

Student Organization Handbook 2016-2017

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INTRODUCTION

This handbook is a resource for student organizations at Abilene Christian University and serves as a supplement to the ACU Student Handbook. The policies and procedures detailed in this handbook are not intended to be comprehensive and do not supersede the policies in the Student Handbook; they are intended to state the purpose, philosophy, rules, and regulations of student organizations.

STUDENT ORGANIZATIONS AT ACU

Purpose of Student Organizations

ACU is committed to purposeful living in all aspects of University life, including student organizations. With this in mind, the five principles in the Student Handbook for expected student behavior are the same five principles guiding our student organizations.

1. **Integrity:** Conduct as individuals, as an organization, and as a university will be trustworthy.
2. **Service:** The motivating question behind all relationships is “How can I be of service?”
3. **Stewardship:** Being good stewards of the things that God entrusts to us is essential.
4. **Involvement:** Decisions and actions that are beneficial to the University require broad-based participation and teamwork.
5. **Excellence:** Doing the very best requires continuous improvement and learning.

Coordination of Student Organizations

ACU Student Organizations are under the coordination of the Student Life Office. The Director of Student Organizations and Productions is the primary coordinator and serves as the facilitator for student organizations on campus.

The responsibilities of the Director of Student Organizations and Productions include:

- Coordinating communication to students, advisors and ACU faculty/staff regarding student organizations;
- Educating the campus community about opportunities for membership in student organizations;
- Educating the campus community, especially student organization officers and advisors, about the annual update to be completed by student organizations;
- Approving new student organizations;
- Assigning classification for student organizations;
- Coordinating risk management training for student organizations;
- Assisting advisors in mentoring student organizations and upholding ACU policy and procedures in organization activities; and
- Conducting annual assessments of all aspects of the student organization process.

Benefits of Becoming a Recognized Student Organization

By becoming a recognized student organization at ACU, the organizations will receive the following benefits:

- Use of the ACU name to identify association with the institution;
- Ability to act as a student organization on and off the ACU campus;
- Opportunity to apply for funding from the Students' Association (in compliance with other SA bylaws and guidelines);
- Accessibility to resources of the Office of Student Activities
- Review of contracts by ACU Office of Legal Services;
- Recognition as a student organization on the ACU website; and
- Ability to publicize announcements and events through all avenues and media that the University offers to student organizations (e.g., myACU, ACU Student Events Calendar, student organization fair, etc.).

University Recognition as a Student Organization

Student organizations are only allowed to exist and operate as a student organization after they have been properly recognized by the Office of Student Organizations and Productions. Student groups may start the recognition process at any time during the school year, but new student organizations will only become recognized at the beginning of each semester. In order to become a student organization, a student group must:

- Complete an application for recognition as a student organization. You can get this application form from the Office of Student Organizations and Productions.
- Have at least one full-time ACU faculty or staff member who will serve as an organization advisor.

The final decision regarding approval of any new student organization will be made by the Director of Student Organizations and Productions.

Maintaining Status as a Student Organization

For existing as a recognized student organizations on campus, certain requirements must be met in order to maintain recognition as a student organization. They are as follows:

- Have at least one full-time ACU faculty or staff member who serves as an organization advisor;
- Submit the annual update sheet prior to the end of each academic year;
- Keep a current roster of members and officers at the beginning of each semester;
- Attend all required training given by the Office of Student Organizations and Productions (this will depend on the organization's category, as explained below);
- Abide by all University policies governing student organizations, including any specific to the type of organization, which might be communicated through the recognition process; and
- Keep full disclosure of the following to the Office of Student Organizations and Productions: size; financial information, including total annual cost for each member; member limit (cap); number of new-member openings; and traditional service projects and activities.

- Must have a minimum of 10 active members, which must be full-time ACU students that are in good standing with the university.

Additionally, the University reserves the right to withdraw recognition from any student organization that fails to uphold the standards established by University policy or whose purpose or conduct does not fit within the University mission. Before withdrawal, the student organization will be provided with an official notice and an opportunity to meet with the Director of Student Organizations and Productions.

Categories of Student Organizations

During the summer after each school year, the Office of Student Organizations and Productions will assign each recognized student organization to a category that helps determine the type of training needed for student organization leaders and advisors for the following year. If the scope of activities for a student organization changes during the course of the school year, it is the responsibility of the organization to notify the Director of Student Organizations and Productions. He will assess the need for any change in category assignment or additional training. For newly recognized student organizations, a category will be assigned in the recognition process. There are three categories of student organizations:

Category 1: Selected officers from these organizations will be required to attend mandatory training that is provided by the Office of Student Organizations and Productions to address risk management related issues. Additionally, these organizations may be required to complete supplemental training as determined by the Director of Student Organizations and Productions, based on the organizations activities. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

Category 2: Selected officers from these organizations will be required to attend mandatory training that is provided by the Office of Student Organizations and Productions to address risk management related issues. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

Category 3: These organizations have no formal training requirement by the Office of Student Organizations and Productions.

Eligibility Requirements for Members and Leaders in Student Organizations

Each organization may determine eligibility requirements for individual students joining or participating in their organization. At a minimum, to join or participate in a student organization, a member must be enrolled as a full or part-time student at ACU. Any recent conduct or academic probation may also impact a student's ability to join or participate in an organization. Further, the University reserves the right to set additional guidelines for member eligibility of specific organizations and certain leadership positions. Organizations admitting new members or allowing current members to participate who do not meet the above requirements may face disciplinary actions, including, but not limited to, loss of its student organization's status. Students in leadership positions are expected to uphold the principles in the Student Handbook of integrity, service, stewardship, involvement, and excellence. Prior to any organization election,

the Director of Judicial Affairs or the Director of Student Organizations and Productions may review a students' disciplinary file in order to determine whether a student should be permitted to run for office. Students who are currently under disciplinary sanctions or have been subject to disciplinary sanctions in the past may not be eligible for leadership positions as determined by the Dean of Students or the Director of Student Organizations. If a student is determined to be ineligible based on past (non-current) disciplinary sanctions; the student may appeal to the Dean of Students, who will make the final decision. Additionally, students in leadership positions may be required to step down from leadership as a form of conduct probation. If that is the case, students may be placed on leave from their position during the appeals process set out in the Student Handbook and if the probation is upheld, will immediately be removed from office.

ADVISORS

All recognized student organizations must have Student Life approved advisors, including at least one full-time faculty or staff member of the University. Advisors should sign an advisor letter agreement and return it to the Office of Student Organizations and Productions.

Organizations should select advisors who are mature and responsible enough to fulfill this important role, who can attend meetings and participate in organization activities, and who are willing to enforce University policy. Advisors who are unable or unwilling to accept these responsibilities may be removed from their position. Depending on the nature of the organization, organizations may have additional requirements and responsibilities for advisors.

Organizations' Responsibilities to Advisors

Student organizations cannot exist or prosper without active advisors. A good advisor will devote a lot of time and care to the organization. Advisors have a right to expect some things in return. Showing courtesy and respect, as well as simply following the "Golden Rule," is important in all relationships. Treatment of advisors is no exception. The following are a few specific responsibilities that organizations have toward advisors:

1. At the beginning of each semester, advisors should be told the time and place of an organization's regular meetings. From that time on, they should be sent reminders before each meeting. They must be consulted concerning any extra meetings that are called or changes in time or place of regular meetings. Many advisors have family and career responsibilities that they must consider in balancing their commitment to the organization. It is very important that advisors be given as much advance notice as possible. **Each organization should formulate a clear, consistent plan for timely communication with advisors.**
2. Officers should consult with advisors when developing plans for activities. Advisors can assist and guide in determining appropriateness of activities and locations.
3. At least one advisor in each organization should be kept informed of the organization's financial status, particularly during the planning stages of large events. One part of the organization's financial responsibility is to take care of expenses incurred by advisors. Attending organization activities should not be a financial burden to any advisor. The organization should pay for the actual cost of any activity, as well as all other expenses for any activity outside of Abilene.

Advisors' Responsibilities to Organizations

1. Advisors should make an effort to be at organization meetings and activities. At least one adviser must be present at all organization meetings and activities. Advisors must be present at any special events as defined below unless otherwise approved. No voting is to take place without the presence of an advisor. Advisors must take some initiative in making sure that they are made aware of all meetings and activities.
2. One reason for the requirement that organizations have advisors is to provide the organization with additional wisdom and guidance in making organizational decisions. Working closely with the officers, advisors are expected to help address any problems that may arise surrounding the organization. If an advisor feels it is needed, the advisor is free to address the organization directly and make his or her feelings known. From time to time, the advisor should remind the organization of the importance of being a positive part of ACU's mission and suggest how it can work as a group to reflect that mission, including following its rules and regulations. The advisor must use his or her judgment in advising officers of the organization as to discussion of events (e.g., appropriate dress for an upcoming banquet or sportsmanship on the ball field).
3. Generally speaking, organization members will look to the advisors as individuals from whom they can learn. This is an important reason to set a good example in dress, manners, speech, attitude, etc. As advisors show that they take seriously the responsibility given them, the students will take more seriously their responsibility as organization members.
4. Be familiar with and enforce University policy.
5. Attend trainings as required by the Office of Student Organizations and Productions.

POLICIES REGARDING STUDENT ORGANIZATIONS' EVENTS AND ACTIVITIES

Hazing

ACU will not tolerate hazing as defined by Texas law. Moreover, ACU strongly discourage any action that degrades, intimidates, humiliates or endangers and individual. The University reserves the right, for its private administrative purposes, to define conduct as "hazing" whether or not it would constitute hazing under the Texas law. All acts of hazing and any act which violates ACU's Student Handbook may receive the full range of discipline set forth by the current Student Handbook.

Moreover, as set out in the Student Handbook, a student organization may also be guilty of hazing if it condones or encourages hazing, or if an officer or any group of members commits or assists in an act of hazing. In those situations, the student organization may face disciplinary actions, including, but not limited to, loss of its student organization's status. Ignorance of Christian principles, cultural meanings, and Texas law will not constitute immunity from appropriate University discipline. For more information on hazing, please visit www.acu.edu/hazing.

Sexual Abuse and Harassment

ACU's Student Handbook expressly prohibits all forms of sexual abuse and harassment. Please refer to the Student Handbook for a complete description of the option available to victims of sexual abuse or harassment and the possible penalties that the University may impose in such instances. Further, a student organization may also be guilty of harassment if it condones or encourages such behavior, or if an officer or any group of members commits or assists in such

acts. In those situations, the student organization may face disciplinary actions, including, but not limited to, loss of its student organization's status.

Work with Minors

Student organizations may not conduct events or activities with non-enrolled minors unless one of the criteria has been met: (1) ensure that a parent/guardian of each participant completes a Permission/Waiver Form. Any alternative forms must be approved by Legal Services. (2) establish a procedure to notify the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. (3) Ensure that all Authorized Adults who have direct contact with minors as part of an ACU-sponsored program will complete an application, self-report and background check as required by ACU's Screening, Background Check and Self-Reporting Policy. This must be reviewed and approved by the program director prior to the Authorized Adult being hired and/or working with minors. (4) Provide adequate supervision of minors. At a minimum, all activities involving minors must be supervised by at least two or more Authorized Adults. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activity(ies) involved, ages and experience of the Authorized Adults, and recommended ratios developed by relevant associations and accrediting bodies. (5) Develop rules applicable to the Program for both participants and Authorized Adults. If Authorized Adults or participants do not abide by applicable Program and University regulations, they may be removed from the Program. The following must be included:

- a. One-on-One Contact with minors in the Program is prohibited.
- b. No one should strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner another person. Harassment and bullying, including verbal, physical and cyber-bullying, are also prohibited.
- c. The possession or use of tobacco, alcohol and other drugs, fireworks, guns and other weapons is prohibited
- d. The parking of staff and participant vehicles must be in accordance with ACU parking regulations. Do not pick up minors or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian and with at least two Authorized Adults. The operation of a motor vehicle by minors is prohibited.
- e. Misuse or damage of ACU property is prohibited. Charges will be assessed against participants or non-ACU programs who damage or misuse ACU property.
- f. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

If an allegation of inappropriate conduct is made against an Authorized Adult participating in the programs, s/he must discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved. (6) Ensure that parents/guardian and participants (to the extent possible based on their age) are informed regarding applicable procedure rules. This may take the form of a program handbook, FAQs, or handout. (7) Authorized personnel/signatories for non-ACU groups using ACU facilities must provide to the Responsible Unit satisfactory evidence of compliance with all of the requirements of this Policy

at least seven (7) days prior to the scheduled use of ACU facilities, as well as sign an approved agreement for use of ACU facilities containing applicable terms.

Discrimination

In accordance with applicable federal, state and local laws, student organizations are prohibited from illegally discriminating in matters of race, color, nationality or ethnic origin, gender, age, disability. Please refer to the Student Handbook's Nondiscrimination Policy for more information. If discrimination occurs, the student organization may face disciplinary actions, including, but not limited to, loss of its student organization's status.

Accident Reporting

In the event of a disciplinary and or other concern, an accident report can be found on this page: <http://www.acu.edu/campusoffices/riskmanagement/documents/2011-06-30-accident-report.pdf> for advisors or any student organization member to complete and return to the Office of Student Organizations and Productions. These forms can be found on the ACU website in the Student Life section. These reports may be used to communicate to Student Life about an individual student or group of students. When Student Life receives incident reports, the concern will be addressed. It is possible that students involved will suffer consequences if any ACU policies have been broken. The use of incident reports is encouraged as they allow for open communication, honesty and integrity among staff, advisors and students.

If any student sustains any type of injury at an organization activity, an accident report must be filed regardless of whether or not the injury was directly related to participation in the activity. If medical attention (on-site care, trip to ER, doctor visit, etc.) is required, the Director of Student Organizations and Productions should be called immediately. Failure to report an injury may lead to disciplinary action.

Risk Management

Risk management is a process of evaluating potential and perceived risks involved in an organization's activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. Student Organizations may adopt their own risk management policy addressing organization-specific procedures and guidelines to ensure that the student organization plans and hosts events and special events where everyone involved has a safe and fun experience. For questions about developing an organization-specific risk management policy, contact the Office of Student Organizations and Productions or the Office of Legal Services.

Inclement Weather Guidelines

Weather needs to be a consideration for organizations that are hosting outdoor events. Those planning the event are responsible for the safety and well being of the participants and safety must always come first. Organizers should be proactive in checking weather forecasts for appropriate weather conditions and should have a backup plan if weather may prohibit outdoor activities. Also be informed of National Weather Service (NWS) issued thunderstorm "watches" or "warnings" and the warning signs of developing thunderstorms in an area. If lightning is seen and accompanying thunder is heard, lightning is within 6-8 miles and activities should be

immediately moved indoors until 30 minutes after the last sound of thunder or indications of lightning. Weather threats can include but are not limited to tornadoes, lightning, hail, snow, and extreme heat/cold. Organization leaders, along with their advisors should evaluate any weather threats and determine the appropriateness of having an event outdoors. ACU ALERT is a free emergency notification system that gives Abilene Christian University the ability to send urgent and emergency information quickly by email and text message; organization leaders should be subscribers for this service and can register at www.acu.edu/acualert. Any receipt of a severe weather alert via ACU ALERT signifies an imminent threat to the campus and all organization activities should immediately be moved indoors. For resources about outdoor weather threats, please visit www.lightningsafety.com or <http://www.noaa.gov>.

Organization Member Discipline

Each organization should develop standards of behavior for members of its organization. These should be incorporated into a member discipline plan that outlines expectations for member behavior with consequences for failure to abide by community standards. Consequences may include, but are not limited to, removal from activities, loss of member privileges, and ultimately, ineligibility to participate as an organization member. Student groups have the autonomy to enforce their own community standards. However, if violations to the Student Handbook and/or Student Organization Handbook are referred to Student Life, revised and/or additional sanctions as outlined in these publications may apply. Each year, organization officers should review their plan with organization advisors, and after advisor approval, submit any changes to the Director of Student Organizations and Productions for final approval.

Constitutions

A current copy of each organization's constitution must be on file with the Student Life Office at all times. Updated constitutions are required any time an amendment is necessary. Charters for new organizations are granted by the Student Life Office. Constitutions are approved at that time as part of the chartering process. Thus, any changes to constitutions must be approved through the Associate Director of Student Organizations and Productions. Submit updated constitutions by the second week of school.

It is the responsibility of each organization to periodically review its constitution, especially those sections pertaining to the mission of the organization, voting, member discipline plan, and members' financial responsibility. Each organization must ensure that its constitution is consistent with its mission statement, as well as with ACU's mission.

Student Organization Events and Special Events

Student organization *events* include, but are not limited to, regular meetings and other similar routine activities, while *special events* include, but are not limited to, formals, socials, events involving travel outside the city limits, events involving minors, and events outside the normal scope of day-to-day organization activities. Failure to register special events may lead to sanctions for the organization, which could include loss of recognition status.

While student organizations should involve their advisor(s) in the planning of both events and special events, at least one advisor must be present at all special events unless otherwise

approved. Moreover, all special events must be registered through the Student Organization website (www.acu.edu/studentorganizations) and approved by the Director of Student Organizations and Productions. It is also strongly suggested that when planning a special event, the organization enter a contract for the services (photographers, T-shirts, etc.) and facilities being used. (See the policy regarding university contracts below.)

Pursuant to the ACU Student Handbook, ACU student organizations cannot have alcohol or illegal drugs present at any student organization event or special event. Student organizations are permitted to have or host dances as approved by advisors and the Director of Student Organizations and Productions.

Contracts, Releases and Waivers

Student organizations and/or their advisors **do not have** the authority to enter into contracts on behalf of their organization or ACU. Instead, any contract entered into by a student organization must first be reviewed by the Office of Student Organizations and Productions, as well as the ACU Office of Legal Services before being signed by one of a select number of ACU administrators. Most facilities and vendors will have a form contract. If they do not, the Legal Services Office has developed a Services Contract Form that is available at www.acu.edu/contracts.

Once you have a draft contract, please send it to the Office of Student Organizations and Productions along with a completed Contract Review Sheet available online at www.acu.edu/studentorganizations. This form must be signed by an advisor and the organization's president, and returned with two copies of the contract to the Office of Student Organizations and Productions. The Director of Student Organizations and Productions make sure the contract is signed and return it. Please allow two (2) weeks for contracts to be reviewed and returned.

Depending on the nature of the event, a **release and waiver** for participants in organization activities may be required by the Director of Student Organizations and Productions or requested by the organization itself. These may be obtained by contacting the Office of Student Organizations and Productions.

Travel

Recognized student organizations may make off-campus trips that are deemed appropriate and approved by the organization. **Organizations must submit the online special events form any time they are traveling outside the city limits** and an organization advisor must be in attendance for an organization activity or event (such as conferences, field trips, socials, etc.). Students and their parents should understand that participation in such off-campus trips and activities *is at the student's own risk*.

For travel in **vehicles owned by ACU**, organizations must comply with the university's [Driver Policy](#). In order to use an ACU owned vehicle, the trip must be sponsored by a recognized ACU student organization, and an ACU employee must accompany the group. The following is also required:

- For in-town travel, drivers must be 21 years of age.
- For travel outside the Abilene city limits, drivers must be 25 years old.
- Drivers must have a minimum of 6 years driving experience and submit information needed for a motor vehicle record check.
- No driving while under the influence of drugs or alcohol.
- No speeding or use of speed/radar detectors.
- No use of cell phones while driving unless using a hands-free device.
- No texting while driving.
- No use of headphones or ear buds while driving.
- Passenger van drivers must complete the ACU van driver certification program.
- Compliance with any other stipulations given by the University.

For the complete ACU driver policy, contact the Office of Student Organizations and Productions or the Risk Management Office.

For travel in **leased or rented vehicles**, the same driver terms and conditions apply as for vehicles owned by the University. (Student organizations should purchase comprehensive optional damage insurance coverage) and drivers of leased or rented vehicles must be 21 years of age. If the organization is using a leased or rented vehicle for out-of-town travel, the University may impose additional requirements on the organization.

Students may use their **privately owned vehicles** to travel to student organization activities within the Abilene city limits. The bed of pick-up trucks may not be utilized to transport anyone and each passenger shall have a seatbelt. However, the use of privately owned vehicles for travel to student organization activities outside of Abilene is strongly discouraged. When a personal vehicle must be used for organization travel, it is imperative that the owner and passengers understand that **ACU provides no physical damage or liability coverage for non-ACU owned vehicles. If a student uses his or her own personal vehicle for student organization business or activity, vehicle owner's insurance will be responsible for all liability associated with the trip. Additionally, while not a requirement, the Office of Student Organizations and Productions recommends the following in regards to all student organization travel:**

- Comply with all applicable federal, state and local laws. This includes, but is not limited to, making sure that all drivers of privately owned vehicles are licensed and insured and that the vehicle is properly registered and inspected.
- Ensure passengers are seated inside any moving vehicle and secured by their own seatbelt. The number of passengers should be limited to the number of seat belts available in the vehicle.
- Carry a first aid kit.
- No driving while under the influence of drugs or alcohol.
- No use of speed/radar detectors.
- No speeding or reckless driving.
- No use of headphones or ear buds while driving.

- Check the vehicle prior to departing. Conduct a visual safety inspection, including fluid levels, lights, wipers blades, and all tires. Ensure tires are properly inflated and the tread is not worn down.
- When towing a trailer or using a cargo rack, reduce vehicle speeds to below the legal limit, especially in heavy traffic and check all lights and hitches prior to departing.
- Be aware that 15-passenger vans have unique safety concerns. To decrease the chance of a rollover accident, we recommend the following:
 - When loading a 15-passenger van, place nothing on the roof. Luggage and equipment should be dispersed to help balance the weight. Items in the rear cargo area should be relatively light, not stacked above the seat back and properly secured. Do not tow trailers with a 15-passenger van. The backseat should not be used for passengers. For more information see ntsb.gov.
- Leave an emergency telephone number with the Office of Student Organizations and Productions, along with a list of all participants.
- Set curfews for out of town trips jointly with the organization's advisors and student leaders.
- Minimize distractions by not using a cell phone or texting while driving.
- Do not drive for over 12 hours in any given 24 hour period and do not leave after 4:00 p.m. for a trip exceeding 8 hours or after 10:00 p.m. for a trip exceeding 2 hours.
- Change drivers every 2 hours and do not exceed 250 miles per driver.

Political Campaign Activity

Subject to University policies on permission and scheduling, recognized student organizations may use ACU facilities for partisan political purposes, so long as they pay the usual and normal charge, if any, for such use. However, prolonged partisan use of ACU facilities should be avoided. Moreover, subject to other relevant University policies, recognized student organizations may temporarily post political advertising (e.g., signage) on university property during their on-campus events. Student groups may also invite candidates for political office to appear in their candidate capacity only if the candidate appearance meets and adheres to the following:

- The appearance consists of speeches, question-and-answer sessions, or similar communications in an academic setting;
 - No political fundraising occurs;
 - It is made clear that ACU takes no position with regard to the candidate; and
 - All candidates seeking the same office must be provided an equal opportunity to appear.
- Any complaint regarding a violation of this political campaign activity policy must be made in writing, outlining the facts surrounding the violation and the section of the policy allegedly violated and should be submitted to the office of the VP for Student Life/Dean of Students. This section does not apply to on-campus Student Association elections, which are governed by rules established by the Student Association in consultation with Student Life.

Gambling/Games of Chance

Illegal gambling is prohibited on ACU's campus and for ACU students. Moreover, ACU student organizations are prohibited from conducting or organizing events that involve illegal gambling

or games of chance, including raffles. However, if your organization would like to host a mock gambling event (i.e., Texas Hold ‘Em competitions or a mock casino night), contact the Director of Student Organizations and Productions for approval. Events will only be approved if the organization can show the event does not constitute illegal gambling and fits within the mission of the University.

T-Shirts and Other Products

Student organizations desiring to sell or distribute T-shirts or other products must obtain the written approval of their advisor and the Director of Student Organizations and Productions before the T-shirts are printed or the products are ordered. All t-shirt designs must be approved by the Office of Student Organizations and Productions.

T-shirts should be in good taste and not be questionable or inappropriate in design. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University in view of her constituencies, conflict with the private aims of the University as a Christian institution of higher learning, or violate any of the University’s existing contractual obligations. Designs including ACU’s name and/or trademarks must also be reviewed by Creative Services. Designs may be submitted electronically or in person to the Director of Student Organizations and Productions after an organization advisor has approved them.

ACU Mailbox

Student organizations are encouraged to have an ACU mailbox used for organization purposes. Organizations should have their own mailbox. If an organization does not want a mailbox specific for their use, they are encouraged to use the mailbox of an on-campus advisor. The annual cost for an ACU mailbox is \$50. There are many benefits to having a mailbox on campus: newsletters are mailed for no charge (make sure they are in mailbox order), others are able to easily contact the organization, the Office of Student Organizations and Productions may make easy contact, and it gives the organization stability from year to year.

Organization Blogs and Websites

Student organizations are permitted to create and maintain organization blogs. ACU will provide server space for organizations that would like to use the ACU blog template for their websites. For organizations that choose this option, they will need to **contact the Learning Studio at x2341**.

Student organizations may have offsite websites if they do not want to use the standard ACU template for their site. The organizations would be responsible for purchasing server space and the domain name. The domain name cannot specifically associate with ACU. (For example, the domain name could be StudentOrganizationX, but could not be ACUStudentOrganizationX). If an organization chooses to maintain their page offsite, they must provide the URL to the Director of Student Organizations and Productions. ACU can still link to that site, provided it honors the ACU student Guidelines and Responsible use for Information and Technology policy: (<http://www.acu.edu/technology/policy/index.html>).

Whether on or offsite, student organizations must actively manage their site/blog by keeping information up to date. Moreover, all student organization websites/blogs must comply with all applicable policies of Abilene Christian University and obtain any necessary releases for copyrighted or trademarked material they may choose to post on their website/blogs. For help defining fair use as it relates to copyrighted or trademarked material, see the Podcasting & Copyright FAQ on the Adams Center website (<http://blogs.acu.edu/campus-blogs/guidelines/>). All student organizations must also post the following statement on their site/blog: “Abilene Christian University does not review, approve, or endorse the contents of this website, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, or local laws.”

Advertising

Advertising on myACU student announcements and the Student Events calendar is a privilege for recognized Student Organizations. Announcements and events should be submitted to the Director of Student Organizations and Productions. Student Organizations may also advertise in additional ways on campus, such as through posting flyers on the kiosk outside the campus center. For more information about advertising on campus, please visit www.acu.edu/announce.

Financial Responsibility

The treasurer of the organization is responsible for keeping the organization aware of its financial needs and handling the organization’s budget. At least one advisor should mentor the treasurer to ensure appropriate stewardship and accountability of organization funds. Advisors should also actively participate in the budget development process.

Each student organization has the ability to have an on-campus account. If an on-campus account does not currently exist for an organization, the Director of Student Organizations and Productions can assist that organization in opening an account. Certain organizations may be required to have an on-campus account due to the nature of their activities. Account balances must be paid in full by the end of each semester. Failure to pay account balances may result in disciplinary action including, but not limited to, restriction from participation in University activities.

If an organization has an off-campus bank account, **at least one advisor must be on the signature card**. Together with the treasurer, advisors should establish guidelines on which expenditures need specific advisor approval. The money in each account belongs to the organization members and should be accounted for accordingly. On-campus and off-campus accounts are open to an audit by the University at any time.

Money collected for an organization should not be kept in any student residence overnight.

Fundraising

The Office of Student Organizations and Productions must approve fundraising projects by any organization in advance. This is done by completing the Special Events Registration form online after advisor approval. Raffles are not an approved form of fundraising.

Organizations that would like to raise funds through tax-deductible donations must get approval by Billie Currey in the Office of Advancement. There are specific laws and regulations that the University must adhere to for these purposes and Advancement will determine if your plans meet those expectations. Sponsorships, even if not tax deductible, must be approved by both the Office of Student Organizations and Productions and the Office of Advancement. For questions and coordination of this process, please contact the Office of Student Organizations and Productions.

Bake Sales and Food Sales

Student organizations are permitted to sell food in certain circumstances to benefit their organization. Bake sales are permitted by student organizations with certain precautions and limitations. First, the bake sale must be registered as a special event by the organization (see student organization special events p.7). Because the sale of food is regulated by the Abilene Department of Environmental Health, organizations must contact the department prior to the sale and obtain a letter exempting the organization from the Temporary Food Service Requirement. If the bake sale will be taking place in the Campus Center, a copy of this letter and the approval of your special events registration must be provided to the campus center staff at the time of the bake sale. Please note student organizations may not have more than three days of bakes sales in the campus center per semester. At the bake sale itself, a sign should be displayed that states the food is "Homemade/Not Inspected". It is important to note that this bake sale exemption only applies to the sale of traditional shelf-stable baked goods that do not need to be refrigerated or pre-packaged items, such as bottled drinks or snacks. This would prohibit any items that need to be refrigerated from being sold such as custard and cream pies; items containing cheese (i.e. cheesecake); pumpkin pie; cream filled cupcakes or doughnuts; or any dairy products.

If an organization wishes to sell food (other than through a bake sale) that is not prepared and served by Aramark or another licensed food establishment, a temporary permit is required. This is true even if it is for fundraising purposes. Organizations wishing to do this should contact the Director of Student Organizations and Productions for more information.

Room Reservations

Rooms on campus must be reserved for student organization use. Facilities across campus have different processes for reserving rooms. Organizations should check with each building about their process to ensure it is done correctly. The Office of Student Organizations and Productions can help organizations in this process. Keep in mind that room requests are filled on a first-come, first-serve basis and facilities are often booked far in advance.

REGULATIONS

Sanctions may be taken against student organizations that violate ACU regulations and policies. The following are examples of such sanctions (not an inclusive list):

1. Restrictions of various kinds (from further pledging activities, major functions, etc.);
2. Disqualification from organization sports for the duration of a specific sport, for a semester or for a year;
3. Placement of the organization on conduct probation;
4. Suspension from the University for a period of time;
5. Withdrawal of University approval for the organization, thus causing the organization to cease to exist.

The disciplinary process for student organizations will follow the standards outlined in the student handbook for individuals, adjusted as needed.

CONTACT INFORMATION

Any questions or clarifications may be directed to the Student Organizations and Productions Office.

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