Mission Statement:

The Department of Student Involvement and Leadership supports the mission of Weber State University and the Student Affairs Division by promoting the development of the whole student through co-curricular opportunities, leadership experiences, and community involvement in an inclusive, diverse environment.

Areas and Teams Important to All Clubs and Organizations:

- **Accounting**: To setup a new index (cost) code account, to find out the balance on an account, and for any other questions regarding club finances, contact Monika Rodie at (801) 626-7108.
- **Campus Recreation**: Located in the Wildcat Rec Center, the Campus Recreation department can help any student organizations considered to be club sports (both competitive and recreational). For more information call (801) 626-6637.
- **Clubs and Organizations Committee**: Student leaders on the clubs and organizations committee can assist any club with event planning, recruitment, marketing of events, etc. For more information on how to get involved with the clubs and organizations committee, or to contact a student leader on the committee email: clubsandorganizations@weber.edu.
- **Leadership Program**: Students interested in further developing their leadership skills and experience can get involved in various leadership programs offered at Weber State University through the Department of Student Involvement and Leadership. For more information on leadership workshops, discussions, conferences, and classes contact the Department of Student Involvement and Leadership at (801) 626-6349.
- **Office of the Vice President of Student Affairs**: The Vice President of Student Affairs, Jan Winniford, and her dedicated staff continue to support the growth and success of student organizations at Weber State University. For more information on the Division of Student Affairs at Weber State University, visit www.weber.edu/studentaffairs.
- **Scheduling and Room Reservations**: Registered/recognized student organizations have the privilege of reserving space within the Shepherd Union Building for meetings, practices, workshops, social events, or conferences. For information on room availability or to reserve a room for future events, call the Scheduling and Conference Services Office at (801) 626-8732.
- **Sodexho and Dining Services**: Student organizations frequently host club meetings, socials, and activities in which they want to offer food and beverages for all attendees. Weber State University has a strict catering contract with Sodexho and dining services on campus, therefore any food or beverages served at student organization events needs to be coordinated and purchased through Sodexho. For a complete
menu listing and/or to place an order for a future event visit www.weberdining.com, or call (801) 626-6323.

Recognition of Student Organizations

How to Start a New Student Organization at WSU:

The Department of Student Involvement and Leadership has implemented the following process in order to appropriately assess the request for recognition and to allow the organization the opportunity to participate in the recognition process. The following steps will need to be taken:

1. Complete and submit an application for recognition- the annual CLUBS AND ORGANIZATIONS REGISTRATION SHEET. A hard copy of this form is available in the Office of Student Involvement and Leadership, or you may submit a registration online at www.weber.edu/co.
2. Each student organization is also REQUIRED TO CREATE AND SUBMIT A CLUB CONSTITUTION with the registration form. It is also required that constitution be signed/verified by the club president so as to certify that the student organization has AT LEAST 8 MEMBERS WHO ARE CURRENTLY STUDENTS AT WEBER STATE UNIVERSITY. Guidelines for how to write/compose a constitution is available online at www.weber.edu/co.
3. Submitted application and other required supporting documents (club constitution and roster of the presidency- names only) will be reviewed by staff members in the Department of Student Involvement and Leadership, and by student leaders on the Clubs and Organizations Committee. Only complete application packets (including 1) the clubs and organizations registration sheet, 2) a signed club constitution verifying the minimum of 8 WSU students are part of the club/organization, and 3) roster of the presidency) will be considered promptly, at the time they are submitted.
4. Student Involvement and Leadership staff may request additional information or a meeting with students to discuss the organization mission, purpose, and/or anticipated activities. In order to proceed with the application review process, a response to any requests of this nature must receive a response within one month.
5. Applications are reviewed for unique mission and purpose that are consistent with the mission and philosophy of Weber State University, in accordance with the University Policies and Procedures Manual, as well as the Student Code of Conduct. Student organizations approved for recognition will be assigned a classification (based on mission/purpose) and categorization (based on risk assessment), and may be assigned enhanced expectations depending on the proposed activities of the organization.
6. Upon approval, student leaders and advisors of student organizations will begin to receive electronic notices of trainings and seminars, monthly liaison meetings, monthly advisor luncheons, etc. Failure to attend these meetings multiple times within a given semester could result in the suspension of an organization for a set amount of time, as determined by the Clubs and Organization Committee.

Classifications and Categories of Student Organizations at WSU:

Each student organization granted recognition by Weber State University first receives a classification based on its mission and purpose. These classifications include:

- **Academic/Professional**
- **Cultural Group**
• Fraternity/Sorority
• Honor Society
• Interest Activity/Group
• Religious Group
• Service & Advocacy
• Sports Club

Students interested in starting a Club Sport need to contact Campus Recreation at 801-626-6476 to complete their registration process. Upon registering with Campus Recreation each sports club has the option to classify their group as competitive or recreational. The difference between competitive and recreational sports groups (aside from the nature of the sport and leagues) are the funding opportunities available to each group.

Competitive club sports receive funding support from Campus Recreation on a “matching” basis- therefore, the amount of money granted to a sports club needs to be matched by the players on the team (either in fundraising or through accumulating club dues) in order to avoid having to pay the department back.

Recreational sports on the other hand, are not eligible to receive funding from Campus Recreation, but can apply for the three forms of funding available to all clubs and organizations through Student Involvement and Leadership. Recreational clubs are not obligated to “match” these three forms of funding (conference, educational activity, and resource funding) if it is granted. Competitive club sports are not eligible to apply for funding through Student Involvement and Leadership.

Responsibilities of Student Organizations at WSU:

The privileges of becoming a recognized student organization at Weber State University are not extended without careful consideration. Once recognized, an organization may associate with Weber State University; therefore, the events and activities presented by the organization should accurately and positively reflect the mission and purpose of the university, as well as the rules and standards of the institution according to the Policies and Procedures Manual and Student Code of Conduct. The recognition process requires action by both student leaders of the student organizations and the university. As such, this process creates a mutually beneficial relationship between student organizations and the university. There are four main goals of the recognition process:

1. To establish an on-going relationship with newly established student leaders and newly appointed advisors.
2. To provide resource information to student leaders and advisors.
3. To make student leaders aware of expectations, rules, responsibilities, and enhanced expectations of student leaders, student organizations, and their advisor.
4. To gather as much information as possible from student organizations within a reasonable timeframe.

In order to reach these goals, be recognized and retain official recognition student organizations must meet certain, basic expectations set for all clubs and organizations. These expectations include:

1. Applying for and achieving university recognition annually through the Department of Student Involvement and Leadership.
2. Adhering to all municipal, state, and federal laws, the Weber State University Student Code of Conduct, and all other university policies and procedures.
3. Remaining in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
4. Keeping the Department of Student Involvement and Leadership informed of changes to organizational leadership or governing documents in a timely fashion.
5. Demonstrating respect for the university community and other student organizations.
6. Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.
7. Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events.
8. Ensuring continuity in leadership from year to year by training newly elected/selected leaders and
9. Establishing and communicating appropriate advisor expectations.

Privileges of Student Organizations at WSU:

There are a number of benefits that come from being a recognized student organization at Weber State University. These benefits are not afforded to non-recognized organizations or individual students. Some privileges of recognized student organizations include:

- **ACCESS TO MAILBOXES AND CAMPUS MAIL SERVICE**
- **INCLUSION IN CAMPUS PUBLICATIONS.**
- **SPONSORED/ SANCTIONED TRAVEL: USE OF MOTORPOOL**
- **PRIORITY IN RESERVING CAMPUS SPACE:**
  - Recognized student organizations are given a discounted rate when reserving space in the Shepherd Union Building, including individual meeting rooms, ballrooms, and the Wildcat Theater.
- **ACCESS TO CAMPUS FINANCIAL SERVICES:**
  - Each recognized student organization is assigned a cost code number- their bank accounts on campus. This account allows them to receive funding from the university and make purchases around campus (i.e. dining services, the bookstore, the copy center, etc.).
- **ELIGIBILITY FOR FUNDING THROUGH THE UNIVERSITY:**
  - Resource Funding: $100.00 per academic year
  - Competitive Funding: any amount requested in excess of $100.00, i.e. for conference funding, travel abroad, large scale programming or club events, etc.
- **INCLUSION IN CAMPUS ADVERTISING:**
  - Advertising privileges include access to the campus marquees, campus kiosks, sandwich boards, the Union Screens, and the CollegiateLink flyer board for all event/activity marketing.
- **ABILITY TO PARTICIPATE IN ONLINE COMMUNITY CollegiateLink:**
  - Each recognized student organization has the ability to create their personal group page on this social network for all university clubs and organizations. In doing so, each organization is required to maintain and update their page as needed (including contact information, current events, etc.)
- **SUPERVISED USE OF UNIVERSITY LOGOS, TRADEMARKS, NAME, ETC:**
  - Requests to use the approved university logos need to be made to the Coordinator of Clubs and Organizations. The coordinator has three different versions of the university logo which are readily available for any recognized student organizations.
- **ACCESS TO STUDENT INFORMATION:**
  - The leadership members and advisors of recognized organizations are considered to be “school officials” for FERPA purposes.
  - The leadership members and advisors of recognized student organizations may have access to DIRECTORY INFORMATION of Weber State University students. Directory information includes: student name, address, telephone number, major (program of study), dates of attendance, degree(s) received, full-time/part-time status, date of birth, honors received. Requests for directory student information must be placed by the organization’s advisor with the Office of Student Involvement and Leadership. Restrictions may be placed on the use, handling or secure treatment of the information.
  - The leadership members and advisors of recognized student organizations may have access to NON-DIRECTORY INFORMATION of Weber State University students, based on a legitimate education connection/interest. Requests for non-directory student information must be placed by the organization’s advisor with the Office of Student Involvement and Leadership, and approval as to what qualifies as a legitimate educational connection/interest will be made by the Coordinator of Clubs and Organizations in consultation with the University Registrar and
University legal counsel. Recognized student organizations can only place a request for non-directory student information **one (1) time per semester (Fall and Spring).** Requests for social security numbers and other security sensitive personally identifiable information will be denied. Non-directory information may not be shared with any other individual or organization without the approval of the Coordinator of Clubs and Organization in consultation with the University Registrar and University legal counsel and/or the student’s advance written permission. Other restrictions may be placed on the use, handling or secure treatment of the information.

- All decisions regarding release of student information will be made in a nondiscriminatory manner and will be based on the best interest of the students and the University. The student organizations may also release their information to other organizations that provide proof of supporting the organization for a legitimate educational purpose.

**ELIGIBILITY FOR STUDENT ORGANIZATION AWARDS**
- Crystal Crest Awards- Club/Organization of the Year
- Clubs and Organizations End of the Year Awards- Club of the Year.

**Student Organization Advisors:**

**Recruiting an Advisor**
Before approaching a potential advisor, keep in mind the following: a) find someone who will have the time to devote to your organization, b) find someone who will take the role willingly and seriously, c) find someone who has the knowledge or skills related to the mission and purpose of your organization, and d) this individual **must be a full-time staff or faculty member** who works at Weber State University. Make sure that a potential advisor has a clear understanding of the organization’s mission, activities, and your expectations of his/her duties and time commitment. Allow the person a reasonable length of time to consider his/her decision.

**Role of Advisors**
Under the tenets of the Student Affairs Division at Weber State University, advisors must work collaboratively with students, sharing responsibility for the organization and its events. Be open to suggestions and criticisms that your advisor may provide, as his/her knowledge and experience will help in exploring solutions and implementing organizational procedures. Discuss your expectations for each other openly, and set up regular meeting times to discuss the organization’s activities, events, and decisions. Here are some additional points about the role and practices of student organization advisors:

- Advisors are trained and knowledgeable about the student rules related to student organizations, and are great resources in terms of university policies and procedures.
- Advisors should have access to the guiding documents and policies for the student organization (i.e. the constitution). Make sure your advisor has an updated copy of your operations manual at all times.
- Advisors are trained to report and follow up on any discipline issues for the organization, and/or its members.
- Advisors are here to support and guide your organization, empowering you to make fair, intelligent, and reasonable decisions based on the information and guiding boundaries at your disposal.

The key is to work collaboratively with your advisor to help ensure your events and activities are not only safe and in compliance with university rules and policies, but are ultimately a huge success!
Section 6-22 of the Policies and Procedures Manual of Weber State University highlights the Student Code for all individuals attending WSU. In this it states, “Weber State University believes in student participation in the government of the institution. As constituents of the University community, students are encouraged individually and collectively to express their views concerning policy to the administration. The Weber State University Student Association (WSUSA) constitution establishes the governing bodies for students of the University by a delegation of authority through the President of the University. Student organizations may be established within the University for any lawful purpose. All organizations must register with the WSUSA. By virtue of registering as a student organization, such organizations do not become official agencies of Weber State University” (WSU PPM 6-22, V).

Approval for recognition is granted by the Vice President of Student Affairs through the Coordinator of Clubs and Organization in the Office of Student Involvement and Leadership. In order to be recognized and to retain official recognition, student organizations must meet certain requirements. Student groups complying with the following conditions shall enjoy the privileges associated with the status of being officially recognized by the university including the use of the university name, university facilities for meetings, university logos and trademarks, and university property for concessions.

The conditions of recognition are briefly described below:

- Select a faculty or staff member at Weber State University as the advisor of the organization.
- Complete the annual recognition process through the Department of Student Involvement and Leadership.
- Complete and submit a constitution for your organization. This constitution may be carried over from year to year, however it is the responsibility of the organization’s officers to ensure the constitution is the most current and accurate version.
- Conduct organizational activities that reflect the highest ideals of the university.
- Avoid duplication of mission or purpose with other organizations.
- Be open in membership unless otherwise permitted under federal law.
- Appoint officers who are in good standing with the university and maintain the minimum GPA requirements to be leaders of student organizations (as stipulated by the student organization, academic department, Scholarship and Financial Aid Office, etc.).

Constitution & Bylaws of Student Organizations:

Every recognized student organization at Weber State University is required to file a current copy of its constitution and bylaws with the Department of Student Involvement and Leadership. Constitutions may be carried over from year to year as long as the advisor and current president/student leader of the organization confirm that the constitution on file still accurately represents and describes the organization, its mission, purpose, structure, and limits. The constitution must provide a foundation upon which the organization operates, thus being the cornerstone for building an effective group and giving members, both present and prospective, a better understanding of the organization’s functions. Above all, the constitution should be tailored specifically to the needs of the organization, and must include the organization’s name, purpose, membership requirements, officer standards, and plans for handling finances.

Bylaws are secondary principles that govern internal affairs of the organization, essentially serving as an expansion of the articles or sections of the constitution. Student organizations are not required to have bylaws, but they are helpful in fully describing the procedures for the organization to conduct business effectively and efficiently. For instance, information about the various committees or sub-areas of your organization, procedures and goals for meetings, budget procedures, and amendment procedures for the constitution are all pertinent information specific to bylaws. Remember the reasons for having a constitution and bylaws. They articulate the purpose of the organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. Bylaws only require a simple majority for passage. Once developed, the constitution and bylaws should be reviewed often. The needs of the organization will change over time, and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

Every new member of the organization should receive a copy of the governing documents of the organization. This helps to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough review of the constitution and bylaws should be part of officer training and transition. All advisors must also have a copy of the constitution and bylaws. For additional information or a personal consultation about an organization’s constitution and bylaws, please contact the Coordinator of Clubs and Organizations within the Department of Student Involvement and Leadership.

The following outline and questions are designed to help a student organization write a constitution. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. Required sections are underlined. In order to be officially registered with the Department of Student Involvement and Leadership and recognized by Weber State University, this information must be included in the constitution.

Constitution of (Name of Student Organization)

Article I – Name, Purpose and General Statements

Section 1: What is exact title of organization?

Section 2: Non-profit status of organization (must operate as non-profit).
Section 3: How does one maintain C&O membership in good standing? (Clubs are subject to all policies and procedures as outlined by WSUSA and the Weber State University Student Code).

Section 4: What is (are) the purpose(s)?

Article II – Membership

Section 1: Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability).

Section 2: Are there categories of membership? If so, what are they?

Section 3: How does one become a member?

Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

Article III – Officers

Section 1: How many officers are there? What are requirements to be an officer? (Policy requires that only students matriculated with Weber State may officers.)

Section 2: What are the duties and general responsibilities of the officers?

Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

Article IV – Committees

Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2: Special committees?

Article V – Meetings

Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?

Section 2: How many for a quorum?

Section 3: How are decisions made? By simple majority?

Section 4: Special meetings? For special purposes only? Who may call them?

Article VI – Financial Matters

Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.

Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not
There are several student rules specific to the activities of student organizations, including:

- All students organizations must have their events reviewed by their advisors.
- If a student organization enters into a contract for a program, performance, speaker, etc. for an all university audience (one advertised outside the membership of the organization), that contract must be reviewed and approved by the organization advisor, and if necessary (as deemed by the advisor) the Department of Student Involvement and Leadership and other Student Affairs administrators.
- The university prohibits the use of any of its symbols, insignias or other identifying marks in any political endorsements, campaigns, or elections.
- The university reserves the right to cancel any event it deems likely to cause an interruption in the daily activities and function of the university.
- No organization may use the institution’s name without the expressed authorization of the institution, except to identify the organization’s affiliation.
- Student organizations must seek advance approval to use university marks on commercial products or service promotions through University Communications.

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**Article VII – By-laws**

**Section 1:** If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

**Article VIII – Committees**

**Section 1:** Who can propose? To whom are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

**Section 2:** Quorum? Vote needed to pass?

Date of Ratification: ____________________
Signatures of Officers/ Witnesses (verifying 8 member minimum is met): ____________________

**Membership, Officer Positions, and Grade Requirements:**

Student organizations must be open in their membership unless otherwise permitted under applicable federal law. Should they choose, organizations may set higher standards for membership including higher officer grade point requirements, higher membership grade point requirements, etc. An organization should provide a general statement about membership eligibility, standards, and requirements in the constitution. A second review of the constitution should also be done to ensure that it does not contain any discriminatory language or provisions.

At minimum, each student organization is required to have 8 members who are currently WSU students. Student organizations can be supported by members of the community (including alumni who were once active in the club/organization); however 80% of the membership within the student organization needs to be active WSU students. Each student organization is also expected to designate at least one officer as the chief student leader (usually titled “president” or “chair”). The title of this, and any other officer positions may vary according to the needs of the organization, but the separate roles and responsibilities of each of them must be provided in the constitution. Be sure to lay out the position responsibilities, qualifications, selection process, terms of office, transition process, and procedures for removal from office, etc. for each of the officers.

**Activities of Recognized Student Organizations at WSU:**

There are several student rules specific to the activities of student organizations, including:

- All students organizations must have their events reviewed by their advisors.
- If a student organization enters into a contract for a program, performance, speaker, etc. for an all university audience (one advertised outside the membership of the organization), that contract must be reviewed and approved by the organization advisor, and if necessary (as deemed by the advisor) the Department of Student Involvement and Leadership and other Student Affairs administrators.
- The university prohibits the use of any of its symbols, insignias or other identifying marks in any political endorsements, campaigns, or elections.
- The university reserves the right to cancel any event it deems likely to cause an interruption in the daily activities and function of the university.
- No organization may use the institution’s name without the expressed authorization of the institution, except to identify the organization’s affiliation.
- Student organizations must seek advance approval to use university marks on commercial products or service promotions through University Communications.
Pre-Event Planning:

The goal of proactive risk management guidelines is to ensure student organizations plan and host events where everyone involved has a safe and fun experience. Risk management is the process of advising organizations of the potential and perceived risks involved in their activities, as well as supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. The staff members in the Department of Student Involvement and Leadership are willing to assist any student organization with reviewing their event ideas and plans in advance, while also offering an event planning guide to ensure the activity is executed properly. Requests and appointments for event consultations and reviews should be made with the Coordinator of Clubs and Organizations at least 3 weeks prior to the scheduled day of the event in order to ensure a complete review. The following is a list of the proper pre-event planning steps:

1. List all activities and aspects of your event.
2. Indentify the risks associated with each activity or aspect. Consider each of the following:
   a. Physical Risks (injury, death, travel, food-related illnesses, etc.)
   b. Reputation Risks (the reputation of the organizations officers or members, the reputation of the organization as a whole).
   c. Emotional Risks (sensitive subject matter, potential controversy, reactions from the community and from those attending the event, emotions of club members, etc.).
   d. Financial Risks (cost, proper budgeting and transferring of funds, etc.).
   e. Facilities Risks (safety of the facilities and venues for your event, maintenance and clean-up requirements, etc.).
3. Assess each risk for probability of occurrence and seriousness of consequences.
4. Make decisions about how to manage each risk identified in Step 2. You can accept, modify, transfer, and/or eliminate each risk based on its assessment in Step 3.
5. Share your plans and risk management actions with other involved in planning the event, and execute your event according to those decisions.
6. Assess success of your event after its completion. Document your process and evaluation information for future officers/student leaders of the organization.

Contracts:

Contracts are a binding agreement between two parties in which each gives something in return for something else. Contracts will usually include a description of the services or product, background information, contract duration, definition of terms, party obligations, operative provisions, and enforcement provisions. Student organizations are required to have their advisors review all contracts before signing with any vendors. It is also highly recommended in cases when a department index (cost) code is being used to make any payments stipulated in the contract, that the advisor of the student organization has their supervisor/department head sign the contract as well. Additionally, if the contract is for a service open to the campus community, such as a speaker or performance, the student organization is also required to submit the contract to the Department of Student Involvement and Leadership for contract review and approval. This process involves multiple offices, and as such, we need your contracts at least 4-6 weeks in advance of the event.

As a recognized student organization, each organization is entitled to all of the rights and privileges associated with recognition. While the organization can use the university name, symbols, and funds, the student organization cannot formally represent the university to third parties, as the club/organization is not an employee or designated representative authorized to enter into binding agreement on behalf of the university. Therefore, it is recommended that organization include a clause in the contract clarifying that the club/organization is entering the contract solely on behalf of the student organization. Other key issues with contracts include the final execution of contracts, agreement between parties about the terms of service, validity of the signed contract, and fairness of the contract. For more information about these topics, or for guidance and advice prior to entering into a legally binding contract contact the Department of Student Involvement and Leadership at (801) 626-6349.
Publicity and Communication:

**Freedom of Expression:**
In fulfilling its multiple missions as an institution of higher learning, Weber State University encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Weber State University maintains the right to regulate reasonable time, place and manner restrictions concerning acts of expression and decent. Ideas or expressions put forth in expressive activities are not necessarily the views of Weber State University, its officers, administrators, or leaders, unless otherwise noted.

The properties of the university are designated as traditional public forums, designated public forums, limited public forums, or non-public forums. Student organizations can access all of these areas accept non-public forums for their expressive activity. Examples of non-public forums include classrooms, residence hall rooms, faculty and staff offices, medical treatment facilities, libraries, computer laboratories, and all other academic or administrative buildings. Availability of space for student organizations use may also be limited by distance requirements, crowd placement restrictions, and security concerns.

To schedule a meeting room, ballroom, or the open atrium area in the Shepherd Union Building, please contact Conference Services and Scheduling at (801)626-8539 for more information, pricing, and availability. The act of confirming a reservation will ensure the availability of the space. The following are a list of guidelines for expressive activity of student organizations on campus:

1. **Disruptive Activity:** Obstruction, disruption, or interference with classes, research, administrative functions or other university activities is not permitted. Likewise, infringement on the rights of others is prohibited.
2. **Reasonable Access:** It is important to provide reasonable access to, and exit from, any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. **Picketing:** Picketing in an orderly manner outside of university buildings may be permitted. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside campus buildings.
4. **Literature:** Literature may be distributed in traditional and designated free speech areas. Such activities should not become disruptive nor should they impede access.
5. **Symbolic Protest:** Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience’s view or prevent the audience from being able to pay attention.
6. **Noise:** Making sustained or repeated noise in a manner that substantially interferes with a speaker’s ability to communicate his/her message is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of residence hall students.
7. **Force or Violence:** Any attempt to prevent a university activity or other lawful assembly by the threat or use of force or violence is not permissible.
8. **Damage to Property:** Any damage to university or personal property in the course of, or as a result of, an expressive activity is prohibited. Care should be taken to ensure that university and personal property is not damaged or destroyed. This includes the campus lawns, shrubs, and trees.
9. **Guiding Boundaries:** All individuals participating in expressive activities are expected to comply with state and federal law, and the Weber State University Student Code of Conduct. Failure to do so may result in immediate removal from the campus and any other appropriate action by university officials and/or University Police.

**Posting Materials on Campus:**
At Weber State University, only recognized student organizations, university offices and governmental or educational agencies are allowed to utilize bulletin boards, kiosks, marquees, television screens, or other designated posting areas for posting purposes. Personal one-of-a-kind notices from students, faculty, or staff are limited to authorized areas such as bulletin boards (some of which may require departmental approval to use). If your student organization is sponsoring an outside group or agency, copies of written agreements pertaining to
the event must be provided. Sponsorship implies participation in the organization, promotion, scheduling, and production of the event by members of the sponsoring organization.

The general posting guidelines according to the Policies and Procedures Manual of Weber State University (7-10) are as follows:

“DEFINITION:
The term "material" as used in this policy includes, but is not limited to, all printed, written, painted, photographic material, or physical means of conveying ideas by whatever means produced or reproduced. The term "posting" as used in this policy includes, but is not limited to, the attaching, hanging, or displaying in any manner whatsoever of any material on property controlled by Weber State University.

DESIGNATED POSTING AND DISTRIBUTION AREAS:
Except as permitted herein, no poster handbill, or any other form of announcement may be placed on, attached to, or written on any structure or natural feature of the campus such as interior walls, the sides of doors or buildings, windows, the surface of walkways or roads, fountains, posts, waste receptacles, lawn, trees, or on vehicles parked on campus.

The university shall provide reasonable space, as practicable, indoors and outdoors for the posting and distribution of materials. A registered campus organization may maintain a table or other display paraphernalia at a location designated by the building supervisor.

Persons distributing handbills may not interfere with or impede the flow of pedestrian or vehicular traffic at any point on campus. Persons creating such hazards may be cited by Campus Security Police under appropriate university or state regulations.

The university maintains the authority and right to prohibit the distribution of any material which in the estimation of the university will cause a security problem or interferes with any instructional or university event. The university also maintains the right to regulate the time, manner, and place of any distribution of written material which is likely to cause harm to university property, physical danger to any individual, or in any other way breaches the security of the university or disrupts the furtherance of education.

ASSESSMENT OF REASONABLE COSTS OF CLEANUP OR REPAIR OF DAMAGE:
The university maintains the authority to remove materials not properly approved, posted, or distributed consistent with this policy.

The university shall have the authority to enforce this policy including the collection of reasonable costs or damages associated with any violation of this policy by withholding of monies budgeted for organizations, money due to an individual or organization responsible, or through civil or criminal judicial proceedings.

PROHIBITION OF ANY ILLEGAL OR OBSCENE MATERIAL:
The university hereby maintains its authority to remove or prohibit distribution of any illegal or obscene material.

NO POLITICAL ADVERTISEMENTS:
Weber State University does not endorse any political party or any candidate for political office. Unauthorized posting or distribution of campaign material at Weber State University by a political party or candidate for federal, state, county, or city office or position is prohibited.

ADVERTISING OF PRODUCTS:
The university does not endorse any company nor the products of any company. Advertising of products, magazine subscriptions, tours, schemes, etc., may not be posted on campus, except as
such advertising may be authorized by the university” (WSU PPM, 7-10).

Marketing Resources Available to Student Organizations:

**A-Frames:** Depending on availability, the Shepherd Union Building has A-Frames available for recognized student organizations to use. These frames are perfect for large posters or visual displays that the organization wants to feature in the main lobby area of the Shepherd Union Building. Once the event has finished it is the responsibility of the student organization to return the A-Frame to the staff of the Shepherd Union Building. For more information contact Monika Rodie at (801) 626-7108.

**Union Bridge:** Student organizations that have created large banners to advertise their events in advance can (at appropriate and available times) request that their banner be hung from the bridge in the Shepherd Union Building. Student organizations are required to receive approval from Scheduling and Conference Services prior to having their banner hung from the bridge. Once approval is received, the staff of Scheduling and Conference Services will ensure that the banner is hung and removed for the student organization. To place a request with the Scheduling and Conferences Office call (801) 626-8732.

**Union Building Television Screens:** If a student organization would like to have their upcoming event marketed on the television screens in the Shepherd Union Building, they must first ensure that their poster is in .pdf format. This is the only document format able to be displayed on these screens. Once completed, the student organization should forward the .pdf document, along with a detailed description of the event, dates the .pdf should be on the screens, and contact information for the event to the Coordinator of Clubs and Organizations, Tara Peris-Caputo at taraperis@weber.edu.

**Marquees:** All requests for advertising on the drive-by and walk-by marquees on campus need to be placed with the Department of Student Involvement and Leadership. The Marquee Request Form is available on-line at weber.edu/studentinvolvement, or for a hardcopy visit the Office of Student Involvement and Leadership located in the Shepherd Union Building.

**Campus Kiosks:** The Department of Student Involvement and Leadership has 3 closed kiosks around campus. Recognized student organizations can request that the Marketing Team of SIL post their event posters in each of these kiosks prior to the event. The marketing team replenishes the kiosks every Wednesday, therefore kiosk request forms (which can be found in the Office of Student Involvement and Leadership) along with the materials to be posted in the kiosks must be turned in by Monday.

**CollegiateLink Bulletin Board:** CollegiateLink is a new on-line network for all clubs and organizations on campus. As a recognized student organization each club has access to their own personal web pages, as well as to the community bulletin board. Student leaders and advisors of recognized student organizations are allowed to post flyers and advertisements on CollegiateLink to market upcoming events. For more information on how to use or gain access to CollegiateLink contact the Coordinator of Clubs and Organization, Tara Peris-Caputo at taraperis@weber.edu.

Student Organization Finances:

**What is my account number?**
Your on-campus club account number is called an index or cost code. This is a university issued account number used to identify and track your funds. This number is issued by Accounting Services after a “Banner index/cost code form has been submitted.” Your club will also be issued a detail code for deposits. All clubs requesting funds from Clubs & Organizations must have an on-campus account.

**Deposits:**
To make a deposit of club funds:

1. Take the funds (cash, check, etc) to the Cashier’s Office in the Student Service Building, 2nd floor. Give the cashier your index/cost code number and your detail code.
2. The cashier will give a receipt showing the deposit made. Keep the receipt for your club records.

**Utilizing club funds:**
There are four ways to utilize the funds from your on-campus club account. Be sure all spending on and off campus is completely supported by your club and approved by your advisor.

**Petty Cash**
1. Petty cash is used for reimbursements for purchases **under $100**. Petty cash forms are available at the Department of Student Involvement and Leadership offices (room 326) in the Shepherd Union. Your advisors department secretary may also have these forms available.
2. Get your advisors permission to make the purchases.
3. Take the form with your when making the purchase(s) and use the University tax-exempt number.
4. Fill out the form, staple the original receipt to it and get your advisor’s signature. Turn the form and receipt in to the Cashier’s Office in the Student Service Center for reimbursement.

**Spending on Campus**
To spend club money on campus, simply give the campus vendor (Bookstore, Copy Center, Art Services, etc) your index/cost code number.

**Requisitions**
A requisition is a request filed by the department or club to the Purchasing Department of WSU for purchases **over $100**. All requisitions must be submitted before the actual purchase is made.
Please allow 3-5 days processing for the requisition. The requisitions can be submitted by your advisor, department secretary or support personnel in Student Involvement and Leadership.
Requisitions are required for services (i.e. speaker, entertainment).

**Purchase Cards**
Purchase cards are like a university debit card. Your advisor or affiliated department may be able to use their card for club purchases. The expense is then simply reallocated back to your club.
Please see your advisor for departmental policies and procedures surrounding their purchase cards. Your club may also check with the Department of Student Involvement and Leadership to see if it is possible to use the SIL’s department card.

**Club Funding Opportunities:**

**Resource Funding:** Maximum Amount: $100.00. Each semester a club may request Resource Funding in the amount of $100.00. This money is meant to assist a club in being able to purchase food or beverages for club/leadership meetings, marketing tools (i.e. posters, paper, printing services, paint, etc.), and any other items that would help a club function throughout the year.

**Educational Activity Funding:** Maximum Amount: $250.00. Each semester a club may request Educational Activity Funding in the amount of $250.00. This money is meant to support any educational activity (i.e. a movie screening, guest speaker, panel discussion, lecture, etc.) a club would like to host on campus for its own members or the entire student body. Collaborations made between numerous clubs to host one large educational activity/conference would also be a legitimate request.

**Conference Funding:** Maximum Amount: $400.00. Each semester a club may request Conference Funding in the amount of $400.00. Many clubs at Weber State University are local chapters, or state chapters part of larger national, or international organizations. Weber State University is proud of the students who represent WSU locally and abroad. Through Conference Funding, the leadership, presidency, or even multiple members of a club/org. can receive more financial support to attend conferences of their
Food at Student Organization Events:

The preparation and distribution of food products on the campus of Weber State University is the responsibility of the company or companies (i.e. Sodexho) that the institution contracted with to provide its manual and vending food services. This company(s) shall have exclusive right to provide all commercial food services at Weber State University, except under certain conditions as specified in the following paragraphs.

Weber State University has contracted dining services with Sodexho that provides all catering, concessions, dining, and cash food sales on campus. As a result of this contract, no food or beverage may be served on campus unless Sodexho provides it or approves a request made with a Food Exemption Form (which can be found at weber.edu/conferenceservices). If an organization wants to provide their own food or have another caterer prepare and bring in food and beverages for an upcoming event, then the Food Exemption Form must be submitted to the Scheduling and Conference Services Office and the Director of Catering Services at least 2 weeks prior to the event. Sodexho also retains the right of first refusal to any requests and orders and may, under certain circumstances, refer the individual or group to a list of approved caterers to be used in special cases.

Retail Snack Sales: All retail snack sales (i.e. candy, chips, etc.) shall be the right of the food service company except for those sold at the Shepherd Union Building Information Desk and those sold at the Weber State University Bookstore.

Vending and Concessions: No vending machines, other food product sales devices or food concessions may be located or operated on campus without authorization from the company’s Director of Food Service and the Union Building Director. The use of coffee machines and refrigerators are authorized as long as they are used in non-vending, non-commercial fashion.

Catering: All contracted catering of food products that takes place on campus shall be provided by Sodexho, the contracted food service company.

Pot Lunch Events: “Pot Luck” or similar parties for student organizations are authorized as long as all of the following conditions are met:

1. Food products are provided and/or prepared by employees or students from personal, rather than institutional resources.

2. Weber State University kitchen or food handling facilities are not utilized.

3. No food products are sold, either directly or indirectly, such as an admission charge or “donation” at events where such food is served.

Minor Refreshments for Student Organization Events: Food purchases for refreshments at on campus events by recognized student organizations are authorized provided that the total food value does not exceed the petty cash limit, and no alcoholic beverages are being served.

Insurance Information:

Student organizations may wish to purchase general liability or accident medical coverage to cover member and/or high risk events or activities. In contemplating insurance for an organization consider the following: 1) what events the organization sponsors, 2) the composition of members in the organization, and 3) a past incident associated with events hosted by the organization. In certain cases it is also possible to purchase insurance for specific events, such as camps, tournaments, or enrichment programs. If the student organization is affiliated with a local, national, or international organization, the campus chapter may have coverage under the overarching insurance
policy. Consult with a representative from the larger organization for more information about your options.

When planning an event that involves a third-party service, find out details about insurance covering the event. Some companies should provide insurance coverage for events hosted by student organizations on campus property (such as inflatable’s or moonwalk companies), while others provide insurance for events at facilities owned by third parties (such as hotels renting ballrooms, etc.).

To be clear, Weber State University does not offer student organizations the option to purchase insurance through the university for any of its members.

**Traveling as a Student Organization:**

As a recognized student organization at Weber State University there are two main requirements that must be met before any individual (student, faculty, and/or staff) may travel under the University name and as a representative of Weber State University. First, all participants must sign a **Statement of Understanding/Release**. This form can be found on-line at weber.edu/co in the “forms and resources” tab. Next, all participants must sign a **Behavior Agreement**. With these forms in hand, and after receiving approval from the appropriate supervisor, director, or department head, the advisor of the organization can then make further arrangements for the group (such as fleet reservations, hotel reservations, flights, etc.).

Weber State University values all students and the health and well-being of any student as they travel away from the university or take part in an activity that is sponsored by the university, funded by the university, undertaken using a university vehicle, or undertaken under the scope of the organization. For all in-state and out-of-state travel and student organization field trips, the following procedures (as they are detailed in the WSU Policies and Procedures Manual, 4-10) apply:

**“POLICIES:”**

A. **AUTHORIZATIONS:** Field trips are authorized as part of the following educational processes at Weber State University:
   1. "Laboratory" learning experiences integral and essential to a course.
   2. Other supplemental instructional experiences.
   3. Extracurricular activities.

B. **APPROVAL:** Deans, department chairs, or equivalent administrators must approve field trips.
   1. Field trips are scheduled far enough in advance to enable participants to arrange to participate in other university classes.
   2. Participating students are expected to fulfill the requirements of their other university courses.

C. **COSTS:** Sponsoring entities may charge participants for field trip costs.

D. **STATEMENT OF UNDERSTANDING/RELEASE:**
   1. Each participant must read, sign and submit to the field trip director a copy of Weber State University’s **Statement of Understanding/Release** (See appendix) before going on a field trip.
   2. Sponsoring departments must not allow any person to participate in a field trip who has not first submitted a signed and dated **Statement of Understanding/Release**.

E. **COMPLIANCE RESPONSIBILITIES:**
   1. **UNIVERSITY:**
      a. The university establishes field trip regulations.
      b. The university does not intercede or protect participants who violate laws from the legal consequences of their actions.
c. The university may pursue formal charges against violators of this policy. (See applicable provisions described in the Weber State University Policy and Procedures Manual or the Student Code Handbook.)

2. DEPARTMENTS:
   a. The chairs or directors of departments or operating units which sponsor field trips shall be responsible for:
      1) Maintaining files of the Statements of Understanding/Release required by this policy.
      2) Notifying students of WSU’s Field Trip Policy requirements.

3. FIELD TRIP DIRECTOR (GROUP REPRESENTATIVE):
   a. The field trip director shall be responsible for:
      1) Obtaining signed Statements of Understanding from every participant.
      2) Maintaining records of trip dates, destinations and lists of all participants indicating which are Class I insured, which are Class II insured and which are not insured under WSU’s field trip policy.
      3) Furnishing WSU’S Department of Public Safety with trip dates, destinations and lists of all participants indicating which are Category I insured, which are Category II insured and which are not insured. (This information must be received by the Department of Public Safety in time for them to forward the information to the insurer before the trip begins.)
      4) Verifying all Class II participants have WSU cashier receipts for insurance before allowing them to participate. (If a Class II participant changes his/her mind about coverage after submitting a Statement of Understanding which indicates they want coverage, the field trip director must obtain a new Statement of Understanding which indicates they do not want WSU’s coverage.)
      5) Enforcing WSU’s field trip policy during the field trip. (Enforcement may involve limiting or excluding individuals from participation, including returning them to campus.)
      6) Follow procedures for group travel outlined in PPM 5-32 V.D.

4. PARTICIPANTS:
   a. Participants are responsible for complying with applicable university regulations and with local, state, federal, and international laws of the places they visit.
   b. Participants who do not comply with this policy are responsible for reimbursing the university for transportation costs if it is necessary to return them to campus.
   c. Class II insured participants who elect to purchase insurance are responsible for:
      1) Paying the required cost of coverage at WSU’s cashier’s office.
2) Showing the field trip director the WSU Cashier receipt before the field trip.

3) Submitting new Statements of Understanding before the trip begins if, after submitting their first Statements of Understanding, they change their minds and do not want coverage.

F. ALCOHOL, NARCOTICS, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES:
   1. Participants in WSU sanctioned field trips may not possess or consume any alcoholic beverage while participating in field trip activities.

   2. Participants in WSU sanctioned field trips may not possess or use any narcotic, illegal drug, or other controlled substance except as specifically permitted by the Utah Controlled Substances Act.

G. FIREARMS:
   1. Participants in WSU sanctioned field trips may not possess or use any kind of firearm for any reason, except as expressly authorized by the field trip director and appropriate dean.

   2. The field trip director must verify firearm credentials before authorizing anyone to carry a firearm on a field trip to ensure the person with the firearm has the legal authority to carry it and has in his/her possession the proper license(s) required by each state or nation he/she will visit during the field trip.

H. TRANSPORTATION:
   1. Public Carriers: Whenever feasible the field trip director will use chartered buses or appropriate public carriers to transport field trip participants.

   2. University Vehicles:
      a. When public carriers are not feasible university motor pool vehicles may be used.

      b. The field trip director is responsible for the care and operation of university vehicles.

   3. Private Vehicles:
      a. With the field trip director’s approval, participants may drive private vehicles on field trips.

      b. The field trip director will specify mileage for reimbursement purposes.

      c. Sponsoring departments will reimburse authorized drivers for use of private vehicles.

      d. Drivers are prohibited from accepting remuneration from participants for vehicle expenses.

I. FIELD TRIP ACCIDENT INSURANCE:
   1. Weber State University provides accident insurance at no cost to Class I insured participants.

   2. Class II participants may purchase insurance. To obtain coverage, the field trip
director and participants must meet the following conditions **before the field trip begins**:

a. The field trip director must obtain from each participant who wants Class II field trip coverage a signed *Statement of Understanding/Release* indicating they agree to pay for it.

b. The field trip director must provide DPS (mail code 3002 or fax extension 6319) with the dates of the trip, the destinations and the names of Category II insured participants.

c. The field trip director must notify WSU’s cashier’s office of the trip dates, destinations, and names of participants who want to purchase field trip insurance.

d. Participants who wish to purchase WSU’s field trip insurance must pay for it at WSU’s cashier’s office and show the receipt to the field trip director.

3. Insured participants must pay for required medical services at the time they are needed, and then submit receipts to WSU’s carrier for reimbursement.

4. Participants may obtain claim forms from the Department of Public Safety (mail code 3002, extension 7547).

5. All insured participants are covered *only during activities supervised by the director*.

6. Faculty and staff members *on field trips as part of their assigned duties* are also covered by state liability insurance and Workers’ Compensation Insurance.

J. INSURANCE FOR PRIVATE VEHICLES: Anyone transporting field trip participants in private vehicles must carry current liability insurance with *at least* the following liability limits:

1. $100,000 per person bodily injury or death coverage.

2. $300,000 total liability coverage for two or more persons per accident.

3. $50,000 property damage liability coverage.

K. FIELD TRIP DRIVERS: The field trip director may assign vehicle drivers as follows:

1. Assigned drivers may be faculty, staff or students.

2. Drivers must be at least 18 years old.

3. Drivers must possess valid drivers’ licenses for the types of vehicles they will operate.

4. Drivers must complete WSU’s driver training course *before the field trip begins*

L. ACCIDENT REPORTS: The field trip director will promptly report to the appropriate law enforcement agency *and to the University Police* any accident or other incident which, in the course of a field trip, causes:

1. Physical injury to participants or other person(s).

2. Damage to property. *(See WSU’s Vehicle Fleet Policy and Procedure 5-33).*
STATEMENT OF UNDERSTANDING / RELEASE FORM (available for download on-line):

I _____ hereby acknowledge and agree that:

1. I expect and intend to participate in one or more field trips sponsored by Weber State University during the current academic year ending June 30.

2. In consideration of the university’s sponsorship and direction of field trip(s), I hereby state that I have read and understand the terms and conditions of Weber State University’s Field Trips Policy and Procedure (PPM Section 4-10) and specifically agree to be bound by it.

3. I agree and understand that during the field trip I will be under the care, control and custody of a field trip director approved by Weber State University, and I specifically agree to comply with all reasonable directions and instructions from the trip director during the trip.

4. I understand that if I do not comply with this policy, I will be required to reimburse the University for transportation costs required to return me to the campus.

5. I fully understand and acknowledge that there are specific risks of injury to person and/or property that are associated with field trips, including risks related to travel hazards, terrain, weather, eating and sleeping arrangements, and other circumstances. I also certify and represent that I am not presently under any form of medical treatment for physical infirmity, chronic illness, or mental disorder that could affect my safe participation in field trip activities.

6. I fully understand and acknowledge the following about the field trip accident insurance policy the university provides:
   a. The insurance covers Class I insured participants (WSU faculty, staff students, individuals registered for courses or WSU sponsored travel and WSU sponsored visitors) at no charge, and Class II insured participants (Participants who pay for WSU coverage before the trip begins) upon timely payment of a premium.
   b. The insurance only provides coverage for activities undertaken during the field trip or during travel to or from the field trip destination while directly supervised by the university-appointed trip director.
   c. The insurance only provides medical coverage for illness or death due to accidents.
   d. The insurance requires payment of $100 deductible for a medical claim.
   e. The insurance maximum limits are $10,000 medical and $25,000 accidental death or dismemberment.
   f. The insurance is a reimbursement type policy which requires the participant to:
      1) Pay for any medical services at the time they are provided.
      2) Request and complete the necessary claim forms from the university Department of Public Safety upon return from the field trip.
      3) Submit the forms to the university’s insurance carrier along with the required medical receipts.

RELEASE:
7. I have read this Statement of Understanding/Release and agree to the terms set forth herein.

8. I further agree to release Weber State University, its employees, agents and volunteers from any and all liability for any claims I may have for damages as a result of my participation in this field trip.

Alcohol and Drugs at Student Organization Events:

Under Utah law, no alcoholic beverages can be served on, or brought to campus. Persons in violation of this will be asked to leave and may be referred to the Dean of Students. The following excerpt from the Policies and Procedures Manual of Weber State University clearly articulates the restrictions of alcohol and drugs on campus and/or associated with student organizations:

“POLICY: Weber State University prohibits:
   a) Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of
distribution or sale of any controlled substance or illegal drug;

b) Sale, possession, manufacture, distribution, or consumption of alcoholic beverages on the university campus;

c) Unauthorized or illegal sale, possession, manufacture, distribution or consumption of alcoholic beverages at any off campus university-sponsored function or event.

Weber State University supports an Alcohol and Drug Education/Prevention Program designed to reduce (and/or eliminate) alcohol and drug abuse in the university community” (WSU PPM, 6-10).

Disruptive Activity:

The personal conduct of each student at Weber State University is taken very seriously by the university. According to the Student Code 6-22, general categories of misconduct for which students may be subjected to University include the following:

1. Conduct which violates federal, state, or local law;
2. Conduct which violates Weber State University rules or regulations;
3. Conduct which unreasonably disrupts, adversely affects, or otherwise interferes with the lawful functions of the University, or the rights of any individual to pursue an education at Weber State University;
4. Conduct which results in injury or damage to persons affiliated with the University or property owned or controlled by the University.
5. Failing to respect the right of every person to be secure and protected from fear, intimidation, harassment, hazing, and/or physical harm caused by the activities of groups or individuals;
6. Sexual assault, sexual harassment, or any other non-consensual verbal or physical sexual activity, including the support or assistance of such activities;
7. Disorderly, lewd, indecent, defamatory, or obscene conduct or expression on University-owned or controlled property or at University-sponsored or supervised functions or events. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom;
8. Participating in demonstrations, rallies, assemblies, performances, showings, exhibits, pickets, etc. in violation of any law or University policy;
9. Distributing, publishing or posting materials, soliciting funds, selling items, engaging in commercial activity, erecting structures, exhibiting items, displaying films and videos, using official University insignia or materials, or participating in performances and activities without proper authorization or not in accordance with University policy;
10. Obstructing or disrupting teaching, research, administration, disciplinary procedures, computing services, other University-sponsored activities, services, or events, including public service functions;
11. Deliberate interference with academic freedom and freedom of speech, including not only instructional activities, but also interference with performances, exhibits, displays, dissemination of information, demonstrations, or the freedom of any speaker invited by any segment of the University community to express views;
12. Initiating or causing to be initiated any intentionally false report warning;
13. Leaving children unattended on University premises or allowing them to create a disruption on University premises or at University-sponsored functions;
14. Failing to meet contractual obligations with the University;
15. Knowingly violating terms of any disciplinary sanction;
16. Intentionally furnishing false information, including false identification;
17. Forging, altering, misusing, or mutilating University documents, records, identification, educational materials, or other University property;
18. Influencing or attempting to influence the academic process or any University administrative process
Student organizations are prohibited from conducting disruptive activity as defined above on the Weber State University campuses. Please refer to the Policies and Procedures Manual of Weber State University for more information on the Student Code and disruptive activity violations.

Hazing Policy:

All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that is an inhibiting factor in creating this type of environment, and which is taken very seriously at Weber State University, is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other recognized student organizations are not untouched by this unacceptable practice. Therefore, this policy shall apply to all recognized student organizations.

Definition of Hazing: Committing any act, occurring on or off the Weber State University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health of safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur, or has knowledge of hazing and fails to report said knowledge to an appropriate official of the university. It should be
noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Weber State University does not condone or tolerate any acts of hazing, harassment or humiliation. Any such act which interfere with scholastic activities, which are not consistent with fraternal law, state, or federal law, or University regulations, policies and procedures, are expressly forbidden. Student or organizations found responsible for any infractions are subject to severe disciplinary action.

Hazing will be determined as an activity of the organization when one or more of the following occurs:

1. The organization was aware of the impending action, evidence of which might be a vote having been taken by the organization, regardless of the outcome;
2. The action originated or took place on property owned, controlled or being used by the organization,
3. One or more officers were aware of the planned activity and did nothing to stop it from happening,
4. Organization members or officers knew of the incident and refused to supply the University with any information regarding the incident.

Hazing activities and situations include, but are not limited to the following:

1. Pre-pledging, illegal pledging, or underground activities.
2. Acts of mental and physical abuse including, but not limited to paddling, slapping, kicking, pushing, yelling, biting, duck-walking, belitting, calisthenics, excessive exercise under pressure, beating or physical abuse of any kind, and the consumption of so-called “Greek Foods.”
3. Dietary restrictions of any kind that a member is obligated to follow in order to be accepted by the organization.
4. Sleep deprivation activities that deprive prospective members of the opportunity for sufficient sleep.
5. Activities that subject members or prospective members to public nuisance, spectacle or buffoonery.
6. Encouraging or forcing the use of alcohol and/or drugs in an activity of the organization.
7. Stroking or physically touching in an indecent or inappropriate, and unwelcomed manner.
8. Morally degrading or humiliating activities which prospective members are required to perform that cause extreme embarrassment or which are contrary to the individual’s moral values or religious beliefs.
9. Any request or action that results in the misuse or mismanagement of a prospective member’s personal property, i.e. clothing, car, jewelry, money, etc.
10. Any activity in violation of any Utah laws, university policies, fraternal laws, or federal law.

Both individuals and organizations are subjected to harsh legal and university penalties for engaging in hazing, soliciting or encouraging hazing practices, or knowingly or recklessly permitting hazing to occur. Please note that hazing may have occurred regardless of whether or not the intent was to harm an individual, and regardless of whether or not the student agrees to the activity.

A student organization can suffer great consequences for hazing, but the Department of Student Involvement and Leadership recognizes and appreciates the value of formal and informal initiation processes for new members of student organizations. There are numerous creative ways to orient new members in challenging and positive manners, without engaging in hazing practices. To envision alternative practices for your organization, consider the ultimate goals of your orientation or initiation activity. The following are some examples of goals and relevant activities.

- Unity: Have the members of your organization work together on a community service project, or engage in team-building activities like visiting a ropes course. Focus on achieving group collectiveness and communication.
- Problem-Solving Skills: Have new members and old members collaborate and brainstorm areas of improvement for the organization and plan solutions or objectives for the upcoming year.
- Mentorship: Develop a peer mentor program within your organization.
- Friendship: Plan special events for the entire organization to gather and get to know each other. Have a membership discussion where old and new members are able to share what the organization means to them or has done for them.
- Organizational History: Invite an older member to speak about the foundation, special traditions, and
prominent former members of the organization.

- Knowledge: Have leaders of affiliated organizations speak about the governance, expectations, and goals of the overall system.

Hazing is sometimes defended as a way to teach respect, develop discipline, and strengthen bonds between members. Consider that respect must be EARNED- not taught. Victims of hazing offenses rarely report having respect for those that caused them harm. Even if “nothing goes wrong,” hazing is a form of victimization that will breed mistrust, apathy, and alienation instead of discipline or friendship. Instead, you should focus on developing orientation or initiation processes that are welcoming, goal-oriented, safe, and affirming to a new member.

**Liability Issues:**

**Negligence**
It is important to understand what things a court of law will look for in order to establish liability on the part of an individual or an organization. With this general knowledge, student organization leaders can create a framework by which they can attempt to proactively plan their events and problem-solve as the need arises. Generally, students and their organizations can be held liable by a court of law for two kinds of liability: “contract” and “tort.” A contract is a binding agreement between two parties in which each gives something in return for something else, and contract liability will be discussed further in the Event Planning section of this manual. A tort is a civil wrong in which someone either intentionally or negligently causes harm to another person, and the most common kind of tort is negligence (breach of duty owed to another person).

Members of student organizations may owe duties in many instances. For example, you may have a duty to train members about safety and their responsibilities during events. If you do so poorly and someone is injured as a result, that person may sue the organization for negligence. Another example could be harm done to a person as a result of the organization breaching its duty to follow state laws, such as hazing or serving alcohol to a minor. Sometimes, members assume personal liability as part of student organization events, such as driving other members to an organizational event in their own personal vehicles.

It is important to understand basic concepts of liability for your student organization and plan accordingly. The key is to exercise reasonable care to prevent any harm that might be foreseeable as a result of your activities or events. The more you do to keep your members and participants physically and mentally safe, the less likely you are to be found in a breach of your duty.

**Waiver and Release Forms**
It is important that participants are warned of the dangers inherent in an activity and that they sign a document stating they understand this danger and assume the responsibility for themselves. This form is a legal document and should be presented as such. It is a good idea to have everyone sign such a form at the time they join or pay dues and then again before any event that carries with it some risk. In some cases, you may be required to have members sign waivers (when you travel away from the university, when you participate collectively in physical activities, etc.).

In addition to signing the form, you should go over with participants the possible dangers they may encounter while engaging in the activity. Try to be as comprehensive as possible based on the normal dangers associated with the activity. Participants will now be aware of what is involved in the activity and then can choose to assume the responsibility of engaging in the activity for themselves.

Some key points to consider in designing waiver and release forms for your organization and/or its activities are:

- Make sure the title of the document is clear, so everyone understands they are signing an assumption of risk form.
- Describe the activity as specifically as possible, using clear language and a comprehensive description of the risks involved.
- Include text asking the participant to “hold harmless and indemnify the sponsoring organization,” to ensure that he/she has read and understood the risks involved and will not hold the organization liable in case of injury.
- Include text asking the participant to consent for medical treatment in case of injury. For the standard assumption of risk, waiver form, and travel form for student organizations visit http://www.weber.edu/co.
- If the participant is a minor, he/she must have a parent or guardian sign the form.
- Return waiver forms for the specified amount of time following the event (normally the statute of limitations for any potential future litigation for student organizations will be 2 years).

Finally, don’t let a waiver form be your only mitigator for the physical risks associated with your events. Having someone sign a release form does not mean that you don’t still owe him/her a duty to exercise all reasonable care in preventing injury.

**Violation of Policies**
The Clubs and Organizations Committee of student leaders and staff members’ views student organization discipline as an educational process. When an organization disregards a regulation or policy of the state or the university, the focus of the process turns to education: uncovering the reason for the violation, demonstrating why behavior is inconsistent with the expectations of the university, and aiding the student organization in coming to the realization that certain rules and regulations are necessary for the existence of the university community.

The Clubs and Organizations Committee may only be called to hear a case when information exists indicating that an organization has allegedly violated Weber State University Student Code of Conduct. Violations concerning Greek social organizations fall under Greek Life advisors and will be directly reported to the Dean of Students.

When the Director of Student Involvement and Leadership or the Coordinator of Clubs and Organizations receives information that an organization has allegedly violated any university rule(s), he/she may take the steps necessary to investigate the alleged violation, including notifying higher administrators in Student Affairs. If there is a possibility of some truth in the allegations made against an organization violating university policies, a formal hearing can be arranged, at which time the president of the organization, advisor, and any other members (or non-members) involved in the incident must appear to present their case. In all proceedings, the accused organization shall be presumed innocent until proven that a violation of Weber State University Student Code of Conduct occurred. The burden of proof rests with the university, which is the entity bringing forth the charges, and said burden of proof shall be by a preponderance of the evidence.