

# **STUDENT ORGANIZATION HANDBOOK**

Aurora University

Office of Student Activities

2011-2012 Edition

# STUDENT ORGANIZATION HANDBOOK

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**Expectations**

All students are expected to abide by the code of conduct in the Aurora University A-Book. In addition, all student organizations are required to abide by the policies and procedures included in this handbook. Failure to do so will result in action against the organization up to and including revocation of recognition.

**Contact Numbers**

|                                    |          |
|------------------------------------|----------|
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# **STUDENT ORGANIZATIONS: COVERING THE BASICS**

## **The Office of Student Activities**

The Office of Student Activities (OSA) maintains current information on each registered student organization, its officers or authorized representatives, its purpose, and its advisor. A student wanting to get in touch with an organization can readily find information at the Office of Student Activities or by searching the student organizations listed on the Aurora University website.

## **Mission Statement**

The mission of the Office of Student Activities (OSA) is to serve as a gateway for campus involvement at Aurora University. The OSA supports student success and facilitates student development by providing services and programs that extend students' learning in and out of the classroom. This is accomplished with a commitment to the university's values of integrity, citizenship, continuous learning, and the pursuit of knowledge.

## **Relationship Statement**

Registered student organizations and the OSA exist as integral members of the university community. The staff in the OSA strive to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision making process. We work to help student organizations appropriately manage their risk and achieve their goals. The Office of Student Activities works to be proactive in its approach to guiding student organizations by providing education, training, and consultation.

## **Guiding Principles of Recognized Student Organizations**

The mission of Aurora University is to be an inclusive community dedicated to the transformative power of learning. With this in mind, the Office of Student Activities strives to create a student organization system that will aid in the accomplishment of this mission. Recognized student organizations are expected to demonstrate how the existence of their organization would support the pursuit of this mission. In order to demonstrate this, student organization members are expected to use the Core Values of Aurora University as guiding principles:

### **Integrity**

University Statement: We will adhere to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, respect, fairness, and ethical conduct, we will lead by example and inspire our students to do the same.

Student Organization Expectation: The student organization is expected to demonstrate this principle in the way its members present themselves on and off campus. All members will recognize the importance of acting in an honest, respectful, and fair manner within the group and its sponsored events. This principle should also be reflected in the mission statement and/or constitution of the organization.

### **Citizenship**

University Statement: We will exercise the rights and responsibilities of citizenship in an educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely, while creating an environment that fosters teamwork and promotes service to others.

Student Organization Expectation: All members of the student organization are expected to promote the principles of mutual respect and open discourse at its meetings, events, and in other public communications. While the university recognizes the importance of promoting critical discourse and open communication, we would not support the creation of an organization whose predominate purpose could be easily perceived to be at the direct expense or derision of another race, creed, religion, etc. In addition, members are expected to be conscientious stewards of the funds allotted to and collected by the organization. Finally, we expect the membership to recognize the importance of teamwork and service to others.

## **Continuous Learning**

University Statement: We will work and live as an organization devoted to continuous learning. We recognize that the university exists in a diverse and changing world and know that we will succeed in helping students achieve their full potential only if we realize our own. We seed a growth process that is never-ending.

Student Organization Expectation: Involvement in a student organization is one of the many ways through which students are able to continue their development and growth at Aurora University. All members are encouraged to capitalize on this opportunity and become involved in a recognized student organization. The organizations are expected to embrace this principle through a commitment to serving an educational and developmental function. The organization should be prepared to demonstrate how its creation or continued existence serves to enhance the student experience at Aurora University.

## **Excellence**

University Statement: We will pursue excellence by embracing quality as a way of community life.

Accordingly, we will set high expectations for ourselves, our students, and our university, and will work together to attain them.

Student Organization Expectation: Student organization members are expected to recognize the importance of quality in all that they do. In order to best serve the organization and the university, the members should set high standards for themselves, each other, and the organization as a whole. A commitment to excellence would be evident in the events, service, and programs sponsored by the organizations.

The university's core values are the foundation upon which our aspirations rest. As members of the Aurora University community, we enter into a voluntary compact with one another to live, learn, and work in ways consistent with these ideals. Serious individual violations or a pattern of behavior by the organization or its members not consistent with the above principles is grounds for suspension or revocation of recognition for the organization.

## **Benefits for Registered Student Organizations**

Being a registered and recognized student organization at Aurora University has many benefits. Subject to university policies, procedures, and guidelines, student organizations have the privileges of:

- \*Use of on-campus facilities
- \*Access to university financial services.
- \*Opportunity to raise funds.
- \*Support for sponsoring speakers and other public performances.
- \*Access to the OSA staff for assistance in program planning, risk management, conflict resolution, fundraising, and other issues related to your student organization.

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards for students who engage in student organization activities:

- \*Student organizations add an important component to campus life at Aurora University by providing an outlet for the student voice to be heard, and a vehicle for students to have a substantial impact on campus.
- \*Students gain valuable experience in the practical aspects of leadership, communication, risk management, and teamwork.
- \*It is our experience that students who are involved on campus are more likely to be successful in college and to gain more from their time at Aurora University.

## **Definition of a Student Organization**

Student organizations are defined as any group or organization at Aurora University that has met all of the stated criteria outlined in the Student Organizations Handbook with regards to the responsibilities and registration of groups. All Aurora University recognized student organizations and their members are expected to understand and abide by the Guiding Principles of Recognized Student Organizations. Full-time faculty and staff at Aurora University are eligible to serve as the organization's advisor. All registered student organizations must have a faculty/staff advisor.

## **Student Organization Categories**

**General Interest Organizations:** Focus on a specific interest or topic. The largest classification of organizations.

**Athletic Interest Organizations:** These are organizations with a strong athletic tie through either their events or their interests.

**Cultural Organizations:** Foster cultural diversity and support for their members and the campus community.

**Academic/Professional Organizations:** Promote development in a particular academic area. Activities may include outings, business meetings, and events.

**Governance Organizations:** Organizations in this category include Aurora University Student Organization, and Residence Hall Councils.

**Honorary Organizations:** Recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

**Service Organizations:** Provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.

## **FOR NEW STUDENT ORGANIZATIONS**

### **Creating a New Student Organization**

In order to be recognized you will need to have a minimum of five (5) currently enrolled students. If the group decides to go forward with the creation of the organization, you will need to get an Organization Formation Packet from the Office of Student Activities, located in the lower level of Stephens Hall, Spartan Spot. Once you have this, the registration and formation process can begin.

### **Organization Formation Packet**

An Organization Formation Packet can be picked up during normal working hours from the Office of Student Activities located in the Spartan Spot. The packet includes the following:

- \*Organization Registration Form
- \*Organization Advisor Agreement Form
- \*Organization Constitution

Each of these forms will be used to help in the establishment of your organization. As such, it is your responsibility to make sure that all required information is provided and correct. Missing or incomplete information may result in a delay or failure to be recognized as a student organization. If you have any questions regarding the information requested, please contact the OSA for assistance

## Receiving Recognition

When reviewing the information provided in the Organization Formation Packet, the Director of Student Activities will also be assessing the value that the proposed organization will bring to the Aurora University campus and community. Specifically, the Director will be assessing if the organization will:

- \*Enhance the learning experience of the students at Aurora University.
- \*Further the pursuit of the university's mission and core values (see "Organization Council Expectations" on page 7 of this document).
- \*Provide an experience not already offered through another organization or department at Aurora University.

## **FOR RETURNING ORGANIZATIONS**

### **Continued Recognition for Existing Organizations**

Organizations that were recognized by the OSA the preceding academic year and have remained in good standing with Aurora University will continue to be recognized, provided that the following is submitted at the beginning of each academic year:

- \*Current Advisor Agreement Form for the academic year.
- \*A copy of your current constitution.
- \*Current Organization Update Form.

### **Loss of Good Standing**

Loss of good standing may result for any student organization that:

- \*Does not submit the necessary documentation in a timely fashion.
- \*Does not complete the required programming requirements.
- \*Is not a good steward of financial resources.
- \*Does not act in accordance with the Expectations of Recognized Student Organizations or the regulations for student conduct contained in the Aurora University student handbook (the A-Book).
- \*Does not follow the policies and procedures defined in this manual or otherwise communicated to the student organization.

Loss of good standing will result in the organization being placed on probation. At that point, a timeline will be established with the Director of Student Activities and the organizations in which these matters will be attended to. Failure to comply with the timeline may result in loss of recognition and all benefits extended to recognized organizations will be revoked. Student organizations may receive the benefits of full recognition once the reason for the probationary recognition has been appropriately addressed, as determined by the OSA.

### **Terms for Provisional Recognition**

Provisional recognition is an effort to assist small student groups to focus on member recruitment or other issues hindering full recognition. If your student organization has less than five (5) members, you must make arrangements for provisional student organization recognition. Provisional recognition allows student groups to make room reservations and hold recruiting events for Aurora University students only. A recruiting event request form must be submitted for approval a minimum of two weeks before the event. No costs may be incurred as a result of this meeting. Provisional recognition allows students to post publicly for on-campus recruiting events only and allows students to make use of the student organization resource room.

Student organizations under provisional recognition are **INELIGIBLE** for the following:

- \*Programming and community service requirements.

- \*Right to request funding.
- \*Right to fund raise on campus.
- \*Right to hold non-recruitment events and activities on and off campus.
- \*Organizations Council vote.

In order to receive provisional recognition, students must make an appointment with the Director of Student Activities. At this meeting, student organization registration forms must be submitted and the Director and student organization members will discuss how to recruit more members.

Provisional recognition is meant to be a short term endeavor. Provisionally recognized organizations are expected to submit an action plan outlining the organization's goals for achieving full recognition. The action plan is due four (4) weeks after the first meeting with the Director of Student Activities. On an annual basis, the Dean, along with the Director of Student Activities, will review the organization's progress toward the achievement of goals within the action plan.

## **ORGANIZATION POLICIES AND EXPECTATIONS**

### **Membership Requirements**

Members of all student organizations must maintain a grade point average of 2.00 or above. Be enrolled with at least 1 credit hour. ??

### **Guest Accountability**

Aurora University reserves the right to preclude non-Aurora University students or other guests from attending any event. It is the policy of Aurora University that guests to our campus are the responsibility of their host. As such, it is the responsibility of the host to make sure their guest understands and abides by all university policies and procedures. This policy extends to an organization and/or members of an organization who, only as expressly authorized by Aurora University, invite individuals not currently enrolled at Aurora University to events sponsored by the organization. If a guest is involved in any policy violation, the host and/or host organization will be subject to judicial action. Guests who engage in behavior which violates AU policy will be asked to leave the event and may be banned from the Aurora University campus. The continued recognition of the organization may also be in jeopardy.

It is not always possible to predict behavior of persons who are friends. If a host organization contacts Campus Safety or another university administrator indicating that a guest is behaving inappropriately and asks for assistance, it may be interpreted that the host was acting responsibly. This action would be taken into consideration during the judicial process.

### **Single Sex Organizations**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is registered to be in compliance with the provisions of title IX. Therefore, compliance with title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of title IX. These criteria are as follows:

- \*The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
- \*Members must be limited to student, staff, or faculty at Aurora University.
- \*The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a “social fraternity” as a group that can answer “no” to all the following questions:

- \*Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
- \*Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- \*Are the members permitted to hold membership in other fraternities or sororities at the university?

### **Organizations Council Expectation**

The Organizations Council provides student organizations with a forum in which to discuss planning, budgeting, and policy concerns, as well as being a direct link to the Office of Student Activities and the Aurora University Student Association (AUSA). Chaired by the Vice President of AUSA, each recognized student organization is required to have a representative at the meetings. The Organizations Council (Orgs Council) meets the first Tuesday of every month at 12:00pm in the University Banquet Hall.

Attendance at these meetings by at least one representative is mandatory. If an organization misses more than one meeting in a semester, they will not be eligible to request funding for that semester. If an organization misses two meetings within a semester, they will be ineligible to receive funding for the remainder of the academic year as well as lose recognition as a recognized organization by the University. Should an organization miss more than two council meetings, the Aurora University Student Organization may elect to sanction that organization.

### **Programming Expectations**

Each organization is expected to complete two programs a semester in accordance with the mission of Aurora University. Each organization is required to complete one (1) community service program and one (1) cosponsored program per semester. These events must be approved and acknowledged by the OSA before they occur if the organization wishes to receive credit. In most cases, the standard Event Registration and Funding Request Form will satisfy this element of requirement. MERFR forms turned in the week of or after the event will not be considered as meeting this element, and the event will not qualify for credit.

**Community Service Requirement:** The community service projects are meant to provide additional learning activities for the organization and the project participants. The project must be approved by the Office of Student Activities prior to the event using Event Registration and Funding Request Form. Student organizations must demonstrate completion of the project by submitting the “Servicing AU and the Aurora Community” reflection form to the OSA and AUSA within one week of completing the community service project. Organizations that fail to complete a community service project during any given semester will be ineligible for funding during the following semester.

**Co-Sponsorship Requirement:** In addition to the required community service program, student organizations are expected to co-sponsor an event each semester. The Office of Student Activities encourages registered student organizations or with university departments. Registered student organizations may co-sponsor events with other registered student organizations or of programs with off-campus groups and/or organizations or through an event that subsequently depends on an off-campus organization for planning, staffing, or management of an event.

### **Event Registration**

University facilities may be reserved by registered student organizations upon completion of the proper paperwork and approval of the space. The green Meeting and Event Registration and Funding Request Form (MERFR) is available in the Office of Student Activities, must be completed and submitted in order to host any

program or meeting on campus. This form serves both to receive approval for the event, and to act as the registration form for the space to be allocated. All registrations for student organizations must go through the OSA. MERFR forms are reviewed each week by the Director of Student Activities, Spartan Fellow of Student Activities and the Vice President of the Aurora University Student Organization. Forms turned in after the established deadline for review that week will review the following week. Once an event has been approved, it is then entered into the room reservation system by members of the OSA. Approval of an event does not guarantee that the requested space will be available. All communications about the room reservation will be conducted using the requesting student's Aurora University e-mail address. Should you have a question about your space, please contact the OSA as soon as possible.

Facility availability cannot be checked beforehand over the phone. It is important that the form reflect a first choice and a second choice for location; this information will allow us to quickly review the availability of a "back-up" location in the event that your first choice is not available. An email confirmation will be sent to inform you which area/room was approved. Please take your confirmation with you to the meeting/event to avoid conflicts in case someone else is trying to use the room at the same time. Please note: Room reservations submitted by advisor via the faculty reservations system in proxy for student organizations will be declined by the facilities administrators in the corresponding administrative office.

If your organization has requested funding from the Aurora University Student Association, the MERFR will be forwarded on to the AUSA Appropriations Committee for review. All supporting documentation must be included with the MERFR for financial review. Forms missing information, that are unclear, or are lacking explanation of costs will be denied allocations and returned to the student organization.

**PLEASE NOTE: ALL FORMS MUST BE TURNED IN NO LATER THAN 2 WEEKS BEFORE THE EVENT!**

### **Canceling a Room and "No Show" Policy**

If an organization is going to cancel an event, meeting or room reservation the organization is responsible for notifying the OSA immediately. This allows for other student organizations to utilize this space. Failure to inform the OSA of a cancellation and not using the space for the intended purpose is considered a "No Show". More than 2 "No Shows" may result in loss of good standing for that organization, defined on pg 5 of this manual.

### **Available Spaces for Student Organizations**

The following university spaces are available to recognized student organizations for events and meetings approved by the Office of Student Activities

- \*University Banquet Hall
- \*Spartan Spot
- \*Spartan Spot Conference Room
- \*Lowry Chapel
- \*Watkins Room (library- posted sign for reservations)
- \*Dunham Atrium
- \*Thornton Gymnasium
- \*University Quadrangle
- \*Classrooms in Dunham and Stephens Halls

On rare occasions, events may be authorized with the additional approval of the Registrar, Vice President for Student Life, and the President of the University in the following areas:

- \*Perry Theater and Foyer
- \*The South Lawn
- \*Student Dining Hall
- \*Alumni Hall Foyer
- \*Computer Labs
- \*Classrooms in the Institute for Collaboration

The use of the Wackerlin Center for Faith and Action must be closely related to the work of the center. If there is an event at the center, a staff member from the Wackerlin Center must be present.

### **Specific Space Usage Policies**

#### **Dunham Atrium**

Events which utilize speakers and other amplification devices should not be held during the hours when classes are in session.

#### **University Quadrangle**

1. No stakes or such implements may be used to secure or adhere to anything in on the Quadrangle which would require setting into the ground without prior approval from the OSA and Physical Properties.
2. Events in the spring will be limited in order to help prepare the Quadrangle for graduation.

#### **Thornton Gymnasium**

1. All requests for use of the gymnasium are contingent upon approval of the Aurora University Athletic Department.
2. At no time is an event to “bump out” a scheduled athletic team competition or practice.
3. Events held in the Thornton Gymnasium are required to utilize the areas off the main floor whenever possible.
4. All events are required to utilize the floor covering. As such, events may be denied if there is not adequate time for the covering to be installed before the requested event time.
5. No event which requires the use of liquids of any kind will be allowed within the gymnasium. (This includes fog machines and other such particulate induction mechanisms.)
6. No food or beverage is to be allowed within the gym. Food and beverages are allowed within the Foyer area only.
7. A member of the OSA staff or the organization advisor is required to be present during the use of the gymnasium.

### **Aurora University Student Code of Conduct**

As student organization members and leaders, your status as an Aurora University student becomes more visible. While all Aurora University students are expected to adhere to the Code of Conduct, students in leadership positions have an obligation to role model the Code of Conduct and bring an expectation to the group that other members understand and live by the Code as well. The details of this code are contained in the Aurora University A-Book, and enable us to strive toward the university core values of integrity, citizenship, excellence, and continuous learning.

### **Approval of Certain Off-Campus Activities**

Recognized student organizations that participate in intercollegiate competition, public performances, fundraising projects, marketing activities, or any other off-campus endeavor that is sponsored by or conducted in conjunction with Aurora University must have the activities approved by the Director of Student Activities and the Vice President for Public Relations.

## **Film and Video Events**

Registered student organizations may sponsor slide shows, videotapes, or films on campus provided they do not charge admission nor solicit donations for the showings and comply with all copyright regulations. This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film. The OSA recommends that all student organizations go through Swank Pictures for procurement of copyright permission.

## **Food Policy**

As an institution that promotes the well-being of all its members, the university has examined its role in protecting its members from food-borne illnesses and related dangers. In an effort to protect the health and safety of the members of our campus community, all food products intended for consumption within the Aurora University campus (whether for resale or other) must be purchased from Sodexo Campus Services (Sodexo). Sodexo retains the right of first refusal and may, under certain circumstances, refer the individual or group to the Director of Student Activities. In the event that Sodexo cannot fulfill a certain order, Sodexo and the Director of Student Activities may allow an outside caterer/food on campus but permission must be granted in advance.

This policy applies to any meetings or events sponsored by the institution and open to the campus community and/or general public.

The Office of Student Activities must approve all food requests to ensure there are sufficient funds within the student organization's account to pay for the food requested. Student organizations that are requesting catering through Sodexo must receive an itemized budget from the Sodexo office and attach it to the MERFR when they are requesting funding from AUSA.

## **Guest Speakers and Contracted Events**

Registered student organizations may select outside speakers and vendors to provide services at an event. The event and contract would need to be approved by the Director of Student Activities, working in conjunction with the Risk Management Officer, and other university personnel. Students, student organizations, and their advisors acting in their advisor capacity are not authorized to engage in contracts with outside agencies, vendors, performers, or any other contracting entity.

## **Hazing Policy**

All members of the university community must be provided the opportunity to function to the best of their individual abilities. One activity that is an inhibiting factor in creating this type of environment is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other recognized student organizations are not untouched by this unacceptable practice. Therefore, this policy shall apply to all recognized student organizations.

### **Definition:**

Committing any act, occurring on or off the Aurora University campus, by one person alone, or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur, or has knowledge of hazing and fails to report said knowledge to an appropriate official of the university. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Aurora University does not condone or tolerate any acts of hazing, harassment, or humiliation. Any such acts that interfere with scholastic activities, which are not consistent with fraternal law, state or federal law, or the university regulations and policies, are expressly forbidden. Students or organizations found responsible for any infractions are subject to disciplinary action.

Hazing will be determined as an activity of the organization when one or more of the following occurs:

1. The organization was aware of the impending action, evidence of which might be a vote having been taken by the organization, regardless of the outcome.
2. The action originated or took place on property owned, controlled, or being used by the organization.
3. One or more officers were aware of the planned activity and did nothing to stop it from happening.
4. Organization members or officers knew of the incident and refused to supply the university with any information regarding the incident.

Hazing activities and situations include, but are not limited to the following:

1. Pre-pledging, illegal pledging, or underground activities.
2. Acts of mental and physical abuse including, but not limited to, paddling, slapping, kicking, pushing, yelling, biting, duck-walking, belittling, calisthenics, excessive exercise, beating or physical abuse of any kind, and the consumption of so called "Greek foods".
3. Dietary restrictions of any kind, i.e. special diet plans.
4. Late work activities beyond 11:30pm or early morning activities before 8:00am, which may interfere with academic work.
5. Sleep deprivation; activities that deprive prospective members of the opportunity for sufficient sleep (minimum of six hours per day).
6. Encouraging or forcing use of alcohol or drugs.
7. Any type of scavenger hunt, quest, road trip, or any activity that would endanger a prospective member or others.
8. Stroking or physically touching in an indecent or inappropriate manner.
9. Morally degrading or humiliating activities which prospective members are required to perform that cause extreme embarrassment or which are contrary to the individual's moral values or religious beliefs.
10. Any activity in violation of Illinois laws/statutes, university policies, or fraternal laws.
11. Activities that subject prospective members or public nuisance, spectacle, or buffoonery.
12. Alteration, forgery, and falsification of university or fraternal records and documents.
13. Aiding or abetting theft, fraud, embezzlement of funds, and destruction of personal or private property, or academic misconduct.
14. Any request or action that results in the misuse or mismanagement of a prospective member's personal property, i.e. car, clothing, jewelry, money, etc.

### **Hazing Policy Enforcement**

Should hazing activities come to the attention of any member of the university, the activity should be reported to the Office of Student Activities and the Dean of Students. The process for dealing with alleged hazing incidents shall be as follows:

\*Upon receipt of the complaint, the incident shall be investigated by the Dean of Students, the Director of Student Activities or designee. In special circumstances, a recognized student organization may be placed on interim suspension pending an investigation of an alleged violation of university regulations. This action will be taken only in those situations where there is reasonable cause to believe a student organization's actions are of such a nature as to pose a clear and present threat of harm or injury to persons and/or damage to property. During the interim suspension, the organization is required to cease all organizational operations and activities.

\*Should the investigation substantiate a violation on this policy, a judicial hearing shall be held as stated in section 7 of the Aurora University A-book.

\*The judicial review meeting will be conducted by the Dean of Students or designee in a similar manner as that provided for individual members as put forth by the Student Conduct Code.

\*The findings and sanctions as put forth by the Dean of Students shall be presented to the organization in writing.

\*Student organizations wishing to appeal the decision may do so according to the appeal guidelines stated in the Student Conduct Code.

\*Should the student organization have national affiliation or incorporation, the national office shall be notified if the alleged incident and the results in writing within one (1) week.

Should the hearing substantiate an occurrence of hazing, the Office of Student Life will recommend the sanction(s) authorized below that best suits the severity of the hazing incident.

**Censure:** Censure may include the required completion of a program designed with the intent of eliminating hazing. The program will be devised by the Director of Student Activities, and may include consultation with the organization's officers and advisors. Completion of the program will be monitored by the Director of Student Activities.

**Probation:** The organization will be placed on probation for a specified period of time. Conditions of probation will be determined by the hearing officer and outlined in writing for the organization. The probationary term will be monitored by the Office of Student Activities.

**Suspension:** The organization will be suspended. The terms of the suspension shall be defined in the sanction, including criteria that the organization must meet within a specified period of time to be considered for renewal of university recognition status.

**Revocation:** The organization will have its status as a recognized student organization revoked, with loss of all university recognition and privileges. If applicable, the national office of an organization will be requested to revoke the charter of the organization.

In addition to enforcement of this Hazing Policy regarding student organizations, the university may initiate appropriate disciplinary action against individual students for violation of the Student Conduct Code arising from the incident.

### **State of Illinois Hazing Law**

Be it enacted by the People of the State of Illinois, represented in the General Assembly as of August 11, 1995:

Sec. 5. HAZING: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person.

### **Non-Profit Policy**

Members of student organizations may not independently profit from events or fundraisers held at Aurora University. Money collected at any event must be deposited into the organization account by the end of the next business day. Failure to deposit money raised at an event or fundraiser will result in loss of recognition for the organization pending an investigation by student life staff.

### **Event Policy**

The purpose of this policy is to clearly define the roles and responsibilities of student organization when sponsoring an event as approved by the Office of Student Activities at Aurora University. The policy defines the various types of events and the expectations regarding non-AU guests at these events. It is additionally expected that all organizations will abide by state law, codes, and related requirements.

\*Appropriate arrangements must be made by submitting a Meeting & Event Funding and Request Form to the Office of Student Activities.

\*All events must end no later than 12:30am.

\*Events may only be advertised on the Aurora University campus. All promotional items must be stamped with an approval from the Office of Student Activities. No promotion can occur until the event and space have been approved.

\*Students must make appropriate arrangements for organization space for the event. Student group members and event attendees are not allowed to move furniture. It is the responsibility of the student organization to make every effort to ensure that its members or guests do not climb on the furniture or any part of the facility in any way other than its intended use.

\*A guest is defined as any individual who is not a currently registered Aurora University student.

\*Any student organization reserves the right to sponsor an event in which no guests are permitted to attend. This expectation must be clearly communicated on all publicity for the event.

\*Determination of the event type, as described below, for each approved event is the responsibility of the Director of Student Activities. If a given event seems to meet the definition of more than one event type, the Director of Student Activities would default to the more restrictive definition.

\*Organizations are responsible for cleaning up the area where the activity took place and all areas affected as a result of the event. If an area on-campus is damaged, organizations are responsible for the damage. As a general guideline, you are to leave the facilities in the same shape you found them in.

\*When required according to the event definitions listed below, a student from the sponsoring group will check the student IDs of all students admitted to the event. Each student admitted will then be asked to sign-in. The list must be returned to the Office of Student Activities on the next scheduled school day.

\*Any money generated for admission to the event must be deposited into the organization's university account by the next scheduled school day after the event

\*All AU policies must be enforced by the organization. Any violators of A-book policies are subject to disciplinary action.

\*The sponsoring organization is responsible for knowing the maximum capacity of the facility being used for the event and to monitor admittance to the event to ensure that capacity is not exceeded.

\*The sponsoring organization and/or their advisor is expected to immediately report any suspicious activity, belligerent or intoxicated behavior, or other related concerns to the Office of Campus Safety.

### **Organizational Meeting**

Definition: A meeting is a regularly scheduled gathering of the members of the organization to discuss topics pertaining to the organization.

Guest Policy: Any guest speakers attending the meeting would need to be approved by the organizations AU advisor at least 48 hours prior to the meeting. Typically, these meetings are intended for AU students who are currently members of that organization. If any other guests are expected, they would need to receive permission from the organization's AU advisor at least 48 hours prior to the meeting. Hosts are responsible for the behavior of their guests.

### **Educational Program**

Definition: An educational program provides attendees/participants with information designed to help them live better lives. Examples of topics include, but are not limited to: health/fitness, personal finance, career/professional development, religious/spiritual, and cultural information.

Guest Policy: Guests may be required to register at select events at the discretion of the sponsoring organization. AU students will be held responsible for the behavior of their guests. If the guests are determined to be guests of the sponsoring organization, the organization may also be held responsible. The AU advisor should be aware of the anticipated audience.

### **Dance: Student Organization(s) Sponsorship**

Definition: A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. The following policy applies to dances sponsored exclusively by a student organization or student organizations.

Guest Policy: All dances not co-sponsored by Activities Programming Board (APB) or Office of Student Activities (OSA) are restricted to AU students only. Students will be asked to present their AU student ID upon entering the event.

Additional Expectations: Organizations are expected to provide the following when hosting an on-campus dance:

\*Event Monitors: Members of the sponsoring organization must staff all doors/access points to the venue and will monitor the attendees throughout the event. Members are urged to identify themselves by one or more of the following means: nametags, armbands, wearing the same color shirts, hats, etc. The following monitor/guest ratio is recommended: 1 monitor per 50 attendees.

\*Security Personnel: Security is required for all student dances. Security requirements are determined in conjunction with the Director of Campus Safety. Considerations include the dance day, time and place, expected attendance, and the past history of the event and sponsoring organization. The sponsoring organization is responsible for contacting the Director of Campus Safety and making the necessary security arrangements.

\*The Office of Student Activities and/or Campus Safety reserve the right to refuse admission to anyone.

\*The Office of Student Activities and/or Campus Safety reserve the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or staff.

\*No re-admittance: People who leave the venue will not be permitted to re-enter.

### **Dance: Student Organization(s) and APB Co-Sponsorship**

Definition: A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. The following policy applies to dances sponsored by a student organization or student organizations in co-sponsorship with APB or OSA.

Guest Policy: Each AU student that attends may bring a maximum of one non-AU student guest to the event. Students are required to pre-register any guests prior to the event through advance ticket sales. Pre-registration of guests must be completed at least 36 hours prior to the event and submitted to the Director of Student Activities. The full name of each guest, along with the full name of the AU student hosting the guest, must be provided. Guests must provide a valid photo ID upon arrival and check in at the door. Hosts are responsible for the behavior of their guests. Guests that are not on the pre-printed guest list will not be admitted. Guests must arrive with their hosts as indicated on the pre-printed guest list. Organizations that do not submit the guest list a minimum of 36 hours prior to the event will not be allowed to admit guests at the event. No tickets will be sold at the door to guests. The AU advisor should be aware of the anticipated audience.

Additional Expectations: Organizations are expected to provide the following when hosting an on-campus dance:

\*\*Event Monitors: Members of the sponsoring organization must staff all doors/access points to the venue and will monitor the attendees throughout the event. Members are urged to identify themselves by one or more of the following means: nametags, armbands, wearing the same color shirts, hats, etc. The following monitor/guest ratio is recommended: 1 monitor per 50 attendees.

\*Security Personnel: Security is required for all student dances. Security requirements are determined in conjunction with the Director of Campus Safety. Considerations include the dance day, time and place, expected attendance, and the past history of the event and sponsoring organization. The sponsoring organization is responsible for contacting the Director of Campus Safety and making the necessary security arrangements.

\*The Office of Student Activities and/or Campus Safety reserves the right to refuse admission to anyone.

\*The Office of Student Activities and/or Campus Safety reserve the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or staff.

\*No re-admittance: People who leave the venue will not be permitted to re-enter.

Please Note: APB is expected to solicit participation of other organizations in any dances it plans. These events should be designed in the spirit of cooperation and collegiality rather than exclusivity. The only exception to this is Spring Fling, the traditional spring formal dance.

### **Performance-Based Event: Expected Attendance less than 30**

Definition: Any event in which individual or group performances are central to the event and the anticipated attendance is less than 30. Examples include, but are not limited to: open mic performances, poetry slams, etc

Guest Policy: Guests may be required to register at select events at the discretion of the sponsoring organization. AU students will be held responsible for the behavior of their guests. If the guests are determined to be guests of the sponsoring organization, the organization may also be held responsible.

### **Performance-Based Event: Expected Attendance 30 or More**

Definition: Any event in which individual or group performances are central to the event. Examples include, but are not limited to: rap battles, step shows, talent shows, fashion shows, etc. Due to the size of the expected audience, these events will typically be held in the University Banquet Hall.

Guest Policy: Each AU student that attends may bring a maximum of one non-AU student guest to the event. Students are required to register any guests to the event. The full name of each guest, along with the full name of the AU student hosting the guest, must be obtained for each guest. All names will need to be verified by a photo ID. The guest list for the events must be submitted to the Office of Student Activities the first business day following the event. Hosts are responsible for the behavior of their guests. The AU advisor should be aware of the anticipated audience.

Additional Expectations: Organizations are expected to provide the following when hosting a performance-based event:

**\*\*Event Monitors:** Members of the sponsoring organization must staff all doors/access points to the venue and will monitor the attendees throughout the event. Members are urged to identify themselves by one or more of the following means: nametags, armbands, wearing the same color shirts, hats, etc. The following monitor/guest ratio is recommended: 1 monitor per 30 attendees.

**\*Security Personnel:** Security is required for all student dances. Security requirements are determined in conjunction with the Director of Campus Safety. Considerations include the dance day, time and place, expected attendance, and the past history of the event and sponsoring organization. The sponsoring organization is responsible for contacting the Director of Campus Safety and making the necessary security arrangements.

**\*The Office of Student Activities and/or Campus Safety reserves the right to refuse admission to anyone.**

**\*The Office of Student Activities and/or Campus Safety reserve the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or staff.**

**\*No re-admittance:** People who leave the venue will not be permitted to re-enter.

### **Recognition Banquet**

Definition: Any event celebrating the accomplishments and/or culture of the group.

Guest Policy: These events are typically by initiation only and may include organization member, alumni family, honored guests, and other members of the university community. Any exceptions need to be approved by the organization's AU advisor and the Director of Student Activities. If alumni will be invited, the student organization is expected to also work with the Office of Alumni Relations.

### **Posting Policy**

1. Publicity is restricted to activities sponsored in full or in part by Aurora University clubs, organizations, classes, academic departments, and non-academic departments.
2. Please treat the work of fellow students/faculty/staff with respect. Willful destruction or defacement of postings may constitute a violation of the University's Code of Conduct.
3. Advertising for events not affiliated with a University-recognized organization or not sanctioned by the University will not be approved for posting.
4. Publicity will not be approved if it includes racial, sexual, or religious slurs, advertisement or promotion of alcohol or recreational drug use, or any statement that may be perceived as harmful or offensive.
5. Non-compliance with posting policies will be dealt with through Student Activities or Residence Life, as appropriate.

6. Repeat violations may result in probation or removal of an organization's privilege to use university facilities, service, and funding.
7. Approved publicity should be posted on the numbered student activities bulletin boards located throughout campus (locations listed below). No other general student posting is allowed. Advertising will be removed if it is posted on glass windows, doors, painted walls, or any other restricted areas. Perry Theater in the Aurora Foundation Center for Community Enrichment, and the Parolini Music Center are classified as restricted areas.
8. Events must be approved and room reservations must be confirmed prior to the publicity being posted.
9. Posting in residence halls:
  - a. All publicity, including but not limited to, banners, posters, displays, and table tents, must be approved and stamped by the Office of Student Activities.
  - b. Large posters or banners may be displayed in residence hall windows, common areas and entryways, after they have been stamped by the OSA. (See below for locations to post big banners).
  - c. All publicity in the residence halls must be posted on a bulletin board or in a designated posting area. The Office of Residence Life will distribute flyers to in-hall staff for posting. If you wish to have flyers posted please bring 31 **stamped** fliers to the office of Residence life at 423 S. Gladstone.
  - d. To ensure that publicity is put up on residence hall floors prior to an event, fliers should be submitted to the Office of Residence Life at least **5 school days before** the event is held. Fliers submitted later than 5 days cannot be guaranteed to be posted to all the floors.
  - e. Sliding materials under doors of residential rooms is not permitted.
10. All publicity materials must indicate:
  - a. The AU-affiliated group sponsoring (or co-sponsoring) the event (Acronyms spelled out).
  - b. The date of the event (including time and location when applicable).
  - c. Contact information (name and phone number) for additional information.
11. Departments that have posters created by Public Relations with the Aurora University Logo do not need to have these items stamped before posting.
12. All publicity must be taken down within twenty four hours of the event taking place.
13. Events taking place off campus need first to be approved appropriate by the OSA staff. If accepted then these events must follow guidelines and policies of Aurora University.

### **OSA Approved Bulletin Board Locations**

**\*All material being posted that is not on a bulletin board may only be applied with masking tape**

#### **Stephens Hall:**

1. Southeast entrance 1<sup>st</sup> floor
2. Southwest entrance 1<sup>st</sup> floor
3. 1<sup>st</sup> floor (near room 126)
4. Southeast stairwell
5. Southwest stairwell
6. 2<sup>nd</sup> floor above drinking fountain (near room 213)
7. 2<sup>nd</sup> floor Southeast entrance
8. 2<sup>nd</sup> floor (near room 201)
9. 2<sup>nd</sup> floor (near room 221)

#### **Institute for Collaboration:**

10. 2<sup>nd</sup> floor  
(near East stairwell across from vending machines)
11. 3<sup>rd</sup> floor (near East stairwell)

#### **Alumni Hall:**

12. Student Dining Hall

**Dunham:**

13. South entrance 1<sup>st</sup> floor
14. East entrance 1<sup>st</sup> floor
15. 2<sup>nd</sup> floor (near Northeast stairwell)
16. 2<sup>nd</sup> floor (near room 221)
17. 2<sup>nd</sup> floor (across from room 214)

**Eckhart:**

18. 4<sup>th</sup> floor (near room 415)
19. 4<sup>th</sup> floor (near elevator)

**Spartan Spot:**

20. Top of stairwell north entrance
21. Middle of stairwell

**Fitness Center:**

22. Near restrooms

**Other locations to post large banners and posters:**

- Dunham Atrium (on the brick only near South entrance)
- Spartan Spot stairwell walls
- Watkins Hall in the main lobby and on the windows
- Jenks Hall in the front entrance of Jenks East
- Wilkinson Hall in the entrance and stairwell wall
- Memorial/Davis Halls - Common area or entryways
- \*Pillars in the Spartan Spot are for APB use only\*

**Sidewalk Chalking Policy**

Recognized student organizations may advertise on-campus events with chalk in accordance with the following policies:

1. All posting policy regulations apply to chalk advertisements.
2. All chalk used must be washable “sidewalk” chalk, rather than the classroom board chalk.
3. Each organization is responsible for removing the chalk 6 days after the event has taken place (if weather has not removed the chalk). Student Organizations are responsible for all aspects of the cleanup.
4. Only events approved by the OSA will be allowed to be advertised.
5. Chalk advertisements are to be done on sidewalks only; all other applications are forbidden.
6. Only the following areas will be designated as chalk friendly areas:
  - a. Sidewalks in front of Davis, Jenks, Memorial, Watkins, and Wilkinson Residence Halls.
  - b. Sidewalks in front of, but not including steps or patio of Alumni Hall & Thornton Gymnasium.
  - c. Sidewalks in front of, but not including steps or patio of Dunham Hall.
  - d. Sidewalks leading to the Institute of Collaboration, and ending 50 feet from the building.
7. The following are considered as no-chalk zones:
  - a. All areas surrounding Eckhart and Stephens Hall.
  - b. All areas surrounding the Aurora Foundation Center for Community Enrichment and Perry Theatre.
  - c. All areas surrounding the Roger & Marilyn Parolini Music Center.
  - d. All areas surrounding the Phillips Library.
  - e. 50 feet in all directions from the Institute for Collaboration.
8. Student Organizations will be charged for cleaning if:
  - a. Chalking occurs on/in any prohibited areas.
  - b. Advertising for something other than a campus-wide event occurs, or the event has not been approved by the OSA.
  - c. The chalk is not removed within 6 days after the event occurs. The minimum charge for any cleaning will be \$35 for each separate location.

## **Travel Policy**

**Purpose:** To promote the health and safety of students by regulating travel that is taken in conjunction with enrollment or employment at Aurora University.

**Policy:** It is the policy of the university to promote safety and to encourage students, faculty, and staff to engage in safe conduct when travelling to and from university activities or events. Accordingly, in addition to encouraging students, faculty, and staff to use good judgment, the university has adopted this policy and rules designed to encourage safe behavior on the part of students, faculty, and staff.

**Authorized Use:** University vehicles shall be used only in the conduct of university business and activities when such use is the most economic and efficient transportation option available.

Passengers shall be limited to employees engaged in university business, registered students engaged in university sponsored activities, or employees of other agencies who are traveling to meetings in association with university employees.

Individuals other than faculty, staff, and students may drive university vehicles for specific purposes only with the approval of the Vice President of Finance or the Director of Financial Resources, and will be subject to all provisions of this policy.

It is the responsibility of all vehicle operators to drive in a safe manner and conform to all applicable laws and regulations. In addition, vehicle operators are responsible for the conduct and actions of all passengers riding in the vehicle.

In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the university.

1. **Use of Seat Belts and Other Safety Devices:** Seat belts and other safety devices must be used at all times.
2. **Required Qualifications and Training:** All persons who operate vehicles owned or leased by the university must be over twenty-one (21) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history, as determined by the Vice President for Finance. Additionally, other qualifications and training requirements may be established by the university. Mini-bus drivers must be at least twenty-five (25) years of age or be at least twenty-two (22) years of age and have a good motor vehicle driver history, as determined by the Vice President for Finance. Additionally, mini-bus drivers must undergo a training and familiarization program conducted by physical properties.
3. **Authorized Drivers:** The Office of the Vice President for Finance, in conjunction with physical properties will maintain a list of drivers authorized to use university vehicles. Individuals wanting to drive university vehicles must fill out a driver application and a university vehicle driver agreement. Signing of the driver application authorizes the university to run a DMV check of the applicant's driving history.
4. **Fatigue and Time of Travel:** Students traveling to and from activities and events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00pm and 6:00am unless authorized by the organization advisor or department head.
5. **Privately Owned Vehicles:** Students, faculty, and staff who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the university are required to follow the safe travel rules established by the university and applicable state law.
6. **Alcohol, Illegal Drugs, and Weapons Prohibited:** Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.

7. Hazardous substances shall not be transported in university vehicles. These substances will be transported by qualified carriers in accordance with U.S. Department of Transportation regulations.
8. Any university driver who is involved in an accident, no matter how minor, shall report it immediately to Physical Properties during operating hours, or immediately upon the start of the next business day. An Accident Report will be filled out when the vehicle is returned.
9. Travel Authorization: Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the department head responsible for funding or organizing the travel before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official.
10. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.

Compliance and Enforcement: Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules established by the university. Departments must report violations of this policy and safe travel rules to the Vice President of Finance.

Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and university policy. Individual students who violate this policy and the safe travel rules approved by the university are subject to disciplinary action, including suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

#### Risk Management

At the Office of Student Activities, we believe that our role is to balance student freedom with responsibility so that students can learn from their experiences in a safe inclusive environment. To this end, we encourage student organizations to work with the Office of Student Activities staff and/or organizational advisors in order to plan safe and successful activities.

The Office of Student Activities is committed to working with student organizations to assist them in managing the risk that can occur in the course of student activities including, but not limited to, risk of injury, financial risk, and risk of university policy violations. Services offered for student organizations include consultations with organizational representatives and advisors on issues concerning: travel, event planning, and organizational development. In addition we can contact student with campus resources related to risk and event planning.

Statement of Legal Liability: Aurora University does not assume liability for a Recognized Student Organization's financial transactions, group activities, or the actions of individuals or group members. It is recognized by the university that students are adults and that they, and the organizations to which they belong are expected to obey the university's policies, state and federal laws, and take responsibility for their conduct. The university recognizes expressly students and student groups are not agents of the university and the university will not assume and responsibility for them on or off campus. The university cautions that student organizations can be disciplined if their conduct threatens or causes disorder, causes public disturbances, is a danger to themselves or others, or property damage.

Liability Release & Waiver Assumption of Risk & Release Form: The Office of Student Activities recommends the use of an "Assumption of Risk and Release" form for Recognized Student Organization members and/or non-members participating in certain special activities and events, sponsored by the organization or as identified by the risk manager. By signing this waiver, the participant is informed of and assumes the risk inherent in the activity, and releases the Recognized Student Organization and the university (and its governing board,

employees, and agents) from any and all liability in the activity or event. These forms can be developed according to the organization's specific needs and should be kept on file by the advisor for three years following the activity. Any additional questions and requests can be directed to Brandy Raffel in the Student Activities Office or to Marilyn Campbell in the Business Office.

## **ORGANIZATIONAL FUNDING**

### **Funding**

Student organizations at Aurora University operate on a zero balance principle. To this end, organizations are granted funding on a contingent basis. Funding for student organizations is reviewed for each event. Organizations must submit an Event Registration and Funding Request form for each event, along with an itemized budget. The itemized budget should include relevant supporting documentation such as vendor quotes, catalog pages, or order forms. The request will be reviewed by the Appropriations Committee of the Aurora University Student Association. This committee meets each week of the academic year. Appropriations Committee membership consists of three AUSA senators and three Organizations Council members. The chair of the committee is the Treasurer of AUSA. Organizations are advised to have all forms and documentation turned in no later than two weeks prior to the event. Incomplete submissions will not be reviewed. The committee will not allocate any funds after the event has taken place.

The following may be considered by the Appropriations Committee in determining funding:

- \*What is the current balance in the organization's account?
- \*Is the event open to all Aurora University students?
- \*Who will benefit from the event?
- \*How much has been allocated to the organization thus far?
- \*Is this a recurring event for the organization?
- \*How active has the organization been in the past?

The Appropriations Committee will not allocate funds if:

- \*The student organization is currently holding a negative balance.
- \*The appropriation is requested after the event.
- \*The appropriation is for an event that has not been approved by the Office of Student Activities.
- \*The event does not fall within the established parameters of the Code of Finance.

Payments and reimbursements are made using the Student Organization Payment/Requisition Form found on the AU Business Office webpage (insert link). These forms need to be filled out by the organization's treasurer or president, and signed by the group's advisor and the Director of Student Activities. Before these are turned in to the Business Office, the Student Activities Office will check to make sure that the funds are available.

### **Code of Finance**

At the first meeting of the Appropriations Committee, the committee members will establish a set of guidelines for the year. These are to be completed in accordance with the AUSA Constitution, and shall be available through the AUSA Treasurer upon request. The purpose of the code is to provide consistency in allocations for the year by serving as guidelines for the committee. Elements of the code that shall remain constant from year to year are as follows:

1. Only activities that are open to the entire student body may be considered for full funding.
2. All allocations are subject to available funds.

3. Uniforms, clothing, induction fees, and dues will not be funded.
4. Organizations may request funding for the cost of fundraisers; however, they are expected to pay back the whole amount within two weeks of the completion of the fundraiser. All additional money must be deposited within the organization's Aurora account within two working days.
5. Only events that have been approved by the OSA will be considered for allocation.
6. Only recognized student organizations, in good standing, may request funding.
7. Organization allocations may not supplement elements that should be covered through the academic funds provided by Aurora University.

Organizations may not request funding from the Appropriations Committee if they have an outstanding balance with either the Business Office of the Student Accounts Office. Organizations are responsible for ensuring that their accounts are kept in good standing and in the positive. All outstanding balances must be paid by the end of the term in which they were incurred. Organizations that have outstanding balances that have been cleared by the end of the term must make payment arrangements with the Business Office and the OSA. Failure to make arrangements or to fulfill the obligation of payment will result in loss of recognition of the organization. Organizations that are not recognized forfeit all privileges afforded them as stated earlier in this manual.

### **Student Organization Gift Procedures**

Purpose: Student organizations may solicit direct cash support or gifts in kind from constituents outside the university who wish to receive official donor acknowledgement for their support.

#### **University Communication/Advancement Services**

1. Prior to student groups soliciting outside constituents for cash or gifts in kind, all solicitations will be approved by the Assistant Vice President for University Communications.
2. The Director of Donor Data Management will notify the Controller when a cash gift has been received so that he/she may determine how the funds may be expended.
3. Gifts that will be expended within the same fiscal year they are received will be processed through A Fund-Special Purposes (0216) at the Aurora Campus and GW Campus-A Fund Special Purposes or Programs (0046) for the GW Campus. Gifts in kind will be processed to the appropriate campus fund for this purpose.

Notes: All gifts in kinds less than \$10,000 in value are to be approved by the Vice President for Advancement in advance of receipt by the university per gift acceptance procedures last revised February 2005.

#### **Business Office/Student Activities**

1. The Controller will notify the Director of Student Activities regarding the amount of the gift available to the student organization and how to access the funds. The Director of Student Activities will work with the student organization/advisor to access the funds.

#### **Making Payments**

When a student organization needs to make a payment for items or reimburse members of the student organization, the student needs to fill out the Student Organization Purchase/Payment Requisition Form Instructions located on the Office of Student Activities (OSA) webpage, under the forms section. Once the form has been filled out, and the advisor of the organization has signed off, it needs to be turned in to the OSA for available fund verification. Once the funds have been verified, the request will be turned over to the Business Office for processing. The Business Office typically takes two working weeks to process all requests. Student organizations are advised to plan accordingly.

#### **Contracts**

Contracts are required for performance/speakers/entertainers whose fee will be \$100 or more. Only the Director of Student Activities and the Vice President of Finance are allowed to sign contracts on behalf of the university. The Director of Student Activities signs all contracts for student activities. The university will not honor contracts arranged and signed by those other than the director or vice president. Any time you are planning to bring an entertainer to campus that involves payment, call the Office of Student Activities. The university has formal processes for paying individuals for services, so call before you commit to anything.

Contracts require the social security number, home address, and signature of the speaker/entertainer. All payments made with university money require that a completed W-9 form is on file with the Business Office. (The individual must personally sign the contract and return it to the OSA. Mailing the contract back and forth can add days to the process). When speakers/entertainers are coming to campus, the OSA needs to receive a copy of promotional material (advertisement, brochure, flyer, etc.) for the event. All payments will be made in accordance with the contract. If the person does not have a contract of their own, the OSA will provide one.

Note: If the speaker/entertainer is not a US citizen, arranging payment is much more complicated. Request help from Student Activities as soon as possible!

### **Reimbursements**

The university can only process reimbursements with receipts. Reimbursements without either the original or photocopies receipts will not be accepted by the Business Office for reimbursement. Organizations will need to utilize the Student Organization Purchase/Payment Requisition found on the OSA webpage. Simply print out the form and follow the attached instructions. A typical reimbursement requires two weeks for processing.

### **Ordering From Sodexo**

As stated in the Food Policy Section of this manual, all food consumed on campus must either be procured from Sodexo Food Service or be previously approved in accordance with the policy. When a student organization wishes to place an order with Sodexo, the following procedure will be followed.

1. The student organization will review options and request a "Quote for Service" from Sodexo. This is to be brought to the Office of Student Activities for approval. If the organization already has the funding available for the food, the "Quote" will be turned into an active order. If the organization does not have the funds currently available, an event registration form will need to be turned in to the Appropriations Committee for approval.
2. Once the funding has been approved, and the Director of Student Activities confirms that the organization has the funds to cover the quote, an "OSA Sodexo Approval Form" will be completed and turned over to the student organization. No food order can be placed without an approved OSA Sodexo Approval Form (OSAF).
3. Once the organization has a copy of their OSAF, they will need to return it to Sodexo in order for the quote to become an order and delivery of the food to be determined.
4. After the order has been completed, a bill will be sent to the OSA and the student organization for payment. This typically will be two to three months after the event has taken place. Organizations are reminded that they are responsible for insuring that the amount agreed upon with Sodexo are still available at the time of payment.

## **CODE OF FINANCING**

### **Preamble**

The Aurora University Student's Association (AUSA) Appropriations Committee, hereafter referred to as the AC, is a standing committee of Aurora University Student's Association. The AC stands for the purpose of distributing funds from the Student Activities Fee and the Orgs Budget. Funds are distributed fairly among the student clubs and organizations that request them through an analytical evaluation of the evidence presented by the club or organization. The AC, with a student majority, would annually allocate the Student Activities Fee to provide the students of Aurora University with the services and programs that benefit the students.

The Student's Association Appropriations Committee recognizes that students of the Aurora University have widely varying interests and talents and shall attempt to create a more diverse campus, which facilitates learning outside the classroom and establishes opportunities for all students, regardless of values, beliefs, race, or gender to benefit from their presence at Aurora University.

The Student's Association Appropriations Committee and the Aurora University Student's Association hereby adopt the following goals and guidelines, and direct all petitioners, members of Student Senate, and members of the Student's Association Appropriations Committee to the Aurora University Student Senate Code of Finances.

### **Article I**

#### Enforcement

The Treasurer of the Student Senate and the Student Senate Appropriations Committee, which shall be referred to as AC shall enforce this Code of Finances.

### **Article II**

#### The Student Senate Appropriations Committee

The AC shall be composed of eight members, seven of which have voting privileges, as follows:

#### Voting Privileges

- \*The AUSA Treasurer
- \*4-5 AUSA Representatives
- \*4-5 Orgs. Council Representatives

#### Non-Voting Privileges

- \*Director of Student Activities or designee

- A. The AUSA Board, in accordance with the AUSA Constitution, will elect three Student Senate Representatives.
- B. The Treasurer will elect three Orgs. Council members in consultation with the AUSA Vice President.
- C. The AUSA Treasurer will serve as the Chair of the AC.
- D. The AC shall review the Code of Finances in the fall semester of the school year and propose any changes that it sees necessary to the AUSA.
- E. The AC shall review the student activity fee in the Fall Semester of each school year and may present an activity fee recommendation to the AUSA for its approval for the next academic year pending voted acceptance by the student body.
- F. Any expense of a commission, committee, or organization that is not included in the final budget must be reviewed by the AC prior to its expenditure. This stipulation refers to all expenses not itemized in the final budget even if the commission, committee, or organization has a surplus within its budget.
- G. The AC has the right to review the ledger and conduct inquiries into the budget mismanagement by an individual, commission, committee, or any other organization using AUSA Funds. These budget mismanagement inquiries shall be conducted in accordance with the Articles XV of this Code of Finances and Robert's Rules of Order.

### **Article III**

#### The Treasurer

- A. Will act as a financial advisory to any commission, committee, or organization to which AUSA Funds have been appropriated.

B. The Treasurer shall report to the AC decisions at the first General Senate meeting following the AC meeting. The Treasurer shall inform, before the next General Senate meeting, all commissioners and committee chairpersons or organizations that are directly affected by the AC decision.

C. The Treasurer must authorize all expenses, expenditures, and reimbursements involving AUSA Funds. All requests for funds and reimbursements should be given to the Treasurer.

D. The Treasurer shall serve as the liaison between AUSA and the Business Office, and facilitate the annual audit process and present a full report to the AUSA within the next two Senate meetings after initial disclosure.

#### **Article IV**

##### Officers

Section A. The Treasurer shall act as Chair of the AC.

Section B. All of the members of the committee have equal positions and voting rights.

#### **Article V**

##### Meetings

Section A. Meetings will be held on a weekly basis, during which the allocations process will take place.

Meeting times and dates will be established by the Treasurer.

Section B. Official business shall include the presentation of any allocation proposals and the allocation of any Student Activity Fee funds.

Section C. The AUSA President or the Director of Student Activities may call additional meetings when the need arises.

#### **Article VI**

##### Allocation Decisions & Voting

Section A. The committee and the Student Activity Fee exist to help the student clubs and organizations of Aurora University. The AC should not be the sole means of funding for any club or organization. It is the responsibility of the clubs and organizations to find additional funds for the budget shortfalls that are bound to occur.

Section B. Priority of funding is given to clubs and organizations that are open to all Aurora University students.

Section C. If a club or organization is not happy with the allocation decisions of the AC, then they have the right to file an appeal of accordance with the stated appeals process.

Section D. Voting concerning the allocation of monies to various clubs and organizations shall not take place until after each club and organization has had a chance to present their proposal to the AC.

Section E. All votes by the AC require a 2/3 vote of quorum for adoption.

Section F. All members of the AC will hold equal voting power with the exception of the Director of Student Activities. The Director of Student Activities will hold a nonvoting position on the AC and act as parliamentarian for the committee.

Section G. All final allocations decisions made by the AC must be turned in to the Business Office.

#### **Article VII**

Section A. The AC will send out allocation proposal guidelines and applications to every registered club and organization president.

Section B. The proposals, financial workbook, and an updated membership and officer list will be due two weeks after the application is distributed.

Section C. Each club and organization is welcomed to send a representative to speak at an AC meeting explaining his or her latest proposal. However, the Treasurer must be notified at least two days prior to the meeting taking place.

#### **Article VII**

## Qualifications for Receiving Funding

Section A. Student Activities Fees are not to be used for the purposes that are exclusively academic in nature or for purposes that do not benefit the entire student body.

Section B. Academically related activities fall into two broad categories:

1. Activities that are credit producing.
2. Activities that do not produce credit.

Section C. When participants in an activity receive credit or when participation in an activity is required for the completion of a course, the activity should receive tangible support from the related academic department and not the Student Activities Fee.

Section D. Groups or organizations requesting funding must not use the allocated funds for the purchase of drugs, alcohol, or drug paraphernalia or any other illegal substances.

Section E. Groups or organizations requesting funding must turn in Allocating applications at least two weeks on the date prior to event for funding.

## Article IX

### Charges

Section A. Only the AUSA President, the AUSA Treasurer, the AUSA Secretary, and those persons designated in writing by the President will be authorized to charge supplies on the Senate Budget.

## Article X

### Annual Audit

Section A. Annual audit shall consist of a systematic review of the AUSA finances and fiscal policy procedures.

## Article XI

### Fundraisers

Section A. All funds for a fundraiser are a loan. This means that all funds given by the AUSA must be paid back in full two weeks after the event.

Section B. Failure to abide by Section A will result in the Treasurer freezing the group or organization's account until the loan has been paid off in full.

## Article XII

### Social Events

Section A. An event hosted by a group or organization is open to only Aurora University students; the maximum amount requested for the event will be \$500. Actual amount given will be voted upon by the AC, and may exceed the maximum amount depending on special circumstances.

Section B. A closed event hosted by a group or organization that is not opened to every Aurora University student will only be allocated a maximum of \$250. Actual amount given will be voted upon by the AC.

## Article XIII

### Conferences

Section A. Any conference or conferences that a group or organization attends will only be allowed at the most \$250 per person, up to 3 members each semester. Actual amount given will be voted upon by the AC.

Section B. Any conference or conferences that a group or organization attends will pay for one chaperone.

## Article XIV

### Other

Section A. Funding of supplies for an organization or group will be a maximum of \$50 per term. The supplies need to be reusable for the group and not for individual use.

Section B. Funding for public relations material will be a maximum of \$25 per event.

## **Article XV**

### **Ratification and Amendments**

Section A. This will take effect immediately replacing all other financing procedures upon the favorable approval of a majority of the Student Body. Advisory Board shall review the code annually.

## **ROLE OF THE ADVISOR**

### **Advisor Eligibility**

Aurora University mandates that each officially recognized organization must have a faculty or staff member serving as an advisor to the group. The organization is free to choose their advisor, pending approval from the Office of Student Activities. The advisor must be a full-time employee of Aurora University with a minimum rank of instructor or be classified as an administrative professional and not currently serving as an advisor to more than one (1) non-Greek campus organization and one (1) Greek Letter organization.

The advisor serves as an important resource for the organization, providing the basis for the organization, providing the basis for long-term stability, as well as growth and development for the students. As the students change from year to year, the attention and guidance of an advisor can have a marked impact on the group he or she works with.

The duties of the advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among advisors

The appropriate balance of leadership exerted between the advisor and student leader often depends upon the mix of personalities involved. In instances when the student leadership may be weak or underdeveloped, the advisor is encouraged, through their guiding role, to help develop the appropriate skills in the student while communicating with the Office of Student Activities their concerns for the organization.

### **Selecting an Advisor**

When selecting an advisor, find an Aurora University faculty or staff person who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization. Make certain that he/she has a clear understanding of the organization's purpose. Discuss with the potential advisor what is required of him/her, his/her duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate. Allow the person a reasonable length of time to consider his/her decision.

If possible, choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.

### **The Role of the Advisor**

By sharing both knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things he/she will do, and the things he/she will not do. Of course, the expectations will vary according to the needs of the organization and the advisor.

### **Expectation of the Advisor**

- \*Attend meetings of the organization.
- \*Chaperone either in person or by approved proxy, all organized events and activities.
- \*Provide mature counsel for the organization.
- \*Aid the student members and officers in developing effective leadership skills.
- \*Serve as an additional communication link between the organization, the Office of Student Activities, and Aurora University.
- \*Be aware of all plans for programs and activities, to provide assistance when needed in coordination of these events, and to serve as risk manager as needed.
- \*Be aware of all Aurora University regulations regarding campus organizations.
- \*Acknowledge the successes and positive aspects of the group's pursuits.
- \*Recognize that student organizations provide a forum for experiential learning for the student officers and members, and that organizational failures can be beneficial in this regard.
- \*Stress the educational aspects of the students' experiences with their organization. \*Provide a basis for continuity in an organization from year to year.
- \*Recognize and support participation in student organizations for its contributions to the educational and personal development of students.
- \*Work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
- \*Be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings, and will consult frequently with the organization's officers.
- \*Know the goals and directions of the organization and should help the group evaluate its progress.
- \*Be aware of the constitution and bylaws of the organization and help with interpretation, if applicable.

### **The Organization's Responsibilities to the Advisor**

- \*Notify the advisor of all meetings and events.
- \*Consult your advisor in the planning of all activities.
- \*Consult him/her before and changes in the structure of the organization or in the policies of the organization are made, and before major projects are undertaken.
- \*Understand that although the advisor has no vote, that he/she should have speaking privileges.
- \*Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor.
- \*Talk over any problems or concerns with the advisor.
- \*Acknowledge the advisor's time and energy are donated, and express appreciation.
- \*Be clear and open about your expectations for your advisor's role.
- \*At the end of the semester, evaluate your advisor and give appropriate feedback.