September 2013

Dear Student Leader,

Congratulations on being appointed to lead your student organization for the upcoming year. We know you have the passion necessary to lead and make positive change on campus. We hope you will use this handbook as a reference throughout the year.

We understand that expectations of student organizations are high, but remember that you are not alone! The staff members in Student Involvement and Leadership are here to help you. We offer support and guidance in planning events and member recruitment, as well as leadership development programming to assist you and your organization contribute to a thriving and engaging campus life experience at Saint Mary’s College.

As you begin your journey, we hope that you will strive to grow your membership, encourage and develop opportunities for collaboration, and effectively manage your finances. We look forward to working with you this year!

Go Gaels!

Eté Martinez Anderson  
Assistant Dean of Student Life

Sarah Crass  
Assistant Director – SIL
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# Contact Information

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<td>Associated Students Vice President for Finance</td>
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<td>ext. 4852 (Sarah)</td>
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<td>Delphine Lounge Reservations</td>
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<td>Events and Conferences</td>
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<td>Media Services</td>
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<td>Facilities Services</td>
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<td>Sodexo Food Services/Catering</td>
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What is Student Involvement and Leadership?

Student Involvement and Leadership is a department within the division of Student Life. SIL advises and mentors the Associated Students and works collaboratively with all branches of ASSMC (Executive Council, Senate, Judicial Tribunal, and Campus Activities Board) to address student needs and concerns.

MISSION:
The mission of Student Involvement and Leadership is to cultivate opportunities for student leadership, meaningful relationships, and life-long learning by providing a dynamic environment while responding to diverse student interests.

WE VALUE:

Relationships and Inclusive Community
- SIL offers a safe, comfortable, and inviting space to engage students in their success and growth
- SIL affords students opportunities and experiences to foster communities of mutual respect, and to develop meaningful relationships with members of the College community
- SIL affirms students in the use of their talents and skills in the service of others

Student Ownership and Empowerment
- SIL responds actively to the interests of students
- SIL advances student issues and concerns
- SIL includes supportive structures for student owned initiatives

Collaboration and Cooperation
- SIL creates collaborative partnerships to strengthen the overall College community
- SIL provides professional staff who advise, advocate, and encourage best practices to student and College programs

WE DEFINE LEADERSHIP AS:
A process of people together attempting to benefit the common good. It is guided by individual growth, personal commitment, collaboration, service to others, respect for all, and civic engagement.

SIL ASSISTS STUDENT GROUPS WITH:
- Event planning, meeting structure, and organizational operations
- Group development - such as team building, retreat planning, and member recruitment and retention
- Offering individualized training and development on topics such as team building, conflict management, and communication skills
- Locating performers, and speakers as well as suggesting icebreakers and team building activities
- Providing resources and support for student organizations’ faculty/staff advisors
Frequently Used Terms for Student Organizations

**Club:** A student-led group that promotes activism/service, academics, special interest, media, and/or diversity. Club membership must be non-exclusive and open to all undergraduate students. Club leadership is elected annually by members in accordance with the group’s constitution.

**Chartered:** A group of students may apply to the Associated Students for a Club or Media charter. If approved, the group is then recognized by ASSMC, and is eligible to apply for student activity fee funding through the annual budget allocation process and the as-needed programming, professional development, and technology funds administered by ASSMC.

**SPOT:** SPOT (Student Programming Organization Tool) is an online system where student clubs apply for registration, register events, communicate with existing and potential members, and communicate with SIL. Students who are not already members of a club can also express interest in joining, or join a club via the SPOT software. For questions regarding SPOT, please contact the ASSMC VP for Organizations or a SIL staff member.

**Allocation:** The annual process of applying for funds from ASSMC. Being an allocated organization means that the organization is guaranteed funding for certain programs, professional development opportunities, or other needs for the year. The organization will not need to apply to the programming, professional development, or technology funds unless requesting funds for a separate project. Allocated funds are non-transferrable and clubs may not request additional funding for an allocated project.

**Organizations Committee:** This term refers to the group of students appointed/selected by the VP of Organizations to assist with club chartering, probation, and the new organization process. The Organizations Committee may hold disciplinary meetings with clubs prior to a referral to the Judicial Tribunal.

**Finance Committee:** This term refers to the group of students appointed/selected by the VP of Finance to assist in the annual budget allocation process, as well as regularly reviewing proposals to the programming, professional development, and technology funds.

**Diversity Organization Council (DOC):** This term refers to all clubs that have self-selected as diversity organizations. DOC membership is available/renewable in the spring semester.

**Organization Meeting:** This term refers to the mandatory monthly meeting of all registered clubs, with the exception of clubs who identify as members of DOC.

**All Organization Meeting:** This term refers to joint meetings of DOC and other campus clubs.
Event Planning at SMC

Event Planning Form
All events must begin with the Student Event Planning Form which is available online through SPOT. An event must be approved by a club representative, the organization advisor, and SIL. The online Event Planning Form contains sections for fundraising, co-sponsorship, and contracts if applicable. Although you are not able to request a room, media services, or tables via SPOT, there are embedded links in the form, which allow you to simultaneously request these services if needed. After the event is approved by a SIL staff member, you will receive an email notification and planning for the event can proceed.

- NOTE: For large scale events and events with a total cost over $500, the organization will be asked to attend a planning meeting with the Student Organizations Committee and/or SIL to discuss event logistics.

Room Reservation Request
The online Facility Reservation Request Form must be used when booking for all events or meetings taking place on campus. The form is available online at http://smcnet.stmarys-ca.edu/college_services/events_and_conferences/request/form.html AND is also included in the SPOT Event Planning Form. This form must be completed four weeks prior to the event or meeting. Please note that your room reservation request will not be granted until the Event Planning Form has been submitted and approved. However, it is recommended that you fill out this form early in order to increase chances of getting your first choice of room. Please be aware that your preferred time and location may not be available.

- Be sure to mark the “student” line on the form or your request will be denied.
- If you do not receive an email confirmation of your room reservation, you DO NOT have the room. Call x4030 or check the online master calendar to confirm your room reservation.
- For events including alcohol, please see the Events With Alcohol Policy on Page 24.

Media/Technology Services Request
The online Media Services Request Form is available at https://smcnet.stmarys-ca.edu/college_services/cats/services/media_services/service_request_form/mr_form.php AND is also included in the SPOT Event Planning Form. Please note that Media Services needs at least 72 hours notice to be able to provide the equipment requested. Also all requested media might not be available.

- If you do not receive an email confirmation of your reservation, your request may not have been received. Call x8617 for more information.

Event Setup Request (Work Order)
A Work Order is required for all events outside of the Soda Center. Information on Event Setup Requests, and the request form can be found at http://www.stmarys-ca.edu/facilities-services/moving-and-set-up-service-requests-for-events.
**Sodexo Catering**
The Student Organization Catering Form is available in Student Involvement and Leadership. Forms should be completed and submitted to Sodexo at least four weeks prior to the event. Sodexo will contact SIL/ASSMC for approval and will then place the order. Please confirm the accounts and payment method for catering with the VP for Finance before placing a catering order.

**Contracts**
A contract is required for ANY outside service (DJ, vendor, guest speaker, comedian, performer, etc.) regardless of whether or not guest/services require payment. The online Event Planning Form will prompt the organization to enter information regarding guest performers or vendors if applicable. Due to the amount of time required to process a contract, contract forms WILL NOT be accepted unless submitted at least four weeks prior to the event. If an organization brings a vendor, speaker, or performer to campus without contract approval, the club will be referred to the Student Organizations Committee for a disciplinary meeting.

Before starting a contract, gather the following information:
- Name of artist, performing group, vendor, or speaker.
- The name of the individual representing the performer or artist (if applicable).
- Date, performance time and length, location, and description of the event.
- Amount of payment (if applicable)
- List of items and services the college is providing (i.e. hotel, meals, stage).
- List of items and services the artist/vendor is providing (i.e. performance length, materials, equipment).
- Name of the person or organization receiving payment.
- Contact information (address, phone number, email, and fax) for the individual signing the contract.

*The Assistant Director of SIL (or IC staff for DOC clubs) is available to help organizations with contracts. Please email Sarah at stc2@stmarys-ca.edu or call x4852 to make an appointment to discuss contracts.*

*In rare circumstances when the college’s standard contracts are inadequate or are not appropriate (hotel reservations, retreat sites, ropes courses, etc.) the contract of the individual or organization providing the services may be used; please speak with the Assistant Director of SIL before starting any contract.*

**Evaluating Events**
Evaluating events is important for student groups to determine which events are successful and what, if anything, is needed to improve future events. In some cases the Student Event Evaluation Form is required, but we recommend that all groups use this form following each program as a way to revisit the event and maintain records for future leadership.
Event Planning Timeline

This comprehensive timeline includes all forms and financial processes. If you have questions regarding the event planning timeline, please speak to the ASSMC VP for Organizations, VP for Finance, or a SIL staff member.

Four Weeks Prior to the Event

• Event Planning Form must be submitted (includes co-sponsorship, fundraising, contracts and links to media and room reservations.) **It is highly recommended that you fill out these requests at the same time.**
  - Room Reservation Request
  - Media Request (if applicable)
  - Facilities/Room Set Up Request (if applicable)
  - Contract information (if applicable)
    - Collect all the necessary information for completing the contract (see above).
    - Fill out the contract request information in the Student Event Planning Form. Contracts will be created by SIL and emailed to the performer/vendor/artist.
• Funding Proposal: If a club is planning to request funds from the Finance Committee, a Programming or Professional Development fund proposal must be submitted to the VP for Finance at least four weeks before your event. **NOTE:** These forms are online on SPOT but you must still fill them out and submit to the VP for Finance’s mailbox in SIL by the deadline.
• Catering forms should be filled out with an appointment scheduled with Sodexo (if necessary).

Two Weeks Prior to the Event

• Catering form should be returned by Sodexo and approved by ASSMC and SIL.
• Any Cash Advance Forms must be submitted.
• Any Check Requests must be submitted.
• Event advertisement should be finished, printed, and posted.
• All orders for the print shop should be submitted.
• Contracts information (if applicable)
  - After receiving a signature from an appropriate Saint Mary’s representative, a copy of the approved contract will be placed in the club’s mailbox in SIL. **If your speaker/performer/artist does not require payment - no further action is needed.**
  - If payment is required, work with the ASSMC VP for Finance to submit a check request. A copy of the completed contract and a valid W9 form should be submitted with the check request.

One Week Prior to the Event

• Confirm with the ASSMC VP for Finance that checks will be ready on the date of the event.
• Double check for room reservation confirmations, media/technology confirmations, and room setup confirmations.
• Create a day-of event timeline and assign club members to specific tasks.

Two Weeks After the Event
• Expense Reports are due (including Cash Advance information).
• Event Evaluations and possible debrief with Student Org Committee must be scheduled.

Marketing and Promotion of Events

Posters and Flyer Approval
All posters must be approved and stamped by a SIL staff member. Remember to include the time, date, sponsoring group, contact phone number/email, and event name. Please contact SIL at x4704 or sil@stmarys-ca.edu, or drop in for more information.
• Advertising materials that have not been approved will be torn down.
• All approved postings must be removed within forty-eight hours of the event. Failure to remove materials will result in a referral to the Student Organizations Committee and a potential fine to the sponsoring organization.

Printing Fund/SIL Copying
The Associated Students has set aside funds for student organizations to make copies of fliers and posters. Organizations can make up to 25 copies by dropping off their originals at the front desk in SIL. The organization should specify their color and size choices for the SIL staff. Copies will be ready to pick up in the organization’s mailbox within 24 hours from drop off.
Student Organization Finances

Being a member of a chartered ASSMC Organization has many benefits, but it also comes with great responsibility. The following is a brief description of some of the financial responsibilities and guidelines for allocated and Non-allocated organizations.

Allocation Process
All chartered student organizations may apply for allocated funds in the spring of each year. Being an allocated organization means that the organization is guaranteed funding for certain programs, professional development opportunities, or other needs for the year. The organization will not need to apply to the programming, professional development, or technology funds unless requesting funds for a separate project. Allocated funds are non-transferrable and clubs may not request additional funding for an allocated project.

If an organization has not previously been allocated, that does not mean the organization may not apply for allocation the following year. It is the goal of ASSMC and the Finance Committee to encourage all clubs to request allocation each year.

Allocated organizations
1. Allocated organizations will submit an operating budget request for the upcoming academic year in March and set up an Annual Review appointment with the VP for Student Organizations and the VP for Finance. The ASSMC Finance Committee will assign a budget passed on the following criteria:
   • The organization's Annual Review
   • The organization’s past financial history
   • ASSMC’S overall budget for the following year

2. Budget requests must include the following:
   • A budgeted list of all events planned for the following year
   • Line Items- Itemized list of expected expenses that are not associated with a specific event (e.g. advertising, office supplies, etc.)

NOTE: Once an organization is granted an amount for a line item, they cannot go to the Finance Committee and ask for more money for that line item.

3. Allocated organizations must comply with all requirements for good standing with ASSMC and SIL (see page 30). Organizations that are not in good standing will be subject to review by the Student Organizations Committee and may be penalized by having funds deducted from their account or possible de-chartering.

4. Allocated organizations will have a fundraising account, which rolls over every year.
Non-allocated organizations
1. Non-allocated organizations will submit paperwork in March stating either that they do not need an allocated budget for the following year or that they would like to petition to become an allocated organization.

2. Non-allocated organizations must comply with all requirements for good standing with ASSMC and SIL (see page 30). Organizations that are not in good standing will be subject to review by the Student Organizations Committee and may be penalized or have their charter revoked.

3. Non-allocated organizations are eligible to apply for funding per event from the Programming Fund, and are also eligible to apply to the Professional Development Fund.

4. Non-allocated organizations will have a fundraising account, which rolls over every year.

Account Transaction Record
Each Organization is responsible for keeping a written record of all financial transactions, including copies of financial documents that are submitted. The Vice President for Finance will distribute a monthly financial statement to the organization’s box in the Student Involvement and Leadership office and also by email to the President and Financial Officer of the Organization. It is the responsibility of the organization to reconcile the account, ensuring that all transactions were properly posted, and to notify the Vice President for Finance of any discrepancies between your organization’s records and the distributed statement. The transaction record must be made available at the request of the Vice President for Finance or Student Involvement and Leadership staff.
Financial Documents

Obtaining the funds for an Organization can require various documents depending on how the Organization spends their money. The following are descriptions of frequent financial documents including: important information about the document, steps on how to fill out the document, and an example of what a completed document looks like. All documents are subject to the approval of ASSMC. The following documents can be obtained in the Student Involvement and Leadership Office as well as online at [http://www.stmarys-ca.edu/student-government/finances/](http://www.stmarys-ca.edu/student-government/finances/).

**Expense Report (Turn-around time: 2 weeks)**

Expense Reports are to reimburse club members for expenses that are paid "out of pocket". All Expense Reports must be pre-approved by the organization. Additionally, all Expense Reports must be submitted to the Vice President for Finance within two weeks of the approved purchase.

1. **Gather all invoices/receipts that were used to purchase items.** ASSMC and the Business Office need to see proof of purchase and require all Expense Reports to have attached the necessary invoices/receipts. The reimbursement will not be processed without the necessary items.

2. **Fill out an Expense Report.** Be sure to include which account(s) the funds are coming from. Total all amounts and, if applicable, subtract any Cash Advances. Make a note if you would like the check to be mailed to an address, held for pickup in SIL, or sent via direct deposit. See example for more information.

3. **Get the necessary signatures.** Be sure to sign the Expense Report and to have the financial officer of the club sign the report. If the financial officer is the one being reimbursed then he/she must get the organization’s Advisor or President to sign the “Club Officer Approval” section.

4. **Make two copies.** Once the report is completely filled out, make two copies of the report and receipts. One copy is for your records, the other copy is to be turned in with the original. Organizations can use the copy machine in the Student Involvement and Leadership Office to make copies. Copy code = 4321.

5. **Have the original Expense Report time stamped at SIL and turn it to the Vice President for Finance box in the Student Involvement and Leadership Office.** The Vice President for Finance will ensure the Organization has the necessary funds in order to process the Expense Report. Expense reports typically take two weeks to be processed. The Vice President for Finance will email the recipient once the check is ready to be picked up.

**Cash Advances (Turn-around time: 2 weeks)**

Cash advances are to be used for events and activities that have already been approved by Student Involvement and Leadership. Organization leaders can use a Cash Advance to obtain
money ahead of time in order to purchase the necessary items. Cash Advances can also be used for vendors who do not accept purchase orders and/or when an invoice cannot be obtained in advance. Additionally, Cash Advances can be used to obtain change for a cash box for approved activities charging admission. Requests for Cash Advances are to be received at least two weeks in advance of the event; otherwise the advance will not be authorized.

1. **Fill out the Cash Advance form.** An Organization can only have one Cash Advance out at a time. The limit for Cash Advances is $500. Be sure to specify which account(s) the funds are coming out of. See example for more information. You may also obtain up to $50 in “petty cash” from Étè in the SIL office.

2. **Give a detailed explanation of how the funds will be used.** Include the date and description of the event. If allocated, please make a note regarding which line item you would like this to be taken out of.

3. **Sign and keep the pink copy of the form.** Turn in the white and yellow copies to the Vice President for Finance box in the Student Involvement and Leadership Box.

4. **Deposit the money left over.** Once the Organization has spent the money from the Cash Advance, the remaining, if any, must be turned in to the Business Office along with a deposit form. The yellow copy of the deposit form must be submitted to the Vice President for Finance box along with an Expense Report and receipts to show what the Cash Advance was spent on. Organizations that do not submit the necessary documents and/or remaining money within fifteen days will lose the privilege of Cash Advances, and the student that took out the Cash Advance will have a hold on their personal student account until the remaining money/receipts are returned.

**Deposit Form (Turn-around time: 7 business days)**

All deposits must be accompanied by the Deposit Form and submitted to the Business Office in Filippi Hall. If an organization holds an event after Business Office hours, you must drop off your deposit at the night deposit in Filippi Hall to avoid holding money overnight or over a weekend. Contact the Business Office before your event to pick up a deposit bag, and let them know when you will be holding your event. After your event, call Public Safety at x4248 and have an officer escort you to the drop off. The Business Office will safely pick up your deposit the next business day.

1. **Fill out a Deposit Form.** Calculate all cash and checks that need to be deposited and be sure to specify which account the money is being deposited in. Sales tax is applicable to all items that were “re-sold”, including, but not limited to, food items, alcohol, and merchandise. Please see the information sheet on sales tax or speak with the Vice President for Finance for more information. See example for more information on filling out a deposit form.

2. **Take the completed form and money to the Business Office in Filippi Hall.** Keep the pink copy for your records
3. *The account will be updated in 7 business days.* The yellow copy of the form will be returned to the Vice President for Finance and your account will be updated within 7 business days.

**Check Requests (Turn-around time: 2 weeks)**

Check Requests are used to request a check to be printed for an outside vendor or company who provided a service to your Organization. Check Requests are NOT used to reimburse Organization members (please see Expense Report). Approved checks may either be mailed to the recipient or held for pick up.

1. **Obtain and complete a Check Request.** Be sure to specify which account(s) the funds are being taken from. *Check Requests need to be filled out and submitted to the Vice President for Finance at least two weeks in advance,* taking into account the time for the check to be approved, printed and delivered to the appropriate party.

2. **Paper clip an invoice, bill, or contract.** The check will not be processed without a document showing exactly where the funds are going.

3. **Make note regarding which line item this should be deducted from.**

4. **Sign and make two copies, one for your records and one to submit with your request.**

5. **Turn in the original Check Request and a copy to the Vice President for Finance Box in Student Involvement and Leadership.**

**Fundraiser Form**

The Fundraiser Form must be used any time an Organization considers holding a fundraiser. This form must be turned in at least two weeks prior to the fundraiser to the Vice President for Finance in order to be approved. The request must be approved prior to the organization engaging in agreements, reserving space, etc. For rules regarding fundraising please see page 20 of this handbook.

**Fund Transfer Request Form**

If an organization wishes to transfer funds to a different department or organization on campus, the authorized financial officer must complete a Fund Transfer Request Form and turn it in completed to the Vice President for Finance in the Student Involvement and Leadership Office.

**Print Shop Requisitions**

Print Shop Requisitions are used when using the duplicating service on campus. The Print Shop is a convenient and economical service that is used by most campus groups. The Print Shop is located between Madigan Gym and the Power Plant, in the same building as the Warehouse. Student Involvement and Leadership must approve the content of all Print Shop orders, which must feature the approval stamp from the Student Involvement and Leadership Office.
Financial Resources

The Finance Committee
The Finance Committee has two responsibilities: to evaluate at proposals regarding the Programming and Professional Development funds, and to construct the budget at the end of the year for the following year. The Finance Committee will meet once a week, depending on the amount of proposals. The Finance Committee is comprised of the Vice President for Finance and 8 voting members (4 class senators, 1 representative from the Campus Activities Board, 1 representative from the Intercultural Center, and 2 students at large). The Vice President for Student organizations is a non-voting member.

Programming Fund
The Programming Fund provides financial support to Student organizations wishing to plan events, which are open to the entire student body; have broad campus appeal; and promote social, cultural and educational activities.
- An Organization that wishes to apply for the Programming Fund must submit the Programming proposal at least 10 days before the Finance Committee meets and 15 days prior to the program for which funding is sought.
- The Organization will send a representative to speak with the Finance Committee about their request.

Professional Development Fund
The Professional Development Fund provides monetary support for Student organizations that wish to attend/participate in conferences, trainings or retreats on or off-campus. Funds will be awarded based on potential for leadership development and growth. It will be expected that students who attend or participate will share their gained knowledge with the SMC Community.
- An Organization that wishes to apply for the Professional Development Fund must submit the Professional Development proposal at least 10 days before the Finance Committee meets.
- The Organization will send a representative to speak with the Finance Committee about their request.

Other Financial Information

Copies
ASSMC has set up a fund for Organization copying. Organizations are allowed 20 copies at a time when using the copy machine in the Student Involvement and Leadership Office. If an Organization wishes to do a bigger copy job, they must go through the Print Shop and pay out of their allocated or fundraised account.

Mileage
To be reimbursed for mileage, attach an electronic print out of your trip. On your Expense Report, multiply mileage by .565.
**Meals**
To be reimbursed for meals, attach an itemized receipt and a list of the people who ate a meal. The allowed amount per person is as follows:
- Breakfast: $7.00 per person
- Lunch: $11.00 per person
- Dinner: $21.00 per person
This does not include tax and tip. ASSMC and the College will not pay for alcoholic beverages of any kind.

**Sales Tax**
Tax must be charged when selling items. To avoid double taxation, contact the Vice President for Finance to receive a seller’s permit before you purchase items to be sold. This permit will allow you to purchase your materials tax free, as you will be charging tax when selling. For more information on sales tax, please refer to the College Policies section.

*Contact us if you have any questions or need more information!*

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College Policies and Procedures

Posting Guidelines
All postings must be approved by SIL. The College’s Posting Policy applies to all printed materials posted or distributed on campus.

The Assistant Dean of Student Life or designee, grants permission to on and off-campus individuals and groups to post, distribute, or disseminate printed materials on campus. The College maintains the authority and right to prohibit the distribution of any material, which in the estimation of the college might cause a security problem or interferes with any instructional or college event. The College also maintains the right to regulate the time, manner, and place of any distribution of written material which is likely to cause harm to college property, physical danger to any individual, or in any other way breaches the security of the college or disrupts the furtherance of education.

All printed materials must include the following in order to be approved:

• The name of the sponsoring organization/department
• Contact information of the sponsoring organization/department (Phone Number and/or Email)
• The event date, time and location

Please note:

• Printed materials may not be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to: sides of doors or buildings, windows, the surface of walkways or roads (floors), fountains posts, waste receptacles, lawn, trees, or on vehicles parked on campus, surfaces or stanchions and wooden standards.
• The use of chalk for marketing purposes, on any surface is not permitted.
• Only one posting of any kind is permitted in any posting location. Posting is permitted on a first-come, first-served basis, and existing postings may not be removed or covered by new ones.
• Materials can be posted for a period of two weeks.
• No individual or group may leave fliers, announcements, or printed literature of any kind on campus grounds, parked vehicles, or inside any campus building; nor can they nor otherwise affix or insert such materials into campus lawns or grounds.
• Postings must be removed within 24 hours following the publicized event by the sponsoring organization.
• Only “safe-release” painters’ tape (blue tape) may be used to post fliers and posters. Other tapes will damage the surfaces of walls and buildings. *SIL does not provide blue tape for departments or community members, only for student organizations/clubs.
**Posting Areas**

1. **External Posting Spaces – Beige Squares**
   - There are 30 high-traffic areas located throughout central campus for posting fliers that are painted in beige and clearly marked as posting areas. (Only post materials that measure a minimum of 8.5”x11” and not exceed 11”x17” in size.

2. **Bulletin Boards & Display Cases**
   - Departmental bulletin boards, typically located outside of administrative or academic offices, are maintained by the respective departments. Permission for posting at these locations must be obtained from the specific department head or designee.
   - SIL windows are available for posting for special events. Requests must be submitted a minimum of 2 weeks prior to the event (for departments and student organizations).

3. **Residence Halls**
   - Departments, student organizations, and individuals do not have access to Residence Halls and must not post on any area in or surrounding the building. Posting on the exterior of the building, doors, windows, lampposts and light fixtures is not permitted.
   - Copies of fliers, posters and other promotional materials must be submitted to the Office of Residence and Community Life for posting. Materials (a maximum of 37 copies) should be submitted the Friday prior to the week of desired posting.

4. **Oliver Hall**
   - Materials posted in Oliver Hall must observe the Posting Policy in its entirety. Items that are not congruent with the policy or approved by SIL will be removed immediately.
   - Placing table tents in Oliver Hall, Ferrogiaro Quad, Dryden and Café Louis is allowed. Table tents must be printed on white paper, as those printed on colored paper will stain the tables. Loose fliers may not be left on the tables in the aforementioned locations.

5. **Large Banners & Posters**
   - The Brickpile wall along Ferrogiaro Quad is the only posting area for large banners, signs, or other specialized promotional materials (minimum size is 11”x17” and must not exceed 3’x3’).
   - Vinyl banners (not to exceed 10’x3’ in size) can be hung from the trees in front of Filippi Administrative building with advance approval from SIL. Approval must be requested a minimum of two weeks prior to the hanging of the banner. In addition, the actual hanging of banners must be coordinated through Facilities Services.

6. **“Day of” Posting**
   - “Day of” posting is allowed for directional and information purposes for campus-wide events and must be removed immediately after the event. “Day of” posting must be related to the function of the program such as schedule, directions, and registration. Pre-approval must be secured through SIL.
**Digital Signage**
Digital Signage is managed by Bill Sullivan and club members must be approved by Bill for access to Digital Signage privileges. Please contact Bill Sullivan at x4322 or bhsulliv@stmarys-ca.edu to arrange training. The Digital Signage Users Guide can be found at: [http://www.stmarys-ca.edu/sites/default/files/attachments/files/Digital%20Signage%20Users%20Guide%202013-1.pdf](http://www.stmarys-ca.edu/sites/default/files/attachments/files/Digital%20Signage%20Users%20Guide%202013-1.pdf).

**Library Posting**
The Library restricts the posting of any announcements of upcoming events to the existing bulletin boards in the lobby area. Unauthorized posters or event announcements may not be taped to interior or exterior windows, doors, or walls of Saint Albert Hall, but staff will be glad to help find a more appropriate location for these items.

Anyone wishing to attach an announcement or banner to the second floor balcony must adhere to the following:

- Complete the Proposal for Library Exhibit Form. All proposals are pending until approved and signed by the Dean for Academic Resources.
- Only professionally produced banners that can be attached to the railing WITHOUT TAPE will be approved.
- No "butcher paper and tape" posters will be approved for the balconies.
- Banners must be removed by the owner as indicated on the Proposal.

Any questions or requests for approval of banners must be addressed to the Circulation Supervisor on duty (Steve Stonewell or Norm Partridge), or the Head of Access Services (Sharon Walters).

**Saint Mary’s College Name & Logo/Copyright**
Saint Mary’s College name, logo, seal, De La Salle statue, Athletic Logo, and the image of the Chapel Tower and the Gael are protected under federal copyright laws and the unauthorized use of College trademarks is prohibited. Permission for any student or student groups to use these images must be obtained in writing from the Director of College Communications, ext. 4278. Unauthorized use can lead to disciplinary action.

**Food at Events**
Sodexo must supply food in all College facilities except Delphine (Intercultural Center), Hagerty Lounge, and classrooms. Special permission may be obtained from Sodexo. Please contact Sodexo (x8013) for your catering needs. When groups do not use Sodexo catering, SIL will help student organizations obtain health certificates and offer suggestions on the best way to serve food at events. SIL can also assist in suggesting possible food vendors to cater events.
**Fundraising**
The Fundraiser Form must be used any time an Organization considers holding a fundraiser. This form must be turned in at least two weeks prior to the fundraiser to the Vice President for Finance in order to be approved. The request must be approved prior to the organization engaging in agreements, reserving space, etc. Please review the following rules before submitting a Fundraising Form:

- Student organizations may conduct on-campus fundraising after seeking the approval of their advisor, the Vice President for Finance, and SIL.
- Student organizations are permitted to conduct infrequent collection of food, clothing or change for charities; make requests for donated labor or donated products; and hold activities like bake sales that by and large do not solicit significant cash gifts. These student fundraising activities are only permitted on campus.
- Off-campus door-to-door and telemarketing type fundraising activities by Student organizations are not permitted.
- Student group solicitation of off-campus business for in-kind product and food donations is permitted on a limited basis subject to the approval for the Assistant Dean of Student Life, in consultation with the Development Office. Please see SIL for more information.
- Students may not raise funds from foundations or from corporations.
- The Vice President for Development will have final discretion in approving all fundraising activities.

**Films**
Any film unrated or rated X by the Motion Picture Association of America (MPAA) may not be secured with College funds or shown in a College facility. Use of films is restricted to those films rented through the appropriate distributor holding the necessary rights for public performance. Screening of any other films (for example, privately owned tapes / DVDs or those rented from a video store) for public viewing is a violation of copyright law, even when such screening is free, and is therefore prohibited on campus. Students can contact the Assistant Director for Student Involvement & Leadership to inquire about purchasing the rights to a film. Film rights cost between $300-$1000 per screening.

**Painting the SMC**
The painting of the SMC by campus groups and individuals has been a longstanding tradition at Saint Mary’s College of California. Your organization is responsible for the purchase, storage, and safe disposal of all paint materials. In an effort to encourage the equitable access to the letters for all, SIL has created the following guidelines:

1. Submit a request to paint the SMC to SIL two weeks prior to your proposed date via email (sil@stmarys-ca.edu) Be sure to include proposed dates and the reason for painting it.
2. Upon receiving approval from SIL, your group may paint the “SMC”.
3. The “SMC” shall remain painted for a period of no more than two weeks, after which Buildings and Grounds will repaint it to its original white color.
4. The “SMC” is to remain white during the following times:
   • Week of the Mass of the Holy Spirit
   • The beginning of Finals’ Week through the end of Christmas break
   • During De La Salle Week
   • The beginning of Finals’ week through both graduation ceremonies
   • All summer

**Off-Campus Vendors**

SIL must first approve all off-campus vendors who wish to visit campus to recruit volunteers, sell, or solicit items, or for any other purpose. All off-campus vendors are charged a $75 fee to visit the campus and in addition, must submit a Certificate of Insurance and signed Agreement for Use of Facilities. Please contact SIL for assistance.

**Travel**

The method of travel chosen must be the most economical option available. All travel and associated costs must be pre-allocated to the student organization, or be granted via the Finance Committee’s Professional Development Fund.

- **Airline Travel:** Reservations for air travel must be made at the lowest available rate. First Class airline accommodations are not appropriate for College business travel, unless it is offered as an upgrade at no additional cost. Although the College permits accumulation of "frequent flyer" miles for personal use, reservations are not to be made with a particular airline if less expensive airfare is available from another carrier.
- **Lodging:** Student groups are responsible for obtaining their own hotel accommodations at the lowest rate possible. Group rates should always be requested.

**Hazing**

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

**Political Activity Policy**

**Preamble**

Martin Chemers has described leadership as a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a task or mission (Leadership, Change, and Organizational Effectiveness, 2002). At Saint Mary’s College of California (College or Saint Mary’s), the Office of Student Involvement and Leadership (SIL) seeks to develop leaders who engage in this process with the mission of pursuing the common good, guided by personal commitment, collaboration, and civic engagement. This approach connects in a very direct way with the College’s academic commitments to encourage students to develop a practice of civic and political engagement. Membership in student organizations and clubs can provide Saint Mary’s students a variety of opportunities to practice leadership and civic engagement.
Civic engagement can be an important part of a student’s educational experience at Saint Mary’s and to this end, Saint Mary’s clubs and groups provide such opportunities. However, the exemption of colleges and universities from federal income taxes is predicated on the assumption that they are organized and operated exclusively for either religious, charitable or educational purposes, as described in Section 501(c)(3) of the Internal Revenue Code. An organization exempt from tax under Section 501(c)(3) may not undertake any activity whatsoever on behalf of or in opposition to any candidate for public office, whether such office is federal, state or local. This is an absolute prohibition. Recognizing that the College must and intends to protect its 501(c)(3) status by not participating in or intervening in unauthorized political activity or campaign intervention, while allowing students to engage in political activities in their private, individual capacities, the College has established the following Policy for student organizations and clubs (the “Policy”).

**General Policy**

The intent of this Policy is to ensure the College’s compliance with applicable law and regulations while allowing student organizations to engage in political activities independently of the College. Nothing in the Policy is intended to limit the rights of students to express personal opinions or to engage in political activity in their individual capacity as private citizens, as long as doing so does not imply any endorsement or participation by the College, and so long as it is clear that such activities are not attributable to the College.

The College does not participate or intervene in any political campaign on behalf of or in opposition to any candidate or party for public office. Neither an individual student nor any student organization may speak or act in the name of the College, nor use any College provided money or other resources, in a political campaign. Students participating in partisan political activity must make clear that they do not represent the views or opinions of the College and are acting in their individual, private capacity.

This Policy is not exhaustive and should be used to provide guidance regarding activities not specifically considered here. The SIL staff members are responsible for the interpretation of this Policy, taking into account the specific facts and circumstances of a given event or activity. Student organizations must also be in compliance with other guidelines and policies described in the Student Organization Handbook and Student Handbook when conducting political activities.

**Restrictions and Allowances to Activities**

**Fundraising, Use of Funds and College Resources**

- Student groups may use a College facility for its group activity so long as all groups pay the customary charge for use of the facility, and the space is otherwise available for use in accordance with applicable College facility use policies.
- Student organizations cannot contribute club funds to a political candidate, party, or political campaign. To the extent that student club members engage in partisan activity in the context of their educational activities, College-disbursed funds may not be used in a manner that would endorse or support a political candidate or his/her campaign.
- A student organization is prohibited from using institutional resources (funds, vehicles, fax or duplicating equipment, supplies, services, telephone or internet infrastructure or mailing materials) for political campaign purposes.

**Posting, Promotion Materials and Free Expression**
A student may distribute literature and information on campus subject to College policies governing the time, place and manner for engaging in such activities. The College may ask students to suspend any such activity that results in litter or other material to be scattered about campus walkways and landscape.

A student organization may not use the College’s name, logo, seal, letterhead, symbols or other proprietary marks of institutional affiliation on any materials or promotional communications.

Student organizations cannot post materials for individual candidates or campaigns on campus. For more information concerning the College’s Posting Policy, see the Student Handbook.

In connection with any posting or promotional activity, students are expected to include written disclaimers indicating that their endorsement of a partisan campaign does not constitute an endorsement or intervention by the College.

Students remain free to express personal political views and to join with other students in support of candidates for office and in furtherance of political causes. Individuals are free to engage in discussion of political issues.

**Events and Activities**

- Student organizations may sponsor nonpartisan, voter education activities.
- A political candidate may also be an invited speaker to discuss non-campaign related information or expertise (i.e., for reasons unrelated to his or her candidacy), as long as the person is not identified as a current candidate for political office, is an expert or authority on the topic to be discussed, and the event is conducted in a nonpartisan manner. No candidate campaign activity, including but not limited to fundraising, may be conducted in connection with such an event.
- Students or student organizations may advocate a position on a political issue as long as the individual or organization explicitly provides a disclaimer indicating that the opinions and positions are not those of the College but only of the individual advocates.
- Student organizations may host nonpartisan voter registration that is conducted in a nonpartisan manner (i.e. where all, regardless of party affiliation, are allowed to register to vote). Student organizations may not advocate for, or speak out against, particular issues or causes that are identifiable to particular political candidates while conducting such voter registration drives.

**Considerations**

Student organizations must remain mindful not only of this Policy but all applicable policies and guidelines, including event planning, fund-raising, and posting policies, all of which may be found in the Student Organization Handbook (available online and in SIL) or in the Student Handbook (also available the Saint Mary’s website).

At Saint Mary’s, leadership development follows a social change model. Within that model, there are seven values espoused across three dimensions. A group value of leadership is controversy with civility, that is, encouraging open discourse where differences of views are shared in a civil manner, where listening occurs, and where discussion focuses on the common good. By allowing student organizations to form on the basis of certain common political ideologies, the College expects students who participate in such organizations will conduct their activities in a manner consistent with this Policy and the expression of political differences will be done in a manner intended to further the exploration of ideas and civic engagement without being done in a manner that creates a wedge in the community. It is the responsibility of
student organizations, again, to act affirmatively to maintain civility in the dialogue and create opportunities for all to be heard.

Regular Review
Student Involvement and Leadership will maintain the Policy on Political Activities and will regularly review the implementation and impact of the Policy in supporting groups to engage in political activities while not compromising the tax-exempt status of the College. The review will occur at least every five years and will be conducted by a committee of SIL staff and student leaders. Modifications in the Policy will be submitted for an administrative review before finalizing the revised Policy.

Guidelines for Events Where Alcohol Will Be Available
All events at which students may be in attendance (sponsored by any campus constituency) and alcohol is served must be registered and/or approved through Student Involvement and Leadership (SIL). Please contact SIL at (925) 631-4704 for information.

For Student Sponsored Events
For student-sponsored events, only student organizations chartered by the ASSMC may sponsor events where alcohol is served. The sponsoring organization must submit a request to serve alcohol to SIL a minimum of three (3) weeks prior to the proposed event date (late proposals will NOT be considered). The sponsoring organization must have the organization’s advisor present for the duration of the event to serve as the on-site event manager. This person may not consume any alcohol or other drugs prior to or at the event and is responsible for monitoring compliance with the Alcohol and Other Drugs Policy, obtaining the necessary one-day permit through the California Department of Alcohol Beverage Control, and possessing the permit at all times during the event.

For all student organization-sponsored events, alcohol must be served by trained bartenders and served and consumed in a specific area designated for persons 21 and older. Anyone who intentionally furnishes false information regarding his/her age shall be subject to disciplinary action. Only one (1) drink may be served at one time. Free alcoholic beverages are not allowed at student-sponsored events. A minimum of $1.00 per drink must be charged and all drinks must be dispensed individually in cans or plastic containers by event bartenders.

Only beer or wine may be served at student-sponsored events. Distilled liquor in any form is not permitted. Food and non-alcoholic beverages must be available at the event and a reasonable portion of the budget must be designated for this purpose. Non-alcoholic beverages must be attractive, and displayed with equal prominence as the alcoholic beverages.

No individual under the age of 21, or anyone who is obviously intoxicated may be served, or permitted to consume, alcoholic beverages at any event. Identification must be checked by entry monitors prior to being served alcohol and must consist of a valid driver’s license, passport, or official California identification card, and, for Saint Mary’s College students, a Saint Mary’s College student ID card. Students of legal age are required to wear wristbands during the event.

The amount of alcoholic beverages and food items available at an event is to be appropriate for the expected number of guests and duration of the event as determined by Student Involvement and Leadership. Oversized containers (including, but not limited to, kegs, party balls, or beer
trucks) may be allowed at student-sponsored events only with the approval of the Assistant Dean of Student Life for Leadership, Involvement and Diversity.

Alcoholic beverages may not be served during or after the last hour of any student-sponsored event. The hours and timing of the event will be determined in consultation with Student Involvement and Leadership.

Student Involvement and Leadership has the right to alter or redefine, as a condition of approval, any of the above regulations as they relate to a specific department or organization. If, at any time, the well being of the community members is deemed to be threatened, appropriate and prompt action will be taken by the College.

**Guidelines for Off-Campus Events**

Saint Mary’s College recognizes the role and importance of off-campus events. Groups associated with the College who participate in and sponsor social, service, and educational events must adhere with the Policy and understand their responsibility as a result of their association with the College. In addition, sponsoring groups must provide supervision of designated College official(s) for the duration of the event. Further, groups must adhere to the College’s policies for on-campus events and additional stipulations depending on the nature of the event. Student Involvement and Leadership reserves the right to modify events in order to meet college policies and procedures.

The following guidelines regarding the availability of alcoholic beverages at off-campus events pertain to all members of the College community. These guidelines in no way relieve any public establishment of their obligation to observe and enforce the law.

1. The sponsoring group must abide by applicable laws and local ordinances or codes regarding alcohol. The group should take appropriate steps to prevent underage drinking and the consumption of alcohol by intoxicated persons.
2. The sponsoring group should promote responsible behavior and the general welfare of the sponsoring group, its individual members, and others participating in or associated with the event during that time.
3. At such events, the behavior of the group, individuals, and guests are governed by the regulations set forth in the Code and other College policies.
4. At no time should faculty and staff serve in the role of bartender, pour or purchase alcoholic beverages for students.

**Publicity and Sponsorship for Student Sponsored Events Where Alcohol will be served**

The consumption of alcoholic beverages shall neither be the primary purpose of a student event (including, but not limited to, progressive drinking events) nor be used as an inducement to participate in an event. Promotion and advertising of an event may indicate that alcohol will be available for purchase and must indicate, “ID will be required.” Also, the promotion and advertising of an event shall not portray symbols of alcoholic beverage consumption (including, but not limited to, foaming mugs, cans, glasses and kegs), excessive consumption (including, but not limited to, drinking contests and competitions) or emphasize frequency or quantity of alcoholic beverage consumption.

The sponsorship of events by alcoholic beverage companies is limited to cash donations, donated materials for College alcohol educational programs, and donated products (other than those which directly promote or advertise alcoholic beverages) in support of fund-raising or other special events as approved by the Vice Provost for Student Life or the Assistant Dean of Student Life.
Planning & Management Guidelines for Alcohol Events

1. A student representative(s) must speak with SIL at least four weeks before planning for an event where alcohol is planning to be served. The Alcohol Policy must be followed and completed as outlined. The Assistant Dean of Student Life will monitor the process.

2. After speaking with SIL, the student representative should draft an official proposal stating the reasons for requesting alcohol at the event. The proposal must be turned into SIL no less than four weeks prior to the event and should be about a page in length, outlining as much of the event as possible. If approved, an official Letter of Approval from the College will be furnished to the student representative.

3. Once approval has been given, the student representative should begin filling out an Alcohol Service Request Form. The form needs to be completely filled out and signed, with a final copy given to SIL.

4. If approval is granted advertising can begin. All flyers must contain the following information: sponsoring student organization, date, time, location, admission cost, contact phone number, and a statement that identification is required. Although advertising may state that alcohol will be available for purchase, no images of alcohol are permitted. SIL must approve all publicity prior to posting.

5. After the Letter of Approval from the College and Alcohol Service Request form are completed, the student representative must take them to the Moraga Police Department in order to obtain a Letter of Approval from the City of Moraga. This approval is necessary, as the event will be taking place within Moraga city limits, and is required to obtain a state alcohol license. Moraga Police Department can be reached at 925-284-5010.

6. The student representative should then send all of this information to the Alcohol Beverage Control, located in Oakland (1515 Clay St., Suite 2208 Oakland, CA 94612). The state alcohol license requires an alcohol-licensing fee ($15-30), made payable to ABC, along with a completed alcohol request application. (Call ABC to determine cost of fee). At least one month prior to event, the student representative will send the packet to ABC to obtain license. Be sure to remember to send the licensing fee, alcohol request application, Letter of Approval from the College, and Letter of Approval from the City of Moraga.

Noise Policy

Student organizations that wish to provide programming in residential spaces are expected to comply with quiet hour and noise level standards. Quiet hours are in effect from 9:00 p.m. to 9:00 a.m. Sunday through Thursday, and from midnight to 9:00 a.m. on Friday and Saturday. During quiet hours, noise from stereos, radios, TVs, voices or any other identifiable source should not be heard outside of or between any residence hall rooms. Twenty-four (24) hour quiet hours begin the Friday before the first final exam of each semester through the close of the residence halls.
Facility Reservation and Usage Policy

All College facilities are generally available to all segments of the campus community for College related uses. The College also rents its facilities at times to outside organizations and groups. Members of the Saint Mary's College community, scheduling or planning an event in any College facility or outdoor space must submit a Facilities Request Form. Academic use takes precedence over all other uses of any campus space that is traditionally used for academic purposes. These spaces are defined as seminar rooms, lecture rooms (all classrooms), laboratories, performing arts studios/theaters, and art studios.

Priority matrix
- Academic use
- Administration, faculty and student sponsored events
- SMC co-sponsored events involving outside parties
- Rental of facilities to outside organizations

The Tiered System of Scheduling

The tiered system is designed to give priority to our core mission-related events, to provide a structure to aid event planning and to reduce scheduling conflicts. The timeline for event scheduling is centered on the Undergraduate academic calendar. Each January the process of scheduling events for the next academic year using the tiered system begins. Events may not take place on designated blackout dates as defined by the college. See Event Blackout Policy

A. Tier 1 Events (College Events/Institution wide):

Events defined by the College as fundamental to the core mission and function of the College. The main focus of these events is specifically designed to benefit the immediate college community as a whole and must include one of the following criteria: Institutional events; official commencement ceremonies and related activities. Admissions related events including; recruitment of students specifically aimed to parents or students by the Admissions office; open house invitations to parents, friends, or alumni of the college. Advancement/Development related events, President's Office events, and shared mission events, Examples include: Graduate, Undergraduate Commencement and associated events (Baccalaureate Mass), President's Open House, Admission Overnight and Gael for a Day, East Bay College Connection (EBCC), Preview Days, Orientation (faculty/students), Parent and Family Day programs, Student Leadership Workshops, President’s Club, Alumni Weekend Celebrations, State of the College address, Convocation.

Each January of the preceding year we begin taking requests for the next year, e.g., January of 2010 for academic year 2010-11. (Note: These events may also be scheduled years in advance).

B. Tier 2 Events (College Events/Sponsored Events):

Any event planned by any part of the campus community that is essential to the function or operation of any department or student organization that is: 1) large in size (at least 100 attendees), 2) events in which the public are invited. Examples include: Student socials, cultural nights, Beginning Teachers Support & Assessment (BTSA) program, Board of Trustees and Regents meetings, Social Justice Speaker Series, Athletic team banquets/fundraisers. Requests for these events are made in February of the preceding year.
C. Tier 3 Events (College Events/Meetings):
Events held by faculty, staff, or students primarily for members of the campus community. This includes programs coordinated by faculty specifically as part of the academic courses held during the academic year, institutional and departmental meetings. Examples include: Provost Council, Dean's and Directors, TUG chairs meetings, ASSMC senate meetings, SIL club meetings, Academic Senate, department speaker series. Requests for these events are taken in March of the preceding year.

D. Tier 4 Events (External Organizations and Groups): please visit Conference Services for more detailed information. 
- See more at: http://www.stmarys-ca.edu/news-and-events/institutional-policies-and-scheduling-guidelines#sthash.Tm61boey.dpuf

Delphine Intercultural Center Guidelines
Guidelines and processes for reserving and using the Delphine Intercultural Center can be found online at http://www.stmarys-ca.edu/node/4845.

Reserve Parking Spaces for Speakers / Guests
Guest/Visitor Parking
Guests and visitors may park in designated visitor lots or where directed by Public Safety personnel. Guests and visitors are issued temporary permits at the Public Safety Front Gate. If you are driving a different vehicle and/or expecting a guest, it is your responsibility to obtain a temporary parking permit or a visitor's permit. Special event parking and permit requirements are determined on a case-by-case basis. If you need assistance reserving parking spaces or closing a parking lot, please contact Public Safety at psadmin@stmarys-ca.edu

Community Assembly
Saint Mary’s College is a community dedicated to the intellectual enrichment and personal development of all its members through study, inquiry, and continuing communication with one another. Every member of the community bears the responsibility of acting in an orderly and civil manner in communication with others. Rational discussion is the hallmark of such communication in this education environment committed to the active pursuit of truth, understanding, and the dignity of all.

Formal and informal dialogue, participation in committees, and the proceedings of the student government and College committees are accepted avenues of communication. The College recognizes the rights of members of the community to express their views individually and collectively in matters of institutional policy or on matters of interest to the community as a whole. The College will not officially recognize any student organization club, or group organized to advocate or promote behavior which is illegal or in conflict with the official teachings of the Catholic Church. Registration and/or approval of the gathering must be obtained from Student Involvement and Leadership prior to publicizing and the actual event. All public assemblies, therefore, are expected to assure the following factors in order to be considered both appropriate and permissible at the College.
1. It is orderly and peaceful.
2. Participants do not restrict the freedom of expression, of movement, or any other fundamental freedom of others.
3. Participants do not threaten or cause personal injury, damage, or destruction of property.
4. It does not threaten, disrupt, or impair the regular or essential operations of the College, especially those of an academic or administrative nature, or of an extracurricular or social function.
5. The event or material distributed does not advocate behavior that is illegal or in conflict with the Catholic values and traditions of the College.
Maintaining Your Organization

Role of Officers
Individuals considering a leadership role should be aware of and committed to the time and energy required. Officers must have a minimum 2.5 GPA and authorize SIL to verify judicial and academic records. There are many ways to structure positions within an organization and groups often have the most success when designing positions that meet the specific needs of their organizations. Some clubs have success with a traditional “President, Vice President, Secretary, Treasurer” model, while others have multiple Coordinators or Vice Presidents in charge of the various functions of the organizations. You may also want to consider positions such as “recruitment chair” or “public relations.” Find positions and a structure that works for your organization.

Requirements for Bi-Annual Registration
Registered organizations must confirm their registration with ASSMC each semester online through SPOT. Sufficient information includes:

- Officer contact information
- Authorization to verify a minimum of 2.5 GPA and freedom from disciplinary probation for all officers
- Updated constitution (if applicable)
- Updated advisor contact information

All officers of an ASSMC student organization must be registered as undergraduate students at Saint Mary’s College. Alumni, faculty, staff, graduate students, Regents and Trustees may be honorary members but may not hold office in any student organization.

Other Requirements for Good Standing
- Organization Leadership maintains consistent contact with VP for Organizations, VP for Finance, and SIL Staff
- Check ASSMC mailbox and email weekly
- Consistent programming and recruitment efforts
- Constitution, officer contact info, and up-to-date advisor information on file with SIL
- Using funds in an appropriate manner to provide activities/events to students
- Attending ALL mandatory meetings (All Organization OR Diversity Organization Council) and mandatory events:

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<th>Spring</th>
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<td>Fall Involvement Fair</td>
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<td>Leadership Summit</td>
<td>Annual Reviews/Allocation</td>
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<td>Semi-Annual Review</td>
<td>Transition Meeting</td>
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Involvement Fairs
ASSMC and SIL sponsor two Involvement Fairs each year. Registration will be online through SPOT for all clubs. While involvement fairs are open to other campus partners outside of clubs and organizations, all clubs and organizations are required to register for a table at the Involvement Fairs in order to maintain good standing with ASSMC and SIL.

Leadership Summit
The Leadership Summit is an annual event, held in mid-September. This is a mandatory event for ALL club presidents, and financial officers. Other officers or club members are encouraged to attend, and there are often financial incentives available to clubs that bring more than 4 members.

Semi-Annual Review (All Organizations)
The purpose of the semi-annual review is to meet with the Associated Students VPs for Finance and Organizations, as well as a SIL or IC staff representative and to “check in” with organizations to ensure that they are staying on track in terms of their mission, values, and goals. Semi-annual reviews are REQUIRED for all allocated clubs, and highly recommended for non-allocated clubs. The organization’s president and finance officer are required to attend, and any additional club leadership or advisors are welcome to participate as well. It is an opportunity to recognize groups for their outstanding work in serving the SMC community and contributing to a dynamic campus environment, while also helping groups who are struggling and in need of assistance. Reviews typically take place in November, with specific dates posted mid-fall. For a sample rubric of this review, please reference the “Best Practices for Student Organizations” section of this handbook on page 34.

Annual Review
The annual review serves as an informal evaluation for a club or organization’s progress for the academic year. This meeting is also a precursor to receiving allocated funds for the following year. Similar to the semi-annual review, this meeting takes place in February and March, with the club president, finance officer, and advisor; as well as the Associated Students VPs for Finance and Organizations and a SIL or IC staff member. As with the semi-annual review, other club leaders are encouraged to attend as well. All clubs must participate in the annual review in order to maintain good standing with ASSMC and SIL. The annual review serves as an opportunity to review the organization’s membership, budget, and activities while presenting plans for the following year, and each club is required to make some kind of presentation (PowerPoint, display board, etc.) of their progress and activity for the year. The annual review follows the same rubric of “Best Practices for Student Organizations” on page 34. The information collected by the ASSMC VPs and staff will be used to help the finance committee determine appropriate allocation amounts for each club.
Transition Meeting
The transition meeting is hosted by SIL and ASSMC and will take place in April or May. This meeting provides an opportunity for incoming and outgoing club leadership to discuss successes and challenges for the previous year, and to offer advice, lessons learned, and reevaluate club/organization documents. This is also an excellent opportunity to transfer hard copy materials (binders, cd’s, and other paperwork) to the new club leadership. This meeting is required for OUTGOING presidents and finance officers, as well as INCOMING presidents and finance officers for all organizations. Additional transition meetings are encouraged at the discretion of each club, advisor, and ASSMC/SIL.

Probation
Clubs and organizations that do not meet the requirements for good standing (as detailed above) may be placed on probation. Any organization can also be placed on probation if it is struggling, has not followed proper procedures or practices, or is in conflict with the College’s mission and values. This can happen at any point in the academic year. Probation is not intended to punish individuals, or an organization - rather it is a time for club leadership to regroup and reevaluate the mission, values, and potential of the club with support from ASSMC, advisors, and SIL. Probation length and terms will be determined in a meeting with the club’s executive officers, the advisor, and the Student Organizations Committee (VP Organizations), and SIL. Terms of probation may vary but examples of sanctions are:

- Access to allocated funds and/or the Finance Committee will be frozen.
- Event planning privileges will be strictly regulated or revoked during probation
- Formation of an individualized action plan with steps to regain good standing and effective club governance.

In cases of individual member misconduct, the ASSMC VP for Organizations or club leadership may refer the case to the ASSMC Judicial Tribunal for further investigation.

Loss of ASSMC Charter
If a club or organization fails to meet the terms of probation, the organization will lose its status as an ASSMC chartered organization. The Student Organizations Committee or SIL may also withdraw for violations of Saint Mary’s College policy. This action will be confirmed by the Associated Students Senate. If a club loses their charter, they will have the opportunity to re-apply for recognition upon successful completion of terms laid out by the Student Organizations Committee, the Vice President for Organizations, and SIL.
Student Organization Discipline Process

Organizations and their members are responsible for acting in accordance with the Student Code of Conduct and other College policies, as outlined in the Undergraduate Student Handbook, and as outlined in the Student Organization Handbook. Both the Student Organizations and individual members may be held responsible for conduct that is not in line with these or other college policies.

Any member of the College community may report conduct involving a student or student organization that may be in violation(s) of the Student Code of Conduct, College policy, SIL policy, or the ASSMC Governing Documents.

Reports can be made orally or in writing to the Coordinator of Community Life (for violations of the Code of Conduct), the Assistant Dean of Student Life, or his/her designee (for violation(s) of SIL and/or ASSMC policies).

Organizations that may have violated the College policy as outlined in the Student Organization Handbook will be subject to Student Organization Discipline procedures administered by SIL via the Student Organizations Committee and the Judicial Tribunal. The procedure is described here:

1. The Vice President for Student Organizations and a SIL staff member will review the report describing possible misconduct of the Student Organization.
2. The Student Organization will be informed of the report in writing.
3. The report will be submitted to the Student Organizations Committee and, if necessary, a meeting will be arranged.
4. Following the meeting, the Student Organizations Committee and SIL advisor will assign any sanctions deemed necessary and appropriate based on information gained from the initial report, supplemental statements from the Student Organization, and the meeting.
5. If it is determined that the Student Organization is responsible for misconduct, possible sanctions include, but are not limited to, the following:
   • A warning
   • Loss of charter
   • Limited privileges (i.e. ability to reserve rooms, permission to hold events)
   • Monetary fines
   • Educational sanctions
   • Restitution

*Note: In cases involving individual student misconduct, reports may be referred to Community Life, the Bias Incident Response Team (BIRT), and/or the ASSMC Judicial Tribunal.
Best Practices for Student Organizations

Mission Success
- Sets and achieves mission-focused goals.
- Discusses, makes members aware of, and strives to embody the mission of the organization.
- Advances SIL’s mission to foster the engagement and success of students by cultivating opportunities for student leadership, meaningful relationships, and life-long learning.
- Regularly re-evaluates the vision of the organization.
- Sets manageable and stretch goals to encourage further growth and development towards the group vision.
- Operates within, and contributes to the Catholic, Lasallian, and Liberal Arts tradition of SMC.

Organizational Effectiveness
- Group shows strong leadership, as seen through good collaboration, communication with members, and regular contact with ASSMC and SIL.
- Regularly promotes the organization on and off campus (when appropriate). Builds relationships with other clubs, campus partners, and individuals.
- Fully utilizes SIL and ASSMC resources.
- Complies with all requirements to maintain good standing with ASSMC and SIL (registration, involvement fairs, leadership summit, semi annual/annual reviews, org/DOC meetings, and transition workshop).
- Submits all event planning and financial paperwork prior to the deadline.
- Utilizes SPOT software to communicate with SIL, advisors, members, and prospective members.
- Maintains a strong relationship with the ASSMC VP for Student Organizations and VP for Finance.
- Shows creativity in advertising and promoting events; uses other strategies in addition to posters and fliers.
- Outlines and follows a transition and training plan for new officers.
- Holds regular group meetings (ideally bi-monthly).

Group Collaboration
- Maintains regular contact with members through SPOT, email contact, and regular club meetings.
- Leadership and members work collaboratively on projects and events. Group members are aware of what is happening with the organization and who is responsible for tasks.
- Collaborates with other student organizations and departments, and with off-campus groups.
- Builds and maintains a sense of cohesion among group members. A successful team is one in which all members feel they are an important part of the group.
Financial Management
• Completes financial paperwork appropriately (completely, neatly) and by applicable deadlines.
• Works collaboratively with the ASSMC VP for Finance, and notifies the VP for Finance of issues BEFORE they arise.
• Works with organization leadership, SIL, and club advisor to ensure appropriate use of allocated funds.
• Works with club advisor, VP for Finance, and SIL staff on Finance Committee proposals.
• Organization consistently makes an effort to fundraise.
• Keeps updated financial records and shares records with the VP for Finance when requested.

Member Development
• Makes a consistent effort to recruit new members and retain existing members. Including but not limited to: Involvement Fairs, club events, phone calls, tabling events, etc.)
• Provides opportunities for members to be actively involved and to develop their own leadership skills.
• Encourages members to explore their own interests and passions. Allows members to suggest new event ideas, publicity ideas, or make other suggestions for betterment of the club.

Contribution to the Common Good
• In addition to bi-monthly events, the group holds regular events that are open to the College community (ideally a minimum of two events per semester).
• Gives back to SMC and/or the community through outreach, education, service, etc.
• Creates an environment that promotes inclusive community and respect for all persons.
Forming a New Club

There are specific guidelines that must be followed in order to form a new student club that is recognized by SMC. It is important to consider the purpose and longevity of your proposed group. Here are a few things to consider before you begin the process:

• How will your organization be defined?
• What are your proposed goals?
• How do you fit within the mission of the College?
• Is there a department with whom you can or wish to be affiliated with?
• What will make this group unique and attractive to potential members?
• How are you going to identify and recruit potential members?
• What will this group have to offer potential members?
• What commitments will members have to make?

Student Organization Types:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Common academic interest or educational purpose</td>
</tr>
<tr>
<td>Awareness/ Activism</td>
<td>Serve the College, the community, or raise awareness of a specific issue</td>
</tr>
<tr>
<td>Special Interest</td>
<td>Address particular areas of campus or personal life appropriately within the College’s mission</td>
</tr>
<tr>
<td>Diversity</td>
<td>Enrich campus life, assist students in adjusting to college life, and educate the community on cultural issues</td>
</tr>
<tr>
<td>Student Services</td>
<td>Meet needs of new students, with a focus on improving overall student life</td>
</tr>
<tr>
<td>Media</td>
<td>Offer campus wide forms of communication and education</td>
</tr>
</tbody>
</table>

How to Start a Student Organization

1. Contact the Vice President for Student Organizations (asvporgs@stmarys-ca.edu) or The Assistant Director of SIL (stc2@stmarys-ca.edu) to review the process and attend a new student organization orientation.
2. Gather officers and propose an advisor (MUST be full-time Saint Mary’s Faculty or Staff)
3. Attend all four meetings in the new student organization process.
4. Submit all required paperwork to the Vice President for Student Organizations ON TIME.
5. Complete your constitution and have it approved by the Student Organizations Committee.
Finding & Working with an Advisor

Advisors to student organizations are a very important part of SIL. They give their time and expertise in order to facilitate the growth and development of students. Each recognized student group is required to have an advisor; they assist in navigating the college’s policies and procedures.

The role of the advisor is based upon the nature, type of activities, and leadership style specific to each student organization. That being said, specific responsibilities performed by every advisor are similar. When acting in an advising role, the advisor is considered an agent of the institution and thus acting within the scope of official authority on behalf of Saint Mary’s College.

How do you go about selecting an advisor for your organization?
Talk to any full time faculty/staff that you already know on campus. Tell the possible new advisor about your organization. Often the employee knows other members of the Saint Mary’s community whose interests would match those of your new group. Talk with SIL staff; they may be able to help find an appropriate advisor. Pool your resources! All of the prospective members of your organization know different people on campus.

Advisor Duties

• Assist in overseeing all activities of the organization, ensuring that the rules and standards of the College, the Associated Students, and the organizations constitution are kept in mind.
• Attend the organization’s meetings and activities.
• Ensure that officers have a 2.5 minimum cumulative GPA.
• Support the mission and focus of the student organization on campus, which helps the organization achieve longevity and success by seeing progression from year to year.
• Provide positive reinforcement and constructive criticism for the student organization and its members.
• Counsel and advise the officers and members of the group, especially the executive board.
• Serve as a “sounding board” off of which the organization can bounce new ideas and concerns.
• Take an active part in the forming of the student organizations procedures and policies of operation.
• Attend organization-sponsored events that permit non-college attendees and/or events serving alcohol. NOTE: Advisors attending these events may have additional on-site responsibilities assigned to them by SIL as needed.
• Attend an annual advisor workshop, facilitated by SIL, for updated information and policy changes necessary for student organization advising.
• Stay in contact with SIL in order to discuss any organizational concerns or questions that may arise.
Being an advisor offers:

- A unique opportunity to get to know and work with students outside of the classroom or office.
- The reward of watching individual students develop skills and talents as well as watching a group develop to its fullest potential.
- The opportunity to share knowledge and expertise on relevant topics.
- An opportunity to contribute to a student organization in a non-academic way.