

# Student Organizations Handbook

## 2008-2009

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## **Welcome!**

The Inter-Club Council welcomes you and your organization members to the 2008-2009 school year. We have many objectives for the year including the development of further leadership workshops, a more streamlined event registration/planning process for clubs, and generally having a great year! We invite you and your organization to participate, and to take advantage of resources available in the Student Leadership and Involvement Center (SLIC, UC 161) as we go forward in accomplishing the educational mission of USD.

## **Recognition and the USD Mission**

The following statement of University principles and directions in seeking recognition of or service to a group will guide the review of all student organization requests.

### **Educational Mission of USD**

The University of San Diego is a Roman Catholic institution committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community, and preparing leaders dedicated to ethical and compassionate service.

### **Core Values**

Academic Excellence  
Knowledge  
Community  
Ethical Conduct  
Compassionate Service

## **Inter-Club Council (“ICC”)**

All registered student organizations that are not sports clubs are members of ICC. Student organizations that have the main purpose of participating in a team or recreational sport are part of the Sports Club Council (“SCC”). (For more information on SCC, please contact Gary Becker, Director of Intramurals and Club Sports, at 260-4600, ext. 4276, or [gbecker@SanDiego.edu](mailto:gbecker@SanDiego.edu).)

ICC provides a forum of representation to each (non-sports) undergraduate student organization registered with A.S. The ICC coordinates student organization participation in campus-wide functions such as Torero Days and Alcalá Bazaar, as well as advertising University service projects. ICC workshops also serve as an opportunity for University departments and A.S. officers to make announcements of importance to student organizations and to involve the representatives in discussing campus issues.

Members of ICC will attend **mandatory** workshops. The workshops are an important time for club representatives to develop important leadership skills, learn more about USD processes and interact with other student leaders. The information that will be sent monthly to the representatives will contain announcements about upcoming events, deadlines, and opportunities for student organizations. Organizations must be represented at **every** workshop. ICC is chaired by the A.S. Vice President of Student Organizations and advised by the Director of Student Organizations and Greek Life. **If an organization representative misses more than one meeting, that organization will be ineligible for A.S. funds for that semester.**

For more information, contact:

*A.S. VP of Student Organizations*  
Alejandro Cervantes  
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Phone: 260-4715 or 260-4600, ext. 8729  
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*Director of Student Organizations & Greek Life*  
Mandy Womack  
Office: UC 161  
Phone: 260-4802  
E-mail: [awomack@san Diego.edu](mailto:awomack@san Diego.edu)

## Student Organization Registration

At the start of each academic year, every undergraduate student organization registers with the Associated Students (“A.S.”). For the remainder of the academic year A.S. accepts registration applications from new clubs. Registration defines an organization’s relationship to the University through affiliation with A.S. Registered status gives an organization certain privileges and responsibilities. A.S. administers registration of student organizations through the Inter-Club Council and the Sports Club Council.

### Registration Privileges and Expectations

Student organizations that have registered with the A.S. are entitled to the following tangible University benefits:

- Representation on Inter-Club Council and/or Sports Club Council as appropriate.
- Authorization to reserve University space, services or equipment.
- Eligibility for proportional representation in student government where appropriate. (See [www.sandiego.edu/associatedstudents](http://www.sandiego.edu/associatedstudents) for A.S. Senate Seat application).
- A mailbox in the Student Leadership & Involvement Center, UC161 (SLIC)
- Eligibility to set up or provide information at locations on campus, either by display or by disseminating information according to the standards and policies endorsed by A.S. and the University.
- Access to services of the A.S., such as marketing and publicity.
- Eligibility to seek funds and loans through A.S.
- Eligibility to open a student organization business account through A.S.
- Eligibility to seek authorization to raise funds, develop a program, or sponsor an event to promote awareness about a particular cause after it has been determined that authorization will not imply approval by the University, or constitute a violation of any provision of the Student Code.
- Authorization to use student or University media for advertising or dissemination of information, including but not limited to the name, logo, and/or facsimile of the seal of the University (subject to the regulations in the Student Code).
- Eligibility to use University administrative processes such as computer hardware, software or mailing systems.
- Eligibility for other services provided by the University as determined by the Vice President for Student Affairs or his/her designee.

### Requirements

The following are the requirements from the USD Student Code and from the A.S. policies for Student Organizations to obtain registration status from the A.S. These standards are to be upheld by all student organizations.

- The purpose of the organization is legal.
- The organization has a minimum of ten members.
- The organization has a full time faculty or staff member of USD to act as an advisor.
- Activities to be engaged in conform to the University rules and regulations.

- Activities to be engaged in are compatible with the educational goals of the University.
- Activities to be engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of USD.
- There will be no proselytizing of any member of the university community.
- There will be no denigration, nor harassment, of any individual, group, or organization.
- The organization does not have any outstanding debts to the University or to A.S.

### **Procedures for Registration of New and Continuing Clubs**

All student organizations must re-register every fall semester to be considered a USD registered student organization for the academic year. All registration can be done online at <http://www.sandiego.edu/associatedstudents/> under Student Organizations.

#### *Step 1*

All student organizations that were registered for the previous academic year will receive a notification through their mailboxes and via email for the Inter-Club Council, whose first meeting will be held in September. At least one representative of every continuing student organization must attend the workshop. At the workshop organization representatives will receive a packet of information. Final deadline for registration is **Tuesday after the first ICC meeting**. Each existing club that has not completed its registration by the deadline must file a “New Organization Registration” form and go through the New Club Registration Process. (See How to Start a New Club, following this section). Links to the registration website, ICS, can be found at <http://www.sandiego.edu/associatedstudents/studentorgs>.

#### *Step 2*

Complete the online registration packet and upload the organization constitution via the ICS website. A sample constitution is available on the ICS website or at the front desk of the SLIC. The Vice President for Student Affairs or his/her designee and the A.S. Vice President of Student Organizations will review all registration packets and constitutions to ensure compliance with University policy.

In the case of religious organizations, a panel composed of a student appointed by the Associated Students President, the Associate Vice President for Student Affairs or his/her designee and a representative from Mission and Ministry will review the request to ensure that the activities engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University and to determine if the organization is a church-affiliated group or a student club. If it is determined that the organization is a student-run club with an on-campus advisor and no external affiliation, then the group will be presented to the A.S. Senate. If it is determined that the organization is a church affiliated group, then the organization must complete an application for recognition within the Division of Mission and Ministry. Final approval for religious organizations with outside affiliation rests with the Vice President for Mission and Ministry. Once approved, religious organizations with outside affiliation may also apply to be a registered student organization.

#### *Step 3*

The A.S. Senate will review the constitution of the petitioning new organization and if the organization meets the expectations indicated above, registration will be approved. The Vice

President for Student Affairs or his/her designee reserves the right to grant provisional registration status to organizations.

Provisional approval may include, but is not limited to:

- Limited use of University facilities
- Required meetings with University staff or A.S. Leadership

To maintain A.S. registration status organization representatives MUST attend ICC workshops, keep A.S. accounts current, follow all USD and A.S. policies and re-register annually.

### **How to Start a New Student Organization**

New student organizations may register anytime throughout the academic year. If a group of students is interested in starting a new club they should first check to make sure that their interest is not already represented among the 100+ student organizations. If not, then starting a new club at USD is as easy as 1, 2, 3!

#### *Step 1*

Follow the New Organization Registration links on the A.S. Student Organizations website and gather the needed information. Contact the SLIC with a request to begin a new organization. You will be provided with a login and password for the ICS system. A Student Organizations Handbook is available at the Student Leadership and Involvement Center (SLIC).

The Vice President for Student Affairs or his/her designee and the A.S. VP of Student Organizations will review all New Organization Registration forms to ensure compliance with University policy.

In the case of religious organizations, a panel composed of a student appointed by the Associate Student President, the Associate Vice President for Student Affairs or his/her designee and a representative from Mission and Ministry will review the request to ensure that the activities engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University and to determine if the organization is a church-affiliated group or a student club. If it is determined that the organization is a student-run club with an on-campus advisor and no external affiliation, then the group will be notified to follow the New Club Organization Registration process described below. If it is determined that the organization is a church affiliated group, then the organization must complete an application for recognition within the Division of Mission and Ministry. Final approval for religious organizations with outside affiliation rests with the Vice President for Mission and Ministry.

Once the review is complete, the requestor for a student organization may proceed with the New Club Organization Registration process:

- Find a full-time USD employee to serve as an advisor (faculty/staff/administration)
- Recruit ten members to the organization.
- Write a constitution for the organization. (Samples are available online or at the SLIC)
- File the constitution and registration form with the A.S. VP of Student Organizations

### *Step 2*

During the 30-day New Organization Registration period, organization members will be able to reserve rooms on campus, publicize formation of the club, and have a mailbox in the Student Leadership & Involvement Center.

Once members have found a faculty/staff member or administrator as an advisor, recruited ten members and written the constitution, they must submit the constitution and registration form via the online registration process (this can be found on [www.sandiego.edu/associatedstudents](http://www.sandiego.edu/associatedstudents)).

### *Step 3*

The A.S. VP of Student Organizations will bring organization registration to a meeting of the A.S. Senate. Organizations should plan to have a representative attend this meeting to answer any questions that may come up. Once A.S. Senate has voted to approve registration, that club is a registered USD student organization, with all the privileges and responsibilities outlined in this handbook. The Vice President for Student Affairs or his/her designee reserves the right to grant provisional registration status to organizations.

Provisional approval may include, but is not limited to:

- Limited use of University facilities
- Required meetings with University staff or A.S. Leadership

To maintain A.S. registration status organization representatives must attend ICC workshops, keep A.S. accounts current, follow all USD and A.S. policies and re-register annually.

### **Non-Registered Organizations**

Groups which choose to exist informally and not become registered organizations are subject to basic standards of behavior. Those standards include, but are not limited to:

1. The group must be completely transparent about its purpose and goals for the organization in all of its marketing and publicity.
2. If the group represents a particular religious view, it must be in accord with Section C, paragraph 4 of the Student Code as listed below. In addition, the following criteria must be met: a) There will be no proselytizing of any member of the university community. b) There will be no denigration, nor harassment, of any individual, group, or organization. Failure to comply may result in disciplinary action against the group or individual.

“Activities to be engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University. (If there is a question about conformity with this criterion, the Vice President for Student Affairs or his/her designee will decide the matter.)”

## **The Student Leadership & Involvement Center (SLIC)**

The Student Leadership & Involvement Center in UC161 is available to serve the needs of student organizations. Student workers sort organization mail daily, are available to answer questions, can direct individuals to meetings taking place in the UC, can make phone calls or put organization members in touch with resource people on campus. There are computers available for student use. Mailboxes for each student organization are located here, and announcements for student organizations are posted on the bulletin board. Be sure to make full use of this center and to **check mail regularly**.

### **Student Organizations Representative (SOR)**

All student organizations will be assigned a SOR. This person is a full-time staff member who will act as an on-site resource for event planning, consulting, and general advising. SORs are not in place of a faculty, staff, or administrator advisor, but rather to supplement the student organization advisor. Student organizations receiving funding through the A.S. Budget Committee or ICCBC are **required** to meet with an SOR to discuss the implementation of these funds.

### **Mailboxes**

Each registered student organization has a mailbox in the Leadership & Involvement Center. Mail is distributed daily. If a package arrives for an organization and does not fit in the mailbox, the package will be placed behind the front desk, and a note will be placed in the organization's box to check for the package. Mailboxes have a number code and are assigned in alphabetical order of the organization names and grouped together based on type of organization. As new clubs are added throughout the academic year their boxes are added at the end. Student organizations which are in the "New Organization Registration" period are assigned mailboxes in the last row of boxes. Here are some things to remember about mailboxes and mail:

- Check mailboxes at least once each week! The VP of Student Organizations will leave important information there for organizations.
- An organization's mailbox is the primary point of communication. Assign someone reliable to pick up mail, sort it and bring the information back to the organization.
- Twice each year staff goes through the mailboxes and discards any items that are not specifically addressed to the organization (flyers, junk mail).
- The mailboxes are assigned with a number **below** the mailbox. Please be careful to take only that organization's mail.

### **Lounge Area & Meeting Space**

Within the SLIC (UC161), work areas are provided for student employees and for several graduate assistants. Lounge and meeting areas are available for student use. The Director of Student Organizations & Greek Life, Director of Student Activities, Coordinator of Leadership & Involvement and the Assistant Director of Leadership & Involvement have offices in this area.

# Student Organization Funding

## ICC Budget Committee (“ICCBC”)

The ICCBC is an A.S. sub-committee whose primary function is to recommend the allocation of A.S. funds to sponsor Student Organization events from the ICC portion of the A.S. Annual Budget. Student Organizations must apply for funding at least a semester in advance. Forms are available on the A.S. website at

[http://www.sandiego.edu/associatedstudents/finance/icc\\_form.php](http://www.sandiego.edu/associatedstudents/finance/icc_form.php).

### *ICCBC Bylaws*

PREAMBLE. The purpose of these By-Laws is to provide structures and procedures to implement the Associated Students Constitution.

### ARTICLE I. NAME, DEFINITION, AND FUNCTION

#### **Section 1.** Name

A. A.S. Inter-Club Council Budget Committee

#### **Section 2.** Definition

A. The A.S. Inter-Club Council Budget Committee is an Associated Student government sub-committee which serves to make fiduciary recommendations regarding the allocation of A.S. Funds by the A.S. Finance Committee.

**Section 3.** Function The primary function of the ICC Budget Committee is to recommend the allocation of A.S. Funds to sponsor and/or subsidize any Student-University Club/Organization event to the ICC portion of the A.S. Annual Budget. The recommendation includes funds to be used for events open to the entire campus but that are put on by one or more registered clubs/organizations as co-sponsorship between Associated Students and the club/organization.

### ARTICLE II. MEMBERSHIP

**Section 1.** Permanent members of the Committee shall be A.S. VP of Student Organizations (Co-Chairperson), A.S. Vice President of Finance (Co-Chairperson), the Director of Student Organizations, the Director of Student Activities, and one (1) representative from each type of USD Student Organization.

**Section 2.** Members will be nominated by each organization and voted on by the ICC

**Section 3.** Members may only represent one type of student organization.

**Section 4.** To be able to petition for membership of the Committee the student organization must be officially registered with the Associated Students for at least one calendar year. Petitions are to be submitted to the VP of Student Organizations on a rolling basis and are available from the A.S. VP of Student Organizations.

**Section 5.** If an appointed member cannot attend a meeting, it is the ICC’s responsibility to appoint and send another representative. Any appointed member to the committee who misses one (1) meeting will have his/her position revoked.

### ARTICLE III. ADMINISTRATIVE OFFICERS OF COMMITTEE AND THEIR RESPONSIBILITIES

**Section 1.** The Co-Chairs

- A. Shall be the A.S. VP of Student Organizations and the A.S. VP of Finance.
- B. Shall preside at all meetings of the Committee and establish rules for its proceedings.
- C. Shall appoint a Committee VP responsible for recording minutes and forwarding them to the Chair of the A.S. Finance Committee.
- D. Shall be responsible for contacting all permanent members of the committee including all registered USD student organizations to inform them of Committee dates, times, responsibilities and procedures.
- E. Shall have the power to call emergency meetings or special sessions of the Committee.
- F. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.
- G. Shall have veto power over any Committee legislation he/she deems inappropriate subject to the existing channels of appeal.

#### ARTICLE IV. MEETINGS

**Section 1.** The ICC Budget Committee shall meet on five occasions.

**Section 2.** The first of the five meetings shall take place within two weeks after the election of the VP of Student Organizations. The purpose of this first meeting is to make clear the goals and procedures of the Committee.

**Section 3.** The second meeting shall take place between the first and third meetings of the Committee. The purpose of this meeting is to present funding proposals and begin discussion regarding the final recommendation.

**Section 4.** The third meeting shall take place by the last day of classes in the spring Semester. The purpose of this meeting is to finalize the recommendation to the A.S. Finance Committee with respect to the final decision of the ICC Budget Committee.

**Section 5.** The fourth meeting shall take place by the last Tuesday of November. The purpose of this meeting is to present funding proposals and begin discussion regarding recommendations for the Spring Semester.

**Section 6.** The fifth meeting shall take place by the second Tuesday of December. The purpose of this meeting is to finalize the recommendation to the A.S. Finance Committee with respect to the final decision of the ICC Budget Committee.

**Section 7.** The ICC Budget Committee will meet when necessary upon prior notice of no less than seven working days by the Co-Chairs of the Committee. The Co-Chairs of the ICC Budget Committee will specify in writing its meeting time and day.

**Section 8.** All meetings of the Committee shall be open to all members of the Associated Students. Any member of the A.S. may speak upon recognition, but shall not have the right to vote or make any motions.

**Section 9.** The decision making process may be determined by the Committee using the quorum and voting process outlined in Article V of these By-Laws. The process of the Committee shall be either consensus or voting.

#### ARTICLE V. QUORUM AND VOTING

**Section 1.** The voting members of the committee are the representatives from each student organization type.

**Section 2.** Two-thirds (2/3) of the entire Committee shall constitute a quorum.

**Section 3.** A two-thirds (2/3) vote is needed to constitute a decision on behalf of the Committee. It is the duty of the Committee to vote for recommendation purposes to the A.S. Finance Committee.

**Section 4.** The ICC Budget Committee shall have the power to override the veto of the Chair by a two-thirds vote of its entire voting membership.

#### ARTICLE VI. REQUIREMENTS AND REGULATIONS FOR FUNDING RECOMMENDATIONS

**Section 1.** The appointed representatives of the Clubs/Organizations must be from clubs/organizations recognized by the A.S. according to the A.S. Constitution, Senate approval and judicial review.

**Section 2.** The item, event or service which is being recommended to the Finance Committee must not be in conflict in any way with the operations of the A.S., or in any way cause legal actions to be brought against the A.S.

**Section 3.** All potential events being reviewed must have the proper forms turned in to the Committee before a recommendation for funding is made.

**Section 4.** All events must be open to the entire student body must be advertised and thoroughly promoted as co-sponsored events with the A.S. Logo on all printed advertising. This includes all on and off campus events. Events not open to the entire student body and fund-raising events may only be presented to the A.S. Budget Committee.

**Section 5.** Any action or decision by the Committee can be appealed to the A.S. Finance Committee.

**Section 6.** The Committee reserves the right to deny any event financial assistance or funding.

#### ARTICLE VII. AMENDMENTS

**Section 1.** These By-Laws may be amended in the following way:

- A. Any member of the Committee or member of the A.S. Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or A.S. Senate, submit a proposed amendment.
- B. The A.S. Senate must approve the proposed amendment no later than the next scheduled meeting of the Committee.
- C. The Committee VP or the A.S. Recording VP must then keep the proposed amendment posted publicly for a period of five (5) class days.
- D. A two-thirds (2/3) majority of the A.S. Student Senate shall be necessary for the adoption of an amendment to these By-Laws.

#### ARTICLE VIII. RATIFICATION PROCEDURES

**Section 1.** These By-Laws shall be submitted to the A.S. President yearly for administrative approval and be subjected to the right of appeal by the President of the University of San Diego and the Board of Trustees.

**Section 2.** Final ratification of these By-Laws will be effected by a two-thirds (2/3) vote of the entire A.S. Student Senate yearly.

## Associated Students Budget Committee

The A.S. Budget Committee is a resource available to all officially registered clubs and organizations. While adhering to the Associated Students Budget Committee By-Laws, we review individual requests for funds from clubs and organizations and determine allocation amounts. The Committee is comprised of the VP of Finance, the VP of Programming, the VP of Student Organizations, a United Front representative, a Panhellenic representative, an Interfraternity Council representative, the A.S. Class Senators, and four appointed class representatives.

The A.S. Budget Committee oversees the allocation of the A.S. budget as a whole. Student Organizations may apply for A.S. funding throughout the year. For more information see the A.S. Finance website, <http://www.sandiego.edu/associatedstudents/finance/>, or visit the A.S. Executive Office in UC 225.

### *Basic Requirements for A.S. Funding:*

- Club/organization must be registered as an active campus organization.
- Club must have a representative participating in the required Inter-Club Council (ICC) meetings.
- Any activity receiving funding by A.S. must display the A.S. logo.
- All funding requests will be based on past allocations and compliance with all ICC and A.S. rules and regulations.
- All receipts for cash advances are to be returned to the VP of Finance within five days of the event.

### *A.S. Budget Committee Guidelines*

- **Events open to entire student body**
  - A maximum of \$7 per person for food and entertainment may be charged.
  - Requests other than food and entertainment will be judged on its own merits.
- **Closed events** (open only to organization members)
  - A.S. will support but not fully fund the following:
- **Special interest activities of an educational nature**
  - Off campus (plays, museums, speakers, etc.) from \$0 to \$10 per person.
  - On campus, from \$0 - \$500 per event can be allocated.
  - **Workshops/retreats of an educational nature** can be allocated up to \$15 per person per day.
  - **Recognition events** such as dinners, luncheons, etc. may be funded. Recognition events where a profit is made will be considered fundraisers; therefore, fundraiser by-laws will apply.
- **For organization conventions and conferences**, up to 50% of conference fees and housing may be allocated. Travel and food costs will not be funded.
- **Closed meetings** will not be allocated funding.
- **Strictly social parties** will not be allocated funding.
- **Fundraisers** shall be funded in the following manner:

- When A.S. funds over 50% or more of the total budget, 25% of net profits are returned to A.S.
- When A.S. funds 49% or less of the total budget, all profits remain within the club's treasury.
- Non-event fundraisers (i.e. t-shirt purchases, etc.) will not be funded by the Budget Committee, but may be funded through the A.S. loan program.

Any requests for expenses other than those listed in the guidelines will be evaluated on a case-by-case basis.

The A.S. Budget Committee Funding Request Forms and bylaws are available in the Associated Students Executive Office, UC 225.

**\*FUNDS WILL NOT BE ALLOCATED FOR ALCOHOLIC BEVERAGES\***

**Steps for Funding Through Budget Committee**

Registered student organizations are eligible to request funds from the Associated Students Budget Committee. The following is the process for requesting funds for A.S. student organizations.

*Step 1*

Review the Budget Committee Bylaws for specific funding guidelines.

*Step 2*

Fill out the A.S. Budget Committee Request Form, to be found on the AS website, <http://www.sandiego.edu/associatedstudents/finance/>

*Step 3*

Turn in requests to the A.S. Vice President of Finance on the Monday preceding the next budget committee meeting.

*Step 4*

The request is reviewed by the Budget Committee at its next meeting. Attendance is **MANDATORY**.

*Step 5*

An email or memo is delivered to the organization's box regarding the Budget Committee's decision.

**Reimbursement**

- Fill out a Request for A.S. Funds in UC 225 and attach original receipts. If the amount is greater than \$100, select "Check" at top of page.
- If less than \$100, organizations can request a "Petty Cash" for faster payment.

**To Obtain Cash Prior to an Event**

- Fill out a Request for A.S. Funds in UC 225.

- Select “Petty Cash” at top of the page.
- Organizations may request a maximum of \$100 in petty cash.
- **IMPORTANT!** Receipts must be turned in to the VP of Finance **within five days**.

### **Loans**

A.S. can loan funds to student organizations to purchase merchandise for a sale (i.e. t-shirts) as a fundraiser. For assistance with acquiring a loan for a student organization, contact the VP of Student Organizations or the Vice President of Finance.

### **On-Campus Accounts for Student Organizations**

To open an account on campus, or to find out the number of an on-campus account, see the Coordinator for Leadership & Involvement in UC 161.

- The VP of Finance can transfer the funds directly into an organization’s account after submission of receipts.

## Associated Students Senate

The A.S. Senate meets bi-monthly to discuss student issues. Included in the Senate are a minimum of four representatives from student organizations that promote awareness of or enhance cultural, racial, spiritual or sexual diversity on campus. These representatives should be either presidents or presidential appointees who sit on the executive board of their respective organizations and are responsible for representing the viewpoints of their constituents to the Student Senate. To qualify for membership on Senate, the student organization must be officially registered with the Associated Students for at least two years.

Also included in the Senate are a minimum of two representatives from general Greek organizations, the presidents of the Panhellenic Association and the Interfraternity Council or their designees who sit on the executive board of their respective organizations. Criteria to qualify for membership must include the IFC and Panhellenic Association being officially registered with the Associated Students for the past two years, and a record of service provided to the campus or community.

Besides these, the Senate reserves seats for a minimum of seven representatives from student organizations plus at least one Sports Club Council representative. Representatives must be presidents or presidential appointees who sit on the executive board of their respective organizations, and should represent the viewpoints of their constituents to the Student Senate.

These representatives are chosen based on individual petitions to Senate and criteria established for their selection. Criteria to qualify for membership on Senate include being officially registered with the Associated Students for the past two years, and the promotion of intellectual and/or professional development of students, or social service/awareness for the campus or community. Individual general Greek organization chapters may also apply for Senate membership under this section.

At no time shall the number of appointed members exceed one-half the total Student Senate membership. The composition of AS Senate is subject to possible change during the 2008-2009 school year to include representatives by type of organization.

A complete text of the A.S. Constitution is available from the Associated Students Executive Office or on the website, <http://www.sandiego.edu/associatedstudents/constitution.php>.

Applications for a seat on the A.S. Senate are available online at <http://www.sandiego.edu/associatedstudents>.

Contact the A.S. President for additional details: [ASPresident@sandiego.edu](mailto:ASPresident@sandiego.edu).

## Event Planning

### Registering Organization Events

All public events or events using A.S. funds **must** be registered on the ICS website.

- Go to A.S. Student Organizations website, <http://www.sandiego.edu/associatedstudents/studentorgs>, and follow links to ICS login screen.
- Once organizational representative has logged in, click “Events,” under the “News and Events” tab.
- Click “Register New Event” and complete the event registration form.
- Click “Register” to submit the event for review by the appropriate Student Organization Representative or SOR.
- Check back on a regular basis to review status of registration request. If immediate attention is required, please contact the SOR, or VP of Student Organizations.
- Once the event has been approved, if event is mandatory for members, or invite only, please complete the Event Attendance form.

### Event Planning and Programming Tips

Event planning tips and tools can be found on the website, [www.sandiego.edu/eventplanning](http://www.sandiego.edu/eventplanning). There is also useful information on programming on the University of San Diego Associated Students website at, <http://www.sandiego.edu/associatedstudents/>. For personal assistance, the Student Leadership & Involvement Center staff is available to give advice and information on other resources available.

### Program Co-Sponsorship with Associated Students

Any time an organization sponsors a campus event that is partially or completely funded by A.S., it is co-sponsoring a program with A.S. One of the conditions of receiving funding is that the organization indicates the co-sponsorship of A.S. on any promotional materials.

Student organizations may also want to co-sponsor programming with A.S. programming directors, in which the event would be jointly planned and coordinated with the A.S. committee and the organization. Please feel free to approach the A.S. Vice President of Programming for guidance on how to make such events a reality. Remember that joint planning requires lots of lead-time — start planning well in advance and talk with A.S. leaders.

### A.S. Programming Directors

Special events sponsored by A.S. are coordinated by student directors and may offer an opportunity for student organizations to collaborate. The A.S. directorships are listed below and can be reached through the Associated Students Executive Office, UC225, 260-4715.

- Academic Programming
- Alumni Relations
- Arts & Expressions
- Athletic Promotions

- Community Relations
- Concerts
- Assistant Director, Concerts
- Elections
- Honor Council Chair
- Marketing
- Multicultural Issues
- Multicultural Programming
- Showcase
- Social
- Sustainability/Wellness

### **Posters and Publicity**

Members and non-members of the University community may post notices on the campus.

All notices are subject to the following regulations:

- Posting of promotional materials is allowed on designated bulletin boards only. Posting is not allowed on departmental bulletin boards, cars, walls, windows, doors or glass cases.
- No commercial or private organization may post, exhibit or distribute literature on campus without approval from the Office of Campus Scheduling.
- Promotional materials, i.e. banners, posters and flyers, are allowed only for events which have been approved by the appropriate student government or sanctioned by the Office of Student Affairs, or any other office of the University.
- Posting shall be limited to one flyer, poster or banner per location. The Office of Special Events must approve exceptions.
- All posters shall clearly indicate the name of the sponsoring person or organization.
- All posted materials must be removed within 24 hours after the completion of the event.
- Only events open to all students will be allowed to be publicized in banner form. Banners must be placed in specifically designated areas (locations available through the Office of Special Events).
- All materials must be dated.
- Personal notices may be posted within specifically designated areas only. They must bear the name, address and phone number of the person posting them and are subject to removal after thirty (30) days. Posting of obscene, libelous or seditious material or material incompatible with the educational goals of the University is prohibited. Posted materials not conforming to these regulations may be removed. Consistent violations may result in the suspension of posting privileges.

### **Bringing Speakers to Campus**

As part of its effort to help members of the University community make informed, responsible decisions in the political, social, professional and personal areas of their lives, the University of San Diego encourages the hosting of speakers and programs from outside the campus. The following policy pertains to the invitation of off-campus persons who will make presentations at the University of San Diego to which the public has been invited. The intent of this policy is to

provide a broad exposure to a diversity of issues and perspectives, and to ensure that all members of the University community engage those issues and perspectives in a manner consistent with the mission and goals of the University.

- As members of the academic community, students, faculty and staff should be free to discuss questions of interest to them and to invite non-University speakers of their choosing.
- Sponsorship of off-campus speakers is restricted to academic departments, the administration and officially registered student and staff organizations.
- The reservation of the University facilities for guest speakers is required to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. The University's control of campus facilities will not be used as a device of censorship. Reservation of facilities must be made on the forms available in Campus Scheduling.
- The sponsorship of guest speakers does not imply that the sponsoring organization of the University approves or endorses the views expressed. The sponsoring organization must make this position clear to the USD community.
- This policy and procedure does not apply to speakers invited by faculty to address students enrolled in a course they are teaching, to internal faculty, students and/or staff seminars, workshops or colloquia.

If there is no objection to the speaker's presence on campus (see above), formal invitations and/or written contracts may be issued. Contracts are to be signed by authorized members of the University administration or the Student Bar Association.

### **Travel Tips**

The student organization may wish to consider (in addition to the ticket price) advance purchase requirements, ticket change and cancellation penalties, convenience and congestion of the hub airport, baggage interchange privileges, comfort and services of the aircraft and the availability of alternate flights if a flight is missed or delayed prior to airport departure. Student organizations should reconfirm ticketing arrangements and departure times.

Generic waivers are available in the Office of Student Affairs or the Student Leadership and Involvement Center, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If necessary, a more detailed or specific waiver can be developed, depending upon the nature of the trip.

Ticket sales for an event should not commence until contracts have been signed, so please consider this fact carefully in trip planning timelines.

Travel agents and all other vendors used should be made fully aware of all travel guidelines from the beginning.

### *Emergency Procedures*

All accidents should be reported to local authorities, the University Office of Public Safety and the Risk Management Manager in Human Resources. Please remember to bring important phone numbers in case of an emergency during the trip.

### *Publicity*

Publicity should not be distributed until all arrangements have been made and contracts signed. Be sure to include all necessary information (i.e. cost, dates, sponsor, deadlines and phone numbers) on all publicity.

## **Campus Resources**

### **Center for Awareness, Service, and Action (CASA)**

CASA provides support services to community projects initiated by students, faculty and staff. Through a team approach, many opportunities are available to learn about and be involved in community service. CASA sponsors a wide range of projects facilitating group and individual volunteer opportunities under the leadership of the Directors of Community Service. CASA welcomes students to visit the its office in UC 113.

CASA has information and referral services offering a wide variety of student volunteer opportunities ready for consideration. An organization can decide what age group, social concerns and goals that interest its members, and how much time they wish to commit. Contact the office at 260-4206 to discuss plans for community service projects.

### *Mini-Grants*

All student organizations are invited to submit proposals for community service mini-grants. Student organizations are eligible to receive funds that can be used for service projects with Linda Vista youth and some youth projects outside Linda Vista.

### *First steps*

Decide on the goals of the project. What does this organization want to have happen for the youth? For its members? How will all of those involved learn from one another? What funds are needed? Research costs of transportation, food, tickets and other items. Indicate any matching funds that the club or organization will contribute to the project. How will the group evaluate the success of the project and the impact upon the participants?

Proposal development and grant management information is available from CASA (ext. 4798). Proposal deadlines and dates for award announcements will be available at the beginning of each semester. A student/staff committee will evaluate and award the grants.

For more information visit the website, <http://www.sandiego.edu/csl/casa/>, or contact:

Chris Nayve  
Associate Director for Community Service Learning  
(619) 260-4206

### **Office of Student Learning Initiatives (OSLI)**

The Office of Student Learning Initiatives (OSLI) provides support services for students. The OSLI coordinates programs and services, primarily for first-year undergraduate students, to enhance student learning and promote student success in and out of the classroom. The [Student Development Mentoring and Transcript Program](#) is administered from this office.

For more information visit the website at <http://www.sandiego.edu/sli/>, call 260-5995 or stop by UC102.

### **Outdoor Programs**

Outdoor Programs, located on the lower level of the University Center, offers students the opportunity to experience a wide variety of trips and outings led by trained and experienced Outing Guides. Outdoor Programs can help clubs set up an outing, provide members with resources, rent camping equipment, or help members get involved in some of the regularly scheduled outings.

For more information, visit the website at <http://www.sandiego.edu/outdoor/>, or contact Outdoor Programs at 260-4709.

### **United Front Multicultural Center**

The United Front Multicultural Center is located in UC 128. The center offers office space for 11 student organizations that work collaboratively as a coalition under the “United Front.” The Center offers a variety of programs, services and support. The Center has an extensive library of multicultural focused books, videos, articles and resources.

For more information visit the website at <http://www.sandiego.edu/unitedfront/> or stop by UC 128.

### **Dining Services**

The USD Dining Services staff is dedicated to providing students with wholesome creative meals and refreshments for club events. Their services are convenient, diverse and of high quality.

There are some specific considerations to remember when planning to have food at an event:

- The organization event planner must meet with the Director of Dining Services or with the Banquets and Catering Director to make food requests.
- The Director of Dining Services must approve off-campus food services used for on-campus events. Profits earned by Dining Services go back into the University’s general operating fund; therefore, using USD Dining Services benefits the group and other USD organizations.
- Organizations must talk with Dining Services if they plan to use a dining facility for an event.

- If approval has been given to bring in food from outside vendors, this should be indicated on the room reservation form. Please contact UC Operations and Scheduling immediately to arrange for additional trashcans, etc.
- Allow at least two weeks' notice for all food requests.
- Give a follow-up phone call to Dining Services two days prior to the event to check on all arrangements.
- Get approval from the Dining Services Director of Campus Restaurants to put up table tent publicity in designated areas BEFORE printing. There may be some restrictions on the colors used. The areas where table tents may be used are: The Marketplace and the Main Dining Room. Small flyers may be left in Aromas with the permission of the Manager.

Food for events may be ordered from Banquets and Catering or from Main Dining. Banquets and Catering is a full-service catering operation, including servers if needed, linens, etc. Main Dining can provide more basic and casual food, and students will generally need to pick it up themselves. For Catering or Main Dining menus, contact the Dining Services Office, UC142. Organization representatives will need to give an on-campus account number when they order the food. The account will be charged directly. Take-out food can also be ordered from the La Paloma “Breeze” program or the Deli during their regular hours of operation — order off of their regular menu, and be sure to provide plenty of notice.

Student organizations with on-campus accounts can obtain an organization “Advantage Card” if they frequently serve food at their events. Such a card allows them to charge food at Torero Grille, Main Dining, the Deli, La Paloma or the Marketplace directly to an on-campus account.

For more information, please visit the website at <http://www.sandiego.edu/dining/>, or call 260-8883.

### **The Vista**

The *Vista* has a calendar section where it lists upcoming student organization events. They will also accept guest editorials, Letters to the Editor or press releases on a club's activities. Student organizations can also purchase advertising in the *Vista*. Students need to submit information at least two weeks prior to the date the story or advertisement is to run. If submitting a press release, include glossy black and white photos whenever possible. Call the *Vista* in a couple of days to make sure they received the release.

For more information on coverage for an organization's events, visit the website, <http://www.sandiego.edu/vista/>, or contact the *Vista* at 260-4584.

### **USD Office of Public Relations**

If an organization would like the USD News Bureau to assist in publicizing an upcoming event, organizations will need to pick up a form at the Office of Public Relations, Maher Hall 274, complete and return the form at least three weeks before the event. Include all pertinent information on the activity — the name of the performer or speaker, the focus or goal of the symposium, the beneficiary of the community service activity, and whatever else might be important. The Office of Public Relations will draft a press release and return it within two days

of the receipt of the form. Free advance publicity for events is becoming more scarce, and competition for it is intense. USD cannot guarantee that news coverage will be generated from their press release. If an organization can afford it, consider paid advertising, and the Office of Public Relations can advise on this.

For questions about any of the ways that the Office of Public Relations might help, please visit the website, <http://www.sandiego.edu/administration/relations/pr/>, or call 260-4681.

### **USDtv**

USDtv is an exciting organization providing entertainment, information and educational programming to the University of San Diego community. If a student is interested in writing, acting, producing, advertising, marketing, editing or has ever dreamt about being an on-air correspondent, he or she can come by and fill out an interest form.

The USDtv office is located in the University Center downstairs in room 114C. USDtv can be reached via email at [usdtvstaff@gmail.com](mailto:usdtvstaff@gmail.com) or visit the website: [www.sandiego.edu/usdtv/](http://www.sandiego.edu/usdtv/).

### **Yearbook**

The Yearbook is a publication supported by Associated Students. Student organizations are pictured and featured in the publication. For information on setting up a club picture or any other matter pertaining to the yearbook visit the website, <http://www.sandiego.edu/studentactivities/yearbook.php> , call 260-4984 or email [yearbook@sandiego.edu](mailto:yearbook@sandiego.edu).

## Reserving Facilities

All University facilities are generally available to all segments of the University community for University-related uses. The University likewise leases its facilities at times to outside organizations and groups. *Depending on the facility in question, a fee may be charged for use.*

Academic uses take precedence over all other uses of campus spaces that are traditionally used for academic classes. These spaces are defined as lecture rooms, laboratories, sports fields, theatre stages, etc. Spaces for academic use are scheduled yearly during two major periods. The first of these is mid-Fall semester for spring classes. The second is during late spring and early summer for fall classes.

Priority in the event of a scheduling conflict is as follows:

- 1) Academic use
- 2) Administration, faculty and student sponsored events
- 3) University-sponsored events involving outside persons
- 4) Rental of facilities to outside organizations

These scheduling priorities and procedures do not apply in all details to the [Manchester Conference Center](#) or the [Institute for Peace & Justice](#), whose programs serve primarily to extend professional development opportunities to external groups and to support the University's community outreach efforts. A complete statement of policies and procedures governing the use of Manchester Conference Center or the Institute for Peace & Justice is available from the respective building manager.

All USD-catered services will be provided by the University's Banquets and Catering office.

***The Director of Dining Services must approve exceptions for outside caterers.***

All scheduling is done directly through Campus Scheduling, with the following exceptions:

- Classrooms for academic use are scheduled through the College of Arts and Sciences.
- Founders' Multi-Purpose Room is scheduled through the College of Arts and Sciences.
- The School of Law's Facilities Coordinator handles facilities at the School of Law.
- School of Nursing facilities require approval of the Dean or his/her designee.
- Facilities at the Manchester Conference Center are scheduled by the Manchester Center with the approval of the Director of Continuing Education. Please contact the Office of Continuing Education for a complete list of available rooms and policies regarding use of the Manchester facilities.
- Shiley Theater facilities are scheduled with the approval of the Provost or his/her designee.
- Faculty lounges are scheduled through the Dean of the appropriate school.
- The Faculty/Staff Dining Room will be used for faculty dining from 10:00 a.m. until 2:00 p.m. but is available for campus-sponsored events prior to 10:00 a.m. and after 2:00 p.m. with the approval of the Executive Director of Student Facilities and/or the Director of Dining Services.
- French Parlor is reserved for (in this order)
  1. Administration and faculty-sponsored receptions.
  2. Music recitals sponsored by the USD Music Department.

3. Faculty-sponsored exhibits.
4. Non-University events approved by the President. (No luncheons or dinners (catered events) are to be held in this room without specific approval of the President of the University upon recommendation of the Director of Special Events.)

Upon request, Campus Scheduling will contact persons responsible for the above facilities to determine their availability.

### **University Center Reservations**

Registered student organizations are eligible to reserve rooms in the University Center for their meetings and events free of charge. To reserve a room, go to the Operations and Campus Scheduling Office (behind the Information Desk) in UC 210, call 619-260-4592, or email them at [scheduling@sandiego.edu](mailto:scheduling@sandiego.edu). The website, <http://www.sandiego.edu/campusscheduling/>, has links to the campus calendar and a downloadable scheduling form.

There is some (limited) audio/visual equipment that can be provided in some UC rooms. If any audio/visual equipment is needed (projector, television, flip chart, etc.), it should be requested at the time of the room request. Rooms in the University Center fill up quickly, so requests should be made well in advance of the date needed and flexibility is encouraged. Meeting rooms for the entire academic year can be reserved for regular meetings at one time. Organizations who wish to have the same meeting location throughout the academic year can make reservations in the spring for the following academic year. UC facilities may be reserved for the following purposes:

- Student Dining and University Community Dining.
- All-University functions. These functions are defined as University-sponsored programs which have to do directly with the educational mission of the University and which involve several departments of the University in their execution.
- Student activities sponsored by A.S. officers and directors and by officially registered student organizations.
- Activities sponsored by other University departments.
- Off-campus groups approved by the Director of the University Center.

Please see the following page for rooms available in the University Center.

The following rooms are available in the University Center:

ROOM:	CAPACITY ACCORDING TO SEATING:			
	Auditorium Style	Classroom Style	Round Tables	Square Tables
Forum A/B	350	200	232	n/a
Forum A	150	100	112	40
Forum B	150	100	112	40
UC107	90	50	56	40
UC103 A/B	60	40	32	32
UC103 A	24	12	16	16
UC103 B	24	12	16	16
UC104 A/B	28	16	24	16
UC114	16	n/a	n/a	16
UC 128/129	16	n/a	n/a	16
UC 208	n/a	n/a	16	n/a
Fac/Staff				
Dining Rm.	n/a	n/a	108	n/a

Again, Campus Scheduling in UC Operations can also reserve some other facilities on campus. Salomon Lecture Hall in Maher Hall, Shiley Theatre in Camino Hall, and the Serra Hall Conference Room can be reserved, subject to approval from various entities and the schedule of other campus events using these rooms. Campus Scheduling will contact the appropriate campus officials upon request. There may be other restrictions for these rooms, for example, audio/visual equipment must be reserved by a faculty/staff advisor through the Media Center.

### **Classroom Reservations**

Classrooms in all of the buildings on campus can also be reserved through the Campus Scheduling Office in UC 210. Classrooms are always made available for academic use first, but if they are not being used for classes, organizations can reserve them. Classrooms are set up “as is,” meaning that the typical set up for that classroom and the furniture which is always there is what is available. No special set-ups are possible. If A/V equipment is needed, a faculty advisor will need to reserve it and check it out through the Media Center in the basement of Maher Hall. The Media Center will not check out equipment to students. Please note that amplified sound and extreme noise is not allowed during hours when classes are in session.

### **Sports Fields Reservations**

Reservations for fields and sports facilities are done through Recreation Facilities. Call 260-2374 or visit the Recreation Facilities website, <http://www.sandiego.edu/campusrecreation/recfacilities/>, for more information. Athletics and intramurals have first priority for the use of these facilities—please contact Recreation Facilities *before* planning an event. Noise permits and additional restrictions may apply, depending on intended use.

## USD Policies Governing Student Organizations

The Student Code guides the behavior of all members of the campus community. The full text of the Code may be obtained from the Office of Student Affairs, University Center, Room 232, or by visiting the website at [http://www.sandiego.edu/administration/studentaffairs/documents/Student\\_Code.pdf](http://www.sandiego.edu/administration/studentaffairs/documents/Student_Code.pdf).

Please keep in mind that all students of the University of San Diego and their guests and visitors are subject to California State Law and the University of San Diego's Alcohol Policy regarding the possession and consumption of alcoholic beverages.

*The following policies can be found on the University website*

<http://www.sandiego.edu/discipline/policies.php>:

- Academic Standards for Participating in Extra-Curricular Activities
- Alcohol Policy
- Assembly
- Off-Campus Communication
- Corporate Sponsorship
- Distribution of Information
- Distribution, Promotion, or Sale of Commercial Products
- Distribution, Promotion, or Sale of Student Products
- Fundraising
- Harassment
  - Hate Crimes
  - Hazing
- Policy Prohibiting Illegal, Dishonest or Fraudulent Conduct
  - Complaint Procedures
- Non-Discrimination Policy
- Parking
- Posters & Publicity
- Publications
- Research & Protection of Human Subjects
- Sexual Harassment
- Speakers, Presentations, & Performances

*Other Important Policies:*

- Anonymous Reporting <http://www.sandiego.edu/discipline/appendices.php>
- Campus Conduct <http://www.sandiego.edu/discipline/rules.php>
- Disability Services [http://www.sandiego.edu/archways/graduate/ds\\_grad.php](http://www.sandiego.edu/archways/graduate/ds_grad.php)
- Non-Compliance <http://www.sandiego.edu/discipline/processes.php>

Posting Materials in On-Campus Dining Areas

<http://www.sandiego.edu/dining/TableTents.php>

Risk Management

Liability Release Waiver

<http://www.sandiego.edu/administration/financeadmin/facilities/risk/documents/ActivityLiabilityRelease.pdf>

Travel Policies and Guidelines

<http://www.sandiego.edu/administration/financeadmin/facilities/risk/vehicles.php>

Other travel-related information further outlined in the [Student Code](#)

Automobile Travel

Accidents Involving Rental Vehicles

Bus Travel

Air Travel

Travel Agents

Emergency Procedures Off-Campus

University Center Policy for Dances

<http://www.sandiego.edu/eventplanning/documents/dancepolicy.doc>

USD Sexual Assault Protocol

<http://www.sandiego.edu/discipline/appendices.php#SexualAssaultProtocal>

## **Inter-Club Council (ICC) Dates for 2008-2009**

All organizations MUST have representation at ALL  
Inter-Club Council (ICC) meetings

### **Fall 2008 ICC Meetings:**

\*September 18<sup>th</sup> from 12:15 to 1:45pm, Salomon Hall in Maher

**Final deadline for registration is September 23, 2008**

Existing clubs, which have not completed their registration by the final deadline must file a "New Organization Registration" form and go through the New Club Registration Process.

*A.S. Senate Club Approval is September 25, 2008*

\*October 16<sup>th</sup> from 12:15 to 1:45 pm, Salomon Hall in Maher

\*November 13<sup>th</sup> from 12:15 to 1:45pm, Salomon Hall in Maher

*\*Lunch is provided*

### **Spring 2008 ICC Meetings:**

\*February 19<sup>th</sup> from 12:15 to 1:45pm, Salomon Hall in Maher

\*March 19<sup>th</sup> from 12:15 to 1:45pm, Salomon Hall in Maher

\*April 16<sup>th</sup> from 12:15 to 1:45pm, Salomon Hall in Maher

*\*Lunch is provided*

## **Registration Deadlines**

### **Final Deadline for Registration is September 23, 2008**

Existing clubs, which have not completed their registration by September 23, 2008, must file a "New Organization Registration" form and go through the New Club Registration Process.

### **New Club Registration**

New clubs should follow the same date as above. If that date has passed, new organizations can register at any time throughout the academic year.

## **ICC Budget Committee Dates for 2008-2009**

**Fall:** December 2<sup>nd</sup>

**Spring:** April 30<sup>th</sup>

Visit the A.S. website, [www.sandiego.edu/associatedstudents/](http://www.sandiego.edu/associatedstudents/) for A.S. Budget Committee deadlines.