to the MotorPool at least 72 hours prior to departure. The remaining balance is due to the MotorPool within 24 hours of your return.

Canceling your Reservation

If you need to cancel your reservation, you must **notify** the MotorPool and ASUA at least 24 business hours in advance, or you will incur full charges (as per MotorPool policy).

Procedures for Student Organization Rental of a MotorPool Vehicle (cont.)

Picking up Your Vehicle

Pick up your vehicle at MotorPool on the scheduled day and time. Note: MotorPool reserves the right to cancel your reservation if you arrive more than an hour late to pick up your vehicle. Note: If you are picking up your vehicle on a holiday or at any time other than those listed above, **make special arrangements with MotorPool to pick up keys** prior to departure and get location of vehicle in Customer Service Lot. A map with MotorPool's location can be found at <http://www.fm.arizona.edu/motorpool/motorpool.gif>

MotorPool

1597 E. 16th St.

Ph: 621-7316

Monday—Friday 6am-5pm

Saturday 6am-12pm

Sunday 12pm-6pm

Please note:

- Receiving travel funds from ASUA does not guarantee that your request for Motor Pool vehicles will be approved.
- Motor Pool will not let you use a University vehicle without the ASUA signature and your advisor's signature regardless of funding.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.
- You must have completed the "Responsibility Agreement for Expenditures" section of the Recognition application.

Please Be Aware:

All other University use policies apply. University vehicles may only be used for the approved activity or event. The Motor Pool may refuse to release a vehicle for use if it has reason to believe the use will be improper or otherwise violate policy. The driver must present a valid driver's license when the vehicle is picked up. University vehicles are only insured by the State of Arizona for authorized use. Any loss or damages arising from unauthorized use are the responsibility of the person to whom the vehicle was checked out. In addition, the University cannot insure, or otherwise be responsible for, any use of non-university owned vehicles by student organizations, including non-university rentals and privately owned vehicles.

If you have any questions regarding this process, please call the Club Resource Center at 621-2782 or email uaorgs@email.arizona.edu.

Guidelines for Bulk Mailing

Step-by-Step Guide to Sending Bulk Mail

1. Fill out the Mailing Labels Request Form. You should bring the filled out form and a copy of what you would like to send via bulk mail to the ASUA office (3rd floor SUMC). If your mailer is in a language other than English, you must provide us with an English version. This will help to ensure that your mailing is correct and approved before you made copies.
2. After ASUA staff has approved your mailer and request form, you should make copies of your mailer. For bulk mail, you must have at least 200 pieces of the same information to be mailed. No handwritten notes are allowed. Mailing should not include an advertising from vendors/sponsors
3. After your Mailing Labels Request Form and mailer has been approved, ASUA staff will order the mailing labels to be printed by the Enrollment Management Systems Group through the Office of Enrollment Management. After the addresses have been compiled, they will automatically be sent to Bulk Mail. Contact info:

Alan Burke, Bulk Mail Manager: acburke@email.arizona.edu or 621-9522

4. The student organization will be responsible for getting in touch with Bulk Mail and coordinating the rest of the process.
 - a) To keep the cost low, your organization should stuff and seal the mailers on your own. Bring the stuffed and sealed envelopes to Bulk Mailing to complete the process.
 - b) Bulk mail will print the return address and non-profit stamp. You should request the return address for the **Center for Student Involvement and Leadership (see below)**. Having the appropriate permit stamp and the return address are critical to ensure that mail will arrive to the recipient. Improper return address and non-profit stamp can result in the mailing being returned to sender at your financial expense. The return address should read (in all capital letters):

THE UNIVERSITY OF ARIZONA
CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP
YOUR CLUB NAME
THE UNIVERSITY OF ARIZONA
PO BOX 210017
TUCSON AZ 85721-0017

It is your responsibility to communicate with Bulk Mailing to ensure that the proper return address is printed on your envelope!

Access for People with Disabilities

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, in its programs and activities. The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provisions of goods and services for persons with disabilities.

ADA/504 Compliance

In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by the University because of disability.

How does this relate to your organization?

The University requires student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is wheelchair-accessible, such as the Student Union Memorial Center, Social Sciences Auditorium and the Center for the Performing Arts. If you receive a request for a sign language interpreter or real time captioning, the Disability Resource Center, 626-5490 will schedule and provide those services at no cost. If the program is being held in the Student Union Memorial Center or Park Student Union, there are also Assisted Listening Devices available for persons who are hard of hearing; they can be arranged for immediate delivery by contacting the Union Information Desk (621-7755). You may contact the Events Planning Office for assistance in how to comply.

Inviting Participation

As one of the University's many diversity efforts, colleges, departments, programs, and student organizations are being encouraged to include statements about the availability of disability-related accommodations on their materials.

Statements about the availability of accommodations are a way of creating a welcoming environment. By encouraging advance inquires, you can identify any needed accommodations early so that they can be implemented in a seamless fashion.

When you receive questions about accessibility or an accommodation request you may not always be sure how to respond. When that happens, obtain the individual's contact information, make sure you understand their question or request, and let them know you will get back to them shortly. If you need assistance in responding you can contact Sue Kroeger, at Disability Resources (626-7674 or suek@email.arizona.edu).

Access for People with Disabilities (cont.)

How do you let people know about the services you can arrange for?

Below are four template statements that can be included on marketing or informational materials to let people know you can accommodate their needs. You should be able to adapt one of them for almost any situation.

1. **Events** (To appear on calendars, posters, flyers and other announcements or advertising for the event.)

If you have questions concerning access, wish to request a sign language interpreter or disability-related accommodations please contact {insert name and contact information including an e-mail or TTY number}.

2. **Web Pages** (To appear as text on pages if you are not sure of usability. To learn why websites need to be accessible and how to create an accessible website, please visit:
<http://www.arizona.edu/uaweb/accessible/index.php>

If you have difficulty accessing any portions of this page with adaptive technology, please contact {insert page owner/web master name, e-mail, phone, and TTY if available}.

3. **Publications** (To appear on catalogs, brochures, and other University publications)

If you need this information in an alternate format (Braille, digital, tape or large print) please contact {insert name and contact information including an e-mail or TTY number}.

4. **Syllabi** (To appear on all syllabi)

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Only use the wheelchair logo if in fact the venue you are using has wheelchair accessibility. That logo only refers to wheelchair access and should not be used as a “generic” message that you’ll provide any other accommodations. Please be intentional with the services provided and the symbols associated with them to ensure that you are meeting the needs of your audience.

Adapted from the University of Florida Handbook of Student Activities:

<http://www.union.ufl.edu/involvement/studentOrgs/handbook/contents/7.asp#americans>

Resources for Student Leaders

Semester Guide to Student Leader Responsibilities
Running Effective Meetings
Becoming a Better Facilitator
Effective Delegation
Retaining Members
Smooth Transitions

Semester Guide to Student Leader Responsibilities

The following are suggested student organization leader responsibilities by semester. Each organization has different needs. Thus, each group should develop a more complete list.

Fall

1. Get organized to participate in the Fall Student Organization Involvement Fair. The fair is typically held on the second Thursday of the term from 10:00am -2:00pm on the Mall. Watch for the registration announcement over the LEADUA listserv. After the announcement goes out, email uaorgs@email.arizona.edu to reserve your spot.
2. Schedule meeting times and locations. Reserve classrooms with Room & Course Scheduling (Rm. 347, Modern Languages) or Student Union meeting rooms with Events Planning (3rd floor SUMC).
3. Conduct a general meeting/open house to invite membership.
4. Plan activities to help your members get acquainted with each other. Icebreakers are always helpful at the first few meetings.
5. Put together materials for each member including: your group's constitution; a membership list; a list of goals and objectives; and a calendar of meeting times and locations, as well as any set dates for projects or special events.
6. Schedule regular meetings with the other officers and the advisor.
7. Check on the status of your bank account and financial status. Does the group need to plan any fundraising activities? Start planning now.
8. If you are in need of funds, check on the ASUA funding schedule. For more information regarding ASUA Funding visit <http://www.asua.arizona.edu/ab.htm>. Funding forms are available online and in the Club Resource Center (Rm. 325W, SUMC).
9. If you have not done this already last Spring, set goals and objectives for the year.

Semester Guide to Student Leader Responsibilities (cont.)

Spring

1. Review your goals and objectives. Are you on track? Set SMART organizational goals that are *Specific, Measurable, Achievable, Results-focused and Time-bound*.
2. Schedule meeting times and locations. Make your reservations as soon as possible with either Room & Course Scheduling or the Student Union's Events Planning Office.
3. Prepare for officer election/selection early in the semester. New officers are typically elected/selected in the middle of spring semester.
4. Outgoing officers should train the newly elected/selected officers.
5. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for following years. This is very useful for the new leadership and it provides historical information for the files.
6. Make sure your officers emails and addresses are updated in your club written files by completing a Club Recognition Form (available at the ASUA website under the "Clubs" tab) and update your information website online.
7. Consider nominating individuals, organizations or events for a student organizations award.
8. Make sure your club participates in re-recognition meetings in the mid- to late Spring to make sure your club is recognized for next Fall.

New Officers Should:

1. Review organizational files and information with outgoing officers.
2. Locate all financial records and go over these with the outgoing officers.
3. Have a meeting with your advisor and other new officers to talk about what direction you would like the organization to move in. Discuss successes and failures from the current year.
4. Plan now for participating in the Fall events like Family Weekend and Student Organization Fair. Set dates, make plans and delegate tasks.
5. Hold a goal-setting session for next year with the entire group.
6. Get summer and fall email and phone list of all members. It is very difficult to get started in the fall when you do not know how to get a hold of people.

Summer

1. Write emails to the officers and members to keep them updated. This is also a good way to build motivation and excitement for the fall.
2. Organize your written and electronic files and discard any unneeded materials.
3. Prepare and organize for early fall events, such as the Fall Student Organization Involvement Fair, Wildcat Welcome Week, and Family Weekend.

Adapted from: Michigan State University Student Organization Handbook
http://www.studentlife.msu.edu/current_students/rso/documents/student_organization_leader_responsibilities.pdf

Running Effective Meetings

Do you dread attending meetings because they are dull, unproductive, disorganized and endless? Don't worry! With proper planning and preparation, any meeting can be effective and fun.

Meetings have several functions. They give members a chance to discuss goals and objectives, and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision-making. Start with careful planning, finish with a thorough follow-up, and the meeting will almost run itself. Here are some tips to make your next meeting successful and productive:

Before the Meeting

- Define the purpose of the meeting. If you can't come up with the purpose, don't have a meeting.
- Develop an agenda with officers and advisors. An example agenda may be:
 - Call to order
 - Approval of the agenda
 - Correction and approval of minutes
 - Announcements
 - Officer reports
 - Committee reports
 - Unfinished business
 - New business
 - Special issues
 - Adjournment
- Distribute the agenda and circulate background material, such as lengthy documents or articles, prior to the meeting so that members will be prepared and feel involved.
- Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members have other commitments.
- If possible, arrange members so that they face each other. For larger groups try U-shaped rows. A leader has better control when he/she is centrally located.
- Choose a location suitable to the group size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
- Use visual aids, such as posters, for interest.
- Vary meeting locations if possible, to accommodate different members.

Running Effective Meetings (cont.)

During the Meeting

- Greet members and make them feel welcome, even the late ones.
- If possible, serve light refreshments; they are good icebreakers.
- Start and end on time.
- Review the agenda, and set priorities for the meeting.
- Stick to the agenda
- Encourage group discussion to get all viewpoints and ideas. You will have better quality decisions as well as highly motivated members.
- Encourage feedback. Ideas, activities, and commitment to the organization improve when members see their impact on the decision-making process.
- Keep conversation on topic, toward the eventual decision. Feel free to ask for only constructive comments.
- Delegate responsibilities and establish due dates. Give members a voice in decision-making.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- Lead. Be a role model by listening, showing interest, appreciating and having confidence in members. Admit your mistakes.
- Summarize agreements reached, and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel are good or successful, reciting the organization's creed, or good of the order.
- Set a date and time for the next meeting.

After the Meeting

- Prepare and distribute minutes within 24 hours. Quick action reinforces the importance of the meeting and reduces error of memory.
- Discuss problems during the meeting with officers so that improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

Taken from "Fraternity/Sorority President's Manual 2002" Published by the Student Activities Office, Indiana University

Becoming a Better Facilitator

Whether running a meeting or facilitating a group discussion, the following tips may be helpful for encouraging participation and contributions from group members, diffusing tension or de-escalating a potential conflict, and making members feel heard:

- Encourage communication and involvement of all members:
"Our goal for the meeting today is...Does anyone see it differently?"
- Ask team members for opinions and feelings to encourage discussion:
"Do you agree with ...?"
- Paraphrase what someone has said to help members understand each other:
"What I'm hearing is... Is that right?"
- Probe an idea in greater depth:
"What are some other ways to approach this problem?"
- Suggesting a break or rest:
"We have been working on this problem for about an hour. I suggest we take a ten minute break."
- Moving the team toward action:
"I'd like some suggestions on possible ways to get started."
- Poll members:
"How does everybody feel about this?"
- Recommend a process:
"I suggest we go around the table to see how everyone feels about this issue."
- Get back on track:
"How does what we're talking about relate to our agenda item?"
- Explore potential results:
"If we did it this way, what is the worst thing that could happen?"
- Move toward a decision:
"We have discussed both sides carefully. It's time we made a choice."

Adapted from Harrington-Mackin. (1994) The Team Building Tool Kit. New York: AMACOM American Management Association

Effective Delegation

1. Identify the Key Task

The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.

2. Delegate each task appropriately

Review a list in order to identify the tasks that you should do and those that can be delegated to the members of your group. Choose members whose skills and personality styles match the assignment. Empower members so as to provide them an opportunity to grow and be challenged.

3. Explain each task to your members

Define and clarify the nature of task that is delegated to your members. To ensure a collaborative approach, properly communicate to all the members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time frame. Explain to the members clearly as to why the task is important and how it contributes to the organization as a whole.

4. Develop a plan for each task assigned

A sound plan is essential for the projects to succeed. Good planning is a critical part of the delegation process. The plan should define how the task will be accomplished; list the subtasks, and their completion dates. Make sure your members have all the necessary resources to complete the assigned task. Encourage your members to take a lead in developing the plan.

5. Monitor the progress

Review the progress of each task on a regular basis. Set checkpoints for both short and long-range projects. Give members the freedom to perform and avoid close supervision. Measure the success by quantifiable criteria. Give praise and constructive criticism where it is due. Try not to "point the finger;" instead look at the failed act of delegation as a learning opportunity. Help your members to learn and grow through both their successes and failures.

Adapted from : Marquand, B. (1993). Effective Delegation. Manage(I), pp. 10-12.

Retaining Members

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members.

Growth

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually "saved" for the senior members?

Recognition

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

Achievement

A sense of "team" achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

Participation

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

Enjoyment

Volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

Adapted from: The Ohio State University's Student Organization Handbook (2003).
<http://www.ohiounion.com/studentorgs/default.asp>

Smooth Transitions

The transition of leadership for your organization can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

A smooth transition is:

- The responsibility of both the outgoing and incoming members.
- A way to help the group avoid starting over or starting from scratch each year.
- A transfer of significant organizational knowledge.
- A sense of closure for the outgoing members.
- A utilization of the valuable contributions of experienced leaders.
- A time for the new leadership to absorb the expertise of the outgoing members.
- A great opportunity for outgoing leaders to evaluate the year.
- An orientation process for new leaders.
- A time for incoming leaders to ask questions and outgoing leaders to give advice.

Tips for a Successful Transition

Re-Register your student organization annually.

Forms are available at Associated Students of the University of Arizona (ASUA) or on-line at <http://asua.arizona.edu/> under the "Clubs" tab. A president or treasurer should attend a recognition meeting, which will be held near the end of spring semester (in April).

Complete a "Club Recognition Form" when there are changes in officers.

Forms are available on-line at <http://asua.arizona.edu/> under the "Clubs" tab.

Share files and create a binder related to your position and organization.

Written information and digital copies of files are very helpful if the outgoing officer graduates or moves on to a different role on campus. Keep a binder in a central location that officers can access. Your advisor should have copies of all important files and an operations manual with important information about your club.

Make sure the incoming officer has a copy of the following items, which should be part of an Operations Manual for your student organization:

- An electronic copy of the constitution and by-laws
- Mission, philosophy, goals and purpose of group
- Description of officers' and members' positions, as well as committees' activities
- List of committees and their description
- Member & officer contact list
- Meeting minutes and agendas
- Contact information of important people/offices on campus
- Financial records and access to accounts (including EIN)
- List of basic annual procedures and/or calendar of annual events
- Addresses, usernames and passwords for websites
- Email, listserv usernames and passwords
- Passwords and administrative access to OrgSync
- Any historical records of the organization
- Meeting minutes and agendas

Smooth Transitions (cont.)

Set up a meeting and/or plan a retreat.

Don't just drop off a binder and leave a note that says, "Good luck!" Make sure that the outgoing and incoming officers meet together and discuss all of these issues and answer questions. Retreats are a fun way to train new officers. Topics to consider on a retreat include: goal setting, idea brainstorming, group development, and direction of the organization.

Review a calendar of the year.

Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.

Review budgets and funding.

- If the club has a bank account, who has access? Transition access prior to the old officers leaving!
- Update Bank Accounts: Complete a recognition form, request a letter of recognition from ASUA to update officers on your account (email asuaevp@email.arizona.edu).
- Who has relevant tax information? EIN, tax information and history? Make sure this information makes the transition
- What is the financial status of the organization?
- Where did the organization get money from this year?
- Did the organization apply for ASUA funding and/or received funding?
- Which fundraisers worked? Which didn't?
- Is the advisor one of the person's with access to the account? Does the advisor receive bank statements?

Review past and future organization events.

Which events were successful this year? Which should be continued?

When should the planning start?

Which events didn't go well? Should they be revamped and tried again or just dropped?

What could have been improved?

Book meeting rooms and dates

Where were meetings held? What worked? What didn't?

Has a summer contact list been created for the organization?

Have you booked your meeting rooms? Rooms book quickly, groups that are registered early have planned ahead have the best opportunities. Contact Event Planning Services on the 3rd floor of SUMC to reserve rooms in the student union or contact Room and Course Scheduling, room 437, Modern Languages to reserve rooms elsewhere around the University.

Recruitment activities

What recruitment activities were done? What worked? What didn't work?

Why did new members stick around? If they didn't – what made them leave?

Make introductions to resources.

Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (Club Resource Center in ASUA, SUMC, Event Planning Services, Facilities Management). Make sure new officers meet with the organization advisor as well.

Smooth Transitions (cont.)

Create a “to do” list.

Work together to make a list of “things to do” for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.

Attend an ASUA student organization re-recognition session.

As a registered student organization at UA, you have numerous benefits available to you, but also responsibilities. A series of information sessions in the early Fall and late Spring will provide your organization with any updates regarding AUSA resources and policies. Attendance by either the club president or treasurer is required for re-recognition. Check the ASUA website for announcements regarding the re-recognition session schedule.

Bookmark and frequently check the ASUA website.

The ASUA website has important information and resources to help your organization throughout the year. The site includes downloadable forms, information about applying for club funding, announcements regarding events, activities, meetings relevant to student organizations, and more. Visit <http://asua.arizona.edu/>, and look under the “Clubs” tab.

Resources for Advisors

Defining the Role of the Advisor
Advisor/Student Organization Statement of Understanding
Advising a Student Organization

Defining the Role of the Advisor

Each non-Social Greek organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. Social Greek Letter organizations must have a chapter advisor. A chapter advisor is defined as above or an Alumni member of the organization with a letter of support from their national headquarters on file with the Center for Student Involvement and Leadership. A faculty, administrator, or staff member who is on a sabbatical leave cannot serve as an advisor nor can graduate assistants.

Because student leaders and advisors may imagine the advisor's role and appropriate advising differently, the student leaders and advisor should discuss and agree upon the specific responsibilities of the advisor. Listed below are some expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve differences. For some items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1 – Essential for the advisor to do
- 2 – Helpful for the advisor to do
- 3 – Nice, but advisor does not have to
- 4 – Would prefer the advisor not do
- 5 – Absolutely not an advisor's role

The advisor should:

- ___ 1. Attend all general meetings.
- ___ 2. Attend all executive committee meetings.
- ___ 3. Call meetings of the executive committee when she or he believes it is necessary.
- ___ 4. Explain University policy when relevant to the discussion.
- ___ 5. Explain University policy to the executive committee and depend on officers to carry them out through their leadership.
- ___ 6. Explain University policy to the entire membership at a general meeting each year.
- ___ 7. Have a meeting with the organization president (chairperson) before each meeting.
- ___ 8. Help the president (chairperson) prepare an agenda before each meeting.
- ___ 9. Serve as parliamentarian for the group.
- ___ 10. Speak up during discussion when he or she has relevant information.
- ___ 11. Speak up during discussion when he or she believes the group is likely to make a poor decision.
- ___ 12. Be quiet during general meetings unless called upon.
- ___ 13. Exert his or her influence with officers between meetings.
- ___ 14. Take an active part in goal formation of the group.
- ___ 15. Initiate ideas for discussion when he or she believes they will help the group.
- ___ 16. Be one of the group, except for voting and holding office.
- ___ 17. Attend all group activities.
- ___ 18. Require the treasurer to clear all expenditures with him or her before commitments are made.

Defining the Role of the Advisor (cont)

- ___19. Request to see the treasurer's books at the end of each semester.
- ___20. Check all official correspondence before it is sent.
- ___21. Get a copy of all official correspondence.
- ___22. Inform the group of infractions of their bylaws, codes, and standing rules.
- ___23. Mediate interpersonal conflicts that arise.
- ___24. State what his or her advisor responsibilities are, or as he or she sees them, at the first meeting of the year.
- ___25. Let the group work out its problems, including making mistakes and "doing it the hard way," as long as such decisions do not violate university policy or are not illegal.
- ___26. Take the initiative in creating teamwork and cooperation among the officers group.
- ___27. Represent the group in any conflicts with members of the University staff.
- ___28. Be familiar with University facilities, services and procedures that affect group activities.
- ___29. Recommend programs, speakers, etc.
- ___30. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- ___31. Cancel any activities when she or he believes they have been inadequately planned.

Make sure to add any other expectations you have for the advisor's role.

After completing the above exercise to discuss and agree upon specific responsibilities of the student organization advisor, please complete the "Advisor/Student Organization Statement of Understanding" below. This statement confirms that both the student leaders and advisor acknowledge, agree upon, and will carry-out their appropriate roles.

Advisor/Student Organization Statement of Understanding

This agreement is designed to enhance and codify the relationship between the advisor and the members of a student organization. It describes the expectations and responsibilities between parties. This form may be used as a tool for evaluating the relationship between the advisor and members of a student organization. Periodic review of the contents of this agreement is necessary for the benefit of both parties. Renegotiation of any area should occur whenever one or both parties deem it appropriate.

This agreement is divided into four sections. Sections I and III outline the general rights and responsibilities of the advisor and the student organization. Sections II and IV should include specific rights and responsibilities that are to be negotiated and mutually agreed upon by both parties.

The members of _____ (club/organization name), by the selection process outlined in our constitution hereby announce that _____ (advisor name) will be our club/organization advisor for the _____ (year) academic year.

Section I: General Rights and Responsibilities of the Advisor

ASUA has the following basic expectations of all student organization advisors:

1. Treat students as mature individuals who possess dignity, worth and self-direction
2. Understand the purpose and objectives of the student organization
3. Meet with the executive board as often as necessary
4. Have knowledge of and explain institutional policy/procedure
5. Offer financial management advice
6. Act as a resource to the group
7. Attend programs that may potentially have liability/risk for the institutions
8. Intervene when knowledge of illegal activity/activities contrary to UA policy occur

In addition, the advisor has the right to disagree with student organization decisions. It is understood that as an employee of the University, the faculty advisor may disagree with an organizational decision and/or activities. A situation may occur when the University administration deems this organization's activities or decisions as incompatible with the objectives of the University or inappropriate for a university setting.

Section II: Specific Rights and Responsibilities of an Advisor

The following expectations are to be negotiated between the advisor and the club/organization. Please check off all expectations the advisor and student leaders have agreed upon.

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Call meetings of the executive committee when she or he believes it is necessary.
4. Explain University policy when relevant to the discussion.
5. Explain University policy to the executive committee and depend on officers to carry them out through their leadership.

Advisor/Student Organization Statement of Understanding (cont.)

- ___6. Explain University policy to the entire membership at a general meeting each year.
- ___7. Have a meeting with the organization president (chairperson) before each meeting.
- ___8. Help the president (chairperson) prepare an agenda before each meeting.
- ___9. Serve as parliamentarian for the group.
- ___10. Speak up during discussion when he or she has relevant information.
- ___11. Speak up during discussion when he or she believes the group is likely to make a poor decision.
- ___12. Be quiet during general meetings unless called upon.
- ___13. Exert his or her influence with officers between meetings.
- ___14. Take an active part in goal formation of the group.
- ___15. Initiate ideas for discussion when he or she believes they will help the group.
- ___16. Be one of the group, except for voting and holding office.
- ___17. Attend all group activities.
- ___18. Require the treasurer to clear all expenditures with him or her before commitments are made.
- ___19. Request to see the treasurer's books at the end of each semester.
- ___20. Check all official correspondence before it is sent.
- ___21. Get a copy of all official correspondence.
- ___22. Inform the group of infractions of their bylaws, codes, and standing rules.
- ___23. Mediate interpersonal conflicts that arise.
- ___24. State what his or her advisor responsibilities are, or as he or she sees them, at the first meeting of the year.
- ___25. Let the group work out its problems, including making mistakes and "doing it the hard way," as long as such decisions do not violate University policy or are not illegal.
- ___26. Take the initiative in creating teamwork and cooperation among the officers group.
- ___27. Represent the group in any conflicts with members of the University staff.
- ___28. Be familiar with University facilities, services and procedures that affect group activities.
- ___29. Recommend programs, speakers, etc.
- ___30. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- ___31. Cancel any activities when she or he believes they have been inadequately planned.

Advisor/Student Organization Statement of Understanding (cont.)

If there are other specific expectations and responsibilities please list them here:

1 _____
2 _____
3 _____
4 _____
5 _____

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

Section III: General Rights and Responsibilities of Members of Student Organizations

ASUA and the UA has the following basic expectations of all student organization members:

1. Understand the purpose of the student organization and pursue activities that fulfill its purpose.
2. Take advantage of opportunities to enhance their leadership skills.
3. Provide positive and negative feedback and confront behavior in other members and the advisor that they deem to be detrimental to that individual and/or organization.
4. Treat the advisor as an individual who possesses dignity, worth and self-direction.

In addition, members have the right to be listened to by other members and the advisor and to voice their disagreements with the decisions of the advisor. They have the right to choose their level of involvement in the student organization.

Section IV: Specific Rights and Responsibilities of Members of the Student Organization

If there are other specific expectations and responsibilities please list them here:

1 _____
2 _____
3 _____
4 _____
5 _____

Advisor/Student Organization Statement of Understanding (cont.)

Signatures

Advisor:

I have met with the club/organization and have discussed my expectations/responsibilities. I agree to the above Statement of Understanding and will fulfill my responsibilities to the best of my ability. This agreement is binding until a new a new agreement is developed.

Signature of Advisor

Date

Student organization:

I have met with the club/organization advisor and have discussed his or her expectations/responsibilities. I agree to the above Statement of Understanding and will fulfill my responsibilities to the best of my ability. This agreement is binding until a new a new agreement is developed.

Signature of organization president

Date

Advising a Student Organization

Introduction

An important part of any student organization is the advisor. Every student organization must have an advisor to be officially recognized by the University. The advisor is required to be a faculty or academic staff member. The University believes an advisor serves a very important function to the organization, and to the campus activities program. The selection of an advisor provides a new perspective, opportunity for feedback and support to the organization. His or her experience and position with the University helps provide the ability to serve as a mentor, consultant and resource.

There is a tendency for an organization to select an advisor and feel that it has met the requirement and that nothing more is necessary. However, the ideal relationship between the advisor and the student organization would be a partnership providing the basis for good decision-making and leadership of the organization.

It is obvious that there is a need for communication and mutual understanding. Advisors have obligations to their organizations and to the University, and organizations have obligations to their advisor as well as the University. Ideally, the relationship between the advisor and the organization would involve trust and respect. The advisor must feel that she or he can depend on the organization to act in a manner that is responsible, and the organization must feel that it can depend on the advisor to act in a manner that is responsible as well.

One of the most frequently asked questions about advising students groups concerns the legal liability of the advisor. In general, the advisor has accepted the position of advisor to a student group as "part of the job." The advisor would probably not be held personally liable for mistakes as long as the organization is not engaged in an activity that is illegal and as long as there is not negligence involved in the performance of the advisor's function. The use of common sense is one's best guide to determine what needs to be done in the event that an activity is potentially dangerous or unethical. An advisor who utilizes appropriate techniques to insure the safety of the participants will usually not be judged liable should a participant become injured.

Rewards of Advising

There are many benefits that can result from the advising relationship. Individual students, the organization, and the organization's members share these benefits:

- Being able to observe the growth and development of students.
- Recognition from the students, the organization, and (hopefully!) the institution.
- Serving as a mentor, role-model and resource for students.
- Opportunity to observe fads, student culture, and subtle changes that occur in student life. You'll have your "finger on the pulse" of the student body.
- The opportunity to teach, lead and coach involved students.
- The opportunity to form networks with other colleagues involved in advising and the ability to network with advisors of similar organizations on a regional or national level.
- The opportunity to serve the organization and the institution and simultaneously build your resume.
- The opportunity to participate in an club/organization whose purpose you enjoy.

Advising a Student Organization (cont.)

Who can be an advisor?

Any UA faculty or staff members can be an advisor to a club or organization. A student cannot be a club advisor. Off-campus people are not allowed to advise UA clubs/organizations for many reasons: 1) they may not be aware of campus policies and resources; 2) insurance and risk management issues; and 3) the university would like to promote a stronger campus community by encouraging relationships between students and faculty and staff.

Functions of a student organization advisor

Broadly stated, the purpose of the advisor is to work with the designated leaders and members of a functioning student organization with the intent of:

1. Assisting the leaders and members to fulfill their responsibilities.
2. Aiding the organization to define and achieve its goals and objectives.
3. Integrating the organizational activity with the overall purpose of the educational setting.

When issues arise, the opinions of the advisor should be sought and given proper consideration. Although the advisor is not responsible for policy-making, he or she may make recommendations and should expect that these will be considered.

The literature on student organization advising suggests three main functions of responsibility for advisors. These functions are: maintenance or custodial of the organization; group growth and leadership; and program content and coordination. The advisor will perform certain functions within any of the three categories. The three categories provide a classification, a rationale, and validity to group advising.

Maintenance Functions

- Provide a historical view of the group and the institution. Serve as a resource on administrative/academic issues and how these relate to the functioning of the group.
- Be aware of any and all procedures and regulations affecting the group, including the organization's constitution and by-laws. Assist them in adhering to them.
- Encourage the group to keep records and evaluation files. Procedures for passing this information along should be developed.
- Inform members of resources and opportunities that will advance the goals of the group.
- Establish a rapport with the students. Be available to consult with them.
- Mediate inter-group disputes when necessary.

Growth Functions

- Express sincere enthusiasm and interest in the group and its activities.
- Assist the group in determining how they will function, and what roles the officers will take.
- Act as a positive critic of the group. Give feedback on how they are doing.
- Try to encourage the assignment of tasks to all group members.
- Help them to understand the principles of the organization and its importance to the UA community.

Advising a Student Organization (cont.)

Program Functions

- Enlarge the thinking of the group by introducing new ideas and challenging the group on "the way we've always done things."
- Review financial accounts being maintained by the students.
- Attend as many meetings and planned events as possible, or as desired by student organization leaders.

Miscellaneous

- **Allow the group to be on its own. Remember, it is a student club/organization and should be run by and for students.** You should intervene if the group wants to do something that is illegal or is not in line with their mission or the mission of the University of Arizona.
- Provide support for students to practice their management and leadership skills.
- Form a positive, role-modeling relationship with the officers and perhaps even some of the members of the group. You will be looked up to by the students – take this responsibility seriously.

The advisor's activities may fall within any of these categories as the situation dictates. There are various types of groups with different objectives; consequently, the advisor functions differ from organization to organization. Also, because new circumstances and environmental factors may arise, the advisor may find that his or her approach and activities will change throughout the year. Advisors should not allow their groups to become dependent upon them and their decisions, but they should work toward becoming accepted as participants and as part of the decision-making process of their organizations.

Consequently, all of the suggestions are made to remind as well as instruct. It is important that the relationship between the organization and advisor be mutually satisfactory. Each can learn from the other, and benefit from this relationship.

Advising a Student Organization (cont.)

Possible Advisor Contributions

Financial Management

Assist your organization in the planning of its budget. Assist students in their decision making on how to use their money wisely throughout the year.

Planning, Goal Setting, and Evaluation

Provide planning resources and ideas. Assist students by meeting with them regularly to discuss the agenda of upcoming meetings and the details of upcoming events. Guide students by setting goals at the beginning of the year and evaluating them regularly.

Motivation and Delegation

Provide information on techniques that can motivate organization members. Assist leaders with defining the roles of members (with job descriptions, constitutions and possibly an organizational flow chart) and identifying skills and talents of members.

Communication

Compile resources on communication skills that can be used by members. Provide members with sample memos, contracts, letters of agreement, and other templates for relevant documents/communication. Encourage students to practice communication skills as a part of the learning process of being a leader or member of an organization.

Decision Making and Situational Analysis

Assist students in becoming "problem solvers" and being "resourceful." Help students to think through the pros and cons of decisions being made in the organization. Ask that students clarify the issues and focus on the outcomes of their decisions.

Initiative

Empower the students to take the initiative in all matters concerning the organization, thus helping to instill confidence in their abilities.

Support and Approachability

Be the cheerleader for the organization, offering encouragement to the students. Be a listener for the students and offer helpful feedback when needed. Always try to be approachable, open and honest.

Relationship Building

Be a role model for the students by demonstrating appropriate working relationships and being "professional." Discuss with the students your expectations of them and their expectations of you. Help students with conflict management by having them distinguish between personal conflicts and issues related directly to the organization.

Advising a Student Organization (cont.)

Student/Advisor Relationships

An advisor and student should have an open, honest relationship and have the opportunity to share ideas, receive feedback, and build trust.

1. The responsibility for building the relationship must be shared between advisor and student. View this relationship as a partnership.
2. The relationship must be based upon open, direct communication. Share needs, responsibilities, and expectations with each other.
3. Both must recognize the other's various roles and responsibilities in/outside of their activity position. Know each other's commitments and let each other know their impact.
4. Both advisor/student are human beings who make mistakes, follow their own value systems, and work in individual, professional, and personal styles. Everyone makes mistakes. Accept, discuss, and learn from mistakes - then move on!
5. Both advisor and the student are continually growing, changing, and learning; each within their own unique stages of development. Challenge and support each other.

Advising styles

The advising style of an organizational advisor varies from person to person, and group to group. If you have done this for more than one year, you will realize that your advising style will vary from year to year - even within the same organization. This is due in part to the changing dynamics of the different students involved.

- Depending on the experience and motivation of the students with whom you work, you may be asked to take either an active or passive role. Likewise, your own advising style will determine how active a role you play.
- Some advisors prefer to be highly involved in the groups. They advise by attending all meetings, helping to make the group aware of current situations, and aiding in major financial or programmatic decisions.
- On the other hand, there are advisors who see themselves as resources, or sounding boards for the group. This style of advising seems to be less active, but no less important or effective.
- Between these styles are various levels of involvement, all dependent upon your personal strengths and weaknesses, the group, and the situation.
- **What is most important is that the advisor and the leaders and members of the organization communicate to mutually define your role as the advisor.**

Advising a Student Organization (cont.)

Different perspectives on advising

Student leaders and advisors may have different perspectives on the role of the advisor and different expectations for appropriate advising. The below lists offer a comparison of how student leaders and advisors may perceive the role of the advisor:

Role of the advisor as viewed by the advisor

- Person of resource
- Friend/counselor
- Picks up pieces when necessary
- Assists in planning
- Able to play "devil's advocate"
- Helps set goals
- Helps maintain direction and provide continuity
- Stimulates creativity and motivates
- Serves as a sounding board for chairpersons
- Facilitator for group process
- Being accessible

The role of the advisor as viewed by student leaders

- Person of resource
- Positive reinforcement and support
- Provides constructive criticism
- Serves as liaison between committee and college
- Deals with legal and contractual matters
- Attends committee meetings
- Advises on specific college procedures
- Easily accessible and available
- Discusses ideas but doesn't dictate
- Able to play "devil's advocate" when necessary
- Has brainstorming skills
- Realizes leaders are volunteers

Tips for advisors

- Advisors who are able to establish mutually rewarding relationships with leaders and members of the organization generally do so by naturally allowing their experience and expertise to direct them.
- Spend time getting to know the students. Meet for lunch or a break during the day and talk about activities, how you spend your time when you're not at work, recent books you've read, movie likes/dislikes, etc. This is a great way to get to know each other as you begin to build this advisor/student relationship.
- Attending meetings and keeping in touch with the officers on a regular basis keeps the lines of communication open and encourages the advisor to assist in planning and problem solving as needed. Some students need to meet more often than others depending on how often the group meets.
- Failure can also be a learning experience. Nobody expects you to have all the answers. Problem solving involves the whole group.
- Officers and advisors must work to provide each other with a positive experience. Once you build the relationship you need to work at it to keep it together.

Advising a Student Organization (cont.)

Evaluation of the Advisor's Effectiveness

It is important for the group advisor to periodically become involved in the evaluation of his or her effectiveness. Use these questions as a way to gauge your role as advisor:

- How much time have I devoted to my advisor position this semester?
- Have I given enough/too little time to my position?
- Have I confronted executive board members on issues and concerns?
- Have I been consistent in reading/answering calls, emails, and mail?
- Have I been enjoying what I am doing?
- If I were to rate myself from 1-5 (5 being the highest), what would my score be?
- If the student organization members rated me, what would it be?
- What one thing about being an advisor do I enjoy the most?
- What one thing about being an advisor do I enjoy the least?
- What can I do to help this organization, the members and the leaders succeed?

The evaluation is most helpful when the advisor does a self-evaluation, and the organization members offer feedback. Open, two-way communication is critical in an effective advising relationship. Consider the following items in the evaluation process:

1. Have students and advisor discussed the role of the advisor in the organization?
2. Is the advisor's involvement in different areas of the organization (i.e. programs, meetings, planning) appropriate?
3. Is the advisor an effective resource person? Is he or she familiar with the college's policies and procedures, as well as the special interest areas of the group?
4. Is the advisor adequately available to group members?

Advising a Student Organization (cont.)

Terms of Service for Advisors

It is customary for organizations to choose an advisor for an academic year. At the end of this time, an organization may decide to reappoint the advisor with his or her approval or select a new advisor. However, an organization is free to choose to have an advisor for an indefinite term of service. An exception to this involves the advisors to certain academic or major/departmental status organizations which have the advising responsibility written into their position description.

When an organization becomes interested in acquiring a new advisor, it is very important for that organization to keep in mind the challenges involved in doing so. Organizations should make sure to line up a new advisor well enough in advance of the start of a new school year in order to have the time necessary to secure the interest of the individual.

Both the advisor and the organization should understand the term of office. The recommended procedure is that each year when new officers are elected, the advisor should also be selected. After the advisor agrees to serve, she or he must sign the recognition paperwork that student organizations need to submit to ASUA to have their organization (re-)recognized each year.

Every group on campus is different, and so is every advisor. The best way to settle on mutual expectations is to sit down and talk with each other. It's always in everyone's best interest to keep communication lines open. If difficulties do arise which cannot be worked out, feel free to contact ASUA (uaorgs@email.arizona.edu or 621-2782) for assistance. Students and staff at ASUA have knowledge and expertise in working with student groups. It is through continuous and open dialogue between ASUA and organization advisors that the greatest amount of assistance can be given to advisors. Students should never feel that advisors are being intrusive, but rather know that they are there as a resource and are always willing to act as a mediator for any of their conflicts.