





- 3.1 General Standards for Student Organizations
- 3.2 Chartering Procedures for Student Organizations
- 3.3 Registration of Programs and Events
- 3.4 Student Organization Alcohol Policy
- 3.5 Space Reservation
- 3.6 Publicity
- 3.7 Student Fundraising Policy

Saint Louis University firmly believes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a Student Organization provides limitless opportunities for developing leadership skills, and enhances campus life at SLU. In recognition of the potentially important role of Student Organizations in Student formation and the significant contribution they can provide to the comprehensive mission of the University, Saint Louis University continues to support their growth. Learning leadership skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while running a Student Organization, planning an event or carrying out plans for activities. Often, the decisions made, and/or the accomplishments faced foster the skills vital for personal development and self-realization. This knowledge is of equal importance with the skills and information gained in the more typical "academic" setting.

Each organization's purposes and activities are to be consistent with the mission. Any Saint Louis University Student Organization shall retain its status on campus according to the following guidelines:

A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students with regard to sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information or any other protected classification. Fraternities and sororities may retain gender specific membership (see Section 3.1.(G)).

There are five types of Student Organizations:

These groups are chartered by the Student Government Association (SGA) and officially affiliated with SLU. A CSO has the following rights and responsibilities:

- The use of Saint Louis University facilities;
- The use of Student bulletin board space;
- Publicize events and activities open to all Students on all University calendars;
- Apply for SGA funding;
- Have access to a mailbox in the Busch Student Center.
- Table during Fall and Winter Welcome events
- Receive a bank account through SGA
- Operate and manage a SLU Groups page

Apply for a SLU Email through ITS 126

Attend Leadership Workshops offered by the SGA Committee for Student Organizations (ComSO)

Utilize the Vice President for Student Organizations (VPSO) or the ComSO for questions

Use SLU in their official name



participating colleges or universities. Each city-wide chapter operates under a constitution and bylaws, elects officers, hold initiation, and is recognized by their national headquarters. Saint Louis University supports these chapters through the Multicultural Greek Council (MGC) which serves as the governing board of any NPHC or any other multi-cultural 128 Greek-letter organization. The MGC serves as the liaison between the city-wide chapters and the Saint Louis University community.

In accordance with fraternities' and sororities' inter/national bylaws that are members of the Interfraternity and/or Panhellenic Council, the presence of alcohol at any event at which potential new members are present, beginning with the first day of Fall Welcome until fall recruitment is completed, F4 12 TW\*BT8(y)4(.) 0 612 792 re,o4(ay o)5(f)-4()-3(Fall)8()-3(W)10(elcom)-2(e)-564(c)34(i)10(q0b5T/F4

1. Following the application for charter, provided that a period of 6 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.
2. Approval or disapproval of an organization's application for Charter will be by a majority vote of the General Assembly.
3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.
4. In the event that both SGA and the Student Involvement Center, as represented by the Director, "object to charter," the organization's application for charter will be denied without recourse to appeal.
5. In the event that SGA and the Student Involvement Center do not concur regarding the granting or revocation of a charter, the question will be referred for resolution to an appeals board composed of one faculty member and one administrator and three Students chosen by the President of the University, or designee. This appeals board will meet and rule within a 10-day period after request for appeal has been made, and its decision will be final.

If it is believed that a Chartered Student Organization has changed its purpose or method of operation, altering the essential nature of the organization as it was originally chartered, or has a purpose which has fallen outside the Catholic Jesuit mission of the University, the Student Involvement Center, or SGA, by majority vote, may request a "review of charter." The SGA Senate will conduct the charter review. Should SGA find that the organization in question has essentially departed from the terms under which it was chartered, it may vote to "suspend charter," and the organization will have to reapply for recognition and charter.

To remain an "active" Student Organization on the campus, with all rights and privileges outlined, each organization must provide the Student Involvement Center with an accurate and up-to-date list of executive level officers who are responsible for organization operations as well as the name of their advisor by the end of the 2nd week of the fall semester. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted. Each organization must also regis

The following policies and procedures cover the registration of programs and events of Student Organizations



B. No alcoholic beverages may be purchased through or with organizational funds or by any members or



6. In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and

4. Sponsoring Student Organizations or departments distributing handbills or fliers are responsible for their content.

5. These same rules also pertain to the distribution of fliers or handbills in the city of St. Louis. City ordinance prescribes that it is unlawful to place, throw or knowingly drop in or upon any street, highway, alley or public ground in the city, handbills, blotters, posters or advertising samples, or to place these or like items in or on any street, highway, alley or public grounds in the city. Permission must be secured from the mayor's office to distribute handbills to homes in St. Louis, along the streets or on any city property. Permission to place large banners (fliers, posters, etc.) in local stores must be obtained from the individual merchants.

Publicity for events at which alcohol is present must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict the use of alcoholic beverages. Only events that comply with state law and University Policy may be advertised to the University community.

To ensure the proper use of the University name in fundraising ventures, to minimize the inconvenience of donors and streamline communication by various University groups, and to assure proper adherence to state and municipal laws, the following policies are established.

These policies and procedures pertain to fundraising ventures entered into by Chartered Student Organizations, either on or off campus.

The purpose of this Policy is to prevent inconveniences and disturbances to Saint Louis University's donors and other stakeholders with multiple contacts soliciting donations by various groups within the University's community, to protect the good name and reputation of the University, and to maintain the University's ongoing compliance with its legal and statutory obligations.

Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized Student Organizations are therefore also strictly prohibited from using any of the University's facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

Fundraising, for purposes of this Policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized Student Organization or are to be used by sponsoring

recognized Student Organizations or to make as a donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

are fundraising activities that are intended for the benefit of organizations within the

Division. The name "Saint Louis University" and the names of campus buildings and areas may be used for the purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of Policy will not endorse or provide its approval of any products or services, or any of the providers thereof.

For purposes of this Policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

For purposes of this Policy, is defined broadly to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individuals and groups must be sponsored by a recognized Student Organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes.

Collection of membership dues and fees - Requiring members to provide personal funds in order to participate in a recognized Student Organization and/or activity.

Only recognized Student Organizations are permitted to collect membership dues. The purposes of these funds may be used in support of the organization's sponsored activities, recruitment activities, etc.

Funds collected in this manner do not need to be approved by the Student Involvement Center. Recognized Student Organizations that hold accounts with Saint Louis University must deposit these funds into the recognized Student Organization's account through the Student Involvement Center with clear descriptions on how and in what manner the funds were collected.

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles or prize drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

This Policy covers any and all fundraising activities conducted by recognized Student Organizations whether alone or in conjunction with a third party, regardless of the activities' location, that are for the benefit of the Student Organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any Student, recognized or not



compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.

5. When conducting Fundraising activities off of Saint Louis University's campuses, Students must obtain prior written permission from the University in order to identify themselves as Saint Louis University Students. Such permission will identify the specific Student or Students conducting the Fundraising activity indicating that they are Saint Louis University Students, the Student Organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized Student Organization and the specific purpose and beneficiary for which they are raising funds. Students must show their Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.

6. Recognized Student Organizations' Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

Recognized Student Organizations seeking Fundraising Approval for off-campus fundraising activity must follow the procedures set forth below:

1. Students must submit a fundraising event in SLU Groups, sharing all details of the planned fundraising activity. This should be done at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.
2. The Director for the Student Involvement Center or their designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring Student Organization.
3. Following approval by the Student Involvement Center, Students may apply to reserve a campus venue for





Use of the Department of Campus Recreation and Wellness' facilities will be placed after informal (drop-in recreation), departmental recreation programs, intramurals, and athletic (when applicable) utilization has been met. The club must submit a facility reservation request with the Director Campus Recreation, the sport club coordinator or an appropriate department representative.

### Frequently Asked Sport Clubs Questions:

Sport Clubs provide opportunities for students, faculty, and staff with similar interests to participate in various sport and recreational activities. Sport Clubs bridge the gap between intramural and intercollegiate athletics by providing competition at specialized levels, participation in tournaments and opportunities to practice. Although some clubs remain solely recreational, most are competitive. Club privileges include the use of the Saint Louis University name, a small budget allotted by the Student Government Association, the Sports Club Coordinator, and recreational and athletic facilities when available. Most clubs supplement their budget through dues or membership fees and fund raising.

Saint Louis University's Sport Club program gives the student an opportunity to take part in the leadership, responsibility and decision making process of club activities. The success of the Sport Club is dependent on the professionalism and leadership shown by the club officers, advisors and coaches. It is created for students, by students, under the supervision of the Sport Clubs coordinator and SGA. Club members nominate student officers who run the day-to-day operations, which include scheduling practices, activities and games, contracting trainers and referees, arranging transportation, and budgeting.



and compact, general rather than specific. Legal language and phrases are not necessary in a body without law making powers. The constitution contains the fundamental information listed below:

- Preamble
- Amendments
- Name and purpose of the club
- Meetings
- Membership
- Discipline
- Parliamentary procedures
- Dissolution
- Officers (election, duties, committees, etc.)

All officers must be kept up-to-date with the SGA and the Coordinator of Club Sports.

The required positions are:

- President
- Vice President
- Financial Officer
- Advisor (must be a faculty or staff member)

Will volunteer 1 0 0 1 11 0 0 1 148.7reW\*ñBT/F4 12 Tf1 0 0 1 72.024 419.83 Tm0 g0 0 1 170.33 493.03 Tm0 g0



Will follow the Department of Campus Recreation and Wellness' procedures/policies presented in this manual and understand that nothing will be paid for that has not be pre-approved and ordered through proper purchasing channels. This is in regards to all SGA funding.

Will handle club correspondence with the assistance of the Club President and Coach.

Will complete other administrative tasks as assigned by the Sport Club Coordinator, Coach, or President.

Will submit accurate itemized budget with the proper budget proposal forms to the Shared Business Services Center and be prepared to defend the club's position in a budget hearing with Student Government Association.

Will keep records of all transactions involving Club accounts and Club budgets, and provide accountability on use of all funds including appropriate segregation of duties (checks and balances).

Will maintain complete inventory records of all Club equipment and uniforms.

Will assure that all Club financial obligations are met (league membership, official's fees, etc.)

.1227 RG867 R499 0.64.1227 RG867 R499JETG5(d)-slakbe /Intuct-5()-CoaQq0.00000912 0 612 792 reWñBT/F4 12 Tf1

If a Club desires the services of an instructor or coach, members must secure an individual who is acceptable to the Club and the Department of Campus Recreation and Wellness. To secure a coach or instructor, student members should follow the following procedures:

1. See the Sport Club Coordinator to discuss the various alternatives in the selection of an instructor, and/or coach.
2. Define responsibilities and conditions required of applicants who meet both Club and SLU requirements.
3. It is advised that all potential instructors be recognized as a member of a national association related to the activity if possible.
4. Formally meet with the Sport Club Coordinator, club officers and potential applicant.
5. Finalize the selection and inform Club members and the Club Sports Administration.

Coaches cannot be paid through funds from the University Account.

Coaches who are officially approved and are active in Club programs are covered under University liability insurance. This policy covers all employees and volunteers providing a legitimate service to the University.



There are two forms of funding: Annual Funding and Spot Funding.

1. includes money that the Student Government Association grants from the general revenue, generated by the Student Activity Fee. Any Chartered Student Organization, which has proven itself fiscally responsible, and every committee of the Association, are eligible to petition the Association for funding during the next regularly scheduled budget hearing process.

2. . SGA shall set aside a portion of its general revenue to provide for unforeseen financial burdens of Chartered Student Organizations. Every committee of SGA, as well as any Chartered Student Organization that has been chartered for at least two months may request Spot Funding from SGA during the appropriate times designated by the Finance Committee.

Chartered Student Organizations, seeking funding from the SGA shall submit to the Finance Committee a detailed proposal, itemizing their anticipated expenditures and the purpose of the expenditures.

Chartered Student organizations that were allocated funds in the previous year through the Association should show full documentation, including, but not limited to, bank records and financial statements of all uses of these funds. Failure to do so may be grounds for no allocation.

The recommendation of the Finance Committee must be communicated to the Chartered Student Organization requesting funding within one week and brought to the Senate for a final confirmation vote at the first available meeting.

The Chartered Student Organization must make all appeals of the Senate's Funding decisions within two days. This appeal should be made to the Financial Vice President who shall direct the President to have the appeal placed on the agenda of the next Senate session. The appeal must specify the amount of money over and above the amount previously determined by the Senate. Chartered Student Organizations and committees are permitted only one appeal

Each club is responsible for the generating and expending of their own funds. It is very important that each club accurately anticipate expenses and insure that funds are available to satisfy the bills that will accrue throughout the course of the year.

Should your club become delinquent in the payment of bills, all benefits afforded to your club by the Department of Campus Recreation and Wellness will cease until the bill has been completely satisfied.

Because of heavy field and facility usage, it is crucial that all clubs abide by rules concerning the use of these areas. Clubs failing to abide by the rules may find themselves without a facility or with disciplinary actions taken against them. No alcohol is allowed in or at the Saint Louis University facilities or fields. Violation of this rule will lead to a loss of facility usage and other disciplinary action.



Facility/field requests must be submitted by the President or Assigned Representative of the club to the Director of Campus Recreation and Wellness through the facility reservation request form. Game schedules for the fall/spring semesters are needed as soon as they are available for the purpose of scheduling facilities and publicity. If lockers and or showers are needed for a visiting team, arrangements should be made at least two weeks in advance.



Please refer to the Saint Louis University Handbook for more information on the disciplinary methods. The following links will take you to information on the appropriate policies:

Student Handbook: <https://www.slu.edu/life-at-slu/community-standards/student-handbook.php>

Student Organization Policies: <https://www.slu.edu/life-at-slu/student-involvement/student-organization-resources/student-org-faq.php>

Injuries (Non-

Listen for announcements from the DPSSS and follow their instructions.



## **Saint Louis University – Department of Campus Recreation and Wellness Outdoor Recreational Sports Facility Policies**

All groups must abide by the Department of Campus Recreation and Wellness policies regarding the usage of all of Campus Recreation Outdoor Sports Facilities. As part of the Saint Louis University Community or a guest of Saint Louis University, each group should be proactive in the care and maintenance of outdoor sports facilities. All groups that are reserving outdoor recreation space must provide a signed copy of this document to the Department of Campus Recreation and Wellness Administrative Offices (Simon Recreation Center, upper level) prior to event.

### **General Facility/Field Policies and Procedures**

SLU open recreation, intramurals, club sports, athletic teams, and sponsored events take precedence. A SLU supervisory staff member may ask you for your SLU ID at any point. No formal practice without prior field reservation. SLU is not responsible for unauthorized use of the space.

No chairs, tables, tents, or other event related equipment allowed unless approved by the Department of Campus Recreation and Wellness.

Only free standing field markers and sports equipment may be used on the field. No stakes, posts, poles, markers or pointed materials of any kind may be driven into the field unless approved by the Departments of Campus Recreation and Grounds.

No painting, chalking, tape or other adhesive material shall be placed on the field surface without prior approval.

No baseballs, softballs, golf balls, croquet balls, or other hard balls and objects.

The following activities, unless approved by the Department of Campus Recreation and Wellness, are not allowed in this space: baseball/softball, golf, cricket, croquet, disc golf, contact sports (i.e. tackle football, rugby, martial arts, etc.), or any other activity deemed to be unsafe.

Failure to comply with any of these rules will result in immediate cancellation of reservation and/or general use of the space.

### **Additional Turf Policies and Procedures**

No gum, seeds, peanuts, and other food that can cause field conditions to deteriorate.

Proper footwear required. No metal cleats or high heels use only rubber or plastic cleats.

No spitting on the turf field.

### **Additional Track Procedures**

SLU Track and Field Team take precedence during practice times.

Unless approved by the Department of Campus Recreation and Wellness or Athletics, use of the high jump, long jump (sand pits), javelin throw, hammer and discus throw area, shot put area, and all track and field equipment is reserved for the SLU track and field team only.

Only tennis shoes allowed on the track. No cleats of any kind may be used. Please remove cleats or use the rolled green turf when crossing the track.

No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.

### **Emergency**

Please call the Department of Public Safety at 314-977-3000 for any medical emergency, theft, altercation, or any other serious issues. 9-1-1 may also be called in the event of a medical emergency.

The field cannot be used in weather conditions involving the threat of lightning. The presence of even distant thunder warrants leaving the field and field should be clear for 30 minutes after a storm.

In the event of severe weather, please seek shelter in the bottom floor of the nearest building (ie n(d)-3( f)-2 4fg[(i)5-3(,e)-3(m)-~~e~~)-3(r)13(g)-3( b)-5(e)6u) T04il)4(d Tf3(n)-3( )8F6l2 Tf1 0 0 1 72(e).



follow these guidelines could result in fines and loss of privileges.

Group/Organization \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

Description of Travel Route: \_\_\_\_\_

If Flying to Destination

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Date and Time of Arrival at Destination: \_\_\_\_\_

Return Flight Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Date and Time of Arrival at Destination: \_\_\_\_\_

-

-

|

|

---