



## **Associated Students of Woodbury University**

### **Guidelines for Organizational Allocations Committee**

#### **Article I: Name**

The Organizational Allocations Committee hereafter referred to as OAC is the funding committee for all organizational funding for events provided by ASWU, through the student life fee.

#### **Article II: Structure and Duties**

##### **A. Membership and Purpose**

1. The OAC is made up of a Chairperson (ASWU Vice-President of Finance), one Co-Chair (ASWU Vice-President of Student Organizations), the ASWU Executive Vice-President who records final votes and budgets the day of OAC, and Presidents and Treasurers of all recognized student organizations.
2. The guidelines are agreed upon by voting during the Fall semester OAC meeting assigned by ASWU.
3. All OAC members can vote and majority vote wins. One vote per organization.
4. ASWU Executive Board has procedural authority in agreement with the ASWU Advisor.
5. The purpose of OAC is to allocate funding each semester to eligible student organizations in good standing with ASWU and the Office of Student Affairs, within the first three weeks of classes.
6. Paperwork must be turned in to ASWU by the date assigned by the OAC chairs. Late paperwork will not be accepted.

##### **B. The Chairperson shall be responsible for the following:**

1. Developing, distributing, and enforcing all OAC guidelines, procedures, and forms,
2. Organizing the itinerary and advertisement for OAC Training Meeting and OAC Allocations Meeting,

3. Determining which organizations are eligible for funding,
  4. Distributing funds within five working days following the OAC Allocations Meeting, and
  5. Delegating duties to the Co-Chair and Advisory Board as needed. Advisory Board refers to ASWU Executive Board.
  6. The chair can delegate to have more co-chairs from the advisory board or assembly as needed.
- C. Voting members include:
1. Two representatives (full-time students) from each eligible organization will get one vote during allocation. This means one vote per organization.
  2. The Advisory Board members are non-voting members and may not represent any organization at OAC except ASWU.
  3. Representatives must be the current Financial Officer and President of the specified organization, or an appointed person if the current Financial Officer and the President is another organization's Financial Officer or President, or is on the ASWU Executive Board.
    - a. Representatives must attend all training sessions and meetings called by the OAC Chairperson to receive funding.
    - b. In the event that a representative is replaced after the initial training meeting, the OAC Chairperson must train a new representative immediately. The new representative must make an appointment with the OAC Chairperson to be properly trained.
  4. No person may represent more than one organization during OAC Allocations Meeting.
    - a. If a student is treasurer for two organizations, they should find a subtreasurer. This person should have full knowledge and be trained by the OAC Chairperson.
- D. All OAC decisions must be made in compliance with the Constitution and By-Laws of ASWU and all Woodbury University Policies and Procedures.
- E. End of semester shall be deemed as the last day of scheduled classes on the Woodbury University academic calendar.

### **Article III: Requesting Organizations' Responsibilities**

- A. Responsibilities
1. It is the organization's responsibility to make sure all deadlines are met, all paperwork is completed, and all OAC meetings are attended. Neglecting these and other guidelines will result in the penalties (see Article II, Section H) or the inability to receive funding.
  2. It is the organization's responsibility to make sure all numbers are correct before handing in all OAC request and reconciliation forms.
  3. Even though organizations are not eligible for funding or do not want to be allocated, they could still attend the OAC Training Meeting and the OAC

#### Allocations Meeting.

#### B. Organization Eligibility

1. All requesting organizations must be ASWU recognized student organizations whose principal place of business is Woodbury University, at 7500 North Glenoaks Boulevard, Burbank, California 91504.
2. All requesting organizations must be in good standing with ASWU-OAC and Woodbury University.
3. All organizations must be in good standing with the Woodbury University Business office to receive funding. This includes but not limited to:
  - a. No outstanding balances,
  - b. An account to send funding to, and/or
  - c. A positive account balance.

#### C. OAC Training Meeting

1. The training meeting shall be held within the first two weeks of school to clarify any questions concerning rules and regulations of the allocation process, representative requirements, and duties.
2. Attendance is mandatory for all representatives, President AND Treasurer. If a representative is unable to attend the scheduled training meeting, he/she should reschedule and make an appointment with the OAC Chairperson prior to the scheduled meeting. Please refer to attendance policy in ASWU constitution if training meeting(s) are missed.
3. The same representatives that attend the OAC training meetings must attend allocations.

#### D. Funding Request

1. A requesting organization must submit one completed OAC Funding Request Form per event by the deadline specified by the OAC Chairs. Late requests will receive the following funding:
  - a. 1 Minute- 24 hours, 75% funding, 25% contribution
  - b. 24:01 hours-72 hours, 60% funding, 40% contribution
  - c. 72:01 hours- Day before OAC, 40% funding, 60% contribution
  - d. Day of OAC 20% funding, 80% contribution
  - e. Individual funding request packets must be completed per event date if the event is a series.
2. Every request must reflect that the organization has sought alternative sources of funding prior to applying for OAC Allocations. A minimum percentage of the event budget shall be fundraised and indicated on the Funding Request Form.
  - a. Events that promote ASWU's sponsorship may be funded 85% of total budget, and the organization will fund the remaining 15%.
3. No more than \$1,400 may be requested for any event.
4. Seed money, defined as money to start a project or organization, and allocation money is available to organizations that are new or officially inactive for two or more consecutive semesters, excluding summer semesters.

- a. Seed money shall not exceed \$200 per organization.
  - b. Seed money shall be deducted from the ASWU OAC account.
  - c. Organizations receiving seed money are required to hold at least one event within the semester the seed money was received.
  - d. Seed money shall be distributed within one week after the organization has been recognized by ASWU.
5. Requests for summer funding must be submitted to the OAC Chairperson two weeks prior to the conclusion of the Spring semester and must meet all eligibility and event requirements. Funding will be made at the discretion of the ASWU Executive Board.
  6. OAC will fund a \$600 balance for event loans each semester, which must follow OAC guidelines that stipulate organizations to have one-year good standing credibility.
    - a. The \$600 for the loan will be taken out of the OAC Account before the allocation and presentation of OAC funded events each year.
- E. Event Requirements
1. No event is guaranteed funding by OAC.
  2. OAC allocations must be used by the organization in strict accordance with their respective funding proposals—no event changes are allowed.
    - a. The only acceptable changes for OAC events are date changes, which must be approved by the ASWU Executive Board.
    - b. Other changes, if needed, shall be resolved to the discretion of the ASWU Executive Board.
  3. Events must be open to all Woodbury University students.
  4. Entrance fees to any ASWU co-sponsored event may not exceed \$5 for Woodbury University students (on campus and off campus).
  5. The following events will not be funded: meetings of organizations, fundraising or philanthropy events, conferences, University departmental events or lectures, and equipment.
    - a. Equipment refers to:
      - i. Equipment rental—any organization that chooses to hire a private merchant should pay one fee for service AND equipment, and/or
      - ii. Equipment purchase.
    - b. Transportation that may be funded is limited to the following: charter buses, rental vehicles with seven passengers minimum, and all forms of public transportation, excluding personal vehicles and gas.
  6. Events with alcohol
    - a. OAC funds may not be used to purchase for the following:
      - i. Alcohol or alcoholic beverages,
      - ii. Bartenders, and/or
      - iii. Other alcoholic related expenses like cups, shot glasses, etc.
  7. Events under \$200 dollars may receive OAC funding with prior approval from the

Vice-President of Finance at least one day before school begins session for the semester.

- a. This is based on the availability of funds.
  - b. If an organization requests fund before OAC they are required to attend OAC training and OAC following the funding. Failure to do this will result in the organization returning all funds given even if the event had already commenced and will not be eligible for OAC funding.
8. Events that have the potential to compete with another OAC event or a major Woodbury University event may not be funded, contingent upon rescheduling during the OAC Allocations Meeting.

#### F. OAC Funding Procedures

##### 1. Round One

- a. Organization representatives present Event Funding Request Forms to OAC in an agreed upon order.
- b. Each event and its budget are open for discussion.
- c. A tentative amount is decided upon by majority vote.

##### 2. Round Two

- a. If the total amount allocated in Round One exceeds available funds, organizations will be asked to voluntarily decrease the amounts they have been given.

##### 3. Round Three

- a. If the total amount still exceeds available funds, events may be subject to further reductions at the discretion of the ASWU Executive Board.
  - i. The ASWU Executive Board will take the total of the leftover money, and divide it evenly amongst the organizations.
    - a. For example, Organization A uses \$200 instead of \$600, and Organization B uses \$1200 and Organization C uses \$1200. Both Organizations B and C will each get 50% of the \$400, resulting in \$800 as both organizations' total budgets.

4. Once the budget has been balanced, a vote of acceptance from each organization is required to finalize the amount (majority vote wins). No appeals may be made after the vote of acceptance has been achieved.

5. Upon funding from the OAC, the funded amount shall be credited to the respective organization's account in the Business Office within five working days by the OAC Chairperson.

- a. It is the organization's responsibility to check on the funds transaction and the organization's balance with the Business Office.

#### G. Reconciliation

1. Reconciliation Packets must include all of the following for completion:

- a. A reconciliation worksheet with the Financial Officer and President's signatures,

- b. Copies of all receipts and an itemized list of expenditures,
- c. An event evaluation form,
- d. A copy of the transfer form for unused funds back to the ASWU-OAC account, if any exists,
- e. At least five pictures of the event, only one hard copy or digital format is required (send digital format to [ASWU@Woodbury.edu](mailto:ASWU@Woodbury.edu)),
- f. Copy of flyer for event with “Co-Sponsored by ASWU” on it, at the following sizes
  - i. 24” by 36” flyer with a “co-sponsor by ASWU” size of 6” by 3”
  - ii. 11” by 17” flyer with a “co-sponsor by ASWU” size of 4” by 2”
  - iii. 8.5” by 11” flyer with a “co-sponsor by ASWU” size of 3” by 1.5”
  - iv. 5” by 7” flyer with a “co-sponsor by ASWU” size of 2” by 1”
- g. Sign-in sheet if event had less than 30 people in attendance, and
- h. A list of members currently in the organization who helped with the event.

#### H. Penalties

1. If any organization misses or does not attend OAC Training Meetings, the organization will be assessed a 25% penalty for each meeting.
2. Reconciliation Packets missing any items or submitted after the ten-day deadline, but before the end of the semester, will result in a \$25 fee per packet with an increment of \$25 per violation.
  - a. For example, two violations would be a total of \$75 (first fee: \$25, second fee: \$50).
  - b. A maximum of four violations (\$250 fee total) can be reached before OAC funding and eligibility is put on hold.
  - c. Penalty money must be transferred within 30 days from receipt of ASWU notice.
3. Events not reconciled by the end of the funded semester will deem the organization ineligible for funding the following semester. Once the previously funded amount is returned to ASWU, the organization may return to good standing and is permitted to request funding the following semester with additional penalization.
4. Incorrect or falsified information given to OAC may incur future funding penalization or conduct action.
5. Improper publicity for ASWU sponsored events that do not include the “Co-Sponsored by ASWU” stamp at the specified size will be penalized \$25 per event.
6. Failure to submit a flyer two weeks prior to the event day for advertising through ASWU will be penalized \$25.
7. Any OAC funded event that is not held by the end of the semester for which it was allocated, will be assessed a 50% penalty of the allocated amount per event. For example, if your organization was allocated \$400 for an event and you did not have the event, then your organization owes ASWU a refund of \$600.

- a. Penalization money must be transferred to ASWU before the OAC Training Meeting of the following semester and divided at Allocations.
  - b. Penalization money shall be distributed amongst those organizations that are in good standing as indicated in the ASWU OAC Guidelines.
- 8. In case of unprecedented situations, the ASWU Vice-President of Finance may make a committee composed of two ASWU Assembly Members that will review the case and make a decision based on the situation.
- I. Publicity for Events
  - 1. Publicity for ASWU-sponsored events must include the “Co-Sponsored by ASWU” stamp at:
    - a. 24” by 36” flyer with a “co-sponsor by ASWU” size of 6” by 3”
    - b. 11” by 17” flyer with a “co-sponsor by ASWU” size of 4” by 2”
    - c. 8.5” by 11” flyer with a “co-sponsor by ASWU” size of 3” by 1.5”
    - d. 5” by 7” flyer with a “co-sponsor by ASWU” size of 2” by 1”
  - 2. All events must be publicized to the entire Woodbury University community, including but not limited to all academic majors and organizations.
  - 3. All publicity for ASWU-sponsored events must be posted two weeks prior to the event date. If the event is not promoted two weeks before the event date, it will result in a \$25 fine.
  - 4. All publicity must abide by the posting policies of Woodbury University.

**Article IV: Courtesy Policy**

- A. The courtesy policy within OAC is as followings:
  - 1. No one organization can request a majority of funds (example: one organization requesting \$1,400 when the average is \$200).
    - a. If an organization has requested majority funds compared to others, they shall be first in cutting funds on the Allocation Rounds.
  - 2. Event Priority
    - a. Large events requesting \$500 or more will not be funded by ASWU if they fall on the same date.
      - i. Funding will be contingent upon the changing of dates by events, so they do not conflict.
      - ii. Large and similar events should be at least two days apart.
      - iii. Funds from an allocated event held may be used for a similar event sponsored by the same organization with the approval of the ASWU Executive Board.
    - b. Similar events held by separate organizations must be distinguished in the Student Organization Activity Form.
      - i. If the event can’t be distinguished, then they should be cosponsored by the organizations hosting them.
      - ii. If the organizations cannot agree to co-sponsor, the organizations that have historically held the event should be ceded to by the

other organization.

- c. 50% of funded events must be on campus.
  - d. If an event has historically shown to be unsuccessful (based on Event Reconciliation Packets), it will not be granted OAC funding. This decision can be made by the chair or co-chair of OAC.
3. Sign Up Sheets for Ticketed Events
- a. Sign in sheets are required for all events with less than 30 people in attendance to record the total attendance of the event.
  - b. Events exceeding \$300 and require tickets must have tickets sales in the Quad area during lunchtime, between 12PM and 1PM and dinner time, between 5:30PM and 6:30PM on the same day for a minimum of two days unless ticket sales have already been fulfilled.
  - c. Pre ticket sales are not allowed.
  - d. Organization members may use a maximum of 50% of spaces/tickets available.
    - i. The other 50% must be funded by the organization's own funds.
    - ii. For big-ticket events (e.g. theme parks), a suggested fee of \$10 should be collected at sign ups and \$5 dollars will be refunded to attendees on the day of the event.
    - iii. If the students do not attend, the organization may keep the \$10 (not to exceed the organization's event contribution percentage).
    - iv. Receipts must be provided once the money is received from a student.
4. Liability
- a. DJ's cannot be paid in cash. They must issue an invoice and agreement for their fair service and the organization will cut a check through the university business office. The organization must work with Woodbury University accounts payable to acquire all the necessary forms for the university to cut a check.
    - i. Organizations need to look at DJ's average rate (three quotes minimum), and DJ rate must include equipment with service.
  - b. An organization will not be funded for the service provided by any of its members with allocated funds.
  - c. All organizations must organize their own events there can be no outsourcing of event planning.



## **Associated Students of Woodbury University Campus Activities Board Constitution**

*The Associated Students of Woodbury University Campus Activities Board (ASWUCAB) declares and affirms this set of guidelines for the purpose of establishing its position as being responsible for Campus Activities for the student body and campus community of Woodbury University.*

### **Article I: Name and Location**

- A. The name of this organization shall be the Associated Students of Woodbury University Campus Activities Board, and may be referred to as the Campus Activities Board or CAB.
- B. The principal place for the transactions of business for this organization shall be Woodbury University, 7500 Glenoaks Boulevard, Burbank, California 91510, USA.

### **Article II: Purpose**

- A. The Campus Activities Board strives to create an out-of-classroom learning experience by providing a variety of cultural, educational, social, and recreational events that meet the needs and interests of the Woodbury Community. In all its processes, it encourages its members to define and enhance their own personal leadership styles, develop individual and group effectiveness, contribute to and benefit the campus community as a whole.  
These Campus Activities should remain consistent with the objectives and mission of the Associated Students of Woodbury University, hereby referred to as ASWU, the Office of Student Affairs and Woodbury University.
- B. The objectives of the Campus Activities Board shall be:
  - a. To sponsor and provide a variety of high quality cultural, educational, social, and recreational Campus Activities for the Woodbury campus and contribute to the enjoyment and purposefulness for members of the Woodbury community.
  - b. To maintain financial stability in order to provide a variety of Campus Activities for the Woodbury campus community.

- c. To encourage campus-wide participation for Campus Activities.
- d. To promote, through its Campus Activities, interest in Woodbury University, and to collaborate with various Woodbury campus departments and student organizations.
- e. To provide opportunities for Campus Activities Board members to gain experience and exposure to leadership, responsibility, Campus Activities planning and implementation.
- f. To uphold the ethics and standards of the National Association of Campus Activities (NACA), and all professional organizations to which the Campus Activities Board and Woodbury University belongs.
- g. To proudly represent Woodbury University at all meetings, workshops, and conferences in student activities and Campus Activities.

### **Article III: Membership and Structure**

- A. Membership and participation in the activities of the Campus Activities Board may not be limited on the basis of gender, age, disability, race, religion, sexual orientation, citizenship or national origin.
- B. Membership in the Campus Activities Board is limited to the application and selection to the Campus Activities Board by the Office of Student Affairs with the exception outlined in Article X.
- C. Active membership in the Campus Activities Board is defined as those selected students who consistently attend Campus Activities Board meetings and actively contribute to and participates in Campus Activities Board activities.
- D. The Campus Activities Board shall ideally consist of ten members, including the Chair. The Chair must be active in ASWU and elected during the ASWU elections in the end of the Spring semester, and will be selected by the current student body prior to the selection of the other members.

### **Article IV: Finances**

- A. Campus Activities Board members shall each receive a stipend of \$750 per semester provided by Campus Activities Board. The Chair of the Campus Activities Board shall receive \$900 per semester provided by the ASWU E-Board stipend. If there is no Chair of the Campus Activities Board, then each selected member shall receive a stipend of \$750 per semester.
- B. Campus Activities Board interns, if chosen, will receive a \$150 Visa Gift Card for their services.
- C. The Campus Activities Board shall be appropriated 47.5 percent of the ASWU Fee charged to Woodbury University students as specified in the ASWU Fee Structure, and remains the primary source of funding for the Campus Activities Board.
- D. Each member of the Campus Activities Board shall manage his/her own Campus Activities budget, subject to the approval of the Campus Activities Board Advisor.

#### **Article V: Duties of the Campus Activities Board**

- A. Provide a high variety of quality Campus Activities for the Woodbury campus community.
- B. Assess the Campus Activities interests and needs of the Woodbury student population.
- C. Attend local music festivals such as Eagle Rock Music Festival and Make Music Pasadena to meet new potential vendors and performers.
- D. Initiate contact with agents, vendors and performers.
- E. Negotiate performance fees and contracts.
- F. Maintain accurate budget records for individual Campus Activities.
- G. Collaborate with various campus departments and student organizations.
- H. Be a contributing team member of the Campus Activities Board.
  - a. Support and encourage other members of the Campus Activities Board.
  - b. Assist Campus Activities Board members in publicizing events.
  - c. Demonstrate support by attending Campus Activities Board events and Campus Activities.
- I. Attend weekly Campus Activities Board meetings and other meetings as necessary.
- J. The Chair of Campus Activities Board must attend weekly ASWU Board and General Meetings.
- K. Attend mandatory training sessions as designated by the Campus Activities Board Advisor.
- L. Serve on University-wide committees as appropriate.
- M. The Chair of the Campus Activities Board shall be responsible for overseeing some of the training and serve as a peer mentor to the new Campus Activities Board members.

#### **Article VI: Duties of the Campus Activities Board Advisor**

- A. The role of the Campus Activities Board Advisor shall be assumed by the Coordinator of Student Life of the Office of Student Affairs, or a member of the Office of Student Affairs staff appointed by the Dean of Students. The Campus Activities Board Advisor may delegate responsibilities to other professional staff members in the Office of Student Affairs as appropriate.
- B. The responsibilities of the Advisor include:
  - 1. Serve as a mentor to the Campus Activities Board, providing direction regarding the purpose and goals of the organization.
  - 2. Ensure that the Campus Activities Board operates within the legal and ethical guidelines of Woodbury University and professional organizations.
  - 3. Coordinate the training of Campus Activities Board members and maintain group continuity.
  - 4. Support the participation and development of members.

5. Remain aware of, and evaluate the goals and objectives of the Campus Activities Board, promoting progress within the organization.
6. Conduct meetings and meet with individual members of the Campus Activities Board as appropriate.
7. Remain well informed of plans and activities.

**Article VII: Selection of the Campus Activities Board**

- A. The Campus Activities Board Advisor shall assume the role of Chairperson of the Campus Activities Board selection committee consisting of staff members of the Office of Student Affairs with the exception of the situation outlined in Article X.
- B. Applications for the Campus Activities Board shall be made available to all Woodbury University students no later than six weeks prior to the end of the academic year in the Spring semester.
- C. Members selected to the Campus Activities Board shall serve a one-year term, taking office on the first day of July and completing their term on the last day of April the following year, after a new Campus Activities Board has been selected.
- D. The Chair of the Campus Activities Board shall be selected prior to the selection of the other members of the Campus Activities Board by the members of the current Board and the Campus Activities Board Advisor or staff designee.

**Article VIII: Position Agreements**

- A. Campus Activities Board members shall be enrolled and attend classes at Woodbury University with a minimum of 12 units.
- B. Campus Activities Board members shall be expected to be an effective academic role model, in particular to maintain a cumulative GPA of 2.5 or higher.
- C. Campus Activities Board members whose cumulative GPA falls below the expected 2.5 shall be expected to meet with the Campus Activities Board Advisor to develop an action plan to better balance academic and cocurricular responsibilities.
- D. Campus Activities Board members, with the understanding that because of the emphasis placed on academic excellence, grant the Office of Student Affairs the right to view each member's semester and cumulative GPA.
- E. Campus Activities Board members shall be expected to exercise effective personal time management when assuming any employment and leadership positions in other campus organizations beyond the Campus Activities Board.

**Article IX: Use of the Campus Activities Board Office**

- A. Each Campus Activities Board member shall receive a copy of the keys to obtain access to the ASWU Campus Activities Board Office and storage for the period ending April 2017.
- B. Campus Activities Board members shall not make copies of the key(s).
- C. The key(s) shall not be lent to anyone, regardless of affiliation with Woodbury University.

- D. The Campus Activities Board Office shall be used primarily for Campus Activities Board activities and shall take precedence over personal use. Office supplies used shall be limited to the functions and operations of Campus Activities Board activities only.
- E. The Campus Activities Board Advisor shall be informed immediately if the key(s) are lost to ensure that proper security precautions are taken.
- F. In the event of termination of resignation from the Campus Activities Board, withdrawal from Woodbury University, or any actions that would compromise the security of the Campus Activities Board Office and its contents, the key(s) will be returned to the Office of Student Affairs immediately. Failure to do so will authorize the Office of Student Affairs to assess a \$100.00 fine.

**Article X: Dismissals, Resignations and Vacancies**

- A. Dismissal
  1. The failure of a Campus Activities Board member to fulfill his/her duties may result in the terminations of his/her membership in the Campus Activities Board. Evaluations, written or verbal, may be used to determine performance.
  2. Any two members of the Campus Activities Board may bring to the attention of the Campus Activities Board Advisor, in writing, the need for review for dismissal of a member of the Campus Activities Board.
  3. The Campus Activities Board Advisor shall request a meeting with the individual(s) concerned for review.
  4. The individual(s) concerned shall be allowed two weeks to respond to the grievance filed.
  5. The dismissal of the individual(s) concerned shall be determined by a majority vote of all members of the Campus Activities Board and the Campus Activities Board Advisor.
  6. Any Campus Activities Board member who is alleged to be in violation of Woodbury University policies will be referred to a designee for the Dean of Students in accordance with the University Code of Conduct. If the Campus Activities Board member is found in violation of University policies, that member's membership will be subject to review by the Campus Activities Board Advisor.
  7. Stipends previously credited to the individual student's account shall be prorated and debited as appropriate.
- B. Resignation
  1. Any member of the Campus Activities Board may resign by submitting a written resignation letter to the Campus Activities Board Advisor at least two weeks prior to the effective date of resignation, indicating the reasons for resignation.
  2. It is expected that the individual(s) concerned would have scheduled a meeting to speak with the Campus Activities Board Advisor at least two weeks prior to submitting a formal written resignation letter.

3. The process to fill that position shall begin no later than one week after formal written notification of the resignation.
  4. Stipends previously credited to the individual student's account shall be prorated and debited as appropriate.
- C. Vacancies
1. At the meeting following notification of a vacancy, the Campus Activities Board members and the Campus Activities Board Advisor shall determine if the length of the remaining term of office warrants filling the position.
  2. If the Campus Activities Board and the Campus Activities Board Advisor shall serve as the selection committee to fill that position.
  3. Applications for the vacant position shall be made available to the student body no later than one week after the Campus Activities Board decision to fill the vacant position.
  4. Applications shall be due seven working days after they are made available.

#### **Article XI: Amendments and Ratification**

- A. Any member of the campus community has the right to propose amendments to the Campus Activities Board Guidelines.
- B. Amendments and Ratifications
  1. Proposed amendments and ratifications should have a minimum of at least one reading.
  2. Proposed amendments and ratifications may be approved by a simple majority of the Campus Activities Board members with the approval of the Campus Activities Board Advisor and/or Vice President of Student Affairs in consultation with the ASWU.



## **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. Univeristy 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.