

# **Student Organization Handbook**

**2019-2020**

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# Arizona State University Student Organizations

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## Welcome

Arizona State University is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the ASU community by providing leadership development, spirit, activism, public service, and social and cultural interaction. As a student at ASU, you have the unique opportunity to participate in a wide variety of activities. Involvement in student organizations is a great way to connect to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved in a student organization at ASU:

- Helps you meet people and make connections with those who have similar interests
- Helps you connect to the University, the campus, other students and the resources the University provides.
- Helps you get the full value out of your college experience.
- Encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- Helps you gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more.
- Helps you become knowledgeable about what is happening on campus.
- Builds your resume with extra-curricular and leadership development activities.
- Complements your academic programs of study and enhances your overall educational experience.

Student organizations exist to build upon and enrich the classroom experience. ASU believes involvement outside of the classroom is an important aspect of your education. There is an organization to meet your interests and needs, whether you arrive at ASU with outstanding leadership ability or emerging potential. If an organization does not exist that fits your interests, any student can take the initiative to create a new student organization.

The university expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, remember that you are also representing ASU. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult a staff member at your campus location for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered. For additional information, visit [www.asu.edu/clubs](http://www.asu.edu/clubs).

## Introduction

The Student Organization Handbook is an introduction to the many services and resources available to registered student organizations at Arizona State University, as well as policies that impact your organization. More detailed information is available at the ASU Student Organization website ([asu.edu/clubs](http://asu.edu/clubs)). Please review the materials provided in this handbook and share this information on to the members of your organization.

While this guide is intended to be a summary of certain matters of interest to student organizations, readers should be aware that:

1. This document is not a complete statement of all procedures, rules, and regulations of Arizona State University;
2. The University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Student Organization Handbook.

3. Compliance with policies related to student organizations may be reviewed at any time during the year by ASU staff.
4. The various colleges, schools, and departments of the University may have additional procedures and policies that apply to student organizations.

If you have any questions, please contact or visit a student organization advisor at your location. It is the job of student organization advisors to ensure that your organization is informed about policies and procedures, and has an opportunity for personal growth and leadership development.

Best wishes on a successful academic year!

| <b>Student Organization Office Locations</b>  |   |
|---|---|
| <b>DOWNTOWN</b><br>Student Center @ the Post Office, Room L1-15<br>522 N. Central Ave., Suite 243<br>Phoenix, AZ 85004 (602) 496-1781<br><a href="mailto:downtownclubs@asu.edu">downtownclubs@asu.edu</a> | <b>POLYTECHNIC</b><br>Polytechnic Student Union<br>5999 S. Backus Mall<br>Mesa, AZ 85212<br>(480) 727-1098<br><a href="mailto:polytechnicclubs@asu.edu">polytechnicclubs@asu.edu</a>            |
| <b>TEMPE</b><br>Memorial Union, 3 <sup>rd</sup> Floor<br>PO Box 87901<br>(480) 965-9665<br><a href="mailto:tempeclubs@asu.edu">tempeclubs@asu.edu</a>   | <b>WEST</b><br>Office of Student Engagement<br>UCB 110 (effective July 2018)<br>PO Box 37100<br>Phoenix, AZ 85069<br>(602) 543-8200<br><a href="mailto:westclubs@asu.edu">westclubs@asu.edu</a> |
| <b>ONLINE</b><br><a href="mailto:Casey.Francis@asu.edu">Casey.Francis@asu.edu</a><br>480-884-1624   | <b>LAKE HAVASU</b><br>100 University Way, Lake Havasu City, AZ 86403<br>(928) 854-9720<br><a href="mailto:Victoria.Pina@asu.edu">Victoria.Pina@asu.edu</a>                                      |

## General Information

### Starting a New Student Organization

The first step to starting a new organization is to explore whether a similar organization already exists. With approximately 1,000 student organizations at ASU, there are many interest areas being met. Check the website at [asu.edu/clubs](http://asu.edu/clubs) or contact the student organization office at your respective location.

### Student Organization Registration

The purpose of student organizations at ASU is to complement students' academic programs of study and to enhance their overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

## New Student Organization Registration

A representative from any new organization is required to attend an information session or individual meeting conducted by the student organization staff as part of the registration process. The following documents are required for registration:

1. A completed organization profile online through [sundevisync.asu.edu](http://sundevisync.asu.edu). A completed organization profile requires ALL of the following to be complete:
  - Profile name
  - Profile photo
  - Current description of organization's purpose
  - Membership roster of at least 3 officers and all current members
  - Upcoming semester meetings
  - Memberships have been approved/declined on a regular basis
  - Constitution must state that the organization is open to all ASU students
2. A constitution and any governing documents that outline how the organization governs. The constitution is to be uploaded online while completing the organization profile.
3. An electronic Advisor Commitment Letter is sent to the organization's faculty or staff advisor(s).
  - a. The organization advisor(s) must be an ASU faculty/staff member employed by ASU at least 50% of the time.
  - b. In addition, they cannot be on leave or sabbatical during the time they serve as your advisor.
4. At least one officer must either participate in a Student Organization Information Session or meet with an appropriate staff person prior to SunDevilSync approval.

Organization requests will be reviewed by Student Organization Staff.

## Student Organization Re-Registration

Re-registration of student organizations is an annual process and must be completed each academic year. The re-registration process of existing student organizations occurs between April 1-30. New student organizations can register at any time throughout the year. Once a student organization is established they must be in good standing to re-register. A student organization will be considered in good standing if they have:

1. Complied with all University policies and procedures (including those outlined in this document).
2. Has no unpaid debts or outstanding balances with university entities.
3. Has no outstanding or unresolved ABOR Student Code of Conduct violations. Student Organizations may not have any outstanding conduct cases with the Office of Student Rights and Responsibilities. If a student organization is currently on a status with the University or has an open case the organization must be working toward resolution of the case.

Eligible organizations are permitted to register during the academic year unless the University finds that the organization:

1. Seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. Engages in activities that materially or substantially interfere with the discipline and normal activities of the University or with the rights of others; or
3. Engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
4. Refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or University rules and regulations.

The privileges conferred through registration may be withdrawn for cause which shall include willfull or negligent violation of university, state or federal standards, codes or policies. Registration may also be withdrawn or discontinued for the following:

1. Individual member's past conduct;
2. Organization's past conduct;
3. Organization's stated objectives;
4. Organization that exists solely to conduct business for a for-profit company or vendor. This includes but is not limited to: street teams, student brand representatives, boosters, etc.
5. Failure to meet financial obligations to the university.

6. Failure of an organization to carry out its programs consistent with the stated aims and purpose of the organization's constitution, bylaws and/or governing documents including statements made on SunDevilSync.
7. At the written request of the organization.
8. When by constitutional provision the organization is dissolved.
9. When an organization does not hold meetings, activities or outings for a period of one academic year.

If registration is denied or revoked by student organization staff, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. For more information visit: <https://eoss.asu.edu/dos/srr>.

Arizona State University registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Arizona Board of Regents. Per the Student Services Manual: Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. *Title IX of the Educational Amendments of 1972, §106.14*, makes an exception for social fraternities and sororities in regard to gender for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status). For more information visit <http://www.asu.edu/aad/manuals/ssm/index.html>.

## **Timelines associated with registration, membership information change requests, and student organization status**

### **Registration of a Student Organization**

After receiving a completed SunDevilSync submission for the registered student organization, Student Organization staff will review all information SunDevilSync Administrators University within 3 business days. If you have specific questions regarding your submission, please email the respective Student Organization contact at your campus location.

If a student organization registration request is not completed (missing information, missing electronic advisor commitment letter, etc.) within 60 calendar days from submission date, Student Organization staff will delete the request. If the group wishes to continue registering the new student organization a new profile will need to be submitted.

### **Officer Updates and Advisor Changes**

After receiving a request to update profile, officer, or advisor the Student Organization staff will address the submission within 3 business days. If you have specific questions regarding your submission, please email the respective Student Organization contact at your campus location.

### **Disabling of an Active Student Organization without an Advisor**

Student Organization staff will disable any registered student organization that does not have an active advisor or whose advisor does not meet the criteria of eligibility identified in the "New Student Organization Registration" section above. Upon confirmation of an inactive advisor, missing advisor, or advisor on sabbatical, Student Organization staff will notify the listed Organizations that are unable to secure an advisor will be disabled until an advisor to the organization is established. Officers of the organization. A notified organization will have 10 business days to secure a new eligible advisor. Members of the organization must contact the staff respective to their campus location to enable the organization for re-registration.

### **Disabling of an Inactive Student Organization**

Student Organization staff will disable any organization that fails to re-register during the annual re-registration process. Members of the organization must contact the staff respective to their campus location to enable the organization for re-registration.

## Deletion of Disabled Student Organizations

Staff will delete any organization profile that has been disabled/inactive for longer than one calendar year. Once an organization profile is deleted, any group wishing to re-start the organization will be required to create a new profile and apply for registration as a new student organization.

## Naming Your Student Organization

Arizona State University recognizes the importance of student organizations in campus life, and encourages student groups to register to gain access to a variety of benefits and privileges. However, registered student organizations remain independent, voluntary organizations and are not sponsored by the University. Registered student organizations may not use “Arizona State University”, “ASU”, or “Arizona State” prior to their organization name as it may imply an official relationship with the University. Student organizations may use the geographical designation “at Arizona State University” or other variations at the end of their name.

## Membership and Officer Requirements

1. The organization must be operated by currently enrolled students of ASU.
2. A minimum of three currently enrolled ASU students is required to register a student organization.
3. Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations.
4. All officers of a student organization must be currently enrolled in one credit hour during the semester(s) in which they are officers.
5. All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as a member.
6. At least one officer must either participate in an organization information session or meet with an appropriate staff person following registration.
7. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

## Starting a Non-profit Organization

ASU’s Lodestar Center exists to advance nonprofit leadership practice so that organizations can better achieve their mission. If you have questions about starting, governing, managing, or operating a nonprofit organization, visit <http://lodestar.asu.edu>.

If you would like to register your organization as non-profit, you must apply with the IRS. For a description of the process, please visit <http://www.irs.gov>

## Events and Space Reservations

No student organization may schedule or sponsor any events during the final exam period.

## Academic Facilities & Classrooms

Send an email request to Classroom Scheduling at [rooms@asu.edu](mailto:rooms@asu.edu) with the following information:

1. Organization Name
2. Requester Name
3. Advisor Name
4. Additional organization members authorized to make reservations

You will be provided with instructions for the web-based reservation system (<https://astra.oasis.asu.edu/astraweb/>). Once the reservation is complete, you will receive a confirmation. PLEASE forward that confirmation to your advisor. Use of academic



facilities is a privilege available to registered student organizations. Food and beverages are not allowed in classrooms. Please be respectful and adhere to all policies to allow for future use of this privilege.

## Sun Devil Fitness Complex

The SDFC at all locations offers reservations for both indoor/outdoor facility spaces. The Sun Devil Fitness Complex will reserve a maximum of two dates per semester for ASU Registered Student Organizations free of charge. Any date after the two free reservations comes to an hourly rate of \$12.50 per hour for each additional date. Reoccurring activity space reservations are only for ASU Sport Clubs, Intramurals, and SDFC Programming.

- Gyms/Racquetball Courts/Classrooms: <https://fitness.asu.edu/content/indoor-facility-rental-form>
- Fields/Sand Volleyball Courts: <https://fitness.asu.edu/content/outdoor-facility-rental-form>
- Pool: <https://fitness.asu.edu/content/pool-rental-form>
- Specialty Rentals: <https://fitness.asu.edu/content/inflatable-movie-screen-rental-form>

## Location Specific Reservations

### Downtown

A.E. England Building, Downtown Phoenix: The A.E. England building is located on Central Avenue in the Civic Space Park. This building can be reserved through the academic facility/classroom process. Food is allowed in this building. There is a \$40/hour charge to use the building on Saturdays or Sundays.

Civic Space Park, Downtown Phoenix: This venue is managed by the City of Phoenix. While this outdoor space can be utilized for special events, use cannot be granted by ASU. Please connect with Downtown Student Organizations for reservation requests – [downtownclubs@asu.edu](mailto:downtownclubs@asu.edu).

Student Center @ the Post Office, Downtown Phoenix: This space provides rooms and common areas for reservations. To reserve space, [an online request form](#) can be submitted. If you have questions regarding this space, contact [studentcenter@asu.edu](mailto:studentcenter@asu.edu).

Taylor Mall, Downtown Phoenix: Taylor Mall is the paved walkway located in between the University Center (UCENT) and Walter Cronkite School (CRONK) buildings and serves as the primary location for tabling Downtown. You can make a reservation for Taylor Mall by submitting an e-mail to [taylormallevents@asu.edu](mailto:taylormallevents@asu.edu).

Sun Devil Fitness Complex (SDFC): Gym, pool, and multipurpose rooms are available for rent. For more information, email [facilityrentals.downtown@asu.edu](mailto:facilityrentals.downtown@asu.edu).

### Polytechnic

Student Union, Polytechnic: Reservations for the Student Union, Cooley Ballrooms, Devils Den, Citrus Dining Pavilion, and Union tabling can be made by submitting a request at <https://eoss.asu.edu/polyunion/reservations>.

Sun Devil Fitness Complex (SDFC): Fields, gyms, pool, and multipurpose rooms are available for use. For more information, email [Jeff.Bricker@asu.edu](mailto:Jeff.Bricker@asu.edu).

### Tempe

Memorial Union and Student Pavilion, Tempe: The MU and Student Pavilion offers meeting/dining rooms with a wide variety of setups and amenities. Additionally, you can work with MU staff to arrange a table or activity on Orange Mall, Cady Mall, Hayden Lawn, or the MU North Plaza. For more details regarding this process, visit the Event and Meeting Services section of the <https://eoss.asu.edu/mu> website or call (480) 965-3406.

### West

The Office of Student Activities & Conference Services (SACS) handles space reservations for meetings, events, and tabling requests for all non-academic space at West. Meeting/Event/Tabling requests for outdoor space, University

Center Building (UCB), Sun Devil Fitness Complex (SDFC), and Verde Dining Pavilion (VDP) can be made by visiting the Student Activities & Conference Services website (<https://eoss.asu.edu/sacswest>) or by contacting the SACS team at 602-543-6285. The space reservation system does require student organizations to create an account which can take 24-48 hours to become fully activated. Please work with the SACS team to ensure successful activation of your account when reserving space on campus for the first time.

## Sound Guidelines

Policies seek to strike a balance between the needs of the students to program in active spaces at Arizona State University, and the needs of the surrounding classrooms, offices, and other spaces to fulfill their academic mission. If you are planning an on-campus event that may include amplification, be sure to contact your local student organization office for more information on sound amplification guidelines. Policy violations not only put your organization at risk, but all programs that utilize on-campus space for programming.

## Media/Audio-Visual Services and Equipment Rentals

Various types of equipment are available for student organization usage at events. Requests can be made through the following contacts:

- Downtown: Work with the student organization office to reserve any media by emailing [downtownclubs@asu.edu](mailto:downtownclubs@asu.edu)
- Polytechnic: Specify when making the reservation at <https://eoss.asu.edu/polyunion/reservations>.
- Tempe: Event and Meeting Services has some equipment available to student groups. Contact 480-965-3406 or [mureservations@asu.edu](mailto:mureservations@asu.edu)
- West: Contact Student Activities & Conference Services (SACS) at [sacs.oa.west@gmail.com](mailto:sacs.oa.west@gmail.com)

Additional equipment may be available at a cost through PAB Production <https://eoss.asu.edu/pab/event-support>

## Food and Catering

Arizona State University departments and student organizations must use authorized catering services for on-campus events. Due to liability issues, it is imperative that individuals representing ASU through university functions ensure that all risk management concerns are addressed by securing approved catering services as outlined in the following information. Details and additional links are available at [https://eoss.asu.edu/mu/plan\\_event/food](https://eoss.asu.edu/mu/plan_event/food).

## Food Waiver

Occasionally, events involve special requirements that cannot be fulfilled by ASU contracted caterers or approved caterers. In such instances, Food Exception Request Forms and vendor proof of insurance are required from event organizers. The Food Exception Request form can be found at [https://eoss.asu.edu/mu/food\\_exception\\_request\\_form](https://eoss.asu.edu/mu/food_exception_request_form). A food waiver must be submitted 14 days in advance of the event. Examples of exceptions include: food that was donated or a special menu item not offered by Aramark/Sun Devil Dining.

A food exception request is not required for food purchased from the retail outlets located on campus. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

## Food at Events

No home prepared food or drink is allowed at campus events sponsored by student organizations. Individual students are allowed to bring their own brown bag or lunch box meal. However, they may not supply homemade food to others.

## Aramark/Sun Devil Dining

Aramark can provide a variety of services for your organization, from light refreshments to elegant dinners. Arrangements should be made at least two weeks prior to your event. Aramark staff can help you plan a menu to fit your program and your budget.

Aramark is the exclusive caterer contracted to provide food at the following Arizona State University locations:

- Residence Halls: Downtown Phoenix, Polytechnic, Tempe

- Student Center at the Post Office: Downtown Phoenix campus
- Citrus Dining Pavilion & Student Union: Polytechnic campus
- Memorial Union, Student Pavilion and Old Main: Tempe campus
- University Center Building & Verde Dining Pavilion: West campus

## Aramark Contacts

### Downtown Phoenix Campus

602.496.6707

[ASUCateringDowntown@gmail.com](mailto:ASUCateringDowntown@gmail.com)

### Polytechnic Campus

480.727.1440

[ASUCateringPolytechnic@gmail.com](mailto:ASUCateringPolytechnic@gmail.com)

### Tempe Campus

480.965.6508

[ASUCatering@gmail.com](mailto:ASUCatering@gmail.com)

### West Campus

602.543.3662

[ASUCateringWest@gmail.com](mailto:ASUCateringWest@gmail.com)

## Additional Food Contracts

- Atlasta Catering is contracted to provide food at University Club, Tempe campus and Walter Cronkite School of Journalism at the Downtown Phoenix Campus
- Sodexo Sports and Leisure is contracted with Sun Devil Athletics
- For Catering at Gammage Auditorium and Kerr Cultural Center, contact ASU Public Events at 480-965-5062.

## Organizational Funds

### Student Fee Funding

Arizona State University campus based students pay an activity fee that is re-distributed for events and activities. Please note that the funding allocation process for undergraduate student organizations is unique to each ASU campus based on the process identified by their local Undergraduate Student Government (USG). Any graduate student organizations should approach the Graduate and Professional Student Association (GPSA) for funding.

More specific information regarding this funding process is available online at the following sites:

- USG Downtown: <http://www.usgdowntown.com>
- USG Polytechnic: <http://www.usgpoly.com/>
- USG Tempe: <https://www.asuusg.com/club-funding>
- USG West: <https://eoss.asu.edu/usgw/funding>
- GPSA: <http://gpsa.asu.edu/support/gso-funding>

## Fundraising & Financial Management

Many student organizations choose to hold fundraisers to obtain additional money. Whether the proceeds will be given to a charity, used for a specific function, or deposited into an off-campus account, be aware that there are some specific guidelines organizations will need to follow when raising funds on campus.

Organizations must have ownership of all activities (i.e. a representative of the organization must be present the length of the activity, and a banner with the organization insignia should be prominently displayed). All relevant university rules and regulations, as well as federal, state and local laws must be followed. Failure to comply with these may result in Student Code of Conduct disciplinary action against the organization and/or specific individuals. It is strongly encouraged for organization members to fulfill [Cash Handling Training](#) prior to conducting a fundraiser.

### Fundraising Events with Alcohol

No student organization may sponsor or co-sponsor an event with alcohol or with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purpose of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of the Alcohol Policy.

## Raffles

The Arizona Attorney General has determined that ASU and its departments and administrative units are **NOT** permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket and everyone has an equal chance of receiving it. Any group planning a raffle should be familiar with the law related to this activity and should contact the Office of the Arizona Attorney General for additional information. For ASU policies concerning gambling and hosting casino nights and more information, visit <https://ogc.asu.edu/gambling-raffles>

## Contracts

If your organization is thinking of hiring a vendor, bringing in a guest speaker and/or artist, or contracting with a venue, student leaders are encouraged not to sign legally binding documents. You and/or your organization will be personally liable for fulfilling the terms of agreements should you choose to sign the contract. If your organization is pursuing university funds to pay for goods or services that you have signed – all provisions, statuses and policies that pertain to ASU Use of Funds will apply. If you have questions, reach out the Student Organizations office.

## Misuse of University Assets

Misuse of university assets is a violation of policies of the Arizona Board of Regents (ABOR), the Academic Affairs Policies and Procedures Manual (ACD), the Staff Personnel Policies and Procedures Manual (SPP), the Student Code of Conduct, and other policies of the university (collectively “board and university policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the university, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of university assets.

Disciplinary action against employees or students for misuse of university assets will be pursued under one or more of those policies, using the procedure applicable to that category of employees or students in connection with those policies. The policy is available at <http://www.asu.edu/aad/manuals/acd/acd123.html>.

## Sales and Solicitation Regulations

Student Organizations are permitted to sell items on campus for organization fundraising. Food is rarely allowed to be sold on campus due to existing university food contracts, along with health and safety regulations. Be sure to consult with your student organization office in advance to ensure that the activity is within the university policies. This process does require advanced planning.

Have procedures in place for:

- Inventory control – controlling access to inventory, issuing items to be sold, verifying quantities of unsold items returned, physical inventory counts, ordering merchandise, and receiving purchases
- Revenue control – safeguarding assets under your control, receiving sales proceeds, reconciling cash and sales, and depositing sales proceeds
- Accounting – verifying deposit of proceeds, verifying the accuracy of inventory receiving, preparing vouchers, reviewing physical inventory results, preparing financial reports, and reconciling change in inventory
- Authorization – approving invoice payment and reconciliations and reviewing asset variances

Student organizations wishing to conduct sales of food or beverages on university property must receive approval prior to the sale, and are responsible for meeting all health and safety regulations.

## Bank Accounts

Monies obtained from dues, fundraisers, sponsorships or donations should be deposited in an off-campus bank account. An off-campus bank account is not held to the policies of the University, the University does not take any responsibility in the management of your off-campus account. It is the responsibility of each student organization to track expenses and keep record of the account number, balance, or the approved officer signers. Any money received from Undergraduate Student Government or the Graduate and Professional Student Association, or a University department may not be deposited into an off-campus account.

The organization operates in the name of the entity and not in the name of the individuals who are part of the organization. Student organizations are strongly discouraged from depositing student organization money into an individual member's personal account. Business records should be maintained in the organization's name, not in the name of an officer. Keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

Designate two or more members to be authorized to withdraw funds from your account. Ideally, checks and withdrawals should require two officers' signatures to be valid. This reduces the risk of any unauthorized expenditures.

Financial institutions will require that authorized signers are kept current. If the signers have left their position or the university, your organization will experience a delay in withdrawing funds. Changes to the organization's account must be in writing to the financial institution from the current authorized signers. Contact your financial institution to find out how they process a change of signers. Most require that at least one of the current signers authorize the change. Advisors are welcome to be listed as an authorized signer, if they so choose.

If appropriate, student organizations are responsible for filing. Often times, student organizations do not earn enough income to require filing federal income tax. Please refer to the IRS website for more information, <http://www.irs.gov/>.

Most banks allow organizations to set up accounts under the organization's name. Typically, your organization must provide:

1. Proof that the organization is an official registered student organization. You can verify if your organization is registered by completing a search for your club at [www.asu.edu/clubs](http://www.asu.edu/clubs). If your organization is found, it is registered.
2. Two or more co-signers with photo ID, one of whom could be the club advisor (for transition purposes);
3. A copy of your club's official constitution and meeting minutes with signatory identified
4. An Employer Identification Number (EIN) on file with the Internal Revenue Services.

## **Tax Identification Numbers (TIN) or Employee Identification Numbers (EIN)**

The United States Treasury Department and the Internal Revenue Service require an organization to disclose its TIN/EIN when opening any type of deposit account. To obtain an off-campus bank account, you will need this number. Registered student organizations at ASU cannot use the University's TIN/EIN. For more information, visit the IRS website at <https://www.irs.gov/>.

In applying for a TIN/EIN, the organization officer who is listed as the executor of the number will be required to provide his/her social security number. When transitioning between officers, it is recommended that the executor of the TIN/EIN be switched as well. This will protect the outgoing officer and ensure that his/her name is not associated with the account after he/she leaves office.

## **Copies and Mail**

Student organizations may be offered a limited number of copies per semester as a registered student group. Number of copies varies depending on campus location and whether the copy is black and white, or color.

- Downtown Phoenix: Copies can be made at the student organization office front desk (POST L1-15)
- Polytechnic: Copies are NOT available with the student organization office.
- Tempe: Copies are NOT available with the student organization office. Small packages and mail can be delivered to the Student Organization Office. All mail that is not picked up by the end of each semester will be delivered to the campus address of the primary advisor listed in SunDevilSync.
- West: Marketing requests larger than 8.5 by 11 may be obtained in limited quantity in sizes up to 24 by 26 inches at the Office of Student Engagement.

## **SunDevilSync**

[SunDevilSync](#) helps clubs manage membership and improve communication within their organization as well as with student organization staff. SunDevilSync also offers student organizations an array of online options including:

- A customizable page for your organization where you would be able to post upcoming events and meetings, your organization mission, welcome message etc. (much like a webpage).

- Improved communication within members through wall posts, mass text messaging and discussion boards.
- Storage of important organization files including your constitution and bylaws, meeting minutes, sponsorship information, notes from past events, etc.
- Better organization, through event and meeting tracking (attendance tracking), distributed news and to-do lists, and paperless forms.
- Improved membership and retention. Inviting new members to join is as simple as a click of a button. This is also a great tool to keep in touch with graduated members.

## Movies/Film for Club Events

Video tapes, DVDs, or downloaded video that is available for rental or purchase are for home viewing purposes only. This means they can only be viewed in your private living spaces (e.g., residence hall room, apartment, or private residence). Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film typically costs between \$300 and \$1,000 per showing for popular titles from major movie distributors. If you are interested in showing a movie, please contact your campus Student Organization Office.

## University Policies

### Hazing Policy

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the university.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any student organization that is affiliated with the university and;
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Student Organization” means any team, association, order, society, corps, cooperative, club, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university. “Student Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

(<http://www.asu.edu/aad/manuals/usi/usi104-03.html>)

### Alcohol Policy

The following procedures are required for student organizations in regards to hosting events with alcohol:

- Student organizations must be in compliance with all federal, state, county, city and university regulations (including STA 106–03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; DPS 202–03: Sales and Service of Alcoholic Beverages on Campus; STA 104-01: Student

Code of Conduct and Student Disciplinary Procedures) as well as any national organization alcohol/risk management policies that apply.

- A third-party vendor must be hired to provide, serve and distribute alcohol at all events/activities.
- Events with alcohol may only be hosted during the academic year. No events shall take place during Winter Break, Spring Break or Summer Session.
- No organization should benefit financially from the sale of alcohol at any event.
- No organization should purchase alcohol with organization funds, nor may a member or members, on behalf of the organization, coordinate the purchase of alcoholic beverages.
- No “open” activities/events (those with unrestricted access) including alcohol should be held.
- The guest to member ratio at any event should not exceed 3:1.
- The hosting organization will provide one member per every ten persons in attendance at any event who will abstain from consuming alcohol.
- Each activity/event involving alcohol must be planned and approved by the Organization President and Primary Advisor 14 days prior to the scheduled event. A sufficient event planning checklist (created by organization) should be completed.
- The guest list should be finalized 24 hours prior to the event. The activity/event guest list should be typed and available throughout the event. The guest list will then be filed properly.
- Security should be finalized at least 14 days before the event depending on the size or nature of the event. The hosting organization should consider employing at least one officer from an accredited law enforcement agency as event security. Security guards from licensed, bonded security companies will be acceptable for the remaining security personnel.
- All guests should have a student ID, driver’s license, or other form of government issued identification. No person under the age of 18 should be permitted into the event without an Arizona State University-issued ID. A Student ID shall not be used in lieu of a government issued ID to establish an individual’s age or date of birth.
- Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug, or possession of drug paraphernalia that would violate the law is prohibited at all events.
- The host organization shall make available adequate amounts of non-alcoholic beverages and food throughout the duration of the activity/function.
- There are to be no drinking games played at an event at any time.
- Should any individual need medical attention, call 911 promptly. If in the course of an event/activity should an incident requiring medical attention or police involvement occur, the event should be terminated and your advisor should be notified.
- Alternate transportation information shall be easily accessible to all activity/event attendees.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

## Grievance Policy

A disciplinary investigation may be initiated by submitting a written referral to the Dean of Students. The Dean also may initiate an investigation based on media reports or other reliable information. The office will accept any complaint that is provided in writing, such as email, fax, mailed letter, etc.

Complaint against a student organization: Below are steps to file a formal complaint against a student organization:

- The concerned party should file a complaint with the student organization staff and document the situation.
- The student organization staff will contact the organization’s advisor and ask for a recommendation on the situation;
- If necessary, the student organization will be referred to the Student Rights and Responsibilities Office for code of conduct issues.
- The following Campus Community Incident Report may be submitted to the Office of Student Rights and Responsibilities: [https://eoss.asu.edu/sites/default/files/Incident\\_Report.pdf](https://eoss.asu.edu/sites/default/files/Incident_Report.pdf)

Complaint against an advisor: Below are steps to file a formal complaint against an advisor of a student organization:

- Student should file a complaint with the student organization staff and document the situation.
- The student organization staff will review the complaint and follow-up with the appropriate individuals.

## Student Rights and Responsibilities & Code of Conduct

Arizona State University Student Rights & Responsibilities Office information can be found here:

<https://eoss.asu.edu/dos/srr>

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. The Arizona Board of Regents Code of Conduct can be found here:

<https://eoss.asu.edu/dos/srr/codeofconduct>

## Freedom of Expression

ASU recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University's commitment to free speech is available on the Committee for Campus Inclusion website at <https://provost.asu.edu/ci>.

## Insurance Policy

In most cases, ASU does not provide insurance for student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

If the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance by contacting ASU Insurance Services at 480-965-7700 for guidance.

## Clery Act

ASU student organizations are required by law to report building use and use of space within a building under the Jeanne Clery Act, and records showing use must be retained. The organization advisor and first officer will receive a request from the Clery Compliance Coordinator to provide building use information for the applicable calendar year. Federal law requires the organization to report:

- Any building owned and used for the institution's educational purposes.
- Any building controlled and used for the institution's educational purposes.
  - i. Travel. Example: Hotel stays. Must report if organization stays at location for more than one night or on more than one occasion within the calendar year.
  - ii. Events and Activities. Examples: Banquet hall for event, apartment clubrooms for meetings. Must report if organization uses same facility for more than one day or on more than one occasion within the calendar year.
  - iii. Off-Campus Housing. Examples: Condos, apartments. Must report if organization uses or occupies the space for more than one day or on more than one occasion within the calendar year
  - iv. Off-Campus Office Space. Example: Organization headquarters. Must report if organization uses or occupies the space for more than one day or on more than one occasion within the calendar year.

*Educational Purposes* is defined as anything that supports the education provided by Arizona State University and is not limited strictly to the academic purposes of the institution. This may include, but is not limited to, an organization's recreational events or living quarters set aside for organizational members only.

*Controlled by* means your organization directly or indirectly rented, leased, reserved, purchased, or had some other type of written agreement (including an informal one, such as a letter or an e-mail) for the use of a building or property, or a portion



of a building or property. Even if there is no payment involved in the transaction, for Clery Act purposes, a written agreement for the use of space gives your organization space for the time period specified in the agreement. This includes, for example, housing such as condos or apartment units, but would also include meeting space, apartment club rooms, hotel rooms when traveling, etc. The key is that a written agreement was in place allowing your student organization to use the space. (Locations on any of the ASU campuses are omitted because they are already captured in the Clery report.)

The records should include, at a minimum, the following information:

- Name of the location
- Address of the location (individual room numbers not needed)
- Dates of building use (ownership or control)

## University Logos, Marks, and Images

### Advertising and Posting Policy

- All advertising must be factual, and should not mislead or misrepresent the real nature of event, activity, service, or commodity advertised.
- Advertisements posted on University property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the University.
- All advertisements must bear the names of the sponsoring organizations.
- Advertisement must be removed in a timely manner.

Materials may be posted on kiosks around campus without prior approval. Materials may be posted on bulletin boards or message boards inside buildings subject to the requirements of the department or unit that maintains the board. No materials may be posted or placed in or on any other objects or surfaces, including vehicles, buildings, classrooms, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, or sidewalks. Students, student groups, or organizations that violate this policy may be subject to sanctions under the *Student Code of Conduct*. ASU Police Department also may cite individuals who violate this policy for violations of Arizona law.

Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception that of materials that contain illegal content or that violate university or Board of Regents' policies. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization. This University policy can be reviewed at <http://www.asu.edu/aad/manuals/pdp/pdp208.html>

### Trademark and Licensing Regulations

All logos, seals, names, symbols and slogans associated with Arizona State University are trademarks and are the exclusive property of Arizona State University. Any individual, organization, or company wishing to use Arizona State University's logos and trademarks must obtain the right to do so in writing from the university. ASU Trademark Management is responsible for protecting the use of Arizona State University trademarks and for licensing commercial use of these trademarks.

Sparky, the official ASU mascot, can be used by registered student organizations. Sparky is a recognized trademark of the Arizona Board of Regents. Sparky must not be redrawn or modified in any way. Please consult the Graphic Standards Manual (<https://brandguide.asu.edu/>) for guidelines.

### Logo Requests

Student organizations may use Sparky on fliers or t-shirts by following steps outlined below:

- First contact the student organization staff at the location of the organization's registration.
- Student organization staff then determines if the student organization is registered.
- If registered, the student organization staff communicates this information to the Trademark Management office.
- The Trademark office will then provide the download to the student organization/club.

Students and student groups may not use the ASU sunburst logo or the seal. The University reserves the ASU sunburst logo for institutional uses and the seal of the University for official and ceremonial uses. Uses and modifications of the University's trademarks are governed by the Arizona State University Graphics Standards manual available at [www.asu.edu/gsm](http://www.asu.edu/gsm). The official ASU Pitchfork logo is reserved for use by Sun Devil Athletics and may not be used by any other entity including student organizations.

For additional information about use of the University logo, word mark, signatures, and/or mascot, please contact the Trademark Licensing Office at (480) 727-7848 or (480) 727-2124 or by emailing [brandcouncil@asu.edu](mailto:brandcouncil@asu.edu).

## Student Organization Travel

Student organizations travel for many purposes including retreats, conferences, competitions, and social events. ASU recognizes that travel is integral to students' collegiate experience and can be extremely beneficial to advancing the mission of the organization. However, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel.

### Chartering a Bus

Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with several different companies. Contact information can be found at the following website:

<https://cfo.asu.edu/purchasing-sunmart-bus> .

### Use of Personal Vehicle

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:

- Drivers and passengers are expected to follow University policy and federal, state, and local laws and posted signs.
- Drivers must have a valid operator's license.
- Drivers must possess adequate auto insurance as required by law.
- Drivers must possess current vehicle registration.
- Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
- Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
- Drivers should take considerable care to allow for adequate rest periods and drive times.
- Drivers should take care to assess the safety of the vehicle they are driving.
- Drivers and passengers should have proper communication and emergency plans in place.

Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is prohibited at Arizona State University. Student organizations, faculty and staff are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.

### Guidelines for Student Organization Travel Outside the United States

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student organizations that wish to travel outside of the United States should consult with staff from the Student Organization Staff.

### Student International Travel

Arizona State University now provides a secure system for students traveling outside the United States and its territories to record ASU-related international travel plans. This service, provided by the Study Abroad Office, supports emergency communications and gives registered travelers access to valuable international health, safety and security resources.

#### Who is required to register travel?

Per the [ASU Student International Travel Registration policy](#), all ASU students (and faculty/staff members accompanying ASU students) participating in ASU related travel outside of the United States and its territories. ASU related international travel includes, but is not limited to the following activities:

- Research, [experiential learning](#) (e.g., international internships, co-ops, volunteering, service-learning), independent study done abroad or any other international travel that is part of an ASU class or for which the student receives ASU resident credit
- International travel sponsored by or affiliated with ASU or an ASU student organization (this applies to both affiliated and independent student organizations registered with [EOSS](#))
- Any other international travel by students for the purposes of officially representing ASU, such as participation in an academic or professional conference

### What are the benefits of registering?

- Travel intelligence. Access mobile-ready international travel intelligence and expert risk analysis and advice - before and during your international travel.
- Emergency communications. Access 24/7 ASU emergency response services and enable ASU to reach you in the event of an emergency.
- International health insurance. Get covered by ASU's [international health insurance](#), which includes emergency evacuation in the event of political instability or natural disaster.

## Risk Management

Student organization officers and advisors often act as a liaison to between the organization and the university. Thus, student officers must consult with their advisor and campus engagement staff when planning an event or activity. If you have concerns about a planned event or activity, please consult with the student engagement office at your campus so that they may provide assistance to you or the student organization.

While there is little ability to remove all risk from student organization events and activities, there are several ways in which an advisor or engagement staff can mitigate potential risks. Some suggestions are:

- Identify risks that relate to the event or activity
- Clarify the needs and expectations of intended outcome of the program
- Ensure student organization leaders have submitted all necessary forms and have notified proper administrators of the event or activity
- Prepare for all scenarios that could cause potential risk or harm to property and event attendees
- Encourage organization leaders to consider all risks in regard to the signing of contracts, and ensure they are clear about their liability and responsibility for all aspects of signed contracts
- Provide clear communication with all students involved in planning the event or activity.

## Medical Emergency Procedures

1. If the emergency takes place **on-campus**, call 911 to be connected to the ASU Police Department
2. If the emergency takes place **off-campus**, call 911 to be connected to the local police department.
3. Send one person to call for help and be sure to keep at least one person with the injured person.
4. When speaking with a dispatcher, security or police officer, you should:
  - Provide the exact location, building, and room number where the injured person is located.
  - Remain on the phone with the dispatcher until help arrives
  - Know the phone number you are calling from

If anyone is transported to a hospital or medical facility for treatment, please notify the ASU Dean of Students Office and an engagement staff member at your campus.

## Student Leadership Development

Consistent leadership is critical to the development and success of the organization. High performing organizations positively impact the campus community. To ensure a proper balance of leadership, each organization is required to maintain least three officers within their leadership structure. It is suggested that organizations review their constitution and other governing documents regularly to ensure procedures regarding membership, elections, and appointments are up-to-date.

To support the development of student leaders and advisors, engagement staff offer several educational workshops and conferences during the academic year. Advisors and student leaders receive e-newsletters detailing upcoming learning opportunities; events are also posted on SunDevilSync.

## Transitioning Leadership

The period for leadership transition often comes at busy time of the academic year for students. However, an intentional and clear process for transition of leadership is critical for the continual success and survival of the organization. Student officers can lead a smooth transition by doing the following:

1. Review the Student Organization Handbook
2. Update the organizations profile on SunDevilSync
3. Share/Transition access to electronic portals and documents
4. Share/Transition access to bank organization bank account
5. Introduce incoming leaders to key contacts and partners
6. Conduct an end of the year review or evaluation
7. Connect with your organization advisor

## Additional Resources

In addition to the staff located on each campus, please feel free to utilize the campus resources below. In addition, please refer to the Student Organization Handbook for resources and policies related student organization activities (i.e. registration, room reservations, food policies, club funding, general policies, etc.).

ASU Student Code of Conduct: <https://eoss.asu.edu/dos/srr/codeofconduct>

ASU Student Organization Handbook: <https://eoss.asu.edu/clubs/orgs>

ASU Counseling Services: <https://eoss.asu.edu/counseling>

ASU Police: <https://cfo.asu.edu/police>

ASU Disability Resources: <https://eoss.asu.edu/drc>

Graduate & Professional Student Association: <http://gpsa.asu.edu>

Undergraduate Student Government (USG)

- USG Downtown: <http://www.usgdowntown.com>
- USG Polytechnic (Student Fee Allocation Board): <http://asasup.asu.edu>
- USG Tempe: <https://www.asuusg.com>
- USG West: <http://asu.orgsync.com/org/usgw/>

\*For an extended listing (and links) to important ASU resources, visit: <https://eoss.asu.edu/resources>