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**This Student Organization Manual has been prepared by  
the Office of Campus Life: 2023-2024**

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## **WELCOME**

On behalf of the entire staff in Student Life, I want to welcome you to Saint Xavier University. The supportive atmosphere of Saint Xavier provides numerous opportunities for students to get involved in the life of the campus with clubs and organizations, campus jobs, internships, cultural outings, world renowned speakers and much more. Students are encouraged, as stated in the University's mission, to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

Inside this manual, you will find valuable information to assist you as a leader of a registered student organization. You will find policies for maintaining Registered Student Organization (RSO) status, budgets and the Student Activity Fund process, event-planning protocol, RSO policies and procedures, as well as information to help students fulfill their responsibilities as leaders of RSOs. We encourage you to use this handbook as a reference tool when managing the affairs of your organization.

Please also note that University policies and processes may change, but are accurate at the time of this printing. It is recommended you contact our office if you have any questions.

We wish you the best of luck as you embark on this journey and we look forward to all that you and your RSO will contribute you Student Life here at Saint Xavier University.

Sincerely,

Katy Thompson, Dean of Students

### **Saint Xavier Mission Statement**

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates men and women to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

### **SXU Nondiscrimination Policy for Students**

Saint Xavier University admits students without regard to their race, religion, color, sex, age or national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to students at the school. Saint Xavier University does not discriminate on the basis of race, religion, color, sex, age or national or ethnic origin, or disability in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs. Otherwise qualified students are not subject to discrimination on the basis of handicap. If you believe you have been discriminated against because of race, religion, color, sex, age, national or ethnic origin or disability, please contact the Dean of Students office.

### **Using this Manual**

Campus Life reserves the right to create, update, and edit the policies, procedures, and forms contained in this manual. Each revision and/or edition of the manual becomes effective upon final approval of the Director of Campus Life and distribution by Student Activities. It is the responsibility of each organization's current officers and advisor to acquire an active knowledge of and to abide by all SAF policies and procedures set forth in this manual. Decisions concerning any omission, contingency, recent modification or item not expressly covered by current, stated guidelines and policies will be made at the discretion of the Office of Campus Life, and/or the Dean of Students.

## REGISTERED STUDENT ORGANIZATIONS (RSOs)

### Statement on Registered Student Organizations

Saint Xavier University reserves the right to register groups of SXU students who wish to create formal organizations. Organized advocacy of a position violating the university's Catholic tradition is not endorsed or funded by the university. Registration of a student organization by Saint Xavier University is an acknowledgment that the organization has complied with registration procedures.

The university grants all rights and privileges accorded to every registered organization. Registration of a student organization implies that the university approves the organization's constitution and bylaws. Registration does not indicate or imply that the university endorses the views of the organization's membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed.

Only student organizations which maintain good standing as officially registered student organizations by following all applicable policies and procedures are authorized to use university facilities or services, or be permitted to identify themselves, directly or indirectly, with the university name. The university reserves the right to review the activities of student organizations and to monitor compliance with university policies. The authority to officially register student organizations is delegated by the Dean of Students to the Director of Campus Life.

### Definition of Registered Student Organizations (RSOs)

A Registered Student Organization (RSO) shall be defined as a group of SXU students joined together in the pursuit of a common purpose. Student organizations are open to all students without regard to race, religion, color, gender, age, sexual orientation, or national or ethnic origin. Once registered with Campus Life, the RSO becomes eligible for certain privileges and access to University facilities.

**The Office of Campus Life is responsible for disseminating information regarding eligibility requirements, financial regulations, and registration procedures for all student organizations. All registered student organizations are subject to the rules and regulations governing student organizations; it is vital that all student leaders and student organizations are familiar with the policies, as they will be held accountable.**

In order to be eligible to become an RSO, your group must:

- Be controlled and managed by students
- Abide by Federal, State, City, and University nondiscrimination laws and policies
- Be a not-for-profit group
- Be related to student life on campus
- Complete annual re-registration and abide by re-registration policies and procedures
- Provide the information required on the registration form or re-registration form
- Have a Faculty/Staff Advisor
- Attend required meetings, trainings, and workshops as deemed necessary by Campus Life
- Abide by financial and all other regulations specified in the RSO Manual.

### Organization Types

The Office of Campus Life has identified seven types of student organizations and reserves the right to approve the following category designations:

1. **Academic** – Organizations in this category center on a particular academic or collegiate course of study or curriculum.
2. **Cultural** – Organizations in this category include racial, ethnic, or social groups with a shared set of attitudes, customary beliefs, values, goals, and practices.

3. **Government** – Organizations in this category include campus and residence hall governments and programming boards, as well as organizations affiliated with local and/or national political bodies.
4. **Honorary & Professional**- Organizations in this category select members on the basis of achievement in a particular academic discipline. This also includes graduate student organizations.
5. **Service & Social Justice** – Organizations in this category place special emphasis on benefitting the community through education and awareness of social issues, as well as active community service.
6. **Special Interest** – Organizations in this category center on a particular hobby or special interest area.
7. **Spiritual** – Organizations in this category serve as a gathering place for students of various faiths and beliefs.

### **Privileges for Registered Student Organizations**

Registered student organizations (RSOs) benefit by receiving access to University facilities and services not available to non-registered groups or to the general public:

- Use of university's name in association with the organization's activities.
- Use of university facilities in accordance with all applicable policies for meetings and activities.
- Use of the Student Organization Center (SOC). The SOC is a home for all RSOs with access to supply storage, project workspace and meeting space. It is located in the lower level of the Warde Academic Center (L-109B). This space can be reserved for meetings but must remain open for RSOs to pass in and out to utilize office tools, etc.
- Solicitation of membership on campus under the organization's name.
- Solicitation of funds on campus under the organization's name, subject to the approval of the Director for Campus Life.
- Listing of the organization in official publications of the university.
- Use of campus bulletin boards and other designated posting areas as outlined in the [Posting Policy Guidelines](#).
- Access to campus resources services such as media services equipment, inter-campus mail, etc.
- Expertise of a faculty/staff advisor.
- Access to the staff, resources, and services of the Office of Campus Life.
- The right to actively promote the goals, purpose, identity, programs, and activities of the organization. Active promotion may be regarded as wearing organizational clothing or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization of an event, public announcements at a SXU event or any visible sign that intimates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group.
- Eligibility to be funded through the Student Activity Fund once funding prerequisites have been fulfilled.

### **Responsibilities of Registered Student Organizations**

1. **Student organizations are expected to adhere to all applicable institutional regulations.** The university reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on campus. Consequently, the university may deny or restrict the activities of student organizations.
2. **Student organizations are expected to exercise good judgment in planning and promoting their activities.** Failure to do so may result in disciplinary action being initiated against the organization; consequently, policies, procedures and sanctions set forth within the Student Handbook apply to student organizations collectively as well as to individual students. Officers of student organizations are

responsible for assuring compliance with regulations and for representation when disciplinary proceedings are initiated.

**3. A student organization accepts responsibility for a member's behavior** when a) they are acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.

**4. The liability of an organization for the behavior of its members and guests includes the responsibility for making certain that members do not violate university regulations while associated with the organization.** Group sanctions may include, but are not limited to, written warning, participation in a special program or service project, restitution for damages, suspension of fund-raising or solicitation activities, loss of campus posting privileges, loss/suspension of campus programs sponsored by the organization, loss and/or restricted use of campus facilities, loss/suspension of funding, probationary status, or loss and/or suspension of registration.

**5. Organizations may not give up their registered status or allow it to lapse in order to circumvent sanctions or pending disciplinary action.** Organizations in good standing with the university, which allow their registration to lapse or voluntarily withdraw from the university are denied all rights and privileges accorded student organizations and should not operate on the university campuses. Repeated attempts to operate without university registration could result in disciplinary action against the individual students involved. Suspension means that the group has no legal basis for operating on campus or at off-campus sponsored university events, recruiting members, or promoting the organization, its identity (wearing or displaying organization clothing or insignia). Additional conditions may be imposed requiring the organization to perform or refrain from certain actions.

**6. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration.** Loss of registration is an action by the university indicating a total and permanent separation of the group from the university. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the university or at off-campus university associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

**7. Any organization that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the organization and its members. The university is not responsible in any way for debts incurred by an organization.**

### **Student Leadership Eligibility**

The Student Leadership eligibility policy refers to all officer or executive board positions outlined in a student organization's constitution and all students employed or appointed to a position by a University department or office. **All student leaders must be in good academic standing as well as good disciplinary status with the University, maintain a minimum 2.0 cumulative GPA, and be enrolled for at least six credit hours each semester during their term.** Failure to meet these standards may result in removal of the individual's leadership role. Student academic or disciplinary status may be verified by the Dean of Students or their designee. Periodic review of students in leadership positions may be conducted by the Office of Campus Life. Students who hold a known leadership role who are ineligible will receive written notification from the Office of Campus Life. Students who fail to comply with notification to cease their leadership role in the student organization may be subject to discipline under the Code of Student Conduct. Decisions may be appealed at the discretion of the Dean of Students.

## Registered Student Organization Advisors

All registered student organizations must have an advisor who is a full-time member of the university faculty, administration, or staff. If the advisor resigns, the organization has the sole responsibility to find a new advisor within one month. The specific responsibilities of the advisor are to:

1. Oversee all activities of the RSO in terms of the rules/standards established by the university.
2. Attend meetings of the group when possible.
3. Take an active part in forming policies and programs.
4. Attend organizational events.
5. Counsel and advise the officers and group members as needed.

The organization-advisor relationship is not a one-way street; the organization has some definite responsibilities to its advisor. Student organizations and their advisor should:

- Discuss the expectations of the advisor's role with the adviser - from the beginning.
- Establish a line of communication to keep the flow of information moving smoothly.
- Communicate information about all meetings, events, critical issues
- Meet regularly to discuss organizational matters and to relay and update information.
- Discuss before any changes in the structure or policies of the organization or committee are made, and before major projects are undertaken.
- Remember that the advisor has no vote, but they should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.

The advisor may reasonably expect members to take initiative and to follow through on commitments, to give support to one another and to show mutual respect for one another. Remember one important goal of any organization- to have fun!

## Creating a Registered Student Organization (RSO)

All RSOs are registered through a process which takes place when the organization is founded (the entire process takes approximately one semester, start to finish).

1. **The Den.** Students must log on to The Den ([theden.sxu.edu](http://theden.sxu.edu)) to complete and submit the "Register New Organization" form to Campus Life to express their intent to organize as a registered student organization. This form can be found in the "Organizations" section under "Register an Organization" then "Create New Organization." This submission includes descriptions of the organization, its mission, and directory/contact information for officers, 10 members and advisor. A constitution, which describes the organization's structure and governance, officers, meetings and other rules and regulations of operation, is required. A downloadable constitution template can be found on The Den under Campus Links on the homepage.
2. **Emerging status.** After submitting the completed Den page registration request, the RSO officers will meet with Student Government Association as needed throughout the semester to learn all the necessary policies and procedures. During this time, they will be known as an emerging RSO and may be eligible for up to \$200 in funds from Campus Life to aid in their organization development. These funds are only available during the "emerging" semester. If they do not use these funds within the academic year; the funds will be lost.
3. **Registered status.** After completing all the necessary requirements, the RSO will participate in the Annual Re-Registration process and may then remove "emerging" from their title. From this point on RSOs are then entitled to the following: permission to reserve space and equipment; hold meetings and recruit membership on campus; the use of the University's name in its publications or other activities; the ability to request financial support from the Student Activity Fund (SAF); the

use of University resources, including access to the Student Organization Center (SOC), and supplies; and other privileges as specified by Campus Life.

### **Annual Re-Registration Process**

In order to maintain active status as a registered student organization and remain eligible for Student Activity Funds, all registered student organizations (RSO) must do the following:

1. Re-Register: Each student organization must submit complete the re-registration process for the next academic year at the end of Spring semester with as much information as possible about the new officers, contacts, etc. A final and complete re-registration process (through The Den) that includes an updated constitution **MUST** be submitted at the latest by the beginning of each academic year in order to maintain active status (reserve rooms, access their budget, etc.). Organizations will submit Re-Registration through the Den.
2. Attend CLIMB Meetings: Each organization must send all executive board members/officers to each meeting (1/month). CLIMB meetings foster leadership development and personal growth for student leaders and the organizations they are involved in. New and/or changed University policies and produces will also be discussed during these meeting. It is the responsibility of the attending person to share relevant policies and information with other members of the organization. Attendance at CLIMB meetings is mandatory. RSOs that fail to send their executive representatives to CLIMB may have their budgets suspended.
3. Participate in the Fall and Spring Campus Visit Days that are hosted by the Office of Admission.

### **Cougar Leaders Inspire, Motivate, and Build (CLIMB) Meetings**

CLIMB meetings are coordinated by Career Services and Student Life and are held once per month. The purpose of these meetings are to create an opportunity for registered student organization leadership development, topics will help both individuals and organizations. During these meetings we will share information and ideas about programs or policies that affect student organization life on campus, allow for reports on happenings in each organization, and for organizations to voice questions and concerns. Each student organization is required to send **ALL** executive board representatives to each CLIMB meeting and each organization is allowed one vote when voting is necessary. Failure to send all representatives may cause the organization to lose its SAF funding privileges and/or its status as an active, registered organization for that semester. Failure to attend more than one CLIMB meeting per semester will be documented in the RSO's file and may result in the organization's budget being frozen and/or the organization not being able to submit a budget for the following semester.

## The Den

The Den is an online tool that SXU uses for student organization management. Each RSO has their own online page to communicate with members and manage their events, calendars, files, websites and much more. Campus administrators have many of the same tools but with an additional governing ability over the organizations, which allows them to centrally manage all of the activities and registered student organizations (RSO) on campus. All files and forms for Campus Life can be found on The Den.

### Terms & Definitions

- *Community*: The community is the foundation for your private online campus network. This includes students, departments and RSOs. The Community is the landing page for users logging in to SXU's community. This area provides users with featured RSOs and their memberships. Users can view upcoming events and browse organizations.
- *Administrative Branches*: The branch relates to a specific office or department on campus and each community may have just one or multiple branches depending on how you choose to structure your community. SXU has two – Campus Life and Residence Life. Each branch has its own administrators with the authority to oversee and manage various aspects of the branch.
- *Organizations*: Organizations (RSO pages) create a central, online location for department admins and student leaders to manage organizations. These portals are a part of the larger campus community.
- *Users*: Each student is registered under their campus community and has access to important resources that allow them to discover programs and organizations on campus. The Den makes it easier for students to engage in campus life and manage their co-curricular involvement.

### Logging in for the First Time

To begin, visit the [theden.sxu.edu](http://theden.sxu.edu) and sign in with your Campus ID. If you have any issues with your username and password, please contact SXU Media Services Hub.

## **STUDENT ACTIVITY FUND (SAF)**

Each student at Saint Xavier University pays a Student Activity Fee each semester. These fees contribute to the Student Activity Fund (SAF) which financially supports the campus programs and activities sponsored by various registered student organizations (RSO) and the Office of Campus Life.

The purpose of the Student Activity Fund is to provide co-curricular learning opportunities for all students at SXU in an active and vibrant campus community. Because all students contribute to the SAF, all events and activities sponsored or made possible by it must be open and available to all students.

The Student Activity Fund (SAF) is available to eligible, registered Saint Xavier University Registered Student Organizations (RSOs) to plan and provide a wide range of programs and services open to the SXU community. The SAF is comprised of student activity fees paid each semester by students at Saint Xavier University. Student Government Association (SGA) and Campus Life have specific responsibilities with regard to the SAF. SGA allocates and has the responsibility of managing the funds. The dispersion authority of the funds is controlled by Campus Life after allocations have been made by the SGA. The Director of Campus Life is responsible for advising this group. This Registered Student Organization Manual is the primary source for guidelines and procedures concerning the SAF. All information contained in this manual replaces and/or supplements previous financial policies and procedures.

RSOs wishing to apply for funds from the SAF must apply in the regular funding cycle coordinated by Campus Life and Student Government Association. Funds for the following year are requested near the end of the previous spring semester (Annual Budget). Funds for a new event to be held during the current semester can be requested weekly throughout the fall and spring semesters (Special Funding Request). Past allocation decisions do not guarantee future funding allocations. Campus Life reserves the right to determine appropriate fund utilization.

SGA will not consider requests for student travel and/or conferences. Requests for travel/conference funds must be made directly to the Director of Campus Life. As student activity fees are collected each semester, RSOs are expected to use allocated funds in that semester for which they were requested. RSOs may not keep funds in off-campus bank accounts. All allocated funds and monies obtained through fund-raising are managed at the discretion of Campus Life in the RSO's on-campus gift account budget. All purchases, expenditures, purchase orders, check requisitions and petty cash advances or reimbursements must be approved in advance by Campus Life.

### **Mission and Goals of the Student Activity Fund (SAF)**

The Saint Xavier University Student Activity Fund (SAF) has been established to promote activities planned by RSOs that enhance the quality of student life at SXU. Student Government Association (SGA) has the critical responsibility of allocating SAF monies to RSOs. The SAF is guided by Mercy principles which challenge students to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good. To this end, the numerous and diverse opportunities for interaction and involvement among students, faculty, and staff provided by the SAF celebrate the tradition of the Sisters of Mercy and the mission of Saint Xavier University by increasing students' involvement in Student Life and by supporting students' academic, social and community engagement. Programs and services funded by the SAF help promote a spirited campus atmosphere of actively engaged students, enhance students' leadership development, cultivate a commitment to multiculturalism and encourage lifelong learning in an effort to create responsible, engaged citizens. The goals of the SAF are as follows:

To enhance Campus Life by providing a diverse range of social, cultural, spiritual, educational, service, and recreational programs, particularly those which enhance Saint Xavier University's distinctiveness as a Catholic and Mercy institution.

1. To assist students in developing financial management, organizational planning, and leadership skills.
2. To empower SXU students by providing resources to develop a greater sense of community.
3. To encourage the assessment of the needs of SXU students in planning campus activities.

### **Administration of the Student Activity Fund**

The Office of Campus Life provides authority and oversight of the Student Activity Fund. The office is located on the in the Warde Academic Center, Room L109B. The administrators of the Student Activity Fund are responsible for authorizing budget approval and expenditures on student organization accounts. The administrators are the Director of Campus Life, the SGA Treasurer and the Dean of Students. These administrators work collaboratively to oversee the day-to-day operations of the Student Activity Fund and to support RSOs in their use of Student Activity Funds. The Office of Campus Life is responsible for assisting the students in their day-to-day operational needs with regards to SAF monies. The Dean of Students oversees the entire Student Activity Fund program and reserves the right to give final approval on all allocations of Student Activity Funds.

### **Student Government Association (SGA) Responsibilities**

The members of Student Government Association are the primary contact with registered student organizations (RSO) for comments/questions regarding how to acquire funds. These students can be reached by appointment. The SGA Treasurer also works with Campus Life to change SAF policies through discussion and presentation of legislation to executive board of Student Government Association.

### ***Saint Xavier Council's Business & Finance Branch (SXC B&F)***

The Business & Finance Branch is a student government branch that allocates money collected from the university fee each semester. The Business & Finance Branch is comprised of members of SXC and is chaired by the Executive Vice President of B&F. The voting members of the B&F branch are made up of the Business and Finance representatives and all ties are decided by the Executive Vice President. Any additional information about the Business & Finance Committee, their office hours, or their policies and procedures may be obtained from SXC. SXC's B& F Committee will meet weekly when classes are in session. The committee:

- o reviews and acts on individual or co-sponsored budget/funding requests from all eligible registered student organizations (RSO),
- o votes on all requests related to the Student Activity Fund unless otherwise noted,
- o recommends its decisions to Student Life during the current term only,
- o provides information to all organizations on approved methods for budgeting, handling revenue funds and expenditures, and the criteria for which the funds may be used, and
- o assists in the revision of protocol as needed and makes policy recommendations to Student Life and the Director of Campus Life.

### **Funding Eligibility, Restrictions & Criteria**

All Registered student organizations (RSOs) must comply with the following eligibility and restrictions when applying for SAF funding.

#### ***Eligibility***

Any student organization that is fully registered by the University at the time of the request is eligible to apply for Student Activity Funds provided that:

1. The request must be planned primarily for Saint Xavier University students;
2. The request is appropriate based on the mission and goals of the organization;
3. The organization is in good standing with Campus Life:
  - a. All executive board members have attended monthly CLIMB meetings
  - b. Clear RSO conduct record with no sanctioned restrictions;
4. The request is submitted to by applicable deadlines, using the proper forms and procedures;
5. Requests and approval for Special Funding Requests must be made at least two weeks prior to date of event.

Registered student organizations (RSOs) which do not comply with *all* stated guidelines in this Manual and the Student Handbook may lose current funds and the eligibility to request future funding.

### **Restrictions**

Student Activity Funds cannot be used for:

1. Any event or program not open to the general Saint Xavier University student body;
2. Memberships or dues, private lessons, or payment of salaries through student organization accounts;
3. Food at regularly scheduled meetings or organizational receptions and dinners exclusive to that organization;
4. Personal clothing unless it is reusable gear or clothing that is considered integral to the production of the event;
5. Political activities or activities sponsored by a political organization. Permissible political activities should be limited to informational or candidate forums, debates, voter registration, and member recruitment;
6. Any type of straight contribution in any form or manner including political or religious donations;
7. Residential maintenance and repairs;
8. The purchase of alcoholic beverages;
9. Taxes of any kind (except hotel service taxes and those taxes required by law);
10. Subscriptions other than those that relate directly to the promotion/presentation of student activities;
11. Off-campus activities that are exclusive to the membership of a particular organization;
12. Rental of off-campus meeting/practice facilities, including but not limited to: athletic fields, and swimming pools;
13. Newsletters which are not deemed to be necessary to the functioning of the organization;
14. Gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance, including raffles, on University premises, and/or University-sponsored functions including sporting events;
15. Activities and/or programs which advocate a position contrary to the University's Catholic tradition;
16. Activities in violation of University policy and/or the Student Code of Conduct.

### **Criteria**

The following criteria are taken into consideration when funding decisions are made:

1. The request follows the established eligibility and restrictions as stated in this manual;
2. The request is in line with the mission of the Student Activity Fund and the University;
3. The request shows forethought with regard to detailed information such as date, time, place, price estimates, security, publicity, interest by students, and how it fits within the mission of the organization.

Please note that members of the organization who come to a Budget Hearing to speak to the request should have a copy of the request, sufficient knowledge about the request, information about past history of the event, if any, and be able to accurately answer questions asked.

### **SAF Calendar**

RSOs may only spend SAF monies on those items/services for which funds were specifically allocated by the Business & Finance Branch. All Student Activity Funds are available August 15 through May 15. Funding will not be provided for activities or programs that occur during the summer.

### **SAF Funding Types & Appeals**

The funding process consists of annual budgets, special funding requests, and budget transfers requests and funding decision appeals. Annual budgets are submitted through The Den in the Spring. Special funding requests and submitted through The Den using the "Create Funding Request" form under the *Finance Tool* on the Den RSO page. The SXC Business and Finance branch takes eligibility and restrictions, as well as the availability of funds into account when making funding decisions. If an organization is dissatisfied with the Business and Finance branch's decision they may appeal the decision according to the process outlined below.

### **Annual Budgets**

Annual budgets are requested to cover an organization's annual events and programs. The Annual Budget process occurs each March in which requests are made for the following academic year. Each registered student organization that is in good standing with Campus Life is eligible to submit an annual budget request. Any RSO that is in "emerging" status is eligible for the one time only "Start-up Funding." Start-up funding may NOT be transferred to other RSO budgets and must be used by the Emerging RSO. All interested emerging status RSOs will receive the following distribution of funds as start-up costs for the fiscal year:

<b>Start-Up Funding</b>	
Food Service	FS: \$150.00
Copies	PR: \$20.00
Misc Supplies	MS: \$30.00
<b>TOTAL</b>	<b>\$200.00</b>

There are established deadlines for Annual Budgets each year. Late submissions will not be accepted. Organization representatives are given an opportunity to present their budget to the Business & Finance branch at Budget Hearings should they be unhappy with their Annual Budget Allocation. Dates and times of Hearing Sessions will be coordinated by the EVP of Business and Finance on Saint Xavier Council. Emerging RSOs will not need to defend the "start-up" funding portion of their budget; this amount will be added to their available budget. Organizations will receive their budget back from the Business and Finance branch with allocation notations. Notations may include:

- LOF = Lack of Funds: While the program or component might be a good idea, there simply is not enough money to do all the programs which organizations have requested.
- UP = Unfundable Program: The event or program is unfundable according to the guidelines and policies that govern the use of Student Activity Funds.
- NIM = Not In Mission: The requested program or component was deemed not to be part of the organization's mission or purpose.
- RS = Re-submit: The student organization should re-submit programs with this label during the appeal process. Typically, Finance committee members need additional information about the program before they make an allocation decision.
- ROF = Repeat of Funds: The program or event was a repeat of other funded programs either currently or in the recent past.

### **Special Funding Requests**

Special Funding Requests (SFRs) are requests for **new** general programs not included in the organization's Annual Budget Request. SFRs follow the same criteria and guidelines as Annual Budget Requests and may not include requests for previously submitted programs. The Business and Finance Branch will accept SFRs weekly throughout the semester. The deadline date for SFRs is Friday at noon. They will be returned the following Friday at noon. RSOs must submit SFRs at least two weeks prior to the proposed event date or when funds will be disbursed or they will not be considered or approved. SFRs are submitted on The Den using the *Finance Tool* by clicking "Create New Request" and then "Create Funding Request."

### ***Category Classification Code Explanations***

When completing an SFR or Annual Budget form it can be helpful to detail the cost of a program by category classification codes. A budgetary category classification code is a means of classifying expenses so that they are easier to keep track of in Campus Life. Below, each category classification code is described and then several practical examples are shown. Refer to these codes when completing funding or purchase requests.

***Printing/Photocopying - (PR)*** Printing includes materials created on a printing press (brochures, program booklets, publications, newsletters, etc.) and photocopies. Photocopying service is available through the university. Registered student organizations (RSO) may **not** use outside vendors for copying service without prior approval from Student Activities. All print orders should be approved by Student Activities before placing any orders through Copy Cats.

***Food Service - (FS)*** All food or beverages for any on-campus event must be provided by Country House. Orders should be placed a minimum of two weeks in advance. Exceptions may be granted for some special circumstances – this can be discussed with the Graduate Assistant for Student Activities or the Director of Campus Life for more information. Registered student organizations (RSO) are responsible for checking to make sure they have been funded for food for events and they must place the order for each event on Catertrax website. All order should be submitted on [sxu.catertrax.com](http://sxu.catertrax.com), please enter the Director of Campus Life email address for approval. Please use all 0's for your account number code. Country House reserves the right to decline any student food order if it was not place in enough time. Registered student organizations (RSO) can request to utilize an outside caterer if the University Dining Service is unable to fulfill their needs. Outside vendors may be used when cultural, ethnic, and religious exceptions are necessary, but **ONLY** with expressed prior approval from Country House & Auxiliary Services.

***Miscellaneous Supplies (MS)*** Supplies include items such as office supplies (paper, pens, etc.) decorations (balloons, streamers, etc.), paper products, utensils (plates, cups, napkins, etc.), etc. Office supplies are supplies used to facilitate the business of your organization such as pens, paper, binders, staplers, etc. Campus Life reserves the right to determine whether an item is a piece of equipment or an office supply.

***Equipment/Rentals (ER)*** For costs associated with any equipment/rentals required that are not available through Media Services, such as stages, machines, etc.

***Contracts/Honorariums (CH)*** For costs of all prizes, awards and honoraria issued to visitors and honorees. This includes: awards, fees, gifts, or honorariums for speakers, DJs and performers, awards for programs relevant to your organization's programming needs and prizes for activities.

***Transportation (TR)*** Transportation includes requests for buses, etc. for off-campus events. All information/requests for transportation can be made using the "Purchase Request" form.

Reimbursement for personal transportation or use of University vehicles will be done at the approved University mileage rate. Organizations must pay for gas and/or mileage when using personal transportation or University vehicles. Individuals are personally responsible for adequate liability and property damage automobile insurance when using their own car for student organization or University business.

**Public Safety (PS)** Public Safety officers are available to cover all special events (including but not limited to: dances, concerts, performances and rallies). Some RSO events will require public safety. Campus Life will make this determination on a case by case basis and will contact Public Safety to reserve officers for the event. **DO NOT ASSIGN A DOLLAR AMOUNT TO THIS PART OF THE REQUEST, SIMPLY INDICATE THE DETAILS OF THE EVENT.**

### ***Budget Transfers***

Registered student organizations (RSOs) may find that they have under/over estimated costs for parts of their program. In some of these instances, the organization may request a budget transfer. Budget Transfers may only be used to transfer allocated funds from one approved program to another approved program. Essentially, budget transfers are Special Funding Requests; however, they are even more likely to be approved because the RSO is simply asking for funding to be “re-allocated” rather than requesting new funding from the SAF.

Budget transfers are used for previously approved programs only. If an event is cancelled, or is not going to occur in the form that it was originally funded (i.e. the event was originally funded as a dance, but the organization now wants to have a dinner), it is considered an unapproved event and that portion of the budget will be frozen. The money will be removed from the organization’s budget and returned to the SAF to be reallocated by the Business and Finance Branch. Budget transfers need to be requested at least two weeks before the event or program takes place. Budget Transfer requests must be submitted to SXC’s Business and Finance Branch for approval via the *Special Funding Request* under the *Finance Tool* on the Den home page. These budget transfer requests are due by 12:00pm noon on Fridays and they will be returned by the following Friday at 12pm noon. Requests must be approved before the transfer or any related spending can occur.

### ***SAF Appeal Process***

If an RSO is not satisfied with the results of the Business and Finance branch allocation for Annual Budgets or Special Funding Requests they may appeal the decision.

Annual Budget appeals occur between the distribution of preliminary allocations and the conclusion of the Business and Finance branch scheduled appeal meetings for the Spring semester. Annual Budget Appeals may not be considered after these designated times. Special Finding Request Appeals can be submitted at any time.

The RSO is responsible for contacting the Director of Campus Life to schedule an available time for the appeal to be heard by the Business and Finance Branch. During the appeal hearing, the organization may elaborate and/or further clarify the written appeal and answer any questions the Business and Finance Branch may have. Results of the Business and Finance branch allocation will be given to the organization in writing within a week of the appeal.

### ***Authorized Approvals***

Authorized organization representatives are students who have attended CLIMB meetings and hold an executive board position during the current semester. These students may also designate other members of the organization as authorized signatories for funding forms. For all routine expenditures,

one authorized signature is required. For all Annual or Special Funding Budget Requests the electronic approval via The Den is required of the president, the financial representative and the organization's advisor. Students are not able to enter into any kind of contract or promise of purchase, etc. without the approval of the Director of Campus Life. **Saint Xavier University is not obligated or liable for contracts entered into by students as a part of their RSO, nor is SXU obligated to any debt incurred without prior proper funding approvals.**

### **Completing Funding Forms**

All funding request forms can be found on The Den. Any omission of information on the forms or incorrect procedures will result in a processing, payment, and/or reimbursement delay. The completed forms are submitted to Student Activities for appropriate processing via The Den (unless otherwise noted). The organization is responsible for submitting forms *within the stated time limits or they will not be considered*. This includes purchase requests for disbursement of funding.

### **Disbursement of RSO Budget**

There are three ways that RSOs may request a disbursement of their allocated budgeted funds AFTER these funds have been approved via an Annual Budget Request or a Special Funding Request. RSO members must fill out the "Purchase Request Form" which can be found under the *Finance Tool* on the organization's Den page. **All disbursement requests MUST be made at least 3 weeks prior to the desired disbursement date (event date, etc.) to ensure proper processing time.**

**Reimbursement Requests** are used to reimburse someone (member, etc.) for a purchase they have already made. **All expenditures must be approved by the Office of Campus Life in advance (via Annual Budget Request, Special Funding Request, etc.). Receipts turned-in without advance approval will not be reimbursed.** This form will not be considered complete until the original itemized receipt(s) are also submitted to the Student Life Coordinator. **All receipts must be turned in no later than 48 hours after the event takes place. Late receipt submissions will not be reimbursed.** Once the receipt(s) are turned in, reimbursement funds will be returned to the designated individual within 48 hours if the amount is under \$100. If the amount is over \$100, the process may take up to 10 business days. [Tax exempt forms](#), which are available in L109B the Student Org Center and under the "Campus Links" section of the Den homepage, must be utilized in the purchase of taxed items. Tax spent will not be reimbursed.

**Payment Requests** are used to be sure that a vendor/person is paid on the date that service is completed. These are used for payment of some service that occurs. All expenditures must be approved by the Office of Campus Life in advance. Receipts turned-in without advance approval will not be considered. Payment Requests must be submitted at least 3 weeks prior to **when items or services are needed (usually the event date itself)**. When completing this form, you will need the company/payee name, the address, what it is for and a SS # or Tax ID #. All purchase orders require official paperwork such as invoices/receipts, vendor contract/contract rider, and W9 forms in order to be processed.

**Petty Cash Advance Requests** Petty cash may only be obtained for events that are approved by the Office of Campus Life. Petty cash requested may not exceed \$100 at any one time and must be approved before any money is spent. Petty cash will only be given to the RSO Treasurer or President who is then responsible for returning the itemized receipts and excess monies not spent. **Itemized receipts and excess monies must be returned to L103 within two business days or your RSO budget will be frozen and all RSO activity will be suspended.** In the event that petty cash is lost, the RSO Treasurer and/or President is responsible for these funds. [Tax exempt forms](#), which are available in L109B Student Org Center or under the "Campus Links" section of the Den homepage, must be utilized

in the purchase of taxed items. Petty cash cannot be used on tax. Anyone found to be misusing petty cash is subject to action as outlined in Student Code of Conduct.

### **RSO Vendor Service Agreements and Contract Riders**

Official *SXU Contract Riders* or *RSO Vendor Service Agreements* must be used when the organization wants to confirm an agreement with an outside performer, speaker, agency, vendor, group, etc. These contracts can be found in the event request form. Registered student organizations (RSO) themselves are not permitted to contract with outside parties. Only the Director of Campus Life or their designee may enter into contracts for registered student organizations (RSO). All information on the Service Agreement or Contract Rider must be completed in full, adding appropriate information and details, and signed by the performer, agency, etc. and submitted to the Director of Campus Life **at least 2 weeks prior to the event.**

**Saint Xavier University will not be responsible, financially or otherwise, for any verbal or written agreements entered into by students, registered student organizations (RSO), or unauthorized University faculty and staff advisors.**

Obtaining the advisor's signature alone will not legally bind a contract or authorize payment. A member of Student Life Staff must review, negotiate, complete, and sign the agreement before it is valid. **Violation of this policy is a serious offense and will be referred to the Student Conduct System.**

The official SXU Contract Rider or RSO Vendor Service Agreement cannot be altered. Only ORIGINAL riders and agreements with original signatures will be accepted. Payment cannot be made from faxes/photocopies.

### **Advertising Using Student Activity Funds**

Promotion of activities and programs available to the SXU community through the Student Activity Fund is an important aspect of the publicity. Such programs or activities should be advertised on both campuses. All advertisements must be approved by Campus Life. All publicity for SAF funded programs and events *must* mention that the event is funded by the Student Activity Fund. Publicity includes banners, posters, flyers, newspaper advertisements, etc. The words *Student Activity Fund* should be spelled out in your advertising, instead of simply using *SAF*. Examples of possible statements include: "*Brought to you by the Student Activity Fund.*" or "*Sponsored by [organization name] and the Student Activity Fund.*"

### **Revenue Producing Events**

Revenue producing events that utilize the Student Activity Fund are generally prohibited. For major and more expensive campus-wide events, a fee may be charged to reserve seats, assure attendance and offset expenses.

Fees may be charged only with the prior written approval of the Business and Finance branch and Student Life.

Because the SAF has been specifically designed to fund activities planned by and for Saint Xavier University students, attendees from outside of the University (the general public, students at other universities, and family members) must be charged a nominal fee for attendance at SXU events. Groups anticipating participation from outside of the University should plan accordingly.

All money collected from approved revenue-generating events must be deposited by into the Student Activity Fund within two business days following the completion of ticket sales. When submitting a

funding request for such an event, organizations must include the total costs of the event as well as an estimate of the expected revenue to be returned to the fund.

Revenue generated from the event cannot be used by the organization sponsoring the event; rather, it must be deposited into the Student Activity Fund where it will be made available to the Business and Finance committee to be reallocated in the following semester through Special Funding Requests.

### **Non-SAF Revenue Income**

Registered student organizations (RSOs) may hold fundraisers to generate income. Monies raised MUST be deposited into the RSO gift account and will be added to the funds available in the organization's **Annual Budget**. Any non-SAF money in an organization's budget that is not spent during the academic year will stay in that account and carry over from fiscal year to fiscal year. Money raised must be returned to Campus Life to be deposited into the RSO account within one week of the fundraiser.

### **Fundraising**

Registered student organizations (RSOs) may participate in on-campus fundraising activities for educational or public services/programs. However, any funds that are to be solicited off campus from any source, public or private, must have advance approval from the Director of Campus Life and the Office of Advancement. Funds raised cannot be used in any way for the personal or individual gain of members of the sponsoring organization. Collection of membership dues is permitted upon the approval of the Director of Campus Life. The fundraising activities should be designed to support the organization's purpose as stated in its constitution. Funds raised must be deposited into the RSO gift account within one week of the fundraiser. Charitable organizations as well as individual members of the student community and registered student organizations (RSO) who wish to solicit funds for charitable donations must have advance permission from the Director of Campus Life.

### **Bake Sales**

Each RSO is allowed to have one bake sale for one day in the diner per semester. This requires the RSO to complete a bake sale form which must be approved by auxiliary services prior to the bake sale. These must be turned in at least two weeks prior to the event date for processing. This form can be found by following instructions under the event request form on The Den.

### **Sales and Solicitation**

All sales or solicitation by student organizations, or at a student organization event, must have prior authorization by the Director of Campus Life. Solicitation for the support of scholarships is not allowed without the advance permission of the Dean of Students and the Office of Advancement. Any off-campus individuals or groups wishing to solicit on campus must be sponsored by an RSO or University department. The Director of Campus Life reserves the right to cancel solicitation activities if appropriate University policies and procedures are not followed. Residence halls are restricted areas and may not be used for sale and solicitation of goods and services. Exceptions to this must receive the written approval of the Director of Campus Life.

### **Spending Non-SAF Revenue**

Deposits made to an organization's budget are available for expenditure by the organization, provided that:

- The monies are accounted for and deposited according to existing fund raising policies and;
- Use of these funds is in accordance with University policy and approved in advance by the Director of Campus Life or an appropriate representative.

Suggested uses for revenue include: a supplement to the current organization budget, member development and recognition, organization t-shirts, a donation to a community group or charity. Paperwork, signature and deadline requirements listed in this manual apply to all expenditures from an organization's account.

### **Outside Bank Account Policies**

Registered student organizations (RSOs) are *not* authorized to associate Saint Xavier University with an outside bank account *in any manner*, either directly or indirectly. An account of this type is not under the control of and is not the responsibility of Saint Xavier University. Student activity funds and revenue raised through the use of student activity funds cannot be deposited in an outside bank account.

## **STUDENT ORGANIZATION EVENT POLICIES**

All registered student organizations (RSOs) must submit an Event Request Form for each event via The Den in order for the event to be approved, to receive disbursement of budget funds, and to book the desired venue/space. Some events may require Media Services, Country House or Public Safety participation. Please see each category below for more information about student organization responsibilities in these areas.

### **Event Request Forms**

Event request forms are required for all events, meetings and fundraisers sponsored by registered student organizations, and must be completed at least 3 weeks prior to your event on The Den. The Events tool allows you to manage your RSO's events from one central location. This page displays the upcoming events in your RSO as well as SXU community events. To submit your event, click the "Create Event" button under Manage Organization. Student Activities reserves the right to not approve a new event that conflicts with an existing event (in which case we will generally recommend rescheduling). Event requests must be filled out in their entirety, including names, phone numbers, emails, and appropriate approvals and authorizations.

### **Room Reservations and Calendar Clearance**

Registered student organizations wishing to reserve meeting space must do so at least three weeks in advance by submitting their requests through The Den. All campus spaces including outdoor locations, must be reserved through this process. The request is not considered confirmed until Student Activities verifies availability and confirms the online reservation request. The status of the reservation request is normally available within 24 hours via The Den. If the event is canceled, the Office of Campus Life must be notified immediately. Failure to notify Student Activities of event cancellation in a timely manner will be documented in the student organization's file and may result in disciplinary procedures.

Because of issues of security, parking, insurance liability and the limited availability of resources, it is imperative that every event be listed on the Master University Calendar. Room setup requests must be received no later than seven days before an event. Country House is the sole provider of food service at Saint Xavier University. Outside catering/food is not permitted. Organizations are responsible for ensuring that campus facilities are utilized appropriately and left in a clean and orderly manner after the event. Room cleanup is the responsibility of the sponsoring RSO. Charges will be incurred for organizations who damage or dirty any facility.

### **Meeting Reservations**

All student organization meetings held on campus must be reserved through The Den through the "Create Event" option. If the meeting is only for members of that RSO, indicate the audience on the The

Den event form accordingly. Events must be completed no less than 2 weeks in advance of the first meeting date. Only registered student organizations are permitted to reserve rooms for meetings. Student organizations may not reserve a room on behalf of a vendor. The organization sponsoring the meeting is responsible for cleaning up any litter and resetting the room at the end of the meeting.

### **RSO Event Protocol**

The following regulations apply to student organization events:

- Events that have not been properly approved by the Office of Campus Life are subject to cancellation. Event approval requires a **three-week advance notice** via submission of an Event Request form and any other request materials.
- At events where non-SXU guests are invited, all guests must have a college ID. IDs are to be checked by members of the sponsoring organization. The organization and the host students are responsible for the behaviors of their guests.
- The organization may request assistance from Public Safety.
- One guest is allowed per SXU student. Students are responsible for the actions of their guests.
- Catering for events must be provided by Country House Food Service.
- Public Safety may be required to attend events at the discretion of the Office of Campus Life. The sponsoring organization will be responsible for the costs incurred in utilizing Public Safety.
- No events may be hosted in University housing facilities, including residence hall lounges, the Loftus Conference Room, the Regina Res Center, etc. without the permission of the Assistant Vice President for Campus Life.

### **Guest Policy**

Student organization events are often open to non-SXU community members or guests. A guest is defined as any person who is not currently enrolled in classes at the University. This guest policy will be used most often for late night and weekend events, but may also be required for other events as deemed necessary by the Office of Campus Life.

The guest policy is as follows:

- The sponsoring student organization is responsible for monitoring attendance at the door, tracking guest attendance and returning attendance lists to Student Activities at the conclusion of the event, and collecting guest fees if required.
- Students (hosts) are allowed one registered guest.
- Guests must sign in at the event and present a valid student ID from another college or university. The host must present a SXU ID card.
- If events are SAF funded, guests **MUST** pay a nominal fee for entry (\$5 for most events; price to be determined by Student Activities in conjunction with the sponsoring student organization).
- Student hosts must accompany their guests at all times and are accountable for their guests' actions as outlined in the Code of Student Conduct.

### **Guest Speakers**

Speakers and artists are welcomed at Saint Xavier University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the community. While at times the issues raised may be controversial in nature, SXU has continually stressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression.

The University acknowledges its responsibilities to ensure as much as possible the respect for persons invited to campus for the purposes of learning, leisure and/or worship. Groups or persons not invited by the University, but who use the University for various specified purposes agreed upon by means of a contract or lease of University space, should be assured a similar degree of respect.

The following guidelines ensure that proper respect is afforded to guests of the University or a sponsoring group within the University:

- Guest speakers from off campus invited by registered student organizations (RSO) must be approved by the Assistant Vice President for Campus Life.
- An Event Request through The Den must be submitted at least three (3) weeks prior to the anticipated date of engagement. Speakers who have not received appropriate approval may be cancelled.
- Individual students wishing to sponsor a speaker or artist must work with an existing student organization or through Auxiliary Services.
- The University seeks to preserve a forum open to all. Freedom of inquiry takes precedence over freedom of public demonstration.
- In order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the University may prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance, and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
- There must be adequate and accurate publicity regarding the sponsorship of the event.
- Students wanting to participate in public demonstrations must complete a Demonstration Form with the Dean of Students Office and comply with demonstration guidelines found in the Student Handbook, [www.sxu.edu](http://www.sxu.edu), keyword: handbook.
- Saint Xavier University is private property; therefore, any person not officially associated with the University who is participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted for criminal trespass.
- Please see the University Guest Speaker Policy, available online at [www.sxu.edu](http://www.sxu.edu), for the most up-to-date University guidelines for speakers, artists, and performers on campus.
- The University neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support. Students wishing to demonstrate on campus or at any University activity must complete a Demonstration form with the dean of Students Office and comply with demonstration guidelines. See [Demonstration Policy](#).
- The University wishes to make it clear that outsiders, those who are not members of the University community and who seek to intervene or agitate on University property, will be treated as trespassers.
- The sponsoring organization must provide for adequate dissemination of the following disclaimer: "Sponsorship of this event by the faculty, staff or student organization should in no way be construed as an endorsement by Saint Xavier University [or the Office of Campus Life of Saint Xavier University]."

### **Off-Campus Events**

Saint Xavier University encourages learning to take place in all aspects of Student Life. With respect to registered student organizations (RSO), the University supports co-curricular learning through the sponsorship of events and programs designed to enhance Student Life and create a more vibrant campus atmosphere. The Student Activity Fund (SAF) supports events to this end for the benefit of all students. In order to maintain a fair and equitable opportunity to enjoy events on campus, support for off-campus events held by registered student organizations (RSO) will be very limited and requests for sponsorship of off-campus activities will be very critically reviewed.

### **Community Service Opportunities**

Service to others is a unique hallmark of a Saint Xavier University education. In recognition of this and to continue the traditions of service and hospitality of the Sisters of Mercy, all registered student organizations (RSO) are expected to make community service part of each semester's schedule of

programs and activities. RSO service opportunities will be open to and advertised among the entire student body, and Student Life or University Ministry may be consulted to help identify, plan and implement each opportunity.

## **GENERAL RSO POLICIES**

These are the policies associated with other day-to-day student organization requests and needs.

### **Bulletin Boards**

Bulletin boards must be updated regularly. Boards that are not updated may be given to another organization. Please include an overview of your organization, upcoming events, contact information and regular meeting dates, times, and locations. Solicitations or non-SXU events cannot be posted. Please reserve a bulletin board space with the Coordinator of Student Life.

### **RSO Posting Policy**

Registered student organizations (RSOs) and University departments are encouraged to publicize events with posters and flyers. All promotional material distributed by students and registered student organizations must be approved by the Office of Campus Life in advance of posting. Unapproved flyers will be removed. The University reserves the right to regulate locations on Student where posting or distribution of materials can occur. Individual students or RSOs that do not comply with the campus posting policy will be subject to disciplinary action which could include the removal of posting privileges and/or other judicial sanctions. For the complete policy, please see the [Official Posting Policy](#) on [sxu.edu](#).

### ***Guidelines for Posting flyers, signs and posters***

#### **STEP 1: CONTENT**

- All materials must include the following:
  - Name of the sponsoring registered student organization. A direct relationship must exist between the organizations/ departments general function and the event being advertised.
  - Date, time and location for the event
  - Contact information (phone number/email) for where the organization can be contacted with questions
- Events sponsored by The Student Activity Fund must include the statement, "Sponsored by the SAF" or "Sponsored by the Student Activity Fund".
- For Student concerts, dances and special events, the promotional material must include the statement "Current Cougar Card Required" or "Current College ID Required."
- All materials written in a foreign language must include the equivalent English translation.
- Materials will not be approved if they contain:
  - The SXU logo/seal; Student organizations who wish to use the official Saint Xavier University logotype must obtain permission from University Relations, facilitating their request through the Office of Campus Life.
  - Any reference to illegal substances.
  - Offensive language or images and/or graphic illustrations.
  - Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin and/or disability.
  - Any information which would violate local, state or federal law or University policies.

#### **STEP 2: APPROVAL**

Prior to duplicating or posting, all materials must be approved by the Office of Campus Life (L109B). Approval can be obtained by bringing a physical copy of the poster to Student Life OR by submitting through the *Event Request* procedure and uploading a copy of the poster to be hung through the event request form. Materials that are not approved or properly posted will be removed.

### STEP 3: POSTING GUIDELINES

The following policy governs posting:

1. Posters and flyers may not exceed 11"x 17".
2. Only masking tape may be used when posting on hallway walls. Postings made with other types of tape may be removed.
3. Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
4. Approved posting locations include the following:
  - Warde Academic Center
    - On designated bulletin boards and in the Student Activities hallway between the Student Lounge and the handicap accessible entrance on the first floor (north side of the S-wing).
    - 1 flyer on the main bulletin board in the lower level L wing (between the restroom and SSP)
    - Not allowed on walls on the second/third floor of Warde at all – only on public bulletin/cork boards.
    - Not allowed in the Diner on walls or table, etc. (only exception is handouts at reserved tables)
  - Graham School of Management
    - Up to 2 flyers on the approved bulletin boards in the building; no posting allowed on walls or glass.
  - Residence Life
    - Flyers can be up for a maximum of 2 weeks. Flyers must be pre-stamped by Student Life (stamp will include date flyers are to come down).
    - Please post no more than the maximum number of flyers in each hall:
      - Regina – 10; Pacelli – 8; McCarthy – 4; Rubloff – 5; O'Brien – 6; Morris – 4
    - Flyers can only be stapled to bulletin boards in the main entry and other designated areas in the halls
    - Flyers can be delivered to the Office of Residence Life in Rubloff Hall Room 110 for posting with the understanding that it may take up to 2 business days for the materials to be posted.
    - In the University Apartments, flyers can only be posted in 10140 and Kedzie. Student organizations can drop off 4 flyers at the Residence Life office (posting happens every Tuesday).
  - Shannon Center
    - On the two (2) main bulletin boards; A maximum of 2 flyers may be turned into the desk for posting
- In addition, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations;
- Posters and flyers may not be placed on any other walls, doors or glass.

### STEP 4: REMOVAL & VIOLATIONS

- All signs posted must be removed in a timely manner when they become outdated.
- Individuals or organizations that do not comply with the posting guidelines will be sent a warning letter. Subsequent violations may result in the loss of posting privileges.
- Flyers cannot be distributed at the entrances or in the dining rooms at any time.

- Flyers should not be posted in non-designated areas. Posting in these areas may result in the loss of posting privileges.
- Materials may not be placed on car windshields without the approval of the Dean of Students.
- Students may not deface or remove the posted materials of any organizations other than their own.

### **Social Media Policy**

Saint Xavier University's Department of Student Life has adopted a social media use policy for student leaders in an effort to clarify expectations and outline best practices.

This policy is written with the understanding that social media can evolve quickly. In each situation, the student is charged with making the most ethical, reasonable decision in regards to their personal and SXU-related social media use. The spirit of the policy will remain the protection of sensitive and confidential information as well as the protection of Saint Xavier University's image in social media, particularly as it is portrayed by its student leaders.

**Definitions of Social Media** Social media are defined as "web sites and other online means of communication that are used by large groups of people to share information and to develop social and professional contacts" (dictionary.com, n.d.).

### **Expectations**

1. Confidential information about SXU faculty, staff, students, and any other SXU-related persons may not be posted.
2. Confidential information about SXU training, policies, educational materials, etc. may not be posted.
3. Student privacy must be maintained in all communications as per FERPA and other standards. Information shared, even if altered, may still be used to identify students and is therefore inappropriate usage.
4. Policies regarding copyright, plagiarism, and all other SXU policies, local, state, and federal laws must be observed when using social media, including expectations for your position as provided by your supervisor(s)/advisor(s).
5. SXU owns and controls its names, marks, logos, insignias, seals, designs, etc. Unauthorized use may subject the user to disciplinary action, including legal action.
6. If using SXU-owned computers for social media, you are expected to abide by campus computer use policies.
7. As a student leader, you represent SXU to others in a formal way. Please remember that while you may see your contributions as personal, others may view it as a reflection of the University.

### **Guidelines**

1. Review your post. Social media may be personal, but it is not private. Once something is shared, it can be saved and re-shared many times, often without your control and without context.
2. Anonymity does not exist. What you post can be traced back to you.
3. Consider your audience. Generally speaking, your audience is anyone in the world. On a more direct level, your audience is your supervisors, advisors, peers, professors, friends, family, and their associates. Look at your post from the viewpoint of your audience and consider their reactions.
4. Consider your student leader image. Using search engines to research employees is common practice now. Consider not only what you want your current image to be, but also what you want future employers to think when they see your online personality.

5. Use privacy settings—for what they are worth. Remember there is no such thing as complete anonymity with social media. However, familiarize yourself with the privacy settings of any social media you use; not only to protect your image but also to protect your safety.
6. What about free speech? Legal precedent states that it is not a violation of free speech to hold an employee accountable for improper use of social media.
7. Choose your friends. If you are going to “friend” people in your work/leadership environment, consider creating a social media profile solely for use in your professional/leadership role. When using your personal account, you should refrain from initiating contact/“friending” people with whom your relationship is primarily work/leadership-related.
8. Include a disclaimer (although it may not always matter). You can include a disclaimer (such as, “This is my personal opinion, not my opinion as an SXU staff member”) but understand that may not matter if the post is thought to be problematic.
9. Cyber-bullying can be considered harassment and is against the law. As is libel, slander, and hate speech. Most sites have their own policies on any or all of the above.
10. Monitor others’ use of your site. Use privacy and notification settings so that you control what others post, share, and comment on from your profile, blog, etc. Remember that you never have total control once you have shared something online, but make a habit out of monitoring photos you are tagged in, etc.
11. Bottom line: You are legally liable for what you post online, and you are also responsible for following the expectations and policies provided by your supervisor/advisor.

### ***Consequences***

1. Incidents of concern will be handled on a case-by-case basis using this policy and the Student Code of Conduct.
2. Disciplinary action, up to and including withdrawal of student leader status may result as a consequence for violating this policy.
3. Actions that are considered to be a violation of the Student Code of Conduct will be referred to the Dean of Students, and may incur separate consequences.
4. Certain types of posting can result in criminal or civil charges if they are in violation of local, state, or federal law. SXU has a responsibility to report credible threats of harm to appropriate authorities.

### **Guidelines for Other Publicity**

#### ***Table Reservations***

- All diner tables must be reserved through Student Life. Only registered student organizations, classes, teams and University departments are permitted to reserve a Diner table. Student organizations may not reserve a table on behalf of a vendor or individual students.
- Tables can be reserved to display literature, disseminate information, raise money, sell tickets, sponsor an event and for other forms of expression. Each table must have a sign that identifies the student organization sponsoring the table.
- All organizations must submit an Event Request to reserve their preferred space via The Den. Under location for the tabling event, they need to list “Diner Tables” and this space will be reserved just like any other on campus.
- Reservations are active from 10:00 am – 2:00 pm on your confirmed date.
- There are 8 tables in the diner. A 4-foot table and two chairs are provided when you reserve this space.
- Any paper taped to these tables must be done with masking tape. The organization sponsoring the table is responsible for cleaning up any litter at the end of each day.

### **Chalking**

Chalking to promote and publicize events should follow the same guidelines as other Student publicity

1. RSOs must obtain prior approval from the Student Life office to chalk.
2. Chalking is allowed only on Student sidewalks at pre-approved locations.
3. Only water-soluble chalk, which can be washed away by rain, may be used.
4. Chalking is prohibited:
  - a. On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts, and trees.
  - b. Underneath any covering where chalk would not be washed away by rainfall.
5. If a member of the SXU community requests that you do not chalk on a sidewalk, please contact the Office of Campus Life.

### **Political Activities**

Saint Xavier University, an institution of higher education with a strong liberal arts tradition, supports open dialogue on political issues. The University reserves the right to support or oppose issues that affect its values, welfare, the University itself and/or the values and welfare of higher education. The University encourages its faculty, staff, trustees, students and registered campus organizations to actively participate in political activities on an individual basis. The policies of Saint Xavier University do not restrict the rights and privileges of faculty, staff, students and registered campus organizations to express their opinions freely, and the University is committed to preserving and encouraging a diversity of point-of-view and political opinion.

To preserve the integrity of Saint Xavier University and to protect the neutrality of the University in political contests, the following guidelines shall apply (the provost is responsible for monitoring the guidelines).

1. In order to preserve its not-for-profit (501c-3) status, the law requires that the University not participate in or intervene in any political campaign on behalf of any candidate for public office;
2. The University shall not endorse any candidate for political office;
3. Faculty, staff and registered campus organizations are encouraged to conduct candidate forums prior to elections. Plans for candidate forums must be approved by the provost prior to the event. The provost's decision to approve a forum shall be guided by the principles of equal opportunity for participation and equal opportunity for presentation of opposing points-of-view;
4. The list of addresses used by the University are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mailroom facilities are not to be used for addressing or distributing political materials;
5. No campaign posters shall be posted in or on any of the Saint Xavier University buildings or on campus grounds prior to or during election times, with the exception of those used for historical displays or education purposes. Information tables shall be available for campaign literature for all candidates; and
6. The University buildings and grounds shall not be rented or used for political fund-raising.
7. University leadership retains the right to determine the appropriateness, time and placement of the above.

### **Gambling**

In accordance with applicable Illinois and federal gambling laws, Saint Xavier University prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance, on University premises, including, but not limited to, University residence halls and/or University-sponsored functions including sporting events. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

### **Raffles**

In accordance with the raffle license held by Saint Xavier University, any RSO must fill out the Raffle Form (found in the Event Request on The Den). This form will be submitted for approval to both the Associate Director of Student Activities and the Vice President for Student Affairs. Ticket sales may not begin until the raffle has been approved and cleared by the Vice President for Student Affairs.

### **Motion Picture Policy**

RSOs often submit space and event requests for showing a film on campus. It is important to understand that when showing a film for an event, there are strict federal laws about film licensing and screening films for a public audience. Films that you rent at a video store are licensed for private use, meaning they are licensed for the renter to watch at home with friends or family, but not for a renter to screen at an event or for a larger audience.

To be able to legally screen a film for an event or for a larger audience, your RSO will need to obtain permission in the form of a film license (from an agency that is legally permitted to license and grant permission to publicly screen films) or from a waiver from the film's studio (which is typically only granted with smaller independent or international studios). If your registered organization is interested in screening a film, you will need to contact a licensing agency to purchase the rights to show the film. The license may often cost anywhere from \$250-\$950 depending on the title of the film you wish to show. This license, however expensive, will protect your RSO from a potential copyright infringement. The University Library does have public performance rights for certain films. Should your organization find a movie that has public performance rights through the University Library, you must include proof along with your event request. A print-off from the online catalog is sufficient. Please note, when you submit an Event Request Form for a film screening, it will not be approved until you can produce a valid film license (such as from an agency above) or proof of permission to screen a film.

### **Understanding Copyright**

#### **What the law says**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

#### **Unauthorized Public Exhibition of Movies**

The concept of "public performance" is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

#### **FILM AGENCIES**

Swank Motion Pictures (1-800-876-5577) - [swank.com](http://swank.com)

This agency represents most major studios and also has a large number of pre-release films available, or films that are not out on DVD and still in theaters, as well as a lot of older favorites.

Criterion Pictures (1-800-890-9494) - [criterionpicusa.com](http://criterionpicusa.com)

This agency also represents most major studios and has pre-release films available.

California Newsreel (1-877-811-7495) - [newsreel.org](http://newsreel.org)

This agency represents mostly documentary films and films about social change movements.

#### **RSO Graduation Stoles and Involvement Patches for Commencement**

Each May the University hosts commencement celebrations for the graduating classes with December and May completions. Two annual ceremonies are held in May where students gather in their respective colleges to be recognized for their academic accomplishments. Students may also be recognized for their involvement in Registered Student Organizations and student leadership positions through the Office for Student Life.

Active seniors may request an involvement stole through the Dean of Students Office that would include patches, designed by students and reviewed by the Commencement Committee, that can be ironed on showcasing their involvement in registered student organizations and/or student leadership positions.

Individual Registered Student Organizations may submit a design request for their logo/creative artwork to be produced on a patch provided that they are an active organization and meet all criteria defined through Student Activities and outlined in the RSO Manual.

The Student Life department will cover the expense of the stoles and patch production as acknowledgment of the contributions these students provide through their involvement to the life of the University.

Effective July 1, 2023 student organizations are not permitted to coordinate the purchase of a personalized stole or external regalia.

The following guidelines will be used to manage the patch request process:

- An RSO may request an initial patch by the deadline date announced through the Student Government Association (SGA) Executive Board for RSO Affairs by providing a creative design submission to the Director of Campus Life.
- Patches will be produced with the intention to have quantity to cover no less than two-years of Commencement exercises.
- Only when deemed necessary by the Director of Campus Life would a RSO be permitted to submit a new design request annually.
- Each RSO is also required to provide their list of active seniors to the SGA Executive Board for RSO Affairs by the deadline date announced by Student Life in coordination with the scheduled Commencement exercises. The active roster must be submitted by a member of the Executive Board or Advisor of each organization.