



# STUDENT ORGANIZATION HANDBOOK

*The Office of Student Life*

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## MISSION

Founded in fidelity to Christ and His Church in response to the call of Vatican II for greater lay witness in contemporary society, Ave Maria University exists to further teaching, research, and learning at the undergraduate and graduate levels in the abiding tradition of Catholic thought in both national and international settings. The University takes as its mission the sponsorship of a liberal arts education curriculum dedicated, as articulated in the apostolic constitution *Ex Corde Ecclesiae*, to the advancement of human culture, the promotion of dialogue between faith and reason, the formation of men and women in the intellectual and moral virtues of the Catholic faith, and to the development of professional and pre-professional programs in response to local and societal needs. As an institution committed to Catholic principles, the University recognizes the importance of creating and maintaining an environment in which faith informs the life of the community and takes expression in all its programs. The University recognizes the central and indispensable role of the Ordinary of the Diocese of Venice in promoting and assisting in the preservation and strengthening of the University's Catholic identity.

## PURPOSE

A student organization is defined as a group of students joined in the pursuit of a common purpose, guided by an approved constitution under the direction of chosen officers, and officially recognized by Ave Maria University through the Office of Student Life. Student Organizations are vital to the social life on campus and serve the student body by bringing people of common interest together to pursue a common goal. Organizations are comprised of clubs, ministries, and households. Student Organizations can request funding from the Office of Student Life and the Student Government Association for their group activities.

Students are urged to take an active role in student organizations, since such activity contributes to their total education as a whole person and the educational goal of Ave Maria University. To that end, Ave Maria University will not recognize any student organization that is in conflict with the goals of the University or the Catholic atmosphere in which the University seeks to accomplish its goals. The proximate administrative officer appointed to advise and oversee all student organizations is the Director Student Life.

## REQUIREMENTS FOR APPROVAL

In order for a student organization to be approved by Ave Maria University, the group must:

- Have at least five students interested in joining the organization.
- Draw up a constitution to be submitted to the Director of Student Life for review (a guide for writing the student organization constitution is included in this handbook and is available in the Office of Student Life).
- Have a full-time AMU faculty or staff member as its advisor. To ensure proper coordination and communication, the advisor must be consulted on plans for activities and must be informed of all matters of organizational business.
- Have at least three elected or appointed student officers who coordinate the operations of the specific organization. The number of officers, as well as the role of each officer, is to be outlined and explained in the constitution of the organization. A student is eligible for officer status if he or she:
  - o Maintains a GPA of 2.5 or above.
  - o Remains in both academic and disciplinary good standing according to the Ave Maria Student Handbook.
  - o Is not engaged in any activity deemed to be inimical to the best interests of Ave Maria University.
- Have a mission that aligns fully with the teachings of the Catholic Church

Students interested in forming a new club that is affiliated with an external organization will only be approved for organizations that are fully in line with the faith and moral teachings of the Catholic Church.

Student Organizations that are spiritual in nature must get final permission from the Office of Campus Ministry.

Students interested in forming a new club on campus should complete either the [Club Registration Form](#) or [Club Sport Registration Form](#) to begin the process of official approval. Students interested in forming a new Household on campus should contact the Office of Campus Ministry to complete the necessary steps to [Form a New Household](#).

As a general recommendation, students are advised to limit their time participating in co-curricular activities (e.g. student clubs and organizations, campus ministry, service learning, club and intramural athletics, etc.) and on-campus employment to no more than 15-20 hours per week.

## **CLUB REGISTRATION**

The following documents must be submitted to the Office of Student Life:

1. Completed Online Club Registration Form (linked above)
2. Written confirmation from the faculty/staff advisor (an email sent to [StudentLife@avemaria.edu](mailto:StudentLife@avemaria.edu) by the faculty/staff advisor is sufficient)
3. Organization Constitution (sent to [StudentLife@avemaria.edu](mailto:StudentLife@avemaria.edu))

## **CLUB SPORTS REGISTRATION**

1. Completed Online Club Sports Registration Form (linked above)
2. Written confirmation from the faculty/staff advisor (an email sent to [Intramurals@avemaria.edu](mailto:Intramurals@avemaria.edu) by the faculty/staff advisor is sufficient)
3. Organization Constitution (sent to [Intramurals@avemaria.edu](mailto:Intramurals@avemaria.edu))

## **HOUSEHOLD REGISTRATION**

1. Households must submit the information required and listed in the link above (contact the Office of Campus Ministry for further detail).

The Office of Student Life, Campus Ministry, and/or whomever the appropriate representative, will review the submitted documents and make a determination as to whether the Student Organization will be approved for official recognition by the University. After making a decision, the appropriate department will notify the student leader of the organization and keep copies of the above-listed documents on file.

All student organizations are expected to participate in the Activities Fair, as a condition for funding, each semester. Households are expected to participate in Household Week Events each semester.

More on funding below.

**Please Note: Clubs must be re-registered annually in order to retain official recognition by the University.**

## **ADVISOR**

Each student organization officially recognized by the University must have a full or part-time faculty/staff member, or the spouse of a full or part-time faculty / staff member, serve as an advisor. All student

organizations must have their advisor confirm, in writing, showing their willingness to advise the organization.

The advisor's main role is to help the organization determine its vision and goals for the coming year, and ensure the organization strives to reach those goals. To ensure proper coordination and communication, the advisor must be consulted on plans for organizational activities and must be informed of all matters of organizational business. Advisors are expected to be invited to, and periodically attend, the meetings and functions of the organization. Additionally, organization leaders are encouraged to meet with their advisor once a month.

**Please Note: Advisors are required to renew their commitment to advising their Student Organization in writing each year.**

## **MEMBERS**

All full-time undergraduate students, regardless of race or national origin, are eligible to apply to any student organization. The responsibility for implementing this policy lies with the student organization, in coordination with the Office of Student Life. Part-time and graduate students, or alumni, who wish to participate in student organizations must obtain approval from the organization's leadership and the appropriate Office of Student Life or Campus Ministry Director. Only full-time students can be involved in leadership roles in clubs or household life.

## **BUDGET**

### **Student Clubs and Club Sports**

Student clubs will receive an annual budget from the Office of Student Life. A budget will be proposed by the club leaders at the start of each academic year, and the approved budget will be given to each club following the completion of all requirements. Budgets will be given either by semester or for the entire academic year.

Budget Proposal Templates for both Student Clubs and Club Sports has been provided on the last page of the Handbook.

### **Households**

Household accounts are tracked by the Campus Ministry Office as well as the individual Household. Notes should be compared between the parties monthly to ensure figures match and expenses are tracked.

- Requests that can be made outside of Household funds are for those events that serve the wider campus and are not a fundraiser for the Household.
- For larger campus events, submission of expected expenses should be sent to the office of Campus Ministry well in advance of the event date and event approval obtained.
- Household budgets will roll over from year to year.

Apply for up to \$2000 household seed money for new Households at [Households Initiative](#)

### **Utilizing Budget Money**

There are a few methods to utilize money in your budget:

- Credit Card

- Speak to the appropriate Office of Student Life or Campus Ministry leader to coordinate purchases.
- Online ordering
  - If the student club or organization has online purchases that need to be made for the club (from Amazon, a restaurant delivery, etc.), the links and instructions can be emailed to the appropriate Office of Student Life or Campus Ministry representative or can be ordered with them via a meeting.
- Reimbursement
  - When being reimbursed with club funds, the receipt must be brought to the Office of Student Life or Campus Ministry with the name of the club or organization, event, name of purchaser, and address of purchaser included. Once this receipt is turned in, a check will be processed through the Business Office, and the purchaser will be notified to pick up the check in person. The purchaser themselves must be the recipient of their check, no substitutions.

All expenses for the Student Organizations must be trackable in accordance with Business Office Guidelines.

The Treasurer of each organization is responsible for tracking expenses within the organization, ensuring they are reviewed regularly and up to date with their appropriate Office of Student Life or Campus Ministry staff.

### **Fundraising**

Student organizations desiring to hold a fundraising event on campus must have prior approval from the Office of Student Life or Campus Ministry. If permission is granted, the organization must follow the guidelines laid out by the Office of Student Life and Campus Ministry. All charitable donations must be submitted to the Office of Student Life or Campus Ministry for processing before the organization can access funds raised. To obtain permission to fundraise, please contact the appropriate Office of Student Life or Campus Ministry leadership.

Money that has been fundraised will roll over from year to year. Fundraising balances can be requested monthly from the Office of Student Affairs in conjunction with the Advancement Office.

### **THE UNIVERSITY LOGO**

The name “Ave Maria University” is registered and marked with the United States Patent and Trademark Office. Accordingly, the University reserves all rights regarding the use of its name or logos or facsimile representations thereof. Persons wishing to publish or imprint the name, or logo, or representations of Ave Maria University in any form must obtain permission from the Office of Marketing.

Similarly, all sweatshirts, t-shirts, and articles that are to be sold or distributed on campus by a student organization must have the design and/or artwork approved by the Office of Marketing in conjunction with the Office of Marketing before such articles are ordered. The University reserves the right of confiscation, or any other appropriate penalties should this regulation be violated.

In addition, students are not permitted to make any commitments or sign any contracts in the name of Ave Maria University. No one is permitted to use University facilities for, or in any connection with, commercial activity of any kind whatsoever without obtaining prior written approval and permission from the appropriate University authority. For student organizations, the approval process must begin with the Office of Student Life.

## EVENT PLANNING

The Office of Student Life and Campus Ministry encourages student-initiated events and serves as a means of support for student clubs, households, and ministries who wish to plan an event. All student events must be approved by the Office of Student Life or Campus Ministry depending.

*No solicitation, advertisement, or commercial communication should expressly, or by reasonable implication, make a representation of university sponsorship without prior approval and permission of the appropriate University authority. The sponsoring or booking of any film or speaker by a recognized student organization requires permission and approval from the Office of Student Life.*

### **To plan an event on campus:**

Households must meet with the Director of Mission Outreach to schedule and plan all events both on and off-campus.

Student Clubs and Club Sports must complete and submit an [Event Request Form](#) to the Office of Student Life **at least four (4) weeks prior to the proposed date of the event.**

1. Please consult the University Calendar prior to choosing a date for your event to avoid major conflicts. Given our active campus, please know that some conflicts may occur. **Please be prepared to offer an alternative date if your initial request is declined.**
2. To avoid room scheduling conflicts, please submit your event request with your preferred event location at least **four (4) weeks** in advance of the date you wish to hold your event.
3. If funding is needed outside of the designated club budget, Student Organizations can use fundraised money, or petition the Office of Student Life for club funding. Organizations seeking further funding from Student Life will need to fill out a Bill Proposal form and submit it with their Event Request Form submission.
4. After completing the Event Request form, the Office of Student Life will review your submission and reach out for further information if additional details or discussion is needed.
5. **If planning a service initiative, please contact the Director of the Mother Teresa Project.**

### **To plan an event off-campus:**

If funding or transportation is needed, Student Organizations must complete and submit an [Event Request Form](#) to the Office of Student Life **at least four (4) weeks prior to the proposed date of the event.**

1. Please consult the University Calendar prior to choosing a date for your event to avoid major conflicts. Given our active campus, please know that some conflicts may occur. **Please be prepared to offer an alternative date if your initial request is declined.**
2. If further funding outside of the club budget or household funds is needed, Student Organizations can use fundraised money or petition the Office of Student Life or Campus Ministry for funding. Organizations seeking funding from student life will need to fill out a Bill Proposal form and submit it with their Event Request Form submission. Households must submit a Bill Proposal upon request of the Office of Campus Ministry.
3. If the Student Organization would like to utilize Student Life Vehicles, you must fill out the [Student Life Vehicle Request Form](#) to attempt to reserve a vehicle. If organization members wish to transport themselves, a waiver must be requested from the Office of Student Life or Campus Ministry.
  - a. For specifics regarding current policy surrounding use of the Student Life vehicles, please contact [StudentAffairs@avemaria.edu](mailto:StudentAffairs@avemaria.edu).

4. After completing the Event Request form, the Office of Student Life will review your submission and reach out for further information if additional details or discussion is needed.
5. **If planning a service initiative, please contact the Director of the Mother Teresa Project.**

### **Planning on-campus practice/competition**

Student Club Sports must complete and submit practice and competition schedules to the Office of Student Life at least two (2) weeks before the sport season starts.

1. Please consult the Athletics Calendar prior to choosing a date for your event to avoid major conflicts. Given our active campus, please know that some conflicts may occur. **Please be prepared to offer alternative dates and times if your initial request is declined.**
2. To avoid facility scheduling conflicts, please submit your request with your preferred practice or competition location at least **four (4) weeks** in advance of the date you wish to host the practice/competition.
3. After completing the request, the Office of Student Life will review your submission and reach out for further information if additional details or discussion is needed.

### **Planning an off-campus practice/competition**

Student Club Sports must complete and submit competition travel schedules to the Office of Student Life at least two (2) weeks prior to the dates of travel.

1. Requests must include the competition date, departure from and return to campus times, site or address of competition, total travel party, and requested means of transportation.
2. After completing the request, the Office of Student Life will review your submission and reach out for further information if additional details or discussion is needed.
3. If personal vehicles are used to transport students to and from competition, the Waiver of Transportation Liability must be completed prior to departure and submitted to the Office of Student Affairs.

## **STEP-BY-STEP EVENT PROCESS**

1. **Create a plan for your event.** What's the goal you're trying to achieve?
2. **Talk to your advisor! They can help in many different ways** (e.g. direction, guidance, and organization)! Additionally, as your advisor, they must be consulted regarding club activities.
3. **If the event is larger or more complicated than typical, consult with the Office of Student Life or Campus Ministry.** For events involving lots of special equipment/setup or catering, this is recommended. Send an email to the appropriate Office of Student Life representative or Campus Ministry Leader with a summary of what you are planning. A staff member will get back to you, and may ask for an in-person meeting, if prudent.
4. **FOR STUDENT CLUBS: Fill out an online [Event Request Form](#).** Be sure to include a bill proposal if you're requesting excess funding!
5. **Once approved, create marketing material.** Posters, my.ave, social media announcements, word of mouth, etc.
6. **Submit posters for approval with your appropriate Office of Student Life or Campus Ministry representative.** Poster submissions must be submitted at least 3 business days prior to the date you would like them to be posted. Approved poster submissions will be sent to the Duplication Center for printing, at which point the Organization must retrieve the posters and bring them to the Office of Student Affairs for stamping and posting.



7. **Graphics for the TVs on campus may be submitted at [support.avemaria.edu](http://support.avemaria.edu).** Select “Screen Submission” and follow the prompts. Requests must be submitted at least 3 business days prior to when you’d like your screen to appear. Screens must be 1920 x 1080 (pixels) and submitted as high-resolution JPEG or PNG files.

## ADVERTISING

Any group, organization, or individual advertising or posting signs on campus must comply with the University’s policy:

- The content of all signs and advertisements must be consistent with the University’s identity and mission as a Catholic institution.
- ALL postings must be approved by the Office of Student Life prior to being posted. To receive approval, and to have your flyers printed, please send them to the appropriate Office of Student Life or Campus Ministry representative.
- In order to preserve the appearance of our campus buildings and grounds for both the University community and its visitors, postings are generally restricted to certain areas on campus.  
**Any signs that have been posted without approval or in undesignated areas will be removed.**
- The Office of Student Life is **not** responsible for creating advertisements for events hosted by student organizations. Student Life is happy to guide organizations in generating flyers and will assist in the printing process.

ADVERTISING FOR APPROVED EVENTS IS STRONGLY ENCOURAGED, HOWEVER: WORD OF MOUTH AND PERSONAL INVITATIONS ARE ALWAYS THE MOST EFFECTIVE WAYS TO ADVERTISE FOR EVENTS.

## The Weekly Bulletin

- To ensure that events are in the Weekly Bulletin, the appropriate club or household leadership should submit their event into my.avemaria over a week prior to the event.

## My.AveMaria

- All student organizations are responsible for submitting their events to the University’s site my.avemaria.edu.
- Student Organizations can submit an event and/or an announcement to be posted on the site here: [Submit New Event or Announcement - My.Ave Maria](#)

## Posters

- All posters must be approved and stamped by the Office of Student Life.
- All posters are printed through the Duplication Center. Only the office Student Life or Campus Ministry staff may submit event flyers to the Duplication Center for student organizations.
- **If a student organization wishes to use posters for advertisement:**
  1. The poster must be submitted as such...
    - a. Posters must be submitted as a PDF in the dimensions 11x17.
    - b. If there are any specifications for printing, these should be clearly noted.
    - c. Flyers for unapproved events will be rejected; please ensure you have an approved event request on file before submitting posters for approval.
    - d. The student organization may be asked to make adjustments to the flyer prior to printing, so please allow time for that to happen.

- e. It can take up to 72 hours after the ticket has been submitted for them to be available for posting.
  - 2. 16 posters is the standard amount printed per event. If more flyers are needed for tabling or requested by the advisor for their personal use, please specify that in the request.
    - a. Only one poster will be approved per event. If the club desires to make multiple poster designs to promote the same event, they must each function singularly as advertisements for the event and the same number will be printed as stated above.
      - i. For example: if four posters are created for the same event, three of each will be printed to meet the standard 16.
  - 3. Upon receiving and approving the poster, the Office of Student Life or Campus Ministry will forward the poster to the Duplication Center for printing. When printing is complete, the club or household will be notified, and the organization will be responsible for picking their flyers up from the Duplication Center and bringing them to the Office of Student Life for stamping and posting.
- **Any posters that are posted without stamped approval or in undesignated areas will be removed.**
  - **Use of graphic images is strictly prohibited.**

## Marketing

If any club or organization would like to utilize Marketing assistance for an event, they must contact the appropriate Office of Student Life or Campus Ministry representative so they can put in a request.

## Tabling

If a Student Organization wishes to Table for an Event during meal hours in the Student Union Building:

- Tabling for an event or organization requires approval by the Office of Student Life or Campus Ministry.
- Tabling is typically done during the lunch and dinner hours in the Student Union Building.
- All items used to table must be approved by the Office of Student Life.
- If tabling for a specific event, this can only be done the week prior to the event as it yields the best advertising results.

## MEDIA PAGES

Media pages are one of the best ways to build and promote student organizations. There are many different ways today's media can help organizations stay in touch with their members. Student Organizations are officially recognized by Ave Maria University and may not use the University's name or image without prior permission. For this reason, no student organization may start or run a media page (website, Facebook, Twitter, or Instagram account, etc.) without written approval from the Office of Student Life.

## Social Media & Blogs

Ave Maria students are free to participate in all forms of social networking if they so desire. However, they should do so with caution. There are some potential pitfalls of which students should be aware and some things they may want to consider regarding responsibly participating in these electronic forums:

1. **Responsibility to yourself:** This involves not posting personal information that may jeopardize your own safety. Keep in mind these are public forums and anyone, not only your friends, can read your personal information and find out more about you. By posting personal information, individuals whom you do not know have access to information they would not have had otherwise. Sharing too much about yourself in a public forum may increase your risk of identity theft, stalking, or harassment. This is a real risk and concern; please keep it carefully in mind.
2. **Responsibility to others:** Responsibility to others includes but is not limited to posting content that is immoral, pornographic, vulgar, obscene, defamatory, threatening, harassing, presenting an imminent danger to any person, infringing on intellectual property rights, invasion of privacy, etc. The foregoing list is long but covers serious areas which could cause criminal penalties and get one sued in civil court for damages.
3. **Responsibility to organizations:** Responsibility to the organization of which you are a member includes not using the name of those organizations or behaving in a manner that is inconsistent with the organization's core values. Ave Maria University expects that our students will act within the broader range of responsibility and accountability consistent with a Christ-centered philosophy of education. This expectation is independent of location and any media content, including the internet. For example, you may not use the University's name to represent your personal opinions as being endorsed necessarily by the University. However, your right to engage in critical comment about the University, or anything else for that matter, is an important one.

## TRAVEL

Ave Maria University strives to ensure that their students travel safely to university-sponsored events and activities that occur beyond the boundaries of the University's property. As such, this policy applied to individual student and recognized student organization travel, both in cases where the travel is sponsored by the Division of Student Affairs (DSA), and in cases where the travel is independent of DSA sponsorship, but where an individual student or recognized student organization of Ave Maria University is involved.

The policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization, as described above).

## Scheduling & Use

The Student Life Van Calendar is kept and maintained by the Office of Student Affairs. The event must be approved as a University sponsored event at the time of scheduling. Vans must be reserved at least two business days in advance (ideally sooner). **Due to high demand, the Office of Student Affairs cannot guarantee all reservation requests.**

Vans may be scheduled one of two ways:

1. Using the [Event Request Form](#) – you can submit your request for vans with your submission.
2. Using the [Student Life Vehicle Request Form](#) – your event must already be approved before using this form.

## Eligible Drivers

All drivers must be current staff, faculty, or student of Ave Maria University; volunteers and non-related parties are eligible to drive at the specific request of their University supervisor, provided that they follow the proper steps to become certified drivers.

To become an approved van driver, one must:

1. Be at least 21 years of age, or, if not 21, have prior experience operating large passenger vehicles, and be approved by the Director of Student Life to become certified.
2. Email Student Affairs ([StudentAffairs@avemaria.edu](mailto:StudentAffairs@avemaria.edu)) to request certification. The Administrative Assistant for Student Affairs will let you know what procedures must be followed in order to become certified.

Applicants are **NOT** eligible to drive the vans until they receive confirmation of their approval from the Office of Student Affairs. A list of approved drivers is kept on file in the Office of Student Affairs, and is available upon request to any event organizer.

### General Requirements

Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Life. Travel must be planned so as not to create an undue interference with academic responsibilities.

All trips are required to follow the Division of Student Affairs Student Travel Guidelines noted below.

Any trip taken without approval from the Division of Student Affairs or other violations of this policy may result in individual and/or organizational discipline.

In the event that the trip requires overnight stay, the faculty/staff member chaperone may not share a room with a student, unless they are married.

### University Sponsored Travel

To ensure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by the appropriate administrator. The appropriate administrator will ensure that the proposed travel request conforms to the procedures outlined in the Division of Student Affairs Travel Guidelines noted below.

The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Ave Maria University's Division of Student Affairs (DSA) that occur beyond the boundaries of Ave Maria.

To receive authorization to host an off-campus event, the student leader who is in charge of organizing the event submit an **Event Request Form**, and receive **written confirmation** of the approval of their event.

**All University sponsored trips beyond 125 miles from campus, or which take place overnight, must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator within the Office of Student Affairs.** If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the activity (e.g. Club Sport teams participating in an out-of-town competition), the president of the student organization must get approval from an appropriate administrator from the Office of Student Affairs and submit in writing specific trip details.

### Non-University Sponsored Travel

Non-University sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Ave Maria is required as part of membership in a recognized student organization functioning under the auspices of the Division of Student Affairs, but University funds are not utilized to support the travel.

Note: University funds are limited to money from any Division of the University (i.e. Division of Student Affairs), Student Government Association, fundraised accounts, and donations.

Recognized student organizations may utilize their own personal money; if they are a chapter of a cooperation, they may obtain funds through that company.

When participating in non-University sponsored travel, recognized student organizations are required to get approval from an appropriate administrator from DSA and submit an **Event Request Form**.

### **Travel Guidelines**

Ave Maria University, in furtherance of its not-for-profit mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad, or travel under the auspices of the Department of Athletics.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

Without limiting the foregoing, all trip participants are required to:

- a. Comply with the standards set forth in the Ave Maria University Code of Student Conduct (found in the [Student Handbook](#)), and with applicable University policies, procedures, rules, and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and
- b. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus.

Violations of foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Ave Maria University's Policies and Procedures.

Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University's vehicle safety policy.

The following additional guidelines also apply to all travel activities subject to the Ave Maria University Student Travel Guidelines:

1. **Pre-Trip Proposal/Event Request form:** For overnight trips, or for trips which travel more than 125 miles from campus, the recognized student organization in charge of the trip, whether sponsored or not sponsored, should submit an Event Request Form and indicate all travel participants (including the chaperone), the planned itinerary, and transportation details.

2. **Transportation:** The sponsoring University department should be prepared to arrange for transportation by official University vans, AMU bus, chartered service, regularly scheduled transportation service, rental cars, or, if necessary, personal vehicles.
3. **University Vans:** Only AMU faculty, staff, and students who have become van certified and are up-to-date on the relevant paperwork are permitted to drive Student Life vehicles.
4. **AMU Bus:** The University's bus is permitted to transport students to and from events on a limited basis. Students wishing to use the bus for a club event should discuss with the Office of Student Life.
5. **Contract Bus Service:** Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, the Office of Student Life (who may then consult the liability team) must be consulted to determine if a lower coverage amount is acceptable.
6. **Personal Vehicles:** Personal vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss, or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. Students must complete the Waiver of Transportation Liability prior to transportation in a personal vehicle.

# Constitution Outline

The constitution for each student organization should include, but is not limited to, the following standards:

- I. Article I: Name
  - a. Make a *formal* declaration of the name of the organization, e.g. "The name of this student organization shall be \_\_\_\_\_."
- II. Article II: Purpose
  - a. State the purpose, aims, and functions of the organization.
    - i. The mission statement must be clear about how the club will contribute to the *AMU student body*.
- III. Article III: Membership
  - a. Requirements should be specific, especially with regards to attendance, membership dues, and removal from the club. More requirements may be added, according to the nature of the club.
  - b. Possess a long-term outlook: How do you see your club functioning a year from now? In five years? In ten years? Provide for *future members and officers*.
- IV. Article IV: Officers and Duties
  - a. No current officers' names, whether individually or as a whole, are to be mentioned in the club constitution.
  - b. Election procedures for officers need to be specific.
    - i. Qualifications for choosing the faculty/staff advisor.
    - ii. Officer positions that must be filled are President, Secretary, and Treasurer.
      1. Specify the duties of each officer.
    - iii. Term limits
      1. Length of term of office for each office
      2. Number of terms of office allowed for each office
    - iv. Qualifications for candidates
      1. What requirements must candidates fulfill?
      2. Are there any offices that can be appointed?
    - v. Who is eligible to vote for officers?
    - vi. Who counts the votes and ensures the procedure's accuracy and fairness?
    - vii. Impeachment and/or Removal Procedures for officers.
- V. Article V: Funding
  - a. Budget details, whether pertaining to a semester or annual budget, must not be included in the constitution.
- VI. Article VI: Ratification
  - a. Ratification should not require the approval of previous council members and/or the founder of the club.
  - b. The faculty/staff advisor cannot mandate amendments to or ratification of the constitution.
  - c. Specify the requirements for ratification and amendment, especially with regards to who can suggest amendments, the votes required to pass amendments and ratification of these amendments, and terms for ratification of the club constitution itself.

# Budget Proposal Template

The purpose of a budget from Student Life for our Student Clubs is to provide students with the resources they need to create activities, events, and experiences that are fruitful for the AMU Community. The budget proposal is best done with this in mind. This is why it is recommended that the proposals are made in an event-based manner. The better clubs understand why they are asking for funds, the more confident the Office of Student Life will be in offering funds. The more detail Clubs can give regarding how you desire to utilize funds, the more the Office of Student Life will feel confident in distributing funds. Here are a few general tips for creating the proposal:

- Requests that can be made in a Club Budget Proposal:
  - o Food for events
  - o Supplies for club activities/club events
  - o Vendors or other event facilitators
  - o Resources for your club to utilize throughout the year
- Requests that will not be approved in a budget proposal:
  - o Alcohol
  - o Tobacco or other substances
  - o Merchandise
  - o Travel expenses
  - o Tickets for Experiences for the Club Members

(These resources can be purchased using funds raised through fundraising efforts. Any exceptions to this policy require approval from the Office of Student Life. Club budgets will roll over from semester to semester, but **not** from year to year.)

## Example of Budget Proposal:

Supplies for Consistent Club Use:

- (Here you would input items that aren't event specific, but needed for consistent club operation)

Event/Meeting I:

- Event Description
  - o Including location, title, approximate numbers, etc.
- Food: \$X
- Supplies: \$X

Event/Meeting II:

- Event Description
  - o Including location, title, approximate numbers, etc.
- Food: \$X
- Supplies: \$X

(This can be repeated for any number of events)