SALVE REGINA OFFICE OF STUDENT ENGAGEMENT

STUDENT ORGANIZATION MANUAL

YOUR GUIDE TO RUNNING A SUCCESSFUL STUDENT ORGANIZATION

UPDATED JULY 2020

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Policies and procedures articulated in this manual are subject to change. Notice of major changes are generally distributed to student organization leaders via email and at club president meetings. Minor changes may be made without formal notification. Violation of the policies outlined in this manual as well as any university policies or regulations may be a breach of the student code of conduct.

WELCOME

Thank you for taking the time to invest in your student organization. Involvement within a student organization is one of the best ways to broaden your college experience by meeting new people, faculty, and staff on campus, enhancing your leadership skills and building your resume. Your student organization leadership will provide you with valuable insight into your academic experience.

This manual is a guide to help you and your organization thrive at Salve. Whether you are just starting an organization or continuing an organization, this manual will help you find the “how-to’s” for success. As a leader of a student organization, you are responsible for knowing and following the policies and procedures of this manual.

Please use this manual as a way to learn more ways to effectively manage your student organization. The manual is constantly evolving and if there is a topic you with to see in the manual, please do not hesitate to reach out to our office. If you have any questions about a policy or procedure, the OSE staff and SGA members can aid in answering any questions you may have. Best of wishes as you embark on the amazing journey of student organization leadership.

Sincerely,
The Office of Student Engagement Staff

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ADVISOR ROLE & PURPOSE

Advisor Role

The organization Advisor plays a significant role in building and marinating a successful organization the organization. The Advisor's role and degree of involvement may vary depending on the purpose and goals of the organization.

Choose your advisor wisely and with input from your members. Discuss with your group and with your advisor what your want the advisor's role to be. Take into consideration your advisor is an advocate and liaison for your organization.

Each Advisor perceives their relationship to a Student Organization differently. Some Advisors are very active, attending meetings, working with student offices, and assisting in program planning and development. Others maintain a more distant relationship to the Organization. Hopefully, each Advisor will maintain some regular contact with their organization.

An Advisor accepts responsibility for keeping informed about activities of the Organization and for advising officers of the Organization of the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of Student Organization; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

The differences in purposes, activities, and objectives of various Student Organizations will vary the role of the Advisor. Each Advisor should develop an understanding of their Student Organization in order to best represent and assist the Organization. The Advisor and Student Organization should agree upon a set of expectations of one another in the beginning; these expectations should be listed in the Student Organization's Constitution.

A key idea to remember is that Advisors are there to provide guidance, insight and perspective to students as they work on projects, not to lead or do the work for students. Students should be the decision makers and are therefore accountable for the successes and failures of the group.

Advisor Criteria

Advisors must be full-time faculty or staff members of Salve Regina University, Employees who do not have full-time status are not eligible due to liability reasons. If any point an Advisor's employment status changes, the Student Organization and the Office of Student Engagement should be notified immediately.

Advisor Agreement

This worksheet can be a means of communicating expectations of the Student Organization-Advisor relationship. Both the Advisor and Executive Board of the Student Organization should review each item. Organization members check off what you expect from the Advisor in the "Student Org" column. Organization Advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Advisor" column. From this, both parties can come to an agreement.

The Advisor agrees to...	Student Org	Advisor	Agree
Attend all general meetings of the organization			
Attend all Executive Board meetings			
Call meetings of the Exeuctive Board when deemed necessary			
Explain University policies where appropriate			
Help the President prepare the agenda before each meeting			
Serve as parliamentation to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all respondents			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planed			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			

Advisor Change

When a new Advisor is selected, the organization or the old Advisor must notify OSE immediately. If the organization records are out of date, the office cannot honor the new Advisor's signature on financial records. OSE and SGA requires that an updated Student Organization Recognition Form to be completed whenever a new advisor is selected.

Advisor's Leave of Absence

If your Advisor is planning an extend leave of absence from the university (e.g. leaving on vacation, sabbatical, sick leave, etc.), they should designate a substitute to sign off on important documents for your organization. They Advisor should notify OSE via email with the designee's contact information. The contact information for the designated substitute should be updated on Seahawk Connection. Don't forget to ask your Advisor to send the you the name and contact information of the designee for your records.

Advisors may not sign any contracts on behalf of the organization or Salve Regina. All contractual agreements must be processed through OSE for the official university signatures. Like officers, the Advisor is responsible for your organization's adherence to the university policies and procedures.

Advsiors should not reserve space on behalf of the student organization. Reserving space is the responsibility of the student leaders within the organization. This policy helps to prevent miscommunication and discrepancies regarding financing and information about the spaces reserved.

For more resources for Advisors, please visit the Advisor manual or contact OSE at studentactivities@salve.edu.

ORGANIZATION RECOGNITION

Student Organization Recognition Committee

All requests by student groups to become a recognized student organization will be coordinated by the Student Organization Recognition Committee (SORC), subcommittee of the Student Government Association. This committee will be compromised of appointed senators from current year's Student Government Association, two faculty or staff member of Salve Regina University, and the Vice President of the current year's Student Government executive board.

Recognition Criteria

All student groups' requesting official recognition from Salve Regina University must:

Abide by the University's affirmative action policy and academic honesty clause. This means that the organization will not discriminate on the basis of race, creed, gender, color, national origin, sex, marital, veteran status, or sexual orientation except where applicable by law. Title IX of the Education Amendments of 1972 forbids discrimination on the basis of sex in educational programs or activities which receives federal funds.

Submit the New Student Organization Recognition form that can be found on Seahawk Connections two weeks prior to the SORC Meeting that their application will be reviewed at.

The student(s) who have submitted the application must attend the SORC meeting to discuss their application and answer any questions the Committee may have.

Disclose if they are known by any other name or affiliated with other groups, such as professional organization. In addition, organizations must disclose expected dues or costs associated with membership. This information will assist the University in determining if the group is affiliated with other groups, such as professional organizations, or if membership required unreasonable dues or other fees.

Student Organizations may not operate as for-profit entities or businesses. They may not be affiliated with organizations seeking to make a profit from Salve Regina students.

Permit members to disassociate at any time, provided that any financial obligations to the organizations have been met.

Abide by all federal, state and local laws and university policies. Organizations must include a statement in their constitution ensuring that they will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Have the support of other students through a signed petition containing the names and emails of at least 15 full-time Salve Regina students.

Have an advisor who is a full-time member of the Salve Regina University faculty, staff or administration.

Outline a purpose that is consistent with the mission of the University and represents a need that is not currently addressed on campus.

Not present undue risk to participate or to the university.

Agree to participate in periodic assessment; namely those mandated from the Office of Student Engagement and the Student Organization Recognition Committee.

Must have a minimum of two designated officers: a President and a Treasurer. The President and Treasurer must be two different individuals. By the end of the probation period, must have a full board of 5 officers: President, Vice President, Secretary, Treasurer, and Public Relations Coordinator.

Newly recognized organizations will be placed on a three month financial probation period that runs during the academic months only (September-May).

If a Student Organization is affiliated with any other regional or national organizations, it must also meet the following criteria:

Provide a copy of the constitution or other governing document for the regional or national organizations.

Indicate any and all dues required and any financial support the local chapter receives from the regional or national organizations.

Religiously Affiliated Organizations

Salve Regina University welcomes people of all beliefs. Students, regardless of faith tradition, are welcome to participate in the social activities, community service events, mission trips, retreats and prayer services prepared by the Mercy Center for Spiritual Life.

The staff of the Mercy Center for Spiritual Life is charged with the preparation and content of spiritual and religious life on campus. Outside religious groups or persons are not permitted to be active on the Salve Regina campus without explicit invitation and approval of the director of the Mercy Center for Spiritual Life.

Students wishing to start a religious based student organization should meet with the Director of the Mercy Center for Spiritual Life and the Director of Student Engagement to discuss the student organization's mission and constitution. Organizations wishing to gain recognition must obtain a letter of support from the director of the Mercy Center for Spiritual Life as well as the approval of the Director of Student Engagement. These student organizations will follow all of the guidelines outlined for student organizations on campus and adhere to the Affiliated Ministries Policy.

In order to foster good communication and accountability the president and/or elected officers of a religious student organization will meet with the Director of the Mercy Center for Spiritual Life or an appointed delegate once a semester.

Club Sports

A club sport is defined as any athletically orientated, non-varsity organization that competes with other universities' athletic organizations. To maintain the support of both the Office of Student Engagement and the Athletics Department, club sports must complete both the application for recognition as a Student Organization and the club sport participation packet. To become recognized as a club sport, Student Organization leaders must obtain written approval from the Directors of Athletics and Student Engagement, and complete the Student Organization Recognition process. Recognized Club Sports are:

- Swim
- Men's Rugby
- Women's Rugby
- Cheerleading
- Karate

Rights & Privileges of Recognized Student Organizations

Recognized Student Organizations are entitled to:

- Use of 25Live program to schedule Salve Regina University facilities for meetings, events, and outreach
- Apply for funds from the Activities Funding Board and/or other campus sources
- Associate Salve Regina University's name with that of the Student Organization
- Be included in Salve Regina University publication, when appropriate
- Use the Salve Regina University Mail Service including a campus mailbox in the Office of Student Engagement
- Sponsor campus programs and activities
- Receive assistance from the Office of Student Engagement and SGA in matters of finance, programming, liability, and any other area of concern within the expertise of the OSE staff and SGA

Responsibilities of Recognized Student Organizations

Recognized Student Organizations are expected to:

- Use the Salve Regina University Business Office for the administration of all university-approved funds and funds raised on campus
- Have a current constitution on file within the Seahawk Connection, accessible to club members, students at Salve Regina University, and for the reviewing needs of the Office of Student Engagement and Student Organization Recognition Committee
- Be comprised solely of full-time Salve Regina University students in positive academic standing in both the members of its body and the executive board.
- Maintain a current list of officers and membership on the Seahawk Connections roster, including a contact person, executive board and advisors.
- Elect a full Executive Board 90 days after the start of the semester, or recognition date.
- Adhere to all federal, state and local laws, and University policies
- Attend all training and Club Presidents Meeting that occur at least once a month by the organizations President and Treasurer to hear important club information and share their events.
- Ensure that its membership will not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally.

Student Organization Recognition

Maintaining Recognition

In order to maintain club recognition, student organizations must do the following:

Adhere to all policy and procedures that are outlined in the Student Organization Recognition Committee's Handbook and the Activities Funding Board Manual.

Maintain an active Seahawk Connections profile by participating in the following actions:

- Must have a current listing of executive board members and Advisor(s)
- List a minimum of five active members, that do not include members of the executive board, on Seahawk Connection, viewable on the organization's page
- Hold meetings at a minimum of once per month and publish meeting minutes within 72 hours on Seahawk Connection and submitted to the SORC for review.

  Failure to upload minutes within that deadline will result in a warning for the first offense. If minutes are not 72 hours after the initial warning is given, a club's status will be moved to the probationary stage to be reviewed by SORC.
- Attend all Club Presidents Meetings as held once a month and are mandatory for all active status clubs and organizations.

  Clubs and organizations are allowed one excused absence per semester. Once there is more than one absence, the club or organization will be moved into probationary status to be reviewed by the Student Organization Recognition Committed
- Submit the Annual Recognition Renewal Form towards the end of the spring semester, May 1st, in order to stay an active club for the beginning of the following year.

  Failure to submit aforementioned form will result in the Student Organization status be moved into the probationary state tobe reviewed by SORC.
- Must uphold all aforementioned responsibilities and recognition criteria.

Annual Renewal of Recognition

All recognized Student Organizations must, at the end of the academic year complete the following requirements in order to remain recognized for the following year:

- Submit an updated list of officers and the name and signature of the Advisor via the Student Organization Renewal Form
- Update roster on Seahawk Connections with officers and Advisor information
- Submit an updated description of the Student Organization for the University publications on Seahawk Connections under the "About" tab
- Have on file a brief written review of the Organization's activities from the previous year. If no report is on file, a new one must be submitted

Forms can be obtained on Seahawk Connections. Forms must be handed in by May 1st. Organizations that do not fully complete the renewal process by the May 1st deadline, will be deemed inactive and must be re-activated. Failure to update information may result in the Student Organization losing all rights and privileges.

Any changes in the leadership or Advisor of the organization should be reported to OSE and updated on Seahawk Connection.

Inactive Status

The ‘inactive’ status of a club renders that the club is not allowed to act on the privileges a recognized club or organization. Specifically, inactive clubs are not to assemble, host any internal or external club event, use Salve Regina University facilities, receive funding from the Activities Funding Board, participate in the semi-annual Club Rush event, and be registered in any list of campus organizations, specifically including Seahawk Connections.

The following would warrant a club being deemed inactive by the Student Organization Recognition Committee:

- Violating probation

  If a club violates the terms of probation, they will immediately be put into an inactive status and will not be allowed to appeal the change of status for upwards of one academic semester.
- Failure to meet with the SORC while on probation once a month.
- Violation of the University’s discrimination clause, academic honesty clause, the practice or the encouragement of the practice of hazing, and or violating local, state, and or federal law.

Archived Status

If a club is inactive for more than two semesters, they will be moved to ‘frozen’ status, or "archived", essentially deleting them from Seahawk Connections and any other kind of representation they may have around campus.

Loss of Recognition

A Student Organization's status may change from active to probation, suspension, and termination by being sanctioned. Sanctioning is based in noncompliance to the Student Organization Recognition Committee's Policy and Procedure and the Activities Funding Board Manual.

Sanctions

A club's status may change based on noncompliance with the Student Organization Recognition Committee (SORC) Handbook or the Activities Funding Board Manual (AFB). Sanctions could result in a status change from active to either probation, suspension, termination or loss of recognition.

The actions of Student Organizations are expected to be consistent with the Student Organization policies and the Student Code of Conduct. If a violation occurs, disciplinary action may be taken against the organization as a whole.

Actionable Offenses

The Student Organization Recognition Committee (SORC) has the authority to place sanctions on a Student Organization under the following circumstances:

- More than one unexcused absence from a Club President's meeting per semester
- Failure to update Seahawk Connections after initial warning being issued
- Failure to submit minutes within seventy-two hours after initial warning being issued
- Membership consists of non-full time students, including graduate students and part-time students
- Failure to adhere to the Office of Student Engagement policies
- Failure to request rooms and university facilities under the 25Live Program
- Student Organization found to be hazing another member of the organization
- Failure to submit the Annual Recognition Renewal Form
- Misuse of AFB Funding.
- Failure to comply with recognition criteria and responsibilities.

Warning

A written notice to the Student Organization stating that their conduct is in violation of University and Student Organization policies and regulations.

Probation

Probationary status is applied for a specified period of time, typically not less than 90 days, during which time the Student Organization may be required to fulfill specific conditions prior to reinstatement to good standing. During the time of probation the organization is restricted from facilitating events, participating in any co-sponsorship of an event, and requesting funding from the Activities Funding Board. The organization can meet with its group members under probation. To be reinstated the organization must submit a written proposal to the Vice President of the Student Government Association about their plans to correct their past violation.

Suspension

Organization suspension results in the organization losing authority to operate on campus. Suspensions involve the loss of all rights and privileges of Student Organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization. Probationary Status will be assigned for 30 days following the completion of the suspension period.

Termination

Termination of a Student Organization is the most serious University disciplinary action for a Student Organization. Termination is the total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campus of the University that can in any way promote the goals, purposes, identity, programs or activities of the organization. Termination involves the use of University facilities and financial resources, recruiting members, and promoting the organization.

Types of Organizations

Student Organizations are classified as Type One or Type Two Organizations, as established by SORC and AFB. Classification of Student Organizations is determined by the types of programs and activities the Organizations provides to the University.

Type One

Type One Organizations hold programs and activities that serve the entire University community. They inherently contain an additional level of support from within the Office of Student Engagement, and the scope of their activities require such classification and support.

Organizations classified as Type One Student Organizations must follow specific financial procedures as found on page 60.

Type One Student Organizations that are considered essential by the University include:

- Student Government Association (SGA)
- Campus Activities Board (CAB)
- Willow Literary Magazine
- Mosaic Student Newspaper
- Seahawk Radio

Type Two

Type Two Student Organizations are considered non-essential to the University and service a specific population of students. All Student Organizations that are not classified as Type One Organizations will be classified as Type Two Organizations.

Hazing Policy

Salve Regina University maintains a policy prohibiting hazing and dangerous initiations activities. Salve Regina interprets hazing and/or dangerous initiation activities as "any conduct or initiation into any organization which willingly or recklessly endangers the physical or mental health of any person."

Actions and activities which are prohibited include, but are not limited to:

- Any activity or action that creates a risk to the health or safety or another person
- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate

Examples of Hazing

- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance
- Forcing, requiring, or pressuring an individual to shave any part of their body including hair on their head
- Any requirement or pressure put on an individual to participate in activity which is illegal, perverse, publicly indecent
- Forcing, requiring, or pressuring an individual to tamper with or damage the property of the University
- Forcing, requiring, or pressuring an individual to eat something they would otherwise refuse to eat
- Assigning or endorsing pranks such as stealing or harassment of another individual or organization
- Forcing, encouraging, or pressuring individuals to wear apparel which is conspicuous and designed to humiliate the individual wearing it
- Required nudity at any time
- Morally degrading or humiliating games or other activities that make an individual the object of amusement, ridicule, or intimidation
- Subjecting an individual to cruel or harassing language
- Depriving one the opportunity for sufficient sleep, decent and edible meals, or access to means of maintaining body cleanliness.
- Requiring one to consume large amounts of alcohol.
- "Kidnaps," road trips, etc., which are conducted in a manner that endangers the health or safety of an individual

Student Organization Reactivation

In order to reactive a Student Organization, a new Organization application must be submitted to the Student Organization Recognition Committee (SORC) through the use of Seahawk Connections and a meeting with the current Vice President of the Student Government Association. Clubs and organizations that have been inactive for one semester and are looking to be revived are allowed to use a similar, if not the same constitution as their predecessors, and must reapply to become a club through Seahawk Connections.

If a new assembly of people are interested in bringing back an Organization that has been inactive for two or more semesters, they must submit a revised constitution that strays from the purpose and procedure of their predecessors along with a new Student Organization application through Seahawk Connections.

If there is a demand for the reactivation of an Organization that was put into inactivity under negative circumstances, such as the above cause(s) for sanctions, those interested in reactivating the Organization must submit a written proposal as to why the Organization should come back into active status along with a new and different constitution from that of their predecessors, and an application through Seahawk Connections.

Any Student Organization name changes, revisions or amendments made to the constitution of a recognized Student Organization must also be submitted to the Student Organzation Recognition Committee (SORC).

RUNNING AN ORGANIZATION

Executive Board Responsibility

When you are elected, appointed or volunteer for a leadership position within your Student Organization, you are held to a higher standard than those students who are not in similar positions. Leaderships positions on campus are an opportunity to obtain skills in communication, supervision and other area that will help you develop as a young professional. In these positions, you are expected to familiarize yourself with the Policies and Procedures of the University and the Office of Student Engagement. All of the major policies can be found on page 32. If you have any specific questions or are unsure how to go about anything within your Student Organization, please contact the Office of Students Engagement sooner rather than later.

Recruiting & Retaining Membership

The Involvement Fair is a great opportunity to engage new students and obtain membership for your Student Organization. They are held twice a year, once in September and once in January. Be sure to make your table stand out! If you completed your Student Organization Renewal Form by May 1st, you are automatically allotted $75 and are encouraged to use that to purchase candy or other items for your Involvement Fair table. Be engaging! Don't sit behind the table and wait for students to come to you. Students are more likely to signup for your Organization if you create a connection and provide a welcoming environment for them.

Throughout the year, work with other Student Organizations so your Student Organization's name gets out there. Plan to attend other Student Organization's events with your own membership. It''s a good opportunity to bond with your membership and the other Student Organization will be more likely to support you when you host events.

Utilize your leadership role to establish meaningful connections with your membership. Communicate all meetings, events, or any information they may need to them, allow them some input and be open-minded to change. It's important to be understanding of student's other commitments. If they are interested in being apart of your Student Organization, help them by providing different levels of involvement and energy.

Running a Meeting

When you run a meeting you are responsible for setting the tone and direction. Be sure you've communicated to your members when and where the meeting will take place and that you are prepared for what you would like to discuss. Use the 10-90 rule during meetings. As the facilitator, you should only be talking 10% of the time, while the memberships as a whole should use 90% of the time for discussion. Ask "why" and "how" questions to stimulate discussion and provide clarification to members.

Agendas

Developing an agenda ahead of time ensure that your membership is aware of and prepared for the discussion topics. It also helps keep the meeting on track and prevents excessive meetings. The following is an agenda template you could use:

- Call to order
- Announcements
- Quorum- The number of members who must be present to do business (used more so for meetings where the membership will be voting)
- Approval of minutes
- Old business- Any items from the last meeting that need to be wrapped up
- Committee reports (if applicable)
- New business- Any new items you would like to discuss. If you know them ahead of time, you can group them together and help the conversation flow in a logical and efficient manner
- Closing remarks- Decide on another meeting time, assign tasks, address any questions or concerns
- Adjourn

Helpful Tips

- Send an email reminder to text to the members of your organization before the meeting
- Make your first meeting fun and informative
- Help people feel comfortable. Do team builders at the beginning of every meeting for the first few meetings

- Hold meetings during times when people on different schedules (like student teachers or those on internship) can attend
- Make a plan to acknowledge and welcome new members to your group. Assigning them a buddy or host who will invite them to the next meeting or answer any questions they may have during the meeting
- Delegate task to new members so they feel like they are part of the agenda and organization
- Practice facilitating meetings if you are nervous. Meetings that are too long, boring, confusing, or unproductive will discourage members from attending
- Don't forget to thank everyone for attending

Minutes

Following an agenda template as listed above make it easy for your Secretary to keep minutes. Minutes shows SORC that your Student Organization is actively meeting and tells students who were unable to attend your meeting what was discussed. Minutes should be uploaded to your Seahawk Connections page within 72 hours of a meeting being held.

Developing a Constitution

Each Organization is responsible for submitting a Constitution to the Office of Student Engagement each year during the Annual Re-Registration Period. Additionally, new Student Organizations are required to submit Constitutions as well. Organizations apart of a national organization, are still required to submit a local Constitution or Bylaws. The format of the Constitutions are below:

1. Name of the Organization:

   If a Student Organization uses the official name of the University "Salve Regina University" in the name of the Organization, it must be approved by the Office of University Relations before using.

2. Statement of purpose:

   Said purpose must include aims and activities legal under local, state, and federal law, and this statement of purpose must be in conformity with written University regulations. It is required that the actual purpose of a student organization conform with the purposes stated within the organization’s constitution.

3. Membership eligibility requirements:

   Registered student organizations, including those affiliated with an extramural organization, shall be open to all students—unless the organization, by its nature, exists explicitly for a certain subgroup—in selecting its membership. The U.S Department of Education Office of Civil Rights has established clear criteria for exemption from Title IX for student organizations. The criteria are as follows:

   - The organization must have tax-exempt status under Section 501 of the Internal Revenue Code
   - Members must be limited to students at Salve Regina University
   - The organization must be a “social fraternity or sorority” as defined by the United States Department of Education

   There must be no discrimination with regard to race, color, national origin, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability or covered veteran’s status. This statement must appear verbatim in organization constitutions.

4. Officers:

   Officers must be full-time students and a faculty member may serve as a voting member of the organization. To be eligible to serve as an officer of a registered student organization, a student should be in good academic standing at the time of his/her election or appointment and during his/her term of office. In addition, a student may be judged ineligible for the office if found responsible for violating a University Standard of Conduct. When an election is held in a registered student organization, the names of the new officers must be updated online in Seahawk Connections within one (1) week.

5. Statement of the terms of officers and the time and method of election

   The individuals within organization have the discretion of setting terms of officers, time, and method of election.

6. Frequency of meetings

   The individuals within the organization have the discretion of establishing the frequency of meetings.

7. Financial statement:

   A statement of any membership dues, including amount and frequency of payment as well as a process for receipting; an agreement that all funds will be received and disbursed through the Activities Funding Board if the organization receives Student Activities Fee Funds; and a provision for the disposition of funds remaining in the event of the dissolution of the group must be included in the organization's constitution.

8. Provision for a faculty or staff Advisor

   All registered student organizations must choose one or more Advisors, and a provision for this selection must be included in the constitution, but the name of the Advisor(s) should not be listed. Students are responsible for procuring an organization Advisor. In procuring an Advisor, questions regarding faculty or staff status should be referred to the OSE. Advisors are responsible for being familiar with the constitution and purposes of the student organization they are advising and with University policies regarding student organizations. Advisors may counsel their organization in the exercise of responsibility. The officers of the organization are responsible for keeping their Advisors aware of the policies and actions of their organization. Financial records must be available to the organization's Advisors at all times.

Sample Constitution

ARTICLE 1: Name, Mission or Purpose

This article is meant to provide an introduction and overview of the organization. It provides an understanding of what and who the organization is.

Section I: Name

The name of this organization shall be _____.

This section should provide the full name of the organization as it would appear on any university publications. The name should be unique from all other currently recognized registered student organization. This section should also include any abbreviations or acronyms.

Consider: Does your name clearly identify what your organization will do?
Example: The name of this organization shall be the Biology Club.

Section II: Mission or Purpose

The mission (or purpose) of [organization's name] is to _____.

This section should clearly state the overarching mission/purpose of the organization. The mission/purpose should be unique from all other currently recognized registered student organizations.

The mission/purpose statement should be broad enough to allow for flexibility within the organization but specific enough to provide an understanding of the unique purpose of the organization.

State any local, regional or national affiliation with any other groups. State how the organization's purpose is consistent with the university mission or critical concerns of mercy

Consider: What is the intended impact of the organization on the Salve campus and Newport community?
Example: The mission of the Biology Club is to educate students on the various aspects of science and promote awareness of the medical field, by organizing events that involved traditional and scientific activities.

This article may also include a section for your organization's objectives, such as long-term or short-term goals.

ARTICLE II: Organizational Structure

This article details the structure of the organization. This section defines the responsibilities of executive officers.

Section I: Executive Board
List the executive board/officer positions and responsibilities.

Consider: What are the responsibilities of each member of the executive board?

Example: A. President

- *Shall reside over all organizational meetings*
- *Shall review all activities and programs*

Define and list the executive board/officer eligibility for membership. Membership in student organizations at Salve Regina University is only open to Salve students. This should be stated.

Consider: What makes a member of the organization eligible for the executive board or an officer position?
Example: In order to be eligible for an executive board position, a person must have been a member of the organization for two semesters and have a GPA of 2.5 or higher.

Section II: Committees (if applicable)
This section defines all the committees and subcommittees within the organization. If the organization does not have any committees or subcommittees, this section is not needed. List and Identify standing committees and subcommittees.

Consider: What are the names and purposes of the various committees? What are the responsibilities?

List and identify special committees. This subsection is for committees that are not standing committees but are formed on special or specific occasions.

Section III: Advisor
This section should include the responsibilities and requirements for an Advisor. This section should also include Advisor expectations. Advisors should be a faculty or staff member. A graduate student is able to serve as an Advisor if advising the organization is part of their job duties.

State the process for selecting/removing the Advisor. Advisors must be full-time Salve Regina University faculty or professional staff members.
State whether the Advisor is a voting or non-voting member.

Example: The Advisor must be a full-time faculty or staff member at Salve Regina. The Advisor must attend organizational meetings.

ARTICLE III: Membership

This article includes the requirements and expectations for membership to be granted into the organization. It includes general membership, executive board/officers, and, if applicable, committee membership.

Section I: Nondiscrimination/ Same-Sex Organizations
This section is required by the university and must be included *verbatim* for approval.

Membership is be open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Same-sex organization requirements: Registered student organizations, including those affiliated with an extramural organization, shall be open to all students unless the organization, by its nature, exists explicitly for a certain subgroup in selecting its membership. The US Department of Education Office of Civil Rights has established clear criteria for exemption from Title IX for student organizations. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
- Members must be limited to Salve students, staff, or faculty.
- The organization must be a social fraternity or sorority as defined by the US Department of Education.

A member of [organization name] is defined as any student at Salve Regina University in good academic standing and _____.This section should include any other membership requirements, i.e., GPA requirement and/or requirements for recruitment.

Consider: What makes a person eligible to be a member of the organization?

State that the organization will not discriminate on the basis of race, gender, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin.
State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time.
State that the organization will ensure that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
State any requirements for membership such as paying dues, academic progress, etc.

Section II: Recruitment Process
This section will include your committee's recruitment process. It should detail all the pieces of the recruitment process such applications, interviews, and any training that is required to be a member of the organization.

ARTICLE IV: Procedures

This article details all procedures such as the processes and procedures for electing executive board positions, meetings, and voting. There are various processes that could fit into this section; select the processes that fit your organization. Several steps should be featured in this section: requirements, how the process operates, how new executive board/officers are elected, and when and how long their term is.

Section I: Meetings
[Organization name] meetings shall take place at a regular time and location, after consultation with the advisors and members.

All meetings of [organization name], except for those that contain confidential information, shall be open to the public.

This section should also include any other meeting procedures, such as committee meetings, how the meetings will run (Parliamentary Procedures, etc.), what quorum is required at meetings, who has voting privileges, etc.

Section II: Voting
This section should include your organization's procedures for voting. There are several options for voting procedures, including secret ballet, hand vote, and majority or 2/3 vote. This section should be decided upon after conversation with your Advisor, organization, and executive board.

Section III: Elections
This section should outline the election process for your organization. This should include the eligibility for election, term of office, time and place of each election, speeches (if applicable), and the number of positions a person can apply for

ARTICLE V: Financial Statement

This section defines the financial statement of the organization. *This is a required section of the constitution.*

Any membership dues, including the exact amount and frequency of payments must be stated.

A statement of how funds will be handled must be stated, including the following: process for receipting, time-frame for depositing money, and procedures to approve expenditures.

A yearly financial statement must be provided to the student organization Advisor for review.

In the event of a dissolution of the student organization, a provision for the disposition of funds remaining must be stated. Organizations must select a specific group if donating any remaining funds.
Example: Any remaining funds will be donated to Activities Funding Board.

ARTICLE VI: Judicial Action (optional)

State the process for disciplining members of the organization.

ARTICLE VII: Amendments/Revisions

State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc.)

State who may propose an amendment.

ARTICLE VIII: Student Organization Recognition Committee Enabling Clause

The clause must appear at the end of the constitution: The (name of the organization) agrees to abide by the policies of Salve Regina University as well as all federal, state and local laws. This Constitution and any revisions or amendments must be approved by the Student Organization Recognition Committee prior to implementation.

Tips for Being a Good Leader

Remember that you have taken on this leadership role to service the Salve Community as well as the membership of your Student Organization. It is your responsibility to create an environment for them to feel welcomed and appreciated so that they may build meaningful relationships and a connection with your Organization. It's crucial to understand that students join Organizations to have fun, regardless of how serious the purpose and mission is. If students are not actively engaged and enjoying their time with your Organization, they will leave.

As the leaders of your Student Organization, you will often be in the spotlight and receive credit for events and accomplishments, which is great! You will most likely have put a lot of hard work and effort into your Student Organization. Remember that you could not accomplish those tasks without the help and support of your membership. Don't forget to let them know you appreciate them for their contributions as well.

Delegation is good - do not feel as though you have to do every task or micromanage your members. Take a supervisory role and allow your members to do substantial tasks. This takes stress off of you and gives members a larger stake in the success of your Organization.

Make a conscious effort to introduce yourself to new people. You are most likely well-connected within your Organization - help new members establish those same connections and relationship!

Communication is key! A strong Student Organization is one where all members are informed and have a voice. Be sure to distribute information to your Organizations membership but also be open to new ideas and opinions. Members will be the most invested if they feel they are able to make meaningful change in an Organization they care about.

Conflict Resolution

As the leadership within your Student Organization, it is your responsibility to deal with conflict resolution, assist members through mediation and address any areas of concern with members. Learning to manage conflict is an invaluable skill that will assist you throughout your professional career as well as your student leadership here at Salve. Here are some ideas to help facilitate this resolution:

- Have a closed meeting with the people involved in the conflict
- Identify if this is a personal problem between members, or a split within the group
- Discuss the issue, not the people
- State facts and observed behavior
- Talk about relevant issues; discuss the present; stay on topic
- Suggest alternatives that can act as a compromise
- Talk about its effects on members and the group as a whole
- Bring closure to the meeting. Summarize the discussion and state any action items that should take place.
- Try not to leave issues up in the air so those involved in the conflict feel like their concerns were heard and addressed

Organization, Name or Constitution Changes

Name and Constitution changes must be approved by the Organization's Membership and SORC. Amendment/Revision policy of the Student Organization should be listed in the Constitution. Student Organizations should adhere to the specific procedure listed to their Constitution.

After internal Organizational procedures are followed, Student Organizations must submit changes to SORC for review. Changes will not be implemented until SORC has reviewed and voted.

Club President Meetings

Attendance by one member of the Executive Board, preferably the President at Club President Meetings is required for all Student Organizations. They are held the first Tuesday of each month and run by the SGA Vice President. Student Organizations should provide updates of their Organization and ask any necessary questions.

Organization Resources

The Garden Level of Gerety Hall is home to the Student Organization Resource Space. Lockers are available to store materials and supplies of your Student Organization. Each Organization has a mailbox, where they will receive Pink Slips from PCard and Check Requests and any other mail that is sent to the Office of Student Engagement. This space also has large rolls of paper and materials for creating signs and posters. Two meeting rooms are available for booking through 25Live.

SGA and the Office of Student Engagement are located on the second floor of Gerety Hall in Rooms 200 and 206. They are available to assist with any additional questions you may have.

Executive Board Transition

Election processes vary among Student Organizations, however you should hold elections for the upcoming Academic Year no later than mid-Spring Semester. This allow for the sitting Executive Board to train the incoming Executive Board. It's helpful to create a transition document of important deadlines, contact information and an outline of your specific roles within the Organization.

Throughout the year, utilize Seahawk Connections as a central storage place for important documents, event reviews, and any other archival information that future members and Executive Boards could find useful.

This is a good opportunity to fully understand what each position is responsible for and rework it if necessary. At the end of each year, list out all the tasks and responsibilities of each position, assess how well it was achieved and brainstorm with the incoming Executive Board how to improve.

Campus Lingo

AFB-
Activities Funding Board. A committee of the Student Government Association responsible for oversight of Student Organization funding

CAB-
Campus Activities Board. A Student Organization responsible for planning, execution and oversight of major events on campus.

Club Sports-
An athletically affiliated non-varsity organization. Refer to page 8 for full list of Club Sports.

OSE-
Office of Student Engagement. Provides resources and support to students and their Organizations, oversees Gerety Hall, facilitates New Student Orientation and coordinates Friday Night Live events. All Student Organizations are based out of the Office of Student Engagement.

Seahawk Connection-
An online platform utilized by Student Organizations to track finances, advertise events, communicate with members/other Organizations, and more. Student Organizations must annually update information on Seahawk Connection in order to complete the renewal process as stated on page 11.

SGA-
Student Government Association. Students are elected to positions and are responsible for Student Organization governance and representing the student voice to Faculty, Staff and Administration.

SORC-
Student Organization Recognition Committee. A committee of the Student Government Association responsible for oversight of Student Organization recognition and accountability

Type One-
Classification of Student Organizations determined essential to the University. Refer to page 14 for full list of Type One Organizations.

Type Two-
Classification of Student Organizations determined non-essential to the University.

POLICIES & PROCEDURES

Amplified Sound

Amplified sound at events held on campus must be maintained at a reasonable level and should not disrupt academic instruction, other campus activities or residents living in the surrounding area.

The Office of Student Engagement requests notification if your outdoor event will feature amplified sound. The level of amplified sound should be limited to reach only the immediate audience, and must fall within noise ordinance guidelines established by the City of Newport.

Speakers and monitors should be positioned carefully in order to prevent sound from disrupting people not in the immediate area. The surrounding terrain and buildings can influence the effect of amplification, so set-ups should be monitored before and during each event by the sponsor. Sound checks may be conducted only during the hours amplified sound is allowed.

In addition to University policies and City sound ordinances, Student Organizations need to consider the following:

- Contracts with artists or performance groups must contain a statement which allows the Organization or the University to regulate the level of amplified sound.
- Organizations are responsible for assuring that amplified sound does not disrupt normal University activities, including regularly scheduled classes. The Organization must be sensitive to the fact that others become unwilling participants in an event if amplified sound is produced at an excessive level.
- University staff will monitor the level of amplified sound and take appropriate measures to prevent disruptive noise.
- Complaints about amplified sound will result in an assessment of the situation by the University staff who will determine whether to allow the sound to continue, reduce the volume, or terminate the use of amplified sound,

Contracts

A contract must be used whenever an Organization hires performers such as musicians, speakers, DJs, and bands; service provides such as catering and entertainment companies. It is the expectation and responsibiliry of the Student Organization to ensure they have the proper funding needed to cover the cost of the contracted party. Funding must be present in the Student Organization account prior to sending an offer/bid or requesting contracts. OSE will generate a contract for a Student Organization. Student Organization leaders cannot create or sign contracts on behalf of Salve Regina University. Those found in violation of this policy will be sanctioned and could be liable for damages. Plan ahead! Contracts take time.

Negotiations & Inquiries

Staff or students may engage in conversations with agencies/artists regarding available dates, technical and hospitality requirements, pricing, etc. Staff or students should ask for an all-inclusive price for performers. This price should be inclusive of travel, meals, hotel, ground transportation and airfare.

Students may give agents/artists a tentative hold for a particular date. Staff or students should not confirm dates, times or pricing with performer or company. Please be advised that emails can be used as binding agreements or contracts. Please use your words carefully.

Insurance

Recognized Student Organizations looking to bring an artist, outside catering, agency, or vendor on campus greater than or equal to $1,000 must provide a Certificate of Insurance. They must carry $2 million aggregate, $1 million per occurrence, and list Salve Regina University as additionally insured. If the vendor does not carry insurance all year round, they can purchase one day insurance.

Any time your organization plans an event in which a contract is required an updated insurance policy is must be submitted with the contract.

Before the University is able to formally contract and confirm your event, we need to be sure that proper liability insurance is in place. Please arrange to have a copy of your Certificate of Liability insurance sent to you for review. The certificate should display the following:

- “Salve Regina University” must be “named additional insured” on the policy
- “Salve Regina University, 100 Ochre Point Ave, Newport, RI 02842” must be listed as Certificate Holder

- 1 million liability coverage per occurrence
- 2 million of liability coverage in the aggregate
- Evidence of any umbrella policy

If the company does not have insurance or has insurance but cannot or will not name us as additionally insured, they can purchase one-day insurance. TULIP insurance is a one time use liability insurance that can be used to cover the event. The contracted party is responsibly for their TULIP insurance. The student organization may decide to pay the cost of the TULIP insurance if they so choose.

If your event meets the following criteria listed below, insurance can be waived.

COI (Insurance)	Always check first to see if a performer (artists) carries their own insurance policy. Request COI naming Salve Regina University as Certificate Holder and Additional Insured.
Waive	*Individual* • On-campus, indoor space, that holds less than 100 attendees* • Paid under $500 • No hazardous props • Non-controversial *Please check with OSE about any outdoor locations.
	Performance groups/bands/DJ's • On-campus, indoor space, that holds less than 100 attendees* • Paid under $1,000 • No hazardous props • Non-controversial (check with your supervisor) *Please check with OSE about any outdoor locations.
	Volunteer Performer (zero $$$) • On-campus, indoor space, that holds less than 100 attendees* • Salve providing all their sound/light equipment • No hazardous props • Non-controversial (check with your supervisor) *Please check with OSE about any outdoor locations.
TULIP Email Risk Services	Any situation where the above criteria to waive cannot be met, TULIP Insurance must be purchased. The contracted party is responsible for their TULIP insurance. The student organization may decide to pay the cost of the TULIP insurance if they so choose.

Please contact the Office of Student Engagement for more information about this process.

Execution of Contracts

Only a University employee may request a contract and confirm a date (make a legally binding obligation on behalf of Salve Regina University).

For some services, the Office of Student Engagement may need to submit a formal University bid or offer on the Organization's behalf. A student must never commit or make an official financial offer on behalf of the University or Student Organization. Please speak with the Office of Student Engagement before signing or sending any offers.

Under no circumstances should a student or staff member sign a contract on behalf of the University or a Student Organization. Signing a contract is a violation of University policy and offenders may be held personally liable for the terms of agreement, including financial commitments. Offending Student Organizations may face permanent suspension.

Contract Process

This process may take several weeks to complete. Student Organizations must plan accordingly.

- Student Engagement will send out offer letter on behalf of Student Organization
- Contract is received by Student Engagement
- Contract is reviewed by Student Engagement staff members and appropriate changes are made.
- All changes by Salve are initialed by the Purchasing Office or appropriate designee. The contract should not be signed by Salve until changes are counter-initialed by the agency/artist.
- Contract is sent to agency for counter-initialing.
- When all changes are initialed by both parties, by the Purchasing office or appropriate designee signs contract on behalf of Salve Regina University.
- Final signatures are obtained by agency/artist.
- A final fully executed contract should be sent to the artist/agency with directions and contact information for the event.

- Student Organizations are responsible for providing all items indicated on the rider, contract or hospitality list.
- Contracts are considered FULLY EXECUTED and are placed in our files.
- Student Organizations should not advertise for the event until the contract process is completed.

Payment

Once contracts are fully executed, a Check Request should be completed by the Student Organization. You can complete a request here: https://salve.edu/check-request-form-student-organizations

New agencies/artists are required to submit a W-9 form at the time a contract is initiated. This is kept on file with the contract and another copy is kept at the Business Office (submitted with the check request).

No checks should be mailed prior to the event taking place! All performer or service providers will be paid after services are rendered.

One university check will be cut for the full amount. No deposits will be paid to performers.

Decoration Policy

When planning an event, a Student Organization may decide to decorate the activity area to create a festive, colorful and inviting environment. Decorations must comply with all federal, state, local, and University fire and safety policies. Organizations must use caution to ensure decorations do not pose a fire or safety hazard for persons attending the activity, Any event which involves the use of decorations must adhere to the following guidelines and be approved by the Office of Safety & Security.

- Paper streamers are not permitted unless they are made of flame retardant material (check label).
- Dry organic materials, cloth and other woven or synthetic materials are not permitted unless treated with flame retardant and approved by the Office of Safety & Security.
- Cloth and paper materials are not permitted to be draped across ceilings.
- Use of Scotch tape, staples, tacks, nails, duct tape, glue and screws are not permitted. Masking tape is permitted on certain surfaces with prior approval from the appropriate office or department.
- Decorations are not permitted which would obstruct the use of exits or fire protection equipment.

- Open flame devices, candles and pyrotechnics are prohibited in University buildings. Exceptions for fixed open flame devices must be approved by the Office of Safety & Security.
- Balloons are prohibited. This is in accordance with Student Organization efforts to reduce the impact on the environment.

Any damage sustained to an activity area resulting from decorations will be charged to the responsible individual or Organization.

Film & Video Copyrights

Student Organization that plan to show films or videos on campus must comply with all federal, state, and local laws that govern the presentation and viewing of these materials. The use copyright-[protected films and videos, other than private in-home viewing, requires a license from the copy right holder or their authorized representative,

Organizations may contract with a commercial licensing company that holds the copyright; however, licensing fees typically involve a significant cost. Organizations should not enter into an agreement with a licensing company without first reserving an appropriate campus space and securing the necessary funding to cover the cost of the license. All contracts must be signed by the Director of Purchasing.

Organizations or individuals that enter into contracts without following established University guidelines will responsible for all charges or fees.

Fire Safety

The University requires individuals and Student Organizations to strictly adhere to all fire safety regulations. While not intended to be a comprehensive list of regulations, organizations that sponsor activities on campus must:

- Prevent persons from sitting or standing in doorways and aisles designed as a means of emergency exit from the activity area.
- Monitor the number of participants so as not to exceed the maximum occupancy of the activity area.
- Provide a minimum 16" clearance between rows when setting chairs for theater-style events.
- Adhere to all decorating policies found on page 37.

Mailboxes

All recognized Student Organizations are provided mailbox in the Student Organization Resource Room within student center, Gerety Hall. Mailboxes should be checked at least once a week for campus notices and federal mail.

Organizations are encouraged to have mail sent in the Organization's name and not in the name of an individual member. Mail should be sent to the following address:

<Name of Organization>
Office of Student Engagement
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840

Student Organizations may distribute announcements in other Student Organization mailboxes, provided they have received prior approval from the Office of Student Engagement. Material places in mailboxes without approval will be removed and discarded. Mailboxes are emptied on the last business day of May and contents discarded unless Organizations have made prior arrangements with the Office of Student Engagement.

Off-Campus Trip Emergency & Communication

Trip Organizer(s)

Please follow the policies and procedures below for all off-campus trips. This protocol is required to ensure the safety of those traveling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

Prior to Departure

At least 24 hours prior to trip departure, trip organizer(s) must call students traveling on the trip to confirm their attendance, and to give final details about departure location and time.

Confirm that all attendees have completed their Travel Release Forms and that the students' emergency contact information is complete. To obtain the information filled out on the Travel Release Form please contact the Office of Student Engagement at (401) 341-2915. They will send you this information. If the form is incomplete, ensure that the student provides the missing information prior to departure.

A copy of the information obtained from the online Travel Release Form must be sent to Safety & Security prior to departure.

On the day of the trip, organizer(s) will arrive at departure location no later than 15 minutes before departure to sign in each student. NOTE: All students must be I.D.'d before boarding the bus. If the Salve I.D. does not match the sign up list, that student may not attend the trip, no exceptions.

When boarding the bus for departure, provide all students the trip organizer(s) phone numbers, for emergency and communication purposes.

Upon Arrival

Stand up and announce the trip organizer(s) phone numbers once more. Ask all students to contact you in the event of an emergency (after notifying emergency services, etc.)

Clearly announce a meeting time and location for departure back to the University.

Trip organizer(s) should keep emergency contact information and attendance list throughout the trip duration.

NOTE: Be sure to take attendance each time you reconvene, and upon boarding for return to the University. Do not rely on a head count.

Emergency

In the event of emergency, students should first contact emergency services (local officials)

If possible, trip attendees should contact the trip organizer(s) as well

Trip organizer(s) should keep their phone in an accessible, audible state throughout trip

Trip organizer(s) should proceed to contact University administration (Advisor, etc.) Advisor will contact Safety & Security and the on-call administrator

If needed, the emergency contact of the trip attendee will be contacted by the on-call administrator

Trip organizer(s) and administrator/Advisor will fill out an incident report upon return to the University

Organization Space Utilization

Recognized Student Organizations in good standing may apply for a locker in Gerety Hall. Lockers are located in the Garden Level of the building. Organization lockers are to be used for storage of club related materials only. Lockers are not for personal/individual use.

Items prohibited from lockers

Candles, firearms or other weaponry, explosive or flammable materials (including paints, paint thinner, etc.), drugs or alcohol, animals of any kind (including fish), perishable food, or any other item which violates University policy. The Office of Student Engagement reserves the right to amend this list at any time, with notification to all Organizations.

Obtaining a locker

Review of locker usage will occur yearly. Student Organizations will be asked to complete a brief application and identify their need for space in Gerety. Applications will be reviewed by the Director of Student Engagement and the Vice President of SGA and space will be assigned accordingly to availability, compliance with policies and frequency of use in the previous school year. Office assignments are good for one calendar year from May 1st to April 30th.

Key Policy

One key will be signed out to the Student Organization. It is the responsibility of the person signing it out to return it at the end of the year. Lost keys will incur a $25 charge to the ***individual***.

Protest & Demonstration Registration

As a Catholic and Mercy institution that promotes universal justice, Salve Regina University encourages its students to be alert into injustice - both locally and globally - and to take effective action whenever its possible to do so. An important part of changing an unjust situation is to call attention to its existence, and protest is a proven strategy for raising awareness and voicing uncomfortable truths to those in positions of power. Therefore Salve Regina supports and commends students who take up the laudable tradition of speaking out against injustice through responsible protests. The University's desire to foster active and responsible citizenship further impels it to encourage students to be aware of what is happening in the work and not to sit idly by when individuals and groups are denied what is due them in justice.

The history and tradition of the United States also honors and protects every individual's right to free expression and peaceable assembly as outlined in the Bill of Rights and encoded as the First Amendment to the U.S. Constitution. To assist students in maximizing the effectiveness of their protests, the University has established guidelines which will offer guidance, particularly with regard to time, place and manner of protest or demonstration.

1. Prior Approval

In a spirit of tolerance and in appreciation of diverse voices, the aim is to empower students, not censor them, so that their protests will achieve their intended aim without unduly disrupting the work of the University. To that end, it is requested that sponsors of demonstrations and protests submit a Protest and Demonstration Registration form to the Dean of Student's Office at least seven (7) days prior to the scheduled event. The form is available in the Dean of Student's Office or online on the Dean of Student's webpage.

Demonstrations and protests may be organized and led only by members of the Salve Regina University community. An individual (student, faculty or staff member) must be designated as the Organizer/liaison for the protest or demonstration.

The Organizer must meet with the Dean of Student's Office, Office of Student Engagement or designee to coordinate the planning of the event. This meeting will be to review the details of the proposed event including proposed time, place, manner, and planned size of the event.

If the Organizer is planning the event on behalf of a recognized Student Organization, the Advisor of the Organization is strongly encouraged to attend this meeting as well. Student Organizations should reference relevant Student Organization policies before planning your event. Organizers should plan accordingly and submit the Protest and Demonstration Registration form as early as possible before the anticipated deadline. Individual students, not affiliated with a recognized Student Organization, may plan demonstrations on campus.

These students must adhere to all of the University policies to plan, promote and execute the event. Reservation of campus space for any protest and demonstration will be contingent upon availability. Space cannot be reserved without approval.

2. Ensuring Safety and Security

All students who are members of the University community have the right to peaceful demonstrations (including, but not limited to rallies, demonstrations, protests, parades, and processions) on campus. However, disruptive demonstration that unreasonably interferes with the rights of safety of others are strictly prohibited. When demonstrations are scheduled on campus, Organizers should expect University personnel to be present for all or part of their event, This presence is often necessary to ensure Organizers' own rights are protected and the University's regular operations and activities are not interrupted.

Organizers should schedule a meeting with the Office of Safety and Security to discuss safety expectations and logistics.

3. Guidelines

No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.

Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violence of the regulations of the fire department. Clear and unimpeded passageways must be maintained at all times.

The Student Code of Conduct and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. Accordingly, expression that is indecent, grossly obscene or grossly offensive is inconsistent with accepted norms of conduct at the University will not be tolerated.

Organizers are expected to communicate the guidelines that have been set for the event by the Dean of Students Office and the Office of Safety and Security to all participants, organization members, and guests prior to the event.

The responsibility of maintaining peace and order rests at all times with the individual(s) or Student Organization(s) who organized the event. Guests are expected to follow the Student Code of Conduct. Individual(s) or Student Organization(s) who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violation of University policy incurred by their guests.

At the conclusion of any protest or demonstration, the Organizers are expected to make a reasonable effort to return the grounds/area to the condition if was in before the event. This includes properly disposing of all garbage, Any unanticipated and accidental property damage should be reported to a University administrator immediately. Property damage related to the protest or demonstration my result in the assessment of fees to the Organization or individuals involved.

The Dean of Student's Office/ Office of Student Engagement will serve as a conduit for campus wide communication regarding the event. The offices of Safety and Security, University Relations, Student Engagement and other University offices or departments may be notified of any proposed activity.

Organizer Checklist

_____ I have reviewed the policy

_____ I have communicated all guidelines to my fellow organizers

_____ I have reviewed the University's event calendar and selected a date that doesn't conflict with another university wide event

_____ I have reserved place and time

_____ I have submitted the registration form to the Office of the Dean of Students

_____ I have met with a member of the Office of Safety & Security

_____ I have consulted with my sponsoring group's advisor (if applicable)

_____ I have met with a member of the Office Dean of Students office, Office of Student Engagement or designee

_____ I have used proper marketing

Security

Certain on-campus events, such as dances and concerts, may require a University security detail. In some instances Organizations may be required to have Newport police and fire department details present in addition to a University Safety & Security officer. Sponsoring Organizations are charged for security personnel assigned to their events. Contact the Office of Safety & Security in Tobin Hall for more information about security details.

Space Reservation

Student Organizations should reserve space on campus using the 25Live online system. Space on campus should be reserved **at least 24 hours in advance**. Student Organizations may need to reserve space for a variety of reasons, such as organizational meetings or events. Advisors are not able to book space on behalf of their Student Organizations, this is the responsibility of the student leaders, it is important to be aware of the most up to date policies and process in case your students need assistance through the process. Student Organizations are not permitted to reserve on campus space for any outside groups, organization or persons. Student Organizations should not advertise an event until a confirmation of space is received.

Spaces must be left in the same condition in which they were found. Dispose of all trash and straighten tables and chairs before you leave the space.

Tabling

Recognized Student Organization may reserve 3'x6' tables in Gerety Hall (and other locations on campus) for disseminating information, recruiting members and conducting approved fundraising activities. Organizations must adhere to the following guidelines:

- Tables must be staffed at all time by a member of the organization
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on other scheduled events
- Posting is not permitted on walls, windows, doors, trees, or receptacles around or near table locations; signs may be attached to the table
- Tables should be cleared and trash disposed of before members of the organization leave the area

Travel

Please follow the policies and steps outlined in the procedures section of this manual for all off-campus trips. This protocol is required to ensure the safety of those travelling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

All participants of any Salve affiliated off-campus trip must complete a Travel Release Form. Please instruct all participants to utilize your event title when filling out the form. This enables us to view all students attending the same event. To access the Travel Release Form go to: Seahawk Connections Homepage > Campus Links > Travel Release Form.

EVENT PLANNING

Event Process

Develop an Idea

Look around campus to see what kind of event you think students would like to attend. It may be helpful to see what other Student Organizations are doing to promote collaboration and prevent overlap. Discuss with your E-Board or members of your organization to get feedback and support.

Once you have an idea of what you want this event to be, plan out what that will look like on Salve's campus. Think about dates, locations, funding, promotional idea, whether you will provide food, giveaways, etc.

Choose a Date & Location

Think about when you would like your event to occur. Remember to consider the University and Student Engagement Calendars to prevent overlap and ensure the greatest number attendance at your event.

Once you have a date in mind, think about the space around campus and what would make the most sense for your Student Organization. The designated 25Live Scheduler should log on to 25Live (https://25live.collegenet.com/salve) and request your desired space. Provide as many details as possible so that the Office of Student Engagement can better assist you. The full Space Reservation policy can be found on page 46. Please note, you are not guaranteed that space until you receive a confirmation email from the Office of Student Engagement. Think about if you will need tables, chairs, or other resources and submit them in your 25Live request. All edits or additions to your request, must be communicated to the Office of Student Engagement no later than 2 weeks prior to your event to ensure the request is able to be completed.

Setting up Reoccurring Events

25Live allows for repeating events to be scheduled. Please make sure if you are hosting a repeating or reoccurring event (club meetings, weekend long event or show...etc.) you submit only ONE 25 Live request with all dates included as repeating events.

To change the time of the event on a different day, you can simply click on the button "View all Occurrences" under the calendar in the Event Form to view all the dates and times you're requesting. Change the times according to when you will need the space and make edits on days from there. DO NOT submit more than one Event Form for the same event.

Establish a Budget & Finances

Contact vendors for quotes to assess how much this event is going to cost. Do not commit to payment from a vendor prior to obtaining approval from your Advisor and Student Engagement, or before you have been approved funding from AFB. The Funding Request process can be found on page 63.

Before submitting your Funding Request, think about all elements of the planning process that requires payment. This is not only the cost of the vendors, but also printing of flyers, posters or other promotional items, food, security, decor, etc.

An example of an appropriate vendor email or phone call could be:

> "Hello **(Vendor Name)**,
> My name is **(Your Name)** and I am the **(Position)** of **(Student Org Name)** at Salve Regina University. We are looking to hold an event on **(Date)** from **(Time)** and wanted to see if you would be interested in attending. This event will include **(Description of the Event)**. I'm happy to provide more information or answer any questions you may have.
> Thank you and I look forward to working with you,
> **(Your Name)**

Student organizations are often in situations that require a Federal tax ID number or obtain a tax ID number from a vendor. A tax ID number or EIN (employer ID number) is like a Social Security number for the University or vendor. OSE can help you obtain the Universities tax ID number if needed. However, to process a check request form a vendor, you must ask the vendor for their tax ID number. Check requests cannot be processed without the tax ID number from the vendor.
The University is tax exempt. When purchasing items on behalf of your organization you must obtain a tax exempt form from OSE. When checking out, you must inform the business that you are tax exempt and show them the form.

Contracting & Payment

Make sure all of your event information is solidified before creating and printing posters. Make an event in Seahawk Connection to promote as well. Remember, all printed materials need to be approved by Student Engagement. Please refer to the full Posting & Promotions policy on page 55.

Once you have confirmed a vendor is interested in attending your event and that they are within your budget, ask them for both an **invoice** and a **service contract**. If the vendor does not have a contract on hand, the Office of Student Engagement can provide you a template to fill out and give to the vendor. The full Contract Policy can be found on page 34. Under no circumstance should a student or Student Organization sign an invoice, contract or any document received by a vendor, on behalf of Salve Regina University.

The Procurement Card and Check Request process and policy can be found on page 71. As stated in the policy, card payments cannot exceed $1,000 and students are prohibited from "splitting" payments. If you are intending to pay with check, you must have your invoice, contract and Check Request form completed at least 2 weeks prior to when you need the check.

Posters & Promotions

Create an eye-catching poster to inform students about your event! Some tips for creating a good-looking poster are:

- Be sure you can read it from a distance
- Be creative! Use Canva or Postermywall for ideas but try to stay away from just using templates
- Include important information (Event name, date, location, name of your organization) but don't put too many words on it
- Use contrast, colors, vary fonts, etc. to make it stand out
- All posters need a space for Student Engagement to attach the approved poster seal

If you need assistance with creating posters or social media content, reach out to Student Engagement for guidance. Note: Student Engagement will not create your promotions for you, however they can cross-promote upon request!

Posters cannot be sent to the Copy Center without prior approval from OSE. The complete Printing Request Policy can be found on page 56.

Event Preparation

At least 2 days prior to your event, make sure you have all of the supplies you need to run your event, and that all details (room location, resources, times, etc.) are solidified. Ensure also that you have students available to facilitate your event for set up, the event itself, and clean up.

Day of Event

Put out some last minute promotion, to let fellow students know that your event is happening today, Be sure to arrive at the event location with enough time to set up, but not prior to your reservation time. If you are serving food, please note you are responsible for the disposal of that food and any mess that is made. As a general rule, leave any space in better condition than you found it in.

Take pictures during you event! Feel free to share them with Student Engagement via social media or email.

Alcohol-Related Events

Students are not permitted to have alcohol at events without the approval from the Director of Student Engagement. All alcohol needs to be ordered and served through Sodexo. Please contact the Office of Student Engagement for more information regarding this process.

Guest Policy

Student Organization's events are meant for the enjoyment of Salve students. Guests of Salve students are typically welcome at student run events, however there may be limited space or restrictions on their participation.

For example, Spring Concert tickets are available to guests of Salve students, in a limited amount, after tickets go on sale for students. This is to provide the maximum amount of Salve students with the opportunity to purchase tickets. Additionally, guest who attend events like Monster Bingo are welcome to participate in the event, but are unable to take home prizes, since they are intended to be won by Salve Students. Salve students are responsible for their guests.

Events cosponsored with an outside organization or another campus organization must be approved by the Director of Student Engagement.

Guests are not permitted on any trips or events that occur off-campus. If you have any questions about guest attendance at your event, please contact the Office of Student Engagement.

Dances

Important Notes About Ochre Court

Capacity: 400 (including Great Hall, Library and Dinning Room)
Reservation: Ochre Court must be booked well in advance to ensure its availability for your event

As Soon As Possible

- Budget: Determine whether your organization has the funds to cover security, DJ, etc.
- Cross-reference the dates desired for the dance with other campus events, dances, etc.by contacting Student Engagement
- Reserve Ochre Court by using 25Live. All tables, chairs, trash barrels, etc. should be requested at time of room reservation
- Reservation should reflect the start and end times including setup and breakdown
- Set up Eventbrite (if selling tickets)

One Month Before

- Coordinate DJ and lighting services (Seahawk Radio, Club T, etc.). All vendor contracts must be brought to Student Engagement. Students are not authorized to sign on behalf of the University
- Discuss/plan promotions and giveaways
- Contact Salve Safety & Security to coordinate:

  (1) Safety & Security officer, and

  (2) Newport EMT/Police officer Student Organization Advisors must be present for entire duration of dance
- Plan ticket sale strategy- tickets for events usually go on sale the Monday 3 weeks prior to the event. If sold through Student Engagement, please contact the Office of Student Engagement ASAP. If sold in other campus locations, it must be reserved at least a month in advance. (i.e. Jazzman's, Miley, etc.)

Three Weeks Before

- Have posters, promotional flyers, Facebook event, etc. up at least one week before ticket sales begin - Don't forget Student Engagement must approve your postings or they will be taken down.
- Fill out Printing Requests (if necessary)
- Make any requests for Sodexo food services (water, snacks, etc.)

Two Weeks Before

- Confirm event set-up with Student Engagement
- Fill out any Procurement Card Requests, Check Requests, etc. (if necessary)
- Recruit students to staff your event (entrance, door security, etc.)
- Monitor ticket sales. Assess additional promotion may be needed

One Week Before

- Confirm any final details
- Determine if tickets will be sold at the door

The Day Of

- Arrive at Ochre Court at set-up time to prepare decorations, tables, etc.
- Have all staff/volunteers at designated locations 10 minutes before dance begins
- Check each ticket for validity, and stamp/mark/tear ticket upon entry. Recommendation: stamp hands for re-entry
- Review and utilize the Salve Regina University Fire Safety Safety Policy for Events
- Monitor trash and cleanliness throughout dance duration. Replace trash barrel liners as necessary. Full trash bags should be brought to the dumpster located in the parking lot on the side of Ochre Court
- To maintain the safety of all attendees, bring concerning situations to the attention of Safety & Security, or the administration/advisor on site

After The Dance

- Clean up any trash in waste barrels and bathrooms. Dispose at dumpster
- Reset furniture as it was upon your arrival
- Gather any lost items (wallets, shoes, coats, etc.) return to Safety & Security lost and found
- Complete a thorough walk through before having volunteer staff depart
- Dance organizer must stay until DJ and/or lights provider loads out
- Call Safety & Security to secure Ochre Court upon your departure
- Turn in Fire Safety Policy to Safety and Security office

Movies & Film Events

Student Organizations must obtain the rights for any movie or film they intend to show on campus. This applies to movies nights your Student Organization wishes to host for the campus community and ones just for your members. Obtaining movie rights can be a lengthy and expensive process. Please refer to the full Film & Video Copyright policy located on page 38. If you have any additional questions please reach out to the Office of Student Engagement.

Tracking Event Attendance

If you are interested in creating events and tracking attendance in Seahawk Connections please contact the Office of Student Engagement for informations and guidance.

PROMOTION & POSTINGS

Posting

Recognized Student Organizations are authorized to post materials in designated areas on campus that pertain to or support the organization and its activities. All posters and flyers must be approved and stamped by the Office of Student Engagement before they are copied and posted. Materials that do not bear an approval logo are subjected to being removed and discarded.

To obtain poster approval, Student Organizations can send a digital file of the poster to the Office of Student Engagement via email at studentactivities@salve.edu or directly to the Office Coordinator of Student Activities. Student Organizations may also print a copy in advance and go to the OSE, located in Gerety 206, to get a physical approval stamp. After the original has been stamped, student organizations must fill out the Printing Request form located on Seahawk Connection or follow the link below and send a digital copy of the approved poster to the Copy Center.

Each university department, office and/or building may have its own posting policy. It is the responsibility of the Student Organization posting information to know and abide by the regulations that pertain to that office or building.

Printing Request Form

Printing requests should be submitted a minimum of one week prior to the desired pickup date. Student Organizations are responsible for printing costs and must ensure they have enough funds prior to submitting this form.
https://salve.edu/printing-request-form-student-organizations

Once forms are approved by the OSE, Student Organizations may bring the completed form to the Copy Center for printing.

Electronic submissions of the poster or flyer sent to the Copy Center will not be processed without a completed form.

General Posting Guidelines

Events and activities cannot be advertised before the event location has been confirmed and the event has been scheduled on the University calendar using the online 25Live scheduling system.

Only one notice per event/activity per bulletin board is permitted.

Three-dimensional materials may not be posted on University bulletin boards (materials must lay flat on the board).

Posted materials must clearly identify the name of the sponsoring Student Organization

No poster, flyer, or any other form of advertisement may be placed on, attached to, or written on any structure or natural feature of the campus.This includes walls, fire doors, building, posts and directional signs, sidewalks, trash receptacles or trees. on tables, walls, or any other open surface is considered a fire hazard and is prohibited.

Chalking is allowed on concrete university sidewalks.

Signs, banners and posters cannot be propped against or hung from trees, buildings, balconies, columns, etc. without prior approval. Banners are prohibited on the exterior of university buildings.

Organizations are responsible for removing all signs and materials within 24 hours of the conclusion of their event.

Approved Posting Locations

In order to comply with Rhode Island State fire code, printed materials such as posters and flyers must only be posted on approved bulletin boards. Once approved for posting, materials may not be posted on any of the following: walls, ceilings, counter tops, exit or fire doors, windows, tables, chairs, trash receptacles, light poles and sign posts, or natural vegetation. No more than one poster or flyer per event should be posted on a single bulletin board.

Posters should be taken down two days after the event.

Any posters found in unauthorized and improper locations will be taken down and the Student Organization responsible will receive a warning. Repeated offense will open up the Student Organization to possible sanctions from SORC.

Student Organizations may use the following bulletin board locations to post items promoting their club, event or activity:

- **Angelus Hall:** Stairwell landing (left or main entrance) - See Education department staff for key/posting policy.
- **Antone:** First floor hallway display (between dance studio and Mac labs)
- **Gerety:** Basement hallway bulletin boards, Basement printer bulletin boards, First floor display case
- **McAuley:** First floor hallway display case, glass table in lobby
- **McKillop:** Basement bulletin board, Bookends Cafe, Second floor stairwell bulletin board
- **Miley:** First floor display case, Starbucks
- **O'Hare:** First floor hallway bulletin boards, First floor hallway display case, Display case next to computers, Second floor bulletin boards, Jazzman's bulletin board.
- **Residence Halls:** Leave posters & flyers with Office of Residence Life (40 copies) for RA's to post in the residence halls
- **Rodgers:** Posting is available in the stairwell to the left of the entrance

Digital Signage

Approved Student Organizations are allowed to submit advertisements to be displayed on digital signs on campus. All digital advertisements are subject to approval by the Office of Student Miley: First floor display case, Starbucks.

Digital advertisements must be submitted by **Wednesday at 5PM**, to be displayed the following week. Advertisements submitted prior to the deadline will be on display beginning Monday of the following week.

Digital advertisements submitted after Wednesday will not be posted.

Posting Guidelines:

Digital Advertisements must be submitted in the form of a PowerPoint using one of the approved templates.

Slides must be formatted to PowerPoint 16:9.
In PowerPoint go to the *Design* tab.
In the upper right hand corner select *Page Setup.*
In the *Slides sized for* drop down *select On-screen Show (16:9)*
Each slide is displayed for 8 seconds. Your slide contents should be concise and able to be read twice in 8 seconds. Remember to include:

- Event Title
- Date
- Time
- Location
- Ticket price & sale location (if applicable)
- Sponsoring organization (i.e. club, organization or department)

Photos must be high resolution. Slides using poor quality photos will be sent back and asked to be corrected.

Digital advertisements should be saved as "Club/org.name - Event title - Date of event"

Please email your completed digital advertisement slides to studentactivities@salve.edu

Social Media

Recognized Student Organizations are able to promote their events and organization via social media. Approved platforms of social are: Facebook, Instagram and Twitter.

Social media postings do not need to be approved by the Office of Student Engagement (OSE) prior to posting, however they should be appropriate and are subject to review by the OSE.

Inappropriate or inaccurate information is subject to immediate removal by University Relations or the Office of Student Engagement.

University Relations guide to social media should be read and reviewed **before** creating a social media account. Please see here for more details.

Social Media Restrictions

In aspects such naming your social media, Salve Regina is preferable over SRU (which, when used, creates confusion with Slippery Rock University, which has aggressively branded and trademarked “SRU”), and use of official titles when placed in the context of a formal announcement.

For additional examples or guidance refer to the Salve Regina Style Guide.

FINANCES & FUNDRAISING

Activities Funding Board (AFB)

The Activities Funding Board (here after referred to as "AFB") is an official governing organization chaired by the Treasurer of the Student Government Association (SGA) and is comprised of SGA Senators, two faculty/staff members, and the Director of Student Engagement who serves as a non-voting, advisory member. AFB meets regularly and as needed throughout the academic year to consider and vote upon all funding related matters from recognized Student Organizations.

All recognized Student Organizations are eligible to receive funding from the Activities Funding Board under the following circumstances:

- Organizations must operate for 90 days after they have received recognition for funding when they initially become an Organization. During the three academic month probationary period, Student Organizations are permitted to fundraise.
- Club Sports will not be eligible to receive funding from the Activities Funding Board.
- Funding through the Activities Funding Board is only available for Student Organizations of active status. Student Organizations of probationary status will have locked funding, in which they will not be able to access an money from their accounts. Inactive Student Organizations will not have any access to funding from the Activities Funding Board.

Eligibility for Budget Consideration

To be eligible for budget consideration, an organization must be officially recognized and hold active status by the Student Organization Recognition Committee (SORC) and the University.

All Student Organizations must agree to abide by all rules and regulations set forth by SORC and the University.

Funding Classification

All Student Organizations funded in any way by the AFB shall be classified into one of two types of Student Organizations. Classification as a Type One or Type Two organization is established by both the AFB and SORC.

Type One Student Organization

Organizations classified as "Type One Student Organizations" hold programs and activities that serve the entire University community. They inherently contain an additional level of support from within the Office of Student Engagement, and the scope of their activities require such classification and support.

Type One Student Organizations are required to submit their annual Operating Budget to the AFB in the Spring Semester for review during Spring Budget Hearings. These organizations are expect the adhere to all policies and procedures herein, unless otherwise specified.

If a Type One Student Organization fails to submit an Operating Budget in the Spring Semester, they will have the opportunity to come to any AFB meeting held before the University set "Class/Add Drop date." The funds requested at this meetings will be used for the entire academic year. If approved, the funds will be immediately placed into the Type One Student Organization's account for immediate access. Type One Student Organizations that attend an AFB Meeting specified about (not including meetings during Spring Budget Hearings) are required to return to an AFB meeting for "check-ins" three times throughout the academic year: one mid-fall semester, once at the beginning of the spring semester, and once mid-spring semester.

If any Type One Student Organization anticipates selling tickets at any of their events and programs throughout the academic year (including but not limited to dances, concerts, and performances) they must include projected ticket sales in their proposed budget prior to the Spring Budget Hearing.

All income collected from ticket sales and fundraising will be placed into the Student Organization Fundraising account for purposes of rollover from each fiscal year. Please note the Student Organization Fundraising budget number is different from your Type One Student Organization Budget Number. Please contact the Office of Student Engagement for more information on accessing these funds.

Type One Student Organizations that are considered essential by the University include:

- Student Government Association
- Campus Activities Board
- Willow Literary Magazine
- Mosaic Student Newspaper
- Seahawk Radio

Type Two Student Organizations

All Student organizations that are not considered Type One Student Organizations will be considered Type Two Organizations.

Type Two Student Organizations will receive an initial allocation of $75.00 if the Student Organization Renewal Form was received by May 1st. These funds can be used to promote club development. Examples include Club Rush, food for club meetings, awards and recognition.

Type Two Student Organizations are eligible to submit an Operating budget in the spring semester for consideration at the Spring Budget Hearings for the follow academic year.

Type Two Student Organizations are eligible to submit funding requests for internal or External funding throughout the academic year to design and implement programs and services that are open and available to all students.

All income collected from ticket sales and fundraising will be placed into the Student Organization Fundraising account for purposes of rollover from each fiscal year. Please note the Student Organization Fundraising account is different from your AFB account. Please contact the Office of Student Engagement for more information on accessing these funds.

Funding Requests

Eligible Student Organizations seeking funding must submit their requests on Seahawk Connections to the Chair of the Activities Funding Board by the appropriate deadline as disseminated by the chair.

Funding Requests must be submitted on Seahawk Connections by 11:59 PM on the Thursday prior to the AFB Meeting a Student Organization would like to attend. The Student Organization must attend an AFB Meeting that is at least two week prior to their anticipated event date to allow the AFB to gather necessary information and table requests as necessary. The AFB will not hear funding requests, under any circumstances, if the AFB Meeting is occurring the week of an event. For example, if a Student Organization is hoping to come to an AFB Meeting on Tuesday and they want to hold their event on Thursday, the request will not be heard due to lack of planning. The AFB Chair may, at their discretion, accept funding requests to be heard the week of an event in rare circumstances. Note: Incomplete and late requests will not be accepted or heard by AFB.

Student Organizations are responsible for submitting Funding Requests completely, including a detailed program budget. Incomplete requests will not be considered.

The AFB will impartially pass judgement on each request based exclusively on the merits of each request. The AFB may, at their discretion, fully fund, partially fund, or deny any funding request.

The Director of Student Engagement may, at their discretion, overturn an AFB approved request if they deem the request inconsistent with University policy or mission. The Director of Student Engagement may not approve a request that the AFB has previously denied.

Internal Funding Requests

Internal Funding Requests are those funds that are to be used for internal Student Organization activities only open to club members and may only be requested by Type Two Student Organizations. Examples of internal funding include club development, Club Rush, membership apparel, dinners, food for club meetings, conferences, awards, recognition and other activities that are generally not open to the entire University community.

All Type Two Student Organizations are required to disclose any and all other sources of funding when submitting a request to the AFB. Other sources of funding can include but is not limited to other University accounts or offices that may be co-sponsoring an activity.

Type Two Student Organizations are eligible to receive up to $150.00 in internal funds.

If any Student Organization does not follow through with an AFB funded program, the funds allocated to support such event will be forfeited and audited by the AFB Chair.

Members of the AFB who are also members of a Student Organization making a request must abstain from voting on said request.

External Funding Requests

External Funding Requests are those funds that are used for programs and services that are open and available to all students. All members of the Salve Regina community must have the opportunity to actively participate in the proposed event for it to be considered external funding.

All Type Two Student Organizations are required to disclose any and all other sources of funding when submitting a request to the AFB. Other sources of funding can include but is not limited to other University accounts or offices that may be co-sponsoring an activity.

If any Student Organization does not follow through with an AFB funded program, the funds allocated to support such an event will be forfeited an audited by the AFB Chair.

Members of the AFB who are also members of a Student Organization making a request must abstain from voting on said requests.

Conference Attendance

All Type Two Student Organizations are eligible to receive up to $600.00 in internal funds for conference registration fees. If the AFB funds an organization's conference registration fees, the delegates who attended the conference are expected to present what they learned at said conference at the SRYou Day Student Exposition.

All Type Two Student Organizations are eligible to sponsor individual students for up to $600 in conference registration fees. Students can request individual funding for conference registration fees once an academic year and must be sponsored by a Student Organization that aligns with the purpose of the conference. If the AFB funds a student's conference registration fees, the delegates who attend the conference are expected to present what they learned at said conference at the SRYou Day Student Exposition.

Apparel

Type Two Student Organizations are eligible to purchase membership apparel or gear. The AFB will fund fifty percent (50%) of each member's expense, but only up to $30.00. Student Organizations are limited to one set of membership apparel or gear per academic year. Student Organizations are welcome to additional membership apparel or gear not to be funded by the AFB.

AFB Meetings

AFB Meetings are held biweekly and additionally if needed as deemed necessary and called by the Chair. Dates and times will be posted by the Chair.

Student Organizations should be prepared to present and defend their funding requests. AFB member may ask questions to better understand the merits of the request.

Student Organizations that fail to attend their scheduled AFB hearing may, at the discretion of the Chair, wait until the next regularly scheduled AFB meeting to present their request. Typically, Student Organizations that fail to attend their hearing will result in a denial of the funding request.

AFB will not hear requests scheduled for the week of the event. Requests should be submitted by the appropriate deadlines as previously stated.

Student Organizations are required to elect their new officers for the coming academic year before attending any AFB Spring Budget Hearings including Type One Budget Hearings, Signature Event Hearings, and Capital Expense Hearings.

Following any hearing held by the AFB, the Board will vote on the request. Requests for funding are approved by a simple majority vote. The AFB reserves the right to adjust any aspect of a proposed budget that they deem necessary. Student Organizations will be notified within 48 hours of the hearing of the AFB's decision by the Chair.

Student Organizations are required to spend their allocations according to their requests. The AFB will audit accounts after the final expense report that has been submitted to recover all unspent funds.

Misappropriated funds will also be audited and recovered by the Chair. Such misappropriations of misuse of AFB funds may also lead to criminal and/or disciplinary action, club or organization funding and constitution review and/or revocation, or SORC sanctioning. The AFB reserves the right ot freeze any Student Organization's account at any time.

Spring Budget Hearings

Each spring semester, the AFB meets to consider operating budgets submitted by Student Organizations at their Spring Budget Hearings. The Chair will coordinate Spring Budget hearings with the appropriate Student Organizations and work with them to schedule an appropriate time.

All Type One Student Organizations are required to attend Spring Budget Hearings to present their operating budget for the next academic year.

Type Two Student Organizations are eligible to attend a Signature Event hearing for an event or other expense totalling more than $500 that has been hosted by the Student Organization for two consecutive years prior to the budget submission. At this hearing, the Student Organization will present their previous years budgets and the proposed budget for the upcoming year. They will also be expected to report on the successes and failures of previous years.

Any Student Organization may attend a Capital Expense Hearing for an expense that they deem necessary to furthering their organization's success. At this hearing, the organization may request money for a one-time expense to be purchased before the end of the academic year. The expense can be anything the organization deems necessary to their further success including but not limited to banners, table clothes, promotional items, and equipment.

Funding Reallocations

Reallocation requests must be made in writing to the Chair of the AFB and will be approved or denied by the Chair and Director of Student Engagement.

Reallocation requests are required for Student Organizations hoping to add line items or other purchases to previously approved funding requests or budgets. Student Organizations may only purchase items listed on their funding requests.

Student Organizations may not exceed their allotted funding. If an account goes into a negative balance due to overspending, the AFB Chair will contact the appropriate parties and a warning letter will be generated by the SORC.

Expense Reports

Expense Reports are to be submitted on Seahawk Connections within one week of the event's completion.

The Expense Reports follow the same format and should include all the same line items as the original funding request with actual costs included.

Fundraising Policy

Individuals or Student Organizations are not permitted to engage in any form of fundraising on University property, or on behalf of the University or any of its affiliates without prior approval from the Office of Student Engagement. The Fundraising Request form is accessible on Seahawk Connection and will be reviewed by the Chair of the AFB and the Director of Student Engagement.

Upon being approved for fundraising, clubs and organizations are eligible to request funds from the AFB if needed following the Funding Request protocol. Any funds allocated from the AFB for the purpose of providing seed money for a fundraiser will have to be paid back to the AFB. Paying back seen money will occur as followed:

> A Student Organization must pay back, in full, any money funded by the AFB for a fundraiser, as long as they make double the funded amount. If a Student organization collects under double the initial funded amount, 50% will be retained by the Student Organization and 50% will be returned to the AFB.
>
> For example: The AFB provides a club with $100 to host a bake sale. The club only makes $100 of their fundraiser. Since they did not make back double the initial investment, they will keep $50, and $50 will be paid back to the AFB. If the club made $200, or more, they will pay back the initial investment of $100 to the AFB and keep any additional profit.

Any money fundraised by a Student Organization will be kept in a rollover account to provide access across fiscal years.

Fundraising for Outside Entities

Student Organizations who host events for the purpose of fundraising for a non-profit organization not affiliated with the University (must be a registered 501(c)(3) with the IRS) will not be required to pay back any initial investments funded by the AFB.

Cash Collection Procedures

Student Organizations that collect money are required to submit all collected funds to the Office of Student Engagement in a timely manner for deposit into the appropriate account. Students should never keep cash in their possession, and after its collection, it should be dropped off to the Office of Student Engagement. All cash must be counted and verified by two people before being deposited or secured. No one person should ever be alone with collected money before verification. When depositing collected funds, the Student Organization is responsible for filling out the appropriate paperwork with the Office of Student Engagement including a Deposit Slip.

After a deposit is made, an AFB member will deposit the appropriate funds into the Student Organization's account on Seahawk Connections.

The Treasurer of each Student Organization is responsible for keeping track of all funds and ensuring accuracy in their record keeping.

Contracts

Students are not authorized to sign contracts on behalf of the University. All contracts must be signed by the Director of Purchasing.

Vendor or performance contracts for services of any kind should be brought to the Office of Student Engagement for review before they are delivered to the Purchasing Office. If a student signs a contract without approval, they will be held liable for all associated costs and conditions.

If Student Organizations need assistance in generating a vendor or performance contract, they can work with the Office of Student Engagement.

Reimbursements

The AFB does not offer reimbursements of any kind to Student Organizations or Advisors for unauthorized expenses. For an expense to be considered authorized, the AFB Chair and Director of Student Engagement must approve the purchasing before it takes place. Reimbursements are only authorized when traditional forms of payment such as using the Procurement Card is unfeasible or at the discretion of the AFB Chair and Director of Student Engagement.

Audits

Money that is requested and approved by the AFB must be spent as detailed. Money that is leftover or not used by the club may be audited from the Organization's account after their event is completed and the Expense Report has been submitted.

Use of Funds

Each Student Organization receives a financial account through Seahawk Connections after their approval from the SORC. Only Type One Student Organizations have budget numbers through the University Business Office.

Funds may only be used for what the AFB allocated it for. If AFB funds are used for unapproved expenses, the club will be liable for misuse of funds.

Student Organizations may not spend more money than there is in their financial account. If the account enters a negative balance, it will be immediately frozen until the account balance returns to +$0.00.

Student Organizations may not use funds for personal gain or as a direct donation. Student Organizations may not purchase items for direct donate to charity with AFB funds. Any and all charitable donations must be paid for exclusively by fundraiser funds.

AFB Funds may not be used for any type of purchase involving drug or alcohol products and/or paraphernalia.

Any Student Organization that receives funds from the Activities Funding Board is required to create the event on Seahawk Connection, so it is visible to the campus community as a method of advertising.

Student Organization Funding Account

Student organizations who fundraise, obtain a grant, receive a donation or any funds not associated with AFB funding, will deposit their funding into the Student Organization Funding Account. The organization will have access to this funding until funds remain. Student organizations may use this money for any student organization needs unless specified by the grant or donator.

If an organization is inactive for 2 years or more, the funds in their student organization account will be disturbed to AFB to help fund other student organizations.

Procurement Card Requests and Check Requests

It is the responsibility of the Student Organization to fill out paperwork correctly and completely for it to be processed. All forms that Student Organizations may need are available on Seahawk Connection and salve.edu/student-organizations. Commonly used forms are listed below with their locations:

- Procurement Card Request: Seahawk Connection or Student Org Website (link above)
- Check Request: Seahawk Connection or Student Org Website (link above)
- Deposit Slip: OSE
- Funding Request Excel: Seahawk Connections
- Expense Report Excel: Seahawk Connections

Completed online submissions will be sent to the club or organziation's advisor for email approval before the request can be processed. Please speak with your advisor before submitting a request to inform them.

Procurement Card Request (P-Card)

All P-Card requests must be submitted **at least 48 hours (Monday through Friday) prior** to the date of purchase, or when purchasing will take place.

Requests will only be approved during business hours (Monday through Friday, 8:30 AM to 4:30 PM).

Most local businesses accept the P-Card with a few exceptions:

- Walmart: The P-Card can be used a Walmart, as long as you also have a Walmart Non-Profit Card with you as well. Typically, when picking up the P-Card you will be given this as well.
- BJ's: You may only use the P-Card at BJ's as long as you have Salve Regina's BJ's Membership Card as well. These cards are organized through the Office of Student Engagement. It is the responsibility of the Student Organization to obtain the BJ's card from the Office of Student Engagement. BJ's cards can only be obtained during business hours (8 AM to 4 PM).

Requests are processed on a first come, first serve basis. If too many requests are submitted for the same day or time, the OSE will inform you of a different time and/or date.

The P-Card may be held by a Student Organization for a maximum of two hours, unless otherwise approved by the Office Coordinator, Assistant Director or Director of Student Engagement.

Any incomplete requests will not be accepted or result in a delay of the use of the P-Card or loss of payment.

P-Cards need to be signed by the student requesting to use the card, the Student Organization's Advisor and the Director of Student Engagement.

Purchases greater than $1,000 may not be made on the P-Card unless the Vice President of Student Affairs approves a larger transaction. In order to raise the P-Card limit, the Student Organization must specify to the Office Coordinator of Student Engagement that such request needs to be made.

If there is not adequate funds in the Student Organizations account (accessible on Seahawk Connections), the P-Card request will be denied. Student Organizations that spend more than they were allocated or misuse the P-Card will be subject to SORC Sanctions.

Check Requests

Check Requests should be submitted a minimum of two weeks in advance of the date the check is needed (10 business days). Submit your check request: https://salve.edu/check-request-form-student-organizations

Check Requests are used for contract services such as live performers, speakers, vendors, or purchases greater than $1,000.

All Check Requests must be accompanied by an invoice, bill, contract or other documentation state what services or goods will be or were rendered.

Any incomplete requests will not be accepted and result in a delay in the check or loss of payment.

Check requests do not require the signature of the Student Organization's Advisor but the Advisor must be aware of the purchase.

Deposit Slips

Student Organizations who have collected cash or check payments must fill out a deposit slip and submit it to the OSE as soon as possible.

Deposits should be counted twice before submission of a Deposit Slip. Only the OSE Staff (Office Coordinator, Assistant Director, or Director) are authorized to sign the Deposit Slip.

Online Fundraising Accounts

The University does not permit Student Organizations to use online fundraising services, including but not limited to GoFundMe and Crowdrise.

If Student Organizations are interested in fundraising using an online method, they can utilize the Friends of Student Organizations link found on the Office of Student Engagement website or go to bit.ly/friendsofstudentorgs to fundraise online.

End of Year Reports

All Student Organizations, both Type One and Type Two, who have used AFB funds throughout the course of the academic year are required to submit a detailed End of Year Report to the Activities Funding Board identifying any spending. The Report should include what events were held, and how much money was spent.

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