2013-2014

Policies and Rules for Student Organizations

PENNSTATE

Student Affairs

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For additional information, contact the Office of Student Activities, (814) 863-4624,
209 HUB-Robeson Center, the Pennsylvania State University, University Park, PA 16802.

This publication is available in alternative media upon request.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801; tel. (814) 865-4700/V, (814) 863-1150/TTY.

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POLICIES AND RULES FOR RECOGNIZED STUDENT ORGANIZATIONS 2012-2013

INTRODUCTION

The policies and rules enumerated herein are intended, in part, to clarify the University's relationship to RECOGNIZED STUDENT ORGANIZATIONS and also are intended to reflect the institution's concerns and interests for promoting awareness, values, and responsible behavior. **It is important to note that when persons are functioning in the capacity of members of a recognized student organization, they will be held accountable for their conduct individually and collectively.** Refer to the materials published in the 2012-2013 Edition of the *Student Guide to General University Policies and Rules* for more information. The Guide is current as of August 2012 and is subject to change.

Administrative clarification and interpretation of policies administered by the Division of Student Affairs can be obtained by submitting a written inquiry or request to the Senior Associate Director of Union and Student Activities or his/her designee. The Senior Associate Director of Union and Student Activities will furnish a written response within fifteen business days. The Vice President for Student Affairs can review the response of the Senior Associate Director of Union and Student Activities, upon written request by the original individual/organization, within fifteen business days of receiving the response of the Senior Associate Director of Union and Student Activities.

(I) RECOGNITION OF STUDENT ORGANIZATIONS

A. CONDITIONS FOR RECOGNITION OF ALL STUDENT ORGANIZATIONS

1. All recognized student organizations will be held responsible by the University for abiding by federal, state, and local laws, as well as all University regulations. The University may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial University Interest (as defined in the University Off-Campus Misconduct Policy at http://studentaffairs.psu.edu/conduct/policies/offcampus.shtml).

2. No organization which discriminates on the basis of any protected category as set forth in University policy AD-42 shall obtain or maintain University recognition. **The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the Pennsylvania State University.** Considerations shall be given to organizations which may be exempt from Title IX of the Education Amendments of 1972, relating to discrimination on the basis of gender. Attendance and participation in programs and activities which are open to all students and/or the public at large must comply with the University's non-discrimination policies.

3. Only currently registered students shall be eligible for active membership status in student organizations. All other persons, including but not limited to, faculty, staff, and community members, may be admitted to associate membership.

4. Undergraduate students must be enrolled full-time at the time of their appointment or election to be eligible to serve as appointed or elected officers within their organizations. Graduate students may be enrolled full-time or part-time at the time of their appointment or election to be eligible to serve as appointed or elected officers

within their organizations. Additionally, all officers of all student organizations must be enrolled at the campus where the organization is recognized and remain a degree-seeking student for the duration of their term. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers if the criteria does not violate the University's non-discrimination policy (Section I.A.2).

5. The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for recognition or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the policies of the University. These concerns should be directed to the Office of Student Activities.

6. The purpose and/or functions of a student organization must not duplicate those of an existing recognized student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in its constitution.* The Office of Student Activities may rescind the recognized status of an organization upon a determination that the recognized status of an organization is no longer fulfilling the purposes and/or functions described in its constitution. If an organization feels that a newly recognized organization duplicates its stated purpose as set forth in its constitution, it may seek a review through the Senior Associate Director of Union and Student Activities. This is accomplished by sending a letter to the Senior Associate Director of Union and Student Activities explaining how another organization duplicates its stated purpose. Preference is given to the organization that has had recognized status longer, and is in good standing.

7. Recognized student organizations may not engage in **HAZING ACTIVITIES**. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a recognized student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any recognized student organization that commits hazing is subject to disciplinary action by the Office of Student Activities

*A constitution is the most recent approved constitution that is on file with The Office of Student Activities.

B. RELATION OF THE UNIVERSITY TO STUDENT ORGANIZATIONS

Recognition of student organizations shall not be construed as agreement, support, or approval by the University, but only as acknowledgement of the rights of the organization to exist at the University, subject to the conditions enumerated herein.

C. RIGHTS OF STUDENT ORGANIZATIONS

With these rights goes the responsibility of each recognized student organization for the consequences of its decisions and activities as a group.

1. Recognized student organizations may use the name of the University in their official titles. Use of the University's trademarked images and logos is also a privilege of recognized student organizations. Policy AD-07 prohibits the use of the University's trademarked images and logos by student organizations that are not recognized by the University.

2. Recognized student organizations may use University facilities subject to the duly established written rules governing such use.

3. Recognized student organizations including Greek Letter social and service fraternities and sororities, may petition for the use of University funds subject to University regulations and the regulations of the University Park Allocation Committee at University Park and as published in the *Student Government Association Fiscal Policy Manual* at Commonwealth campuses.

4. Recognized student organizations are covered by the General Liability and Non-owned Auto Liability Insurance policies for student organizations.

5. Recognized student organizations may qualify for sales tax exemption for purchases made by the University when conducting student organization business under the Pennsylvania State University umbrella.

6. The University offers several ways for student organizations to market themselves to students who want to become involved.

a. All recognized student organizations are given space on the clubs.psu.edu web site.

b. The Office of Student Activities coordinates Involvement Fairs at the beginning of both the fall and spring semesters. All recognized student organizations are given an opportunity to register for the fairs during which they can set up a table with information about their groups. Sign-ups for the fairs are on a first-come, first-served basis.

c. Recognized student organizations are permitted to place information in individual residence hall mailboxes. A "Commons Desk Flyer Distribution Request" must be submitted and approved for this to occur. These forms can be accessed from the Commons Desk Manager's Office in East Halls, 133 Johnston Commons, or by calling 865-0313.

d. Student organizations can place flyers/materials on general purpose bulletin boards throughout campus.

e. Student organizations are not given access to mailing information for students or parents at either their local or permanent addresses.

D. DELEGATION OF AUTHORITY FOR RECOGNITION

1. At University Park

The authority to recognize student organizations is hereby delegated by the President through the Vice President for Student Affairs to the Office of Student Activities.

2. At Commonwealth campuses

The authority to recognize student organizations is delegated by the President through the Vice President for Student Affairs to the campus Director of Student Affairs or to his/her designee (e.g., Office of Student of Student Life).

E. PROCEDURES FOR OBTAINING RECOGNITION AT UNIVERSITY PARK

1. Any student group seeking recognition at Penn State University-University Park must first complete the "Intent to Organize" form with the Office of Student Activities (this includes, but is not limited to, undergraduate, graduate, Greek-letter social or service, religious, and club sports organizations). The group will receive the "Information Packet," and will be given provisional status for 60 academic days in order to complete the recognition requirements. The requirements are:

a. Create a constitution based on policies and procedures as outlined in Policies and Rules for Recognized Student Organizations and guidelines in the "Information Packet."

b. Complete an officer report form. The President and Treasurer of the organization cannot be the same student.

c. Submit a membership list with a minimum of 10 active members. If your organization is an undergraduate student organization, the majority (50%+1) of members must be undergraduate students at the campus where the organization is being recognized. Similarly, if your organization is a graduate organization, the majority of members must be graduate students at the campus where the organization is being recognized.
d. Secure a University advisor (must be a full-time faculty or staff member employed at Penn State-University Park).

e. Attend one of the monthly New Student Organization Orientation presentations offered by the Student Organization Conduct Committee (SOCC). Please refer to the New Student Organizations website for dates, times, and locations (http://studentaffairs.psu.edu/hub/studentorgs/new.shtml).

f. Approval from Environmental Health and Safety and/or the Office of Risk Management if the activities and/or programs of the organization are considered high risk. Additional requirements may be determined by the Environmental Health and Safety Office and/or the Office of Risk Management

g. Approval from the Office of Residence Life, if the organization is a special living option in the residence halls.

Greek Letter social and service organizations, sport or physical activity organizations, and special considerations will be handled as follows:

(a) Greek Letter social and service organizations will be directed to the Office of Fraternity and Sorority Life for review and recommendation and procedures. The Office of Fraternity and Sorority Life will then notify the Office of Student Activities of the governing council's approval for recognition.

(b) Sport or physical activity organizations will be directed to the Office of Club Sports for review and approval for recognition in accordance with the office policies and procedures. The Office of Club Sports will then notify the Office of Student Activities of its approval for recognition.

(c) Special Consideration Organizations are those groups involved in activities that are considered too dangerous for the Office of Club Sports. These groups will be directed to the Office of Risk Management to communicate with the related college's administration to determine if the college is willing to support their recognition. Once the group receives the endorsement from the college and Risk Management, the Office of Risk Management will notify the Office of Student Activities of its approval for recognition.

2. Organizations can be recognized in the following categories. Organizations can only choose one category and the Office of Student Activities reserves the right to change the category as deemed necessary in its sole judgment. These are the categories and their definitions:

a. Academic/Professional: groups that provide an opportunity to discuss and share information related to a specific academic discipline and/or career.

b. Sport/Physical Activity: groups that provide opportunities for participation in recreational and/or competitive sports teams.

c. Honor Societies: groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.

d. International/Multicultural: groups that provide an opportunity to increase campus understanding of a specific nation and/or culture(s), provide students with an avenue to explore and celebrate their own

cultural heritage and provide programs and services designed to support students of various cultural heritages at the University.

e. Philanthropic: groups that seek to raise funds and/or support for a particular charity or cause.

f. Political: groups that provide a forum of support and debate involving political parties, political issues and/or candidates seeking office.

g. Media/Publication: groups that provide opportunities for members to gain hands on experience through various means, including TV, radio, and print.

h. Music/Performing Arts: groups that provide opportunities for involvement and exposure to the performing arts (music, dance, theater).

i. Religious/Spiritual: groups representing diverse faith communities and belief systems that observe and follow religious and/or spiritual practices and traditions. These groups offer fellowship and outreach through a variety of programs, activities and services as well as provide resources and support for students seeking spiritual wellness.

j. Residence Hall Interest Houses: Residence Life sponsored groups that provide a supportive residential environment that will strengthen students' overall collegiate experience related to special and/or academic interests.

k. Service: groups that function mainly to provide service to the campus and/or community and surrounding areas.

l. Special Interest: groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.

m. Student Governance: groups that serve as student governments/councils in various colleges, schools, departments and residence areas.

n. Sorority/Fraternity: these are fraternal organizations registered by the Office of Fraternity and Sorority Life.

o. University Affiliate: groups that are created and supported by the University.

p. Temporary: groups that will exist for a specified period of time or have a purpose that has a definite timeline (examples include class projects, political campaigns, etc…)

3. Until an organization has been officially recognized, it can hold no meetings on University property except for organizational purposes. Meetings using University facilities for organizing purposes will be limited to two in number. Participation at such meetings is to be limited to interested currently enrolled students and members of the faculty and staff.

4. Once the required materials have been reviewed and approved, the organization will be notified via email of the organization's status.

5. Decisions made within these processes can be appealed within 3 business days of the original decision by submitting a written request for appeal to the Senior Associate Director of Union and Student Activities or her/his designee. For Sport or Physical Activity Organizations, request for an appeal will be made to the Director of Strength and Fitness or her/his designee. Decisions made by the governing councils in the Office of Fraternity and Sorority Life are final and may not be appealed. Appeals will be accepted from the students wishing to create an organization, members of an already existing organization, or an individual group within the University Community. Appeals will only be granted in cases where new evidence is discovered after the decision was made or if applicable procedures were not followed. If the Senior Associate Director of Union and Student Activities (or

his/her designee) determines that there are grounds for the appeal a three person panel comprised of two faculty/staff members and one student will be chosen to review and rule on the appeal. The decision of the panel will be made within 10 business days of receipt of the appeal request and will be final.

A decision by the Office of Environmental Health and Safety or the Office of Risk Management that an organization has or will pose a risk to the safety of its members or the public will not be eligible for recognition as a University student group. The decision by the Office of Environmental Health and Safety or Office of Risk Management shall be final and not subject to appeal.

F. PROCEDURES FOR MAINTAINING RECOGNITION

1. At University Park

a. All recognized student organizations must update their officer information via the eStudentUnion interface located at http://studentaffairs.psu.edu/esu. This information must be submitted within 2 months of the most recent election date. Organizations can determine their most recent update by logging into the website and viewing the election date. Failure to update officer information could result in the suspension of the organization and loss of privileges, including but not limited to, active status, ability to reserve space, access to the organization's ASA funds, and the ability to request UPAC funding.

i. A suspended student organization must apply for reinstatement within two years of the date of suspension to be reinstated.

ii. If a student organization is suspended for more than two years, it will become inactive. A student organization will need to submit a new Information Packet to become recognized after it has been inactive.

1.ii.a. Associated Student Activities (ASA) will transfer any balance from an inactive student organization's account into a centralized holding account. The student organization can request those funds to be returned to its account if it becomes active again. These requests are directed to the Senior Director, Union and Student Activities who will make these decisions on a case-by-case basis.

iii. Additional information may be required as requested by the Office of Student Activities, including but not limited to, a new constitution and advisor approval form.

b. The President and Treasurer of an organization cannot be the same student.

c. Representative from all recognized student organizations must attend one session of the mandatory officer training workshops. These workshops are offered four times in August and once every subsequent month of the fall semester. These workshops are also offered two times in January and once every subsequent month for the spring semester. Please refer to the Student Organization website for dates, times, and locations (http://studentaffairs.psu.edu/hub/studentorgs/soomeetings.shtml). If a student organization representative does not attend a mandatory officer training workshop as of the day following the September scheduled workshop, the organization will lose certain privileges of recognition as outlined on the previously mentioned website.

d. Recognized student organizations must maintain a minimum of 10 active members, unless an exception is granted by the Office of Student Activities for demonstrated cause. If your organization is an undergraduate student organization, the majority (50%+1) of members must be undergraduate students at the campus where the organization is being recognized. Similarly, if your organization is a graduate organization, the majority of members must be graduate students at the campus where the organization is being recognized.

e. The Office of Student Activities shall have the authority to suspend the recognition of any student organization due to the organization's failure to abide by University policy.

f. When a recognized student organization changes its name, constitution and/or bylaws, those changes are to be submitted to the Office of Student Activities for its review, information, and approval prior to the changes becoming official. The most recently approved version of an organization's constitution on file in the Office of Student Activities is the official constitution for the organization.

2. At Commonwealth campuses:

a. Training conducted at Commonwealth campuses will be determined by each campus.

b. Failure to meet the terms and conditions of a group holding recognized status could result in the organization being classified as inactive.

3. Inactive Status

a. Organizations may request to become inactive. This is accomplished by submitting a letter, signed by the president of the organization, to the Office of Student Activities.

b. An inactive organization has no privileges of an active organization.

G. VIOLATIONS AND APPEALS

1. At University Park:

a. Allegations of misconduct by any student group at Penn State should be directed as follows:

(i) For Undergraduate and Graduate student organizations, other than those recognized by the Office of Fraternity and Sorority Life, referrals should be made to the Office of Student Activities for review by the Student Organization Conduct Committee (SOCC) by submitting an Incident Report Form. Forms are located online at http://studentaffairs.psu.edu/hub/studentorgs/socc.shtml.

(ii) For Fraternities and Sororities, referrals should be made to the Office of Fraternity and Sorority Life.

b. Decisions made within the undergraduate and graduate student organization processes, including sanctions, can be appealed within 3 business days of the original decision by submitting a written request for appeal to the Associate Director of Union and Student Activities (For Fraternities and Sororities, appeal processes are outlined in the individual governing council documents). Appeals will be accepted from the student organization or, in certain cases that are outlined in the Student Organization Conduct Committee manual, victims of alleged policy violations.

c. Appeals will only be accepted in cases where new evidence is discovered after the decision was made, applicable procedures were not followed, or the sanction is not justified. If the Associate Director of Union and Student Activities determines that there are grounds for the appeal, the appeal will be forwarded to either the Senior Director of Union and Student Activities or the Vice President for Student Affairs, depending on the level of sanction. The decision of the appeal officer will be made within 10 business days of receipt of the appeal request and will be final.

2. At Commonwealth campuses:

a. Allegations of misconduct by any student organization should be directed to the Office of Student Affairs/Office of Student Life . The Office of Student Affairs/Office of Student Life will route the allegation to the Local Conduct Committee or proper Greek governing council.

b. Decisions made by the Local Conduct Committee and the Greek governing councils, including sanctions, can be appealed according to each group's appellate process found in their constitutions. Appeals will only be accepted in cases where new evidence is discovered after the decision was made, applicable procedures

were not followed, or the sanction is not justified. If the Local Conduct Committee or Greek governing councils do not have an appeals process outlined in their constitution then the following appeals process will be used.

(i) Appeals shall be made to the Chief Student Affairs Officer (or his/her designee) at each campus.

(ii) A written request for an appeal must be submitted within three business days after a decision has been conveyed to that student organization.

(iii) An Appeals Board appointed by the Chief Student Affairs Officer (or his/her designee) will review all accepted appeals.

(iv) The Chief Student Affairs Officer shall communicate the decision of the Appeals Board within 10 business days of receipt of the appeal request. Its decision shall be final except in those cases where suspension or loss of recognition is imposed or requested.

(v) Subsequent appeals may be made when the sanctions of suspension or loss of recognition have been assigned or requested. Final appeals must be submitted to the Chancellor in writing within three business days of the decision by the Chief Student Affairs Officer (or his/her designee). The Chancellor can review the records of previous Appeals Board and the written and oral arguments as required.

H. STUDENT ORGANIZATION ADVISORS

1. All recognized student organizations are encouraged to have faculty or staff advisors. For all student organizations recognized after August 1, 2004, a University faculty or staff member must be appointed as an advisor to the organization. The advisor can assist the organization by providing counsel on specialized subjects in which the advisor is experienced or expert, and on general matters relating to the conduct of organizational affairs. Advisors are encouraged to offer constructive criticism and guidance without domination. The guidelines pertaining to the role and responsibility of student organization advisors and responsibilities of the organization to the advisor are available upon request through the Office of Student Activities at University Park, and through the Office of Student Affairs at Commonwealth campuses.

a. Student organizations that were recognized prior to the summer of 2004 are not required to have an advisor. However, student organizations that have been placed on inactive status, regardless of original date of recognition, must obtain an advisor to reactivate.

b. Sport Clubs that are administered under the Department of Intercollegiate Athletics are required to have a University faculty or staff advisor.

2. Some recognized student organizations may have specific staff or faculty assigned to work with them as part of the person's work assignment. Other University faculty/staff may request assignment as an advisor by notifying in writing the Chief Student Affairs Officer (or his/her designee) at a campus or the Program Director for Student Organizations at University Park. University officials will render a decision based on established policies and practices. Assignment is not guaranteed. Some high-risk activities may be excluded or acceptable only under limited circumstances. Those faculty and staff who are assigned to be advisors are accountable to their supervisors and shall be covered under the provisions of University liability insurance for acts arising within the scope of the advisor role.

3. Faculty and staff who volunteer to advise recognized organizations must be approved by the Senior Associate Director of Union and Student Activities or her/his designee at University Park or the Chief Student Affairs Officer (or his/her designee) at Commonwealth campuses. Those who choose to volunteer as an unofficial advisor and do not complete the advisor approval form annually shall do so in a personal capacity and not as employees, representatives, or agents of the University. Such individuals **are not** covered by University insurance for liability associated with their advisor activities.

4. Graduate students may serve as a student organization co-advisor only in the event that there is also a full-time University faculty or staff member serving as the primary advisor.

5. All student organization advisors at Penn State have been identified as Campus Security Authorities (CSAs), as defined by the Clery Act (The Student Right to Know and Campus Security Act of 1990). One of the requirements of being a CSA is the completion of a short training about what the responsibilities of a CSA are. Union and Student Activities will provide student organization advisors with training opportunities.
All advisors will need to complete an annual update to this training after the initial. For more information, please visit http://studentaffairs.psu.edu/hub/studentorgs/clery.shtml.

(II) FUNDING AND FINANCIAL AFFAIRS OF RECOGNIZED STUDENT ORGANIZATIONS

A. USE OF UNIVERSITY FUNDS BY RECOGNIZED STUDENT ORGANIZATIONS

1. The amount of funds budgeted for financial support of recognized student organizations shall be determined by the Board of Trustees on an annual basis, upon the recommendation of the President after consultation with the Vice President for Student Affairs, the Student Activity Fee Board and the Chief Student Affairs Officer at the Commonwealth campuses. In addition, an activity fee is collected at all campuses from registered students during the fall and spring sessions. At selected campuses a summer fee may be collected. The use of the student activity fee funds must be in accordance with the University's Student Activity Fee Handbook and the individual campus allocation committee policies and procedures. The Student Activity Fee Handbook can be found at the following link: http://studentaffairs.psu.edu/hub/activityfeeboard/

a. At University Park

The authority for allocation of Student Activity Fee funds is hereby delegated by the President of the University to the Vice President for Student Affairs, and then to the University Park Allocation Committee (UPAC). UPAC will consider funding requests made by recognized student organizations and other campus groups on a first-come, first-served basis. UPAC shall be composed of 35 representatives. Twenty-five student representatives are selected annually through an interview process. The other ten representatives are elected each spring semester. The chairpersonship of UPAC is open to any full-time student who has at least two consecutive semesters of experience on UPAC, will be a student on the University Park campus for the upcoming fall/spring semester, and has been appointed to UPAC for the upcoming year. The chairperson may not be an executive officer (President, Vice President, Secretary, or Treasurer) in another student organization while fulfilling his/her UPAC term.

b. At Commonwealth campuses

The authority for allocation of such funds is delegated by the President of the University to the Vice President for Student Affairs, then to the Chancellor, and then to the Allocation Committee, or the Student Government Association. The committee should include but may not be limited to the Chief Student Affairs Officer (or his/her designee), the SGA President, and a faculty member. The faculty member shall be appointed by the Chancellor.

2. Distribution of funds to recognized student organizations for those activities, which are eligible for funding, shall be carried out in a viewpoint neutral manner.

3. No Student Activity Fee funds may be used to support the following activities:

a. Appropriations in furtherance of a political campaign or activity by any candidate (or candidate's representatives).

b. Appropriations to a legislative lobby or to a recognized student organization whose primary purpose is to influence legislation.

c. Appropriations to organizations or activities that discriminate on the basis of any protected category as set forth in University Policy AD42. **The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.**

d. Hiring of legal services or providing bail bond funds. Exemptions to this policy are restricted to the University Park campus.

e. Appropriations for personal, noncontractual gain of any student, faculty member, staff member, or citizen.

f. Grants-in-aid, scholarships, salaries, wages, loans, or other such personal compensation to organizational officers or appointed or elected voting members.

g. The purchase of, or reimbursement for the purchase of, alcoholic beverages.

h. Donations, charitable contributions, and philanthropic activities.

i. Appropriations for any events held prior to the submission of a request for funding, or events where funding has been committed before being notified of approval.

j. National association memberships on a per person basis, except for group memberships to national affiliates.

k. Membership dues to fraternities or sororities.

l. Honoraria for Penn State faculty or staff when such person is speaking on matters pertaining to his or her area of expertise.

m. The purchase of clothing of any kind other than uniforms on a one-time basis for athletic teams.

n. The purchase of prizes or awards.

o. Appropriations for any religious ceremony or worship service, except when such activity is for educational purposes.

4. At University Park, all recognized student organizations, except for Greek-letter social fraternities and sororities, must affiliate with Associated Student Activities (ASA) and recognized student organizations on Commonwealth campuses with the Student Government Association, for banking and bookkeeping services. All organizational accounts are subject to an annual audit performed by the Office of Finance and Operations. At University Park, all recognized student organizations must conduct their financial affairs according to the written regulations of ASA, and organizations at Commonwealth campuses must follow the written regulations that appear in the Student Government Association Fiscal Policy Manual.

5. At University Park, the Student Activity Fee Board shall hear grievances resulting from alleged violation(s) of the policies and guidelines of the University Park Allocation Committee.

6. At Commonwealth campuses, appeals of alleged violations of the written regulations appearing in the Student Government Association Fiscal Policy Manual or of other rules established by the Student Government Association, with the approval of the Chancellor shall be filed with the Appeals Board.

7. At Commonwealth campuses, any organization may petition the Student Government Association for a reconsideration of its allocation.

B. IMPACT FEE FOR UNIVERSITY PARK

All student organizations selling tickets of $5.00 or more for entertainment events using University facilities will have a $.50 impact fee assessed for each ticket sold. The fee will be deposited into that organization's Associated Student Activities (ASA) account for transfer to the University. For events held in Eisenhower Auditorium and the Bryce Jordan Center or for which the Eisenhower/Bryce Jordan Center box office handles ticketing, the impact fee will be collected by the box office for transfer to the University. Patrons should be made aware of this impact fee at the time of purchase by an indication on each ticket.

C. USE OF FUNDS RAISED BY RECOGNIZED STUDENT ORGANIZATIONS

1. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations.

2. Such funds are subject to local, state, and federal laws, and to financial accountability. Financial accountability shall include an annual audit conducted by the Office of Finance and Operations. At University Park, accounts must be maintained exclusively by ASA, and at Commonwealth campuses, by the Student Government Association.

D. FUND RAISING ON CAMPUS

1. In general, the University has a responsibility to provide appropriate services for members of the community. However, at the same time, the University acknowledges that there may be instances when it is not practical, desirable, or efficient for it to provide certain services that may contribute to its overall welfare. Therefore, within parameters established by the University, student organizations and residence hall house governments may sell materials related to the purpose of the organization and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of the organizations' activities. Within the context of recognized student organizations' University-approved fund raising programs, only currently enrolled students and currently employed faculty and staff members may benefit from the sale of personal property, which has not been purchased solely for resale purposes.

2. At University Park, the approval is required from the Event Management Office or, if in the residence halls, from the Senior Director of Residence Life. At Commonwealth campuses, the approval of the Chief Student Affairs Officer (or his/her designee) is required.

3. Fund raising activities shall be defined as (a) donations without products or services being rendered or (b) activities that raise funds through direct sale of merchandise or service for the benefit of recognized student organizations with all funds to be used for the ongoing support of the organization's (noncharitable) activities.

a. Fund raising activities are subject to the following restrictions:

(i) No recognized student organization or residence hall house government shall have the right to disturb or infringe upon the privacy of the residents of University residence halls (in their rooms, study lounges, dining halls, etc.) or disturb or interrupt the conduct of classes or extracurricular activities for the purpose of raising funds.

(ii) Commercial liaisons between University organizations and off-campus agents must be articulated in a contract. Student organizations must use a University Vendor Agreement. At University Park these agreements will be issued by the Assistant Director for Union and Student Activities or his/her designee during the program registration process.

(iii) No individual can use University facilities in such a manner as to be performing on his or her own commercial behalf, outside the context of a recognized student organization's program.

(iv) Funds representing a portion of the value of individuals' property may be returned to those individuals by the sponsoring organization, according to a predetermined formula agreed upon by the sponsoring organization and the participating individuals.

(v) All recognized student organizations at University Park, including Greek-letter social fraternities and sororities, using the campus to raise funds must promptly deposit all funds in their ASA account the first University business day after the event. Those organizations at Commonwealth campuses must make deposits to accounts with the Student Government Association.

(vi) A proposed fund raising program of a student organization will not be approved if it is determined that the program is in direct conflict with the ongoing business operations or business interests of the University.

(vii) For information about student organization requests for fund raising programs in Residence Halls involving the sale of personal property, please see section b1 below. All fund-raising activities not involving the sale of personal property must be scheduled in advance in the Event Management Office at University Park or the Office of Student Affairs at Commonwealth campuses.

(viii) Lectures, concerts, demonstrations, displays, or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.

(ix) Chain letters are not permitted.

(x) As required by law, raffles, lotteries, games of chance or the use of premiums are permitted only after securing a permit and license and student organizations must maintain accurate records of revenues, expenses, prize winners and submit an annual report as required by law (http://www.revenue.state.pa.us/portal/server.pt/community/small_games_of_chance/14500).

(xi) At University Park, the sale or service of food and/or beverages at any function or program open to the public and/or community by other than authorized University departments such as Housing and Food Services, Penn State Hospitality Services, University Creamery, or by an accepted external food and beverage provider contracting for food and beverage services, is prohibited. For recognized student organizations, requests for exceptions to the above policy requirements at University Park are submitted to the University Park Housing and Food Services Office through the Office of Union and Student Activities. Requests for exception from other University locations are submitted to the respective campus/college Housing and Food Service Office through the Office of Student Programs and Services. (At locations with no Housing and Food Services Operations, the request is submitted directly to the Director of Business Services.) After the application is reviewed with the respective offices as appropriate, actions relative to the request will be issued in writing from the Housing and Food Services Office (or the Office of Student Programs and Services, as appropriate). (Refer to University Policy AD-26 for more information) If an exception to the policy is made, food sales by recognized student organizations will be limited to products: 1) prepared by a external food and beverage provider or University food service, 2) are not required to be temperature controlled, and 3) that are prepackaged for resale.

b. Fund raising in the residence halls is subject to the following additional restrictions:

(i) Fund raising in the residence hall areas shall be restricted to residence hall house governments and area governments. The area government can recommend to the Senior Director of Residence Life (at University Park) or the Assistant/Associate Director of Residence Life (at Commonwealth campuses) that individual exceptions be granted for recognized campus student organizations.

(ii) Fund raising shall be restricted to areas in the commons buildings (at University Park) or immediately outside dining facilities (at Commonwealth campuses) approved for activities, programs, and meetings.

(iii) Fund raising shall be restricted to the hours of 8:00 a.m. to 11:00 p.m.

(iv) Residence hall house governments or area government requests for fund raising programs should be submitted to the Senior Director of Residence Life or designee (at University Park) or the Assistant/Associate Director of Residence Life (at Commonwealth campuses) for approval two weeks prior to the proposed date of the fund raising activity. Further, groups sponsoring fund raising activities must register for use of facilities with the area government and the area Residence Life Office. At University Park, students must submit the online room reservation request form found at https://reservations.psu.edu.

This process must be completed a minimum of six business days prior to the event and may require more time depending on the nature of the fundraising activity. Please consult with the area Residence Life Office for a specific timeline of your fund raising activity.

(v) In the residence hall buildings, fund raising that takes place door-to-door, in dining rooms, or snack bars is prohibited.

c. Fund raising in non-residence hall campus locations is subject to the following additional restrictions:

(i) Fund raising activities of recognized student organizations shall be conducted at locations authorized by the Event Management Office at University Park and the Office of Student Affairs at Commonwealth campuses.

(ii) Fund raising activities shall be restricted to the hours of 8:00 a.m. to 2:00 a.m. unless an exception is given by the Chief Student Affairs Officer (or his/her designee).

d. At University Park, all recognized student organizations sponsoring programs for which an admission fee is charged, are subject to the following restrictions:

(i) Appropriate University facilities should be scheduled in advance. Existing procedures for scheduling and use of University facilities should be followed.

(ii) The treasurer of each sponsoring organization is charged with the overall responsibility for the proper handling of generated income from programs.

(iii) The treasurer of Associated Student Activities (ASA) is responsible for monitoring the deposit of program income, the proper completion of the ticket accountability report form, and the enforcement of University policies and rules governing student organization programming for which an admission fee is charged.

(iv) All programs sponsored by student organizations with an admission fee are required to have preprinted, consecutively numbered tickets and to utilize the free ticketing service provided by the Union and Student Activities Marketing Office in 232 HUB to obtain tickets.

(v) Ticket accountability report forms must be completed for all programs. These forms are available in the ASA Office, located in 240 HUB.

(vi) All generated income, including reconciliation of all cash advances, is to be deposited in the ASA Office during the first regular University business day following completion of the program. Original copies of the ticket accountability report form and all unused tickets must accompany each deposit of funds.

(vii) An appropriate University staff member will be required, through his/her signature, to verify the accuracy of the information contained on the ticket accountability report form.

e. At Commonwealth campuses, all recognized student organizations that sponsor events or programs for which an admission fee is charged are subject to the following conditions:

(i) Facilities must be scheduled with approval of the Office of Student Affairs/Office of Student Life.

(ii) Ticket sales and ticket accountability procedures are to be established.

(iii) All generated income is to be deposited with the SGA and the necessary forms, including a ticket accountability report form, are to be filed.

E. SOLICITATION ON CAMPUS

1. Solicitation activities shall be defined as

a. Donations without products or services being rendered.

b. Activities that raise funds through direct sale of merchandise or service for the benefit of non-University charitable organizations.

2. Recognized student organizations and residence hall house governments desiring to solicit funds for non-University charitable organizations that they deem worthy of support may do so subject to the following restrictions:

a. All charities will require verification of their existence to the satisfaction of the University;

b. All solicited proceeds must be deposited promptly in the ASA Solicitation Account or with the appropriate student government account;

c. The University will take appropriate precautions to protect soliciting groups and potential contributors from undue outside pressure from professional fund raisers.

(Please refer to the *Student Guide to General University Policies and Rules 2012-2013 or University Policy Manual*, AD-6, AD-26, and AD-27 for more information)

3. Solicitation in the residence halls is subject to the following additional restrictions:

a. Solicitation activities shall be restricted to recognized student organizations and residence hall house/area governments and must be conducted on behalf of charitable organizations.

b. Solicitation activities by recognized student organizations (other than house or area governments) must comply with University policy and meet all University requirements to be approved by the area government.

c. Solicitation activities shall be restricted to areas in the commons buildings (at University Park) or the dining facilities (at Commonwealth campuses) approved for activities, programs, and meetings.

d. Solicitations shall be restricted to the hours of 8:00 a.m. to 11:00 p.m.

e. Any eligible soliciting group must register for the use of facilities with the area government and area Residence Life Office using the “Terms and Conditions for Reservations and use of Common Area Spaces and Residence Hall Complexes” form found in the area Residence Life Offices at the Commonwealth Campuses or the online reservation form at University Park (https://reservations.psu.edu/virtualems/. This process must be completed a minimum of six business days prior to the event.

f. Solicitation in residence hall buildings that takes place door-to-door or in dining facilities or the snack bars is prohibited.

4. Solicitation in non-residence hall campus locations is subject to the following additional restrictions and is authorized by the Event Management Office at University Park and the Office of Student Affairs at Commonwealth campuses:

a. Solicitations shall be conducted only at authorized locations.

b. All solicitation by recognized student organizations must be scheduled in advance.

c. At all locations, solicitors for a specific activity must be active members of the recognized student organization conducting the solicitation. Non-University interests must be sponsored by a recognized student organization.

F. CANVASSING IN UNIVERSITY RESIDENCE HALLS

1. At University Park:

a. Canvassing shall be defined as any effort to influence opinions, gain support, or promote a particular cause or interest, specifically excluding any solicitation or fund raising as defined by current University policy. Surveys are not considered canvassing for purposes of this policy.

b. Students, student organizations, residence hall house governments and area governments, and outside interests are eligible to canvass in the residence halls.

c. Canvassing may not occur in individual residence areas unless approved by a majority vote of the residents of that area.

d. Canvassing may occur in the commons buildings with approved space/table reservation. Canvassing may not occur in residence hall dining areas.

e. Canvassing shall be restricted to the hours of 11:00 a.m. to 11:00 p.m.

f. Any canvassing in the residence hall buildings must register with the Area Assistant Director not less than twenty-four hours prior to the canvass and must agree to comply with all provisions of canvassing regulations before canvassing may begin. A canvasser who is not a resident of the building in which door to door canvassing is taking place must be escorted by a resident of the building at all times.

Any canvassing in the commons buildings must have a formal space/table reservation and follow the terms and conditions for reservations and use of common area spaces in the residence hall complexes. This reservation process takes a minimum of five business days to complete and can be completed in the Area Residence Life Offices.

g. When contacting students in their rooms, canvassers must knock before entering, identify themselves, announce their specific purpose, enter an individual room only with the expressed consent of the resident, and leave immediately if the resident so requests.

h. Canvassers must abide by all University rules and regulations. Violators will be subject to referral to the Office of Student Conduct and/or civil or criminal prosecution.

2. At Commonwealth campuses:

a. Canvassing in campus residence areas shall be defined as any effort to influence opinions, gain support, or promote a particular cause or interest, specifically excluding any solicitation or fund raising as defined by current University policy. Surveys are not considered canvassing for purposes of this policy.

b. Students, student organizations, residence hall house governments and area governments, and outside interests are eligible to canvass in the residence halls.

c. Canvassing may not occur in individual residence areas unless approved by a majority vote of the residents of that area.

d. Canvassing may occur in the commons buildings with approved space/table reservations. Canvassing may not occur in residence hall dining area.

e. Canvassing shall be restricted to the hours of 11:00 a.m. to 11:00 p.m.

f. Any canvassing in the residence hall buildings must be registered with the Assistant/Associate Director of Residence Life not less than twenty-four hours prior to the canvass and must agree to comply with all provisions of canvassing regulations before canvassing may begin. A canvasser who is not a resident of the building in which door to door canvassing is taking place must be escorted by a resident of the building at all times.

g. Any canvassing in the commons buildings must have a formal space/table reservation and follow the terms and conditions for reservations and use of common area spaces in the residence hall complexes. This reservation process takes a minimum of five business days to complete and can be completed in the residence life office.

h. When contacting students in their rooms, canvassers must knock before entering, identify themselves, announce their specific purpose, enter an individual room only with the expressed consent of the resident, and leave immediately if the resident so requests.

e. Canvassers must abide by all University rules and regulations. Violators will be subject to loss of canvassing privileges, University disciplinary action, and/or civil or criminal prosecution.

f. Additional provisions may be established at individual campuses through procedures regularly used for the formation of local policies.

G. CLOSING AN ASA ACCOUNT

In order to close an ASA account, the organization must first be listed as "Inactive" with the Office of Student Activities, located in 209 HUB.

1. Any remaining funds left in the account can be distributed according to the organization's consensus. The organization must state how it wants the funds to be distributed in a letter format and have all officers sign the letter (including the advisor if the organization has one) stating this is what the organization has decided to do with the funds. If there is more than one distribution, please list each entity receiving funds and the dollar amount for each.

a. If donating the remaining funds to another student organization: Attach the letter to a Transfer form. Submit the completed Transfer form to ASA, and the funds will be distributed, and ASA will close the account.

b. If donating the remaining funds to an outside charity: Attach the letter to a Check Request form. Submit the completed Check Request form to ASA, and ASA will process a check. ASA can file the check for the treasurer to pick up, or mail it directly (please include a separate letter to send with the check), and ASA will close the account.

c. If dispersing the funds among the remaining officers in the organization: Attach the letter to the appropriate number of Check Request forms. ASA can file the check(s) for the treasurer or individuals to pick up, or mail them, and then ASA will close the account. If the amount to be disbursed is greater than $500, the officers must work with ASA and the Office of Student Activities to determine the appropriate disbursal.

2. ASA will transfer the funds from an inactive organization into a centralized holding account. If, in the future, the organization becomes active again, the organization must ask the Senior Director of Union and Student Activities to reinstate that balance. The Senior Director will make these decisions on a case-by-case basis.

3. If another circumstance exists that does not fit into one of the above scenarios, the Office of Student Activities may need to approve what is being requested. This is determined on a case by case basis.

(III) PUBLICATIONS AND OTHER COMMUNICATION MEDIA

A. The direct supervision of the operation of any student organization whose primary recognized function is the maintenance of a communication medium shall be vested in a board of directors, which will be composed of student and faculty members. The method of selection of this board shall be specified in the constitution of the organization. At Commonwealth campuses, a single board of directors responsible for supervising the operations of all student communications media on campus may be set up in lieu of separate boards of directors for each medium. The method of selection and the terms of office for board members, who shall be full-time students and faculty members, shall be developed with the concurrence of the SGA and the Chancellor. A yearly update of Board of Directors membership must be submitted to the Office of Student Activities with the renewal application.
B. The publication by students of any printed matter bearing the name of the University or purporting to emanate from it must be a publication produced by a recognized student organization, the name of which must appear on the publication. Printed matter published by students of The Pennsylvania State University may be sold on campus only if it is produced or sold by a recognized student organization.

C. Publications of recognized student organizations may be sold or distributed in University Park at locations authorized by Union and Student Activities and, on Commonwealth campuses, at locations authorized by the Chief Student Affairs Officer (or his/her designee). Publications not produced or published by recognized student organizations may be sold only by recognized organizations and only at locations authorized by the previously identified University offices. Student organizations that publish, sell, or distribute printed or otherwise reproduced materials on the campus shall be responsible for those materials in the areas of libel, invasion of privacy, and obscenity to the civil authorities, the appropriate University authorities, or both. The standards of the University in the areas of libel, invasion of privacy, and obscenity shall conform to the principles of civil law.

(IV) INFORMATION TECHNOLOGY

A. OBTAINING A WEB ADDRESS

1. Student organizations may utilize up to ten gigabyte of disk space on the clubs.psu.edu server with which to host a Web site. When an organization is registered, it must choose a domain name. Web site URLs are in the format of http://clubs.psu.edu/ + "the campus code" + "name of your choosing". Social fraternities and sororities use the same format except the domain is http://greeks.psu.edu. Organizations may not change domain names. Exceptions to this policy may be granted to the University Park Undergraduate Association (UPUA), the Graduate Student Association (GSA), the Council of Commonwealth Student Governments (CCSG), and organizations that are registered as University Affiliate organizations.

B. USE OF DIRECTORY INFORMATION

1. The contact information included in the Student Organization Directory on the Student Organization server is intended for the sole purpose of communicating with student organization representatives regarding membership, events specific to the purpose and mission of each respective group, or other business related specifically to the function of each respective group.

2. Any other use of email addresses, phone numbers, or other contact information requires prior approval from the Office of Student Activities, located in room 209 HUB-Robeson Center.

3. Examples of uses that require prior written approval include, but are not limited to: solicitation; political campaigning; advertising; spamming; or other mass-communication unrelated to specific respective functions of the groups.

4. See University policy AD 56 for more information regarding group e-mailing regulations.

C. RESPONSIBLE USE

1. Organizations are expected to follow all University policies regarding use of technology. A list of existing policies specific to Information Technology can be found at: http://its.psu.edu/about/policies/its-web-services-policy

2. Organizations/Persons found in violation of any policy may be referred to the Student Organization Conduct Committee or the Office of Student Conduct.

(V) SPONSORING EVENTS ON CAMPUS

A. AT UNIVERSITY PARK

1. Student organizations planning programs and events in which they will be reserving space through the Event Management Office are required to complete a Student Program Registration and Facility Request Form in 125 HUB-Robeson Center or reserve their event space online at http://www.reservations.psu.edu. The purpose of this form is to gather information about the event/program a group is sponsoring and provide guidance on policies and procedures required for planning the event/program, such as working with minors and programs requiring contracts.

2. The following types of activities will require completion of the Program Registration and Facility Request Form:

a. Information tables on ground floor of HUB-Robeson, if the group will be:

(i) Collecting money (either donations or selling products)

(ii) Conducting commercial activities

(iii) Holding giveaways

b. Events/programs seeking UPAC funding.

c. Events/programs in which groups have to reserve space through the Event Management Office.

3. Groups planning regular organizational meetings are not required to complete the Program Registration and Facility Request form. Organizational meetings must be scheduled online at http://www.reservations.psu.edu.

4. Programs sponsored by recognized student organizations involving minors must comply with University Policy AD-39 (http://guru.psu.edu/policies/AD39.html).

5. All events/programs, sponsored by a recognized student organization, which contain sexually explicit or graphically violent material will need to be reviewed in advance by the Senior Associate Director of Union and Student Activities or his/her designee at University Park or the Chief Student Affairs Officer (or his/her designee) at Commonwealth campuses before the request for space will be approved. The group requesting the use of University space may need to agree to certain accommodations before space will be assigned.

6. When reserving a facility to show movies or use copyrighted materials, a release form or letter giving the student organization approval to show the movie in public or use the material must be provided to the Event Management Office prior to the release of the room.

B. AT COMMONWEALTH CAMPUSES

The Student Government Association (SGA) or the Student Programming Board shall be the co-sponsor of student-initiated and student-funded public entertainment events held on campus for which admission is charged or donations

received, and involving contracts in the amount of $500 or more and anticipated attendance of 500 or more. With the approval of the Office of Student Affairs/Office of Student Life and the SGA, other recognized organizations may co-sponsor public entertainment events. Such public entertainment events are subject to the concurrence and approval of the Chief Student Affairs Officer and the Chancellor.

(VI) USE OF UNIVERSITY FACILITIES AND GROUNDS

(Please refer to the *Student Guide to General University Policies and Rules 2012-2013*, and/or *University Policy Manual*, AD-1, AD-2, AD-15, AD-21 and AD-51 for more information)

A. AUTHORIZED USERS

1. Scope and Purpose

a. The following regulations provide the basis for authorization for use of University grounds and facilities and establish procedures for such authorized uses. The rights, obligations, and liabilities of authorized users and of other persons seeking to use the campus are defined below. While on University property, persons who are not students or employees of the University are required to adhere to the standards of conduct applicable to members of the University community and to abide by University policies and regulations. The University may require student, staff, or faculty identification for admission to events scheduled in University facilities. The purpose of these regulations is to facilitate the effective use and enjoyment of the facilities of the campus as an educational institution, and to ensure the right of free expression and advocacy. Orderly procedures are necessary to promote use of facilities and free expression and advocacy, in order to conserve and protect facilities for educational use, and to minimize potential conflict between the right of free expression and the rights of others. Further, these regulations exist to prevent possible interference with University functions and responsibilities as an educational institution.

b. The word "commercial" as used in the following regulations means any activity or event that results in a personal financial gain to the peddler or organization provided that contacts between a peddler and a student shall not be deemed commercial if such contacts were invited by the individual student involved.

2. Scheduling and Use of University Facilities

a. Designated University facilities may be reserved when the University is in session for meetings and other noncommercial events by:

(i) Recognized student organizations for events sponsored by those organizations.

(ii) Members of the faculty and staff for co-curricular events related to their University duties or activities.

(iii) Organizations of University employees for events related to the purposes of the organizations.

(iv) Official alumni and similar University-related organizations, and colleges, schools, departments, and other units of the University for events related to their purposes.

b. Conditions for use of University facilities:

(i) Assurance that all University regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct can and will be followed.

(ii) Assurances that any financial obligations arising from the activity can and will be satisfied by the sponsor.

(iii) Precautions to assure the physical safety and health of the participants.

(iv) Coordination of timing of each event to prevent conflict with previously scheduled activities.

(v) No person or group other than the reserving sponsor may use the reserved space.

(vi) Recognized undergraduate student organizations shall not serve alcoholic beverages at any on-campus functions.

(vii) Recognized graduate student organizations may serve alcoholic beverages at on-campus locations as approved by the University.

(viii) Any graduate student organization requesting the use of alcoholic beverages in areas open to the public must send their request to the Assistant Vice President of Student Affairs or her/his designee for review. After review, appropriate requests will be forwarded to the appropriate administrative office for approval as set forth in University policy AD-18.

(ix) No recognized student organization may schedule or sponsor any events on or off campus beginning at 8 a.m. Saturday after the last day of classes, through 8 a.m. the Monday following final exams. Ceremonial events with the purpose of honoring graduating seniors are permitted during finals week. Participation in events scheduled by conference, regional, or national affiliates is also permitted during this time. Exceptions to this policy can be made by the Senior Associate Director of Union and Student Activities (or his/her designee) and the Chief Student Affairs Officer (or his/her designee) at Commonwealth campuses.

3. Charges for Use of University Facilities

a. For events at which admission is free or no donations solicited, the University may charge, based on the cost to the University, for:

(i) Special arrangements needed by the user of the facility that impose identifiable costs on the University.

(ii) Identifiable increments to the University's operating or overhead expense imposed by the use of the facility.

(iii) Events after building closing hours or on weekends; the University also may impose costs necessary to assure adequate protection of University buildings and facilities.

b. For events at which admission is charged or for which donations are solicited, the University may charge rental charges for its facilities as well as for charges indicated in Section (VI)A.3.a. above.

c. Records showing the events for which charges were made by the University and the amount and basis of the charges will be public information.

4. Use of University Facilities by Non-University Speakers

a. A student organization inviting and providing compensation (honoraria, travel expenses, meals, etc.) to a non-University person to speak or perform at a meeting or other event on the campus must complete a University Standardized Agreement before the event. At University Park students must contact the Event Management Office, 125D HUB-Robeson Center to go through the Program Registration process. Deadlines regarding University Standardized Agreements will be determined during Program Registration. At Commonwealth campuses student organizations need to contact the Office of Student Affairs/Office of Student Life for University Standardized Agreements and deadlines.

b. In accordance with the free traditions of a university community, audiences shall be allowed to ask questions of speakers unless considerations of time, format, or the like indicate otherwise.

c. At University Park, the President or the President's designee, and at Commonwealth campuses the Chancellor or the Chancellor's designee for such matters, may require that the event be chaired by a tenured member of the teaching or administrative staff. In such circumstances the University will assist the organization in securing a chairperson.

d. At University Park, the President or the President's designee and at Commonwealth campuses, the Chancellor or the Chancellor's designee for such matters must approve the use of University facilities by non-University organizations, whether or not affiliated or acting jointly with sponsors authorized to use University facilities.

e. It is assumed that all events are open to those wishing to attend unless previous publicity indicates these events are for members only.

5. Outdoor Meetings and Other Events

Please refer to Policy AD-51 **(http://guru.psu.edu/policies/AD51.html)**

6. Procedures for Reserving Facilities and Registering Events

a. Faculty, staff, students, and University-affiliated organizations must contact the Event Management Office at University Park or, at Commonwealth campuses, contact the office of the Chancellor.

b. Students/Student organizations must contact the Event Management Office at University Park and, at Commonwealth campuses, contact the office of the Chief Student Affairs Officer (or his/her designee).

c. Individuals and groups not affiliated with the University must contact the Office of University Relations at University Park or, at Commonwealth campuses, contact the office of the Chancellor

7. Posters, Notices, Handbills, Banners

a. Except as permitted herein, no poster, handbill, banner or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as doors, poles, gates, fences, trees or other vegetation, windows, sides of buildings, the surface of walkways or roads, fountains, posts, waste receptacles, or stakes.

b. An individual or organization may have noncommercial announcements posted on the University's general purpose bulletin boards. General purpose bulletin boards are those bulletin boards not specifically labeled for or dedicated to a specific purpose. The names of all employees, students, and/or recognized student organizations must be prominently displayed on all announcements and banners.

c. An individual or organization may have a banner placed in one of the designated spaces in the following areas:

(i) Osmond Lab

(ii) On buildings where permanent hooks have been installed for the placement of banners.

Placement of a banner in one of these areas will be permitted only upon prior approval of and subject to reasonable procedures and requirements regarding scheduling and use of these areas as developed by the University offices responsible for such areas. Information on these procedures and requirements should be obtained from the Event Management Office or Office of University Relations.

d. Any student organization that defaces or damages any University property will be referred to the Student Organizations Conduct Committee. Greek social fraternities or sororities will be referred to the Office of Fraternity and Sorority Life. Sidewalk chalk is not permitted on University property.

e. Residence hall students may place announcements, statements, or other materials on their individual room door and windows subject to reasonable requirements regarding use of such areas as developed by the Office of Residence Life and as found in the student's housing contract.

B. PROCEDURES FOR STUDENT ORGANIZATIONS

1. At University Park

a. Any recognized student organization wishing to sponsor student activities that require the use of University facilities must initiate its request with the Event Mangement Office or online at www.reservations.psu.edu. Recognized student organizations wishing to use the Pasquerilla Spiritual Center-Eisenhower Chapel (865-6548) and Residence Hall facilities (863-1710) must contact these offices directly or reserve space online at www.reservations.psu.edu.

b. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.

c. Only individual students residing in on-campus housing and residence hall-based student groups are eligible to reserve space in the Commons areas (room and outdoor spaces). This includes individual students that belong to a registered student organization, members of the Association of Residence Hall Students (inclusive of East Halls Residence Association, Eastview-Nittany Residence Association, North Halls Association of Students, Pollock Halls Residence Association, West Halls Residence Association, South Halls Residence Association), members of the Schreyer Honors College (for reservations in Atherton and Simmons only), members of the National Residence Hall Honorary (NRHH), Housing and Food Services staff, and Residence Life staff (including Resident Assistants). Permission for the use of central lounges and community living areas must be received from the area Residence Life Office through the formal online space/table reservation process.

d. The authority for scheduling the use of the HUB-Robeson Center shall be delegated by the University to the Senior Director for Union and Student Activities or his/her designee. The HUB-Robeson Advisory Board makes recommendations to the HUB-Robeson Center management in matters regarding the assignment of student organization office space.

e. The Event Management Office will assist recognized student organizations with the reservation of the HUB-Robeson Center. https://reservations.psu.edu

f. The Event Management Office will contact various offices to assist recognized student organizations with the reservation of University facilities.

g. No reservation is complete until approved by the Event Management Office. These personnel may refuse to approve an application for reservation or may cancel a previously approved application for reservation if the conditions for use of University facilities have been violated or are unenforceable. Appeals of decisions may be made to the Senior Director of Union and Student Activities.

h. The University Park Allocation Committee's Staff Assistant (863-8951) will contact the appropriate offices to assist recognized student organizations with the reservation of Eisenhower Auditorium.

i. Responsibilities of organizations using University facilities: a recognized student organization, its officers, and any individual applying to reserve facilities on behalf of the organization are responsible for:

(i) Damages to the facilities used, including any financial loss to the University or a recognized student organization because of a temporary closing of facilities;

(ii) The use to which the facilities are put during the time reserved;

(iii) Any violations of University regulations and/or local, state, and federal laws that occur in connection with their use of the facilities;

(iv) Not permitting the reserved facility to be used by other groups or individuals.

(v) The behavior of all attendees and guests at their event.

An officer or individual applying for the reservation is not subject to disciplinary action for violation of items (a-d) above, unless he/she has planned or participated in the violation or should have foreseen the possibility of violation. However, the student organization will be subject to disciplinary action as previously described in section (I)G.1.

2. At Commonwealth campuses

a. Any student group wishing to sponsor student activities that requires the use of University facilities must initiate its request with the Office of Student Affairs/Office of Student Life, which will advise the group of the availability of the facilities and determine if the group is eligible to use University facilities.

b. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.

c. When applicable to the campus, use of residence hall lounge areas is limited to those groups whose programs are open to residents of all buildings. Permission for use of lounge areas in the individual residence halls must be received from the residence hall staff on duty. Permission for the use of the central lounges of community living areas must be received from the Residence Life Office.

d. No reservation is complete until approved by the Office of Student Affairs/Office of Student Life, which may refuse to approve an application for reservation or may cancel a previously approved application for reservation if the conditions for use of University facilities have been violated or are unenforceable. Appeals of decisions may be made through the Office of Student Affairs to the Chancellor

e. Responsibilities of organizations using University facilities: a recognized student organization, its officers, and any authorized individual applying to reserve facilities on behalf of the organization are responsible for:

(i) Damages to the facilities used, including any financial loss to the University or a recognized student organization because of a temporary closing of facilities;

(ii) The use to which the facilities are put during the time reserved;

(iii) Any violations of University regulations and/or local, state, and federal laws that occur in connection with their use of the facilities;

(iv) Not permitting the reserved facility to be used by other groups or individuals.

An officer or individual applying for the reservation is not subject to disciplinary action for violation of items (a-d) above, unless he/she has planned or participated in the violation or should have foreseen the possibility of violation.

C. INFORMATION TABLES

The scheduling function for information tables is maintained in the Event Management Office at University Park and by the Office of Student Affairs/Office of Student Life at Commonwealth campuses. A list of authorized table locations is available at these offices.

1. Recognized student organizations may reserve an information table in locations designated by the University. The organization must reserve the table location in advance of its intended use. Reservations for spaces will be made in order of submission. Specific numbers and locations for tables are designated. Other individuals or

organizations may not reserve a table except as otherwise authorized by the University. No organization other than the reserving organization may use the table.

2. Tables shall be staffed at all times by currently enrolled full-time students or currently employed members of the University's faculty or staff. The name of the sponsoring organization must be displayed at each table.

3. Tables may be used to exhibit or distribute free noncommercial announcements, statements, and materials. Distributing, soliciting, or selling by means of accosting individuals or by hawking or shouting is prohibited. Fund raising activities and solicitation shall be in compliance with those regulations. At Commonwealth campuses consult the Office of Student Affairs for specific procedures regarding the use of tables.

(VII) STUDENT ORGANIZATION TRAVEL

A. REQUIRED TRAVEL REGISTRATION FORM

All students and/or student organizations must register their trip prior to the departure date. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips and student organization retreats. Trips that are out of the local area OR overnight must be registered.

1. For Domestic Travel, a Travel Registration Form, participant roster, travel itinerary, and detailed day by day itinerary must be submitted to 230 HUB prior to the departure date. The Travel Registration Form is available outside 230 HUB or online at http://www.studentaffairs.psu.edu/hub/studentorgs/pdf/StudentTravelRegistrationForm.pdf

2. For International Travel, the trip leader must meet with the Associate Director of Student Activities or his/her designee to review the travel requirements. Travel is not permitted to any country on the U.S. Department of State's travel warning list. A list of the requirements for international travel can be found at http://www.studentaffairs.psu.edu/hub/studentorgs/pdf/InternationalTravel.pdf.

3. Failure to register travel, thoroughly and accurately prior to the departure date, will result in the individual and/or student organization not being eligible for reimbursement for travel expenses.

4. Travel is required to be registered regardless of the source of funding (UPAC, ASA account, academic departments, individuals, etc.)

B. APPROVED TRANSPORTATION

Students may book their transportation using any nationally recognized company through the company itself, a travel agency, or the internet. To charter a bus, the company must be listed on the Risk Management's approved charter bus list (http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines/). These companies have met the University's insurance requirements. These policies apply regardless of the source of funding (UPAC, ASA account, academic departments, individuals, etc.).

Overview of Liability Insurance Coverage
For Recognized Student Organizations
Of The Pennsylvania State University

NAMED INSURED:	Recognized Student of The Pennsylvania State University
POLICY EFFECTIVE DATES:	July 1, 2013 to July 1, 2014
INSURANCE CARRIER:	Nittany Insurance Company
POLICY #:	320-1-RSO 002
POLICY LIMITS:	General Liability $1 Million per Occurrence $3 Million Policy Aggregate Non-owned Auto Liability $1Million Combined Single Limit

I. INSURANCE COVERAGES:

A. General Liability - This provides liability insurance to Recognized Student Organizations* for Bodily Injury and Property Damage to "third parties" (any entity or person unrelated to the Student Organization). Claims could arise from the premises used (such as trip and falls), activities and operations, service of food, or contracts entered into. This General Liability insurance coverage will apply in excess of other primary liability insurance that Recognized Student Organizations may already have (such as from a national association). If no other primary liability insurance is in place, then this insurance is primary. This coverage should suffice when external entities insist that the Organization show evidence of liability insurance before permitting an Organization event to take place on the outside entity's premises (such as a car wash, spaghetti dinner, etc.). This insurance DOES NOT apply to Penn State's recognized social Greek-letter organizations (social fraternities and sororities). If there are any questions, please ask the Office of Student Activities at University Park or your Campus Student Affairs Office for clarification.

Sample Coverage Exclusions (Items Not Covered) – list is not exhaustive:

- Expected or Intended Injury
- Workers' Compensation
- Employer's Liability
- Pollution Liability
- Aviation Liability
- Electronic Data Liability
- Violation of Statutes
- Liquor Liability – if the student organization manufactures, distributes, sells, serves or furnishes alcoholic beverages there is no coverage for resulting injury.

B. Non-owned Auto Liability - This provides Recognized Student Organizations* with limited Auto Liability insurance for Bodily Injury or Property Damage that arises out of the use of vehicles for Student Organization activities and business (such as making a delivery or going to the post office in someone's personal car), for vehicles not owned by the Student Organization. This insurance does not provide insurance coverage to the driver or to the vehicle owner, but rather to the Recognized Student Organization for liability arising from the vehicle use on the Organization's behalf. It does not provide primary auto liability insurance sufficient for vehicle ownership (the vehicle owner, must carry their own auto liability insurance) nor does it provide physical damage (comprehensive and collision) insurance coverage for damage to the vehicle itself. This insurance is excess of the vehicle owner's liability insurance including the University for its fleet and car rental

companies. If there are any questions, please ask the Office of Student Activities at University Park or your Campus Student Affairs Office for clarification.

Sample Coverage Exclusions (Items Not Covered) – list is not exhaustive:

- Expected or Intended Injury
- No-Fault Injury Coverage to passengers
- Workers' Compensation
- Employer's Liability
- Pollution Liability
- Cargo
- Racing
- Physical Damage (comprehensive and collision) to the vehicle itself.

II. PROOF OF INSURANCE COVERAGE – "INSURANCE CERTIFICATES"

Recognized Student Organizations* may be required to provide proof of insurance coverage to an outside entity (such as when using or renting a facility). In those situations, there are 2 ways to obtain an Insurance Certificate:

1. Standard Certificates – a standard insurance certificate can be viewed and downloaded from: http://studentaffairs.psu.edu/hub/studentorgs/insurance.shtml

   This certificate should satisfy most situations.

2. Special Request Certificates - should the above standard certificate not be satisfactory to the outside entity, please complete the enclosed "Special Request for Certificates of Insurance" and submit it per the instructions printed on the form. All documentation detailing the need for the Special Certificate (such as special wording, contracts, etc.) must be included with the form.

III. CLAIMS, INCIDENTS, AND OTHER CIRCUMSTANCES

A. If any member, Officer or Advisor of a Recognized Student Organization becomes aware of any incident which results an injury or property damage, or learns of circumstances which could lead to a claim against the Organization, the Officers and Advisor have an immediate duty to notify the appropriate office by the next business day.

Awareness of circumstances may come in the form of a letter, email or telephone call from a person or entity claiming to have been injured or suffered property damage, or from an attorney on their behalf, or by the nature of the event itself.
INCIDENT REPORT FORM – print and fill, found at
http://studentaffairs.psu.edu/hub/studentorgs/insurance.shtml
and submit to:

From UP Student Organizations to the Office of Student Activities
From UP Club Sports to 143 White Bldg
From UP team Sports to 1234 Indoor Sports Complex
From other Campuses' Student Organizations to that campus' Office of Student Affairs

These completed incident report forms will be reported to the insurance carrier, the Risk Management Office.

It is important to file the Incident report Form promptly! Failure to do so may result in denial of

coverage thus leaving the Organization or Club on its own to pay and/or defend a claim.

Note: * = Recognized Student Organization includes all organizations recognized by the Division of Student Affairs through their recognition process, regardless of Campus, including “Club Sports” where officially recognized.

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