



## **Associated Students of Woodbury University**

### **Student Bill of Rights**

#### **Article I: Purpose**

The Student Bill of Rights is a collection of important rules and regulations spanning the Student Handbook, Associate Students of Woodbury University Constitution, By-Laws and Guidelines for Organization Allocation Committee. The purpose of the Student Bill of Rights is to inform students of their rights and responsibilities with regard to the standards of conduct for the Woodbury University community. These policies are a vital part of a student's college experience and serve as a resourceful instrument for any situation. In addition to providing a civic educational environment for intellectual pursuits, Woodbury University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of Woodbury University community, and protecting individual rights. The Student Bill of Rights will be signed by the Vice President of Student Affairs and the President of ASWU to ratify the Student Bill of Rights.

#### **Article II: Classroom Freedom**

- A. Protection of Freedom of Expression: Freedom of expression in the classroom is encouraged and protected. It is the responsibility of the classroom instructor to facilitate the orderly presentation of individual viewpoints as they pertain to the subject matter at hand and as time permits. It is especially important to allow the expression of views that may differ from those presented by the instructor or those professed by the majority of students. In the classroom and in conference, the instructor or those professed by the majority of students. In the classroom and in conference, the instructor is vested with the responsibility to promote not only the fact but also the spirit of free inquiry.
- B. Protection Against Improper Academic Evaluation: Students are responsible for maintaining standards for academic performance established for organizations in which they are apart of. At the same time, they should have protection against prejudiced or capricious academic evaluation. To provide this protection, the Associated Student of Woodbury University is empowered to review all cases of academic dispute that arise; request all information and witnesses necessary to render a decision; and have the final authority in all such cases.
- C. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which advisors acquire in the organization as instructors, advisors, and counselors should be considered confidential according to the guidelines laid out in the Family Educational Rights and Privacy Act (FERPA). Protection against improper disclosure is a serious professional

obligation. Judgment of ability and character may be provided under appropriate circumstances, but only with the knowledge and consent of the student.

### **Article III: Student Records**

- A. Maintenance of Records: To minimize the risk of improper disclosure of organizations records, all academic, disciplinary, and other records shall be separated, except in rare cases, and the conditions of access to each shall be set forth in an explicit policy statement.
- B. Access to Student Records: Information from disciplinary or counseling files shall not be available to unauthorized person on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in the cases where the safety of persons or property is involved in following with FERPA.
- C. Excluded Records: No records shall be kept with reflect the political activities or beliefs of students unless such information is of vital interest in Conduct Hearing records per the University Code of Conduct.

### **Article IV: Student Affairs**

- A. Freedom of Association: Organizations bring to the campus a variety of interests previously acquired and develop many new interests as members of the university community. They should be free to organize and join associations to promote their common interests.
  - 1. The membership, policies, and actions of a student organization will be determined by vote of only those students who hold university membership on the college or university community.
    - a. Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.
    - b. If campus advisors are required, each organization shall be free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have authority to control the policy of such organization or the power to vote in organizations functions.
    - c. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.
    - d. No officially recognized campus organization shall be deprived of that recognition for reasons other than violations of the criteria set forth in the preceding five clauses, or criteria established by Student Government Association Statutes.
- B. Freedom of Inquiry and Expression:
  - 1. Students organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They shall be free to support causes by orderly means, which do not disrupt the regular and essential operations of the University. At the same time, it must be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak for themselves.
  - 2. Student organizations shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designated only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is

conducted in a manner appropriate to an academic community. University control of campus facilities shall not be used as a device of censorship. It must be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

3. Student Participation in University Government: As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of University policy and on matters of general interest of the student body; and this right participation shall be outlined by the Woodbury University Student Code of Conduct.
- C. Protection of Expression and the Right to Dissent: The right of expression includes the right to dissent. Woodbury University recognizes a fundamental obligation to protect this aspect of free expression on campus. Dissent may involve expressions or actions designed to capture attention in an effort to dissuade persons from embracing a perceived prevailing viewpoint. Orderly picketing and other forms of peaceful demonstration that do not hamper access to or disrupt the normal functions of teaching and research are generally permitted outside Woodbury University facilities and other areas specifically designated for University activities. Entry into Woodbury University buildings may be restricted to those persons engaged in the normal and scheduled activities being conducted therein. The presence of unauthorized persons in such areas after due notice to vacate has been given, orally or in writing, is not permissible, and it may be regarded as interfering with or obstructing Woodbury University activity.

#### **Article V: Freedom of Students Organizations Communications**

- A. All flyers shall be free of censorship with prior approval from the Office of Student Affairs.
- B. Advisor Roles
  1. The advisor shall be a full-time faculty or staff member at Woodbury University. The advisor role is vital to the success and development of an organization and its members. Organizations with an active and committed advisor are more effective recruiting and retaining students, implementing projects and activities, and receiving positive recognition from the university and the community. Advisors provide a sense of continuity and history to an organization where students may have leaders that are involved for a year or two at best. An advisor often keeps organization records, understands the financial transactions, and keeps track of a group's history and traditions. The advisor will provide guidance surrounding university policies, behavioral expectations, effective development. Advisors should provide structured learning to existing members while promoting and directing new members. The advisor will be nominated by ½ vote of the E-Board and then presented to the general membership for a majority vote. The advisor then must accept their nomination.
- C. Communication with Advisors: Meeting between organization's advisor and organization's president and vice president will be held monthly to brief on all related organizations matter. The president and/or advisor may decide if more meetings need to be called.
- D. Changing of Advisor: An organization can call a vote for an advisor not fulfilling their responsibilities and must be passed said vote by majority or higher to begin the process of changing advisors.
  1. The organization can file a change of advisor request. This change of advisor request must include the following:
    - a. Members list

- b. Signatures of those voting to remove said advisor
  - c. A statement reason as to why the organization would like to remove that advisor
    - i. This will remain confidential with the organization President and the Coordinator of Student Involvement and Leadership.
2. If the organization's advisor request is approved by the Coordinator of Student Involvement and Leadership or the VP of Student Affairs the organization can then call to vote for a new advisor.

## **Article VI: Formatting an Organization**

A. In order to become recognized, an organization must have a minimum of 5 members; president and treasurer are a must. Discuss and form a constitution and bylaws that contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. Schedule a meeting with the Coordinator of Student Involvement and Leadership. Have 2-4 members meet with the coordinator for the initial meeting. There will most likely be 1-2 meetings following to finalize everything. Then determine s full-time faculty or staff advisor. Once the coordinator is satisfied than a minimal standard of organization development had occurred a formal announcement of recognition will be sent to the campus community. This announcement will include information about pertinent organization accounts, addresses, codes, etc. to be established in your group's name. Organizations that have received recognition through the Office of Student Affairs are encouraged to seek recognition through the Associated Student of Woodbury University. This would allow the organization to seek funding through the Organization Allocations Committee as well as one-time seed money to assist with start-up operational costs.

### 1. Undersized Student Organization:

- a. An undersized student organization is defined as being smaller than five members and/or not having a president or treasurer.
- b. If an organization is under five members, ASWU will consider the organization as an active organization on campus for one semester only. If the requirements are not met after one semester, the organization will become inactive.
  - i. ASWU will fund up to two recruitment event up to \$200 dollars each to help the organization recruit more members for their organization.
    - a. A proposal presentation for this event must be presented to the ASWU E-Board prior to approval.
      - i. ASWU reserves the right to deny an event proposal.
    - ii. This organization must meet with ASWU's VP of Student Organizations and the Coordinator of Student Involvement and Leadership once a month to provide an update on recruitment efforts.
    - iii. If an organization fails to provide evidence of recruitment efforts this grace period will cease and the organization will be considered inactive.
  - c. If an organization is above five members but does not have a president and/or treasurer, the organization will have one semester to recruit and hold an election to decide who will fill the position of president and/or treasurer. If this is not achieved then the organization will become inactive.

### B. Basic Formatting of an Organization

- 1. Each organization should have a President and Treasurer, ASWU encourage a vice-president, fundraising chair, publicity chair, and secretary.
- 2. President is the primary student contact for the the organization and the "external

spokesperson” of the group who regularly interacts with other student organizations and University officials. The liaison between the organization and the advisor along with other University contacts. The duties for this position should be tailored, as the organization deems necessary. The responsibilities of the President include but are not limited to:

- a. Preside over all organization meetings
  - b. Represent organization on campus
  - c. Insure that the organization is operating in conformity with the standards set forth by Woodbury University, the Office of Student Development, and the Associated Student of Woodbury University
  - d. Assign duties to the organization's-Board and general members as seen fit
  - e. Maintain regular communication with organization advisor
3. Vice President is responsible of maintaining continuous contact with the President. The Vice President must be up to date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:
- a. Preside over meetings on the absence of the President
  - b. Schedule meetings or events with appropriate university offices
  - c. Coordinate organization promotion and publicity of events
4. Treasurer is responsible of managing the organization’s financial matters. An organization that has a large membership and completes many fundraisers, events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the organization’s financial activities. The responsibilities of the Treasurer include but are not limited to:
- a. Maintain accurate records of organization transactions
  - b. Collect dues if required with aid from the Woodbury University business office.
    - i. If an organization is not an international organization dues must be set up solely with the Woodbury University business office.
  - c. Develop organization budget and present to membership
  - d. Arrange fund-raising opportunities for the organization as necessary
  - e. Solicits additional funding if needed from the Associated Student of Woodbury University’s OAC process in conjunction with the President
5. Secretary is responsible of organizing and maintaining the official records of the organization and take minutes during meetings. The secretary is also responsible for scheduling all appointments for the organization. The responsibilities of the Secretary include but are not limited to:
- a. Maintaining the organization history for that academic year
  - b. Verifying the organization purchase requests
  - c. Maintaining communication between the organization president and individual participants
6. Fundraising Chair is responsible for leading all fundraising efforts for the organization. The Fundraising Chair must work closely with all positions to ensure that these efforts coincide with all organization work. The responsibilities of the Fundraising Chair include but are not limited to:
- a. Search for funding sources on and off campus
  - b. Fills out all funding applications with the President and Treasurer and maintains correspondence necessary to receive funding

- c. Organizes organization fundraising events and initiatives
- 7. Publicity Chair is responsible for promoting a positive image of the organization to campus and the local community by creating materials and cultivating media relations. The responsibilities of the Publicity Chair include but are not limited to:
  - a. Designs, produces and distributes all marketing materials
  - b. Contacts the University newspapers, Associated Student of Woodbury University and University department about upcoming events
  - c. Advertises events and meetings to the campus community
  - d. Works on initiatives to recruit new members to the organization
  - e. Creates an active community on social media platforms to engage the campus community and raise awareness about the organization and its activities.

## **Article VII: Student Citizenship**

- A. Exercise of Rights of Citizenship: Woodbury university students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and as members of the academic community, they are subject to the obligations, which accrue to them by virtue of this membership.
- B. Faculty and Administration Restraint: Faculty members and administrative officials should insure that Woodbury University powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- C. University Penalties: Students who violate the law may incur penalties prescribed by civil authorities. Only where the Woodbury University's interests as an academic community are distinctly and clearly involved should the special authority of the institution be asserted. Please refer to the Student Conduct Regulations in the student handbook.
- D. Incidental Violations: The student who incidentally violates Woodbury University regulations in the course of off campus activity shall be subject to no greater penalty than should normally be imposed. Institutional action shall be independent of community pressure.