

**Club Handbook of the  
*Associated Students of Saint Martin's University***



## Table of Contents

<b>Article I. Introduction .....</b>	<b>4</b>
<b>Article II. Administrative Information .....</b>	<b>4</b>
<b>Article III. Paperwork .....</b>	<b>4</b>
<b>Article IV. How to Start a Club .....</b>	<b>5</b>
<b>Article V. Existing Clubs .....</b>	<b>5</b>
<b>Article VI. Club Privileges .....</b>	<b>6</b>
<b>Article VII. Advisors .....</b>	<b>6</b>
<i>Section 7.01 Advisor Responsibilities .....</i>	<i>6</i>
<i>Section 7.02 Advisor Expectations .....</i>	<i>7</i>
<b>Article VIII. Travel Policies .....</b>	<b>7</b>
<i>Section 8.01 Requirements for Club and Organization Travel.....</i>	<i>7</i>
<b>Article IX. Event Policies .....</b>	<b>9</b>
<i>Section 9.01 Contracts .....</i>	<i>9</i>
<i>Section 9.02 Staffing and Purchased Services .....</i>	<i>9</i>
<i>Section 9.03 Educational Requirements .....</i>	<i>9</i>
<i>Section 9.04 Event Advisors .....</i>	<i>9</i>
<i>Section 9.05 Bonfires .....</i>	<i>10</i>
<i>Section 9.06 Smoking, Alcohol, Drugs .....</i>	<i>10</i>
<i>Section 9.07 Loitering .....</i>	<i>10</i>
<i>Section 9.08 Movies and Copyright Law .....</i>	<i>10</i>
<i>Section 9.09 Showing a Movie .....</i>	<i>11</i>
<b>Article X. Procedure for Reserving Space .....</b>	<b>11</b>
<i>Section 10.01 General Information Regarding All Reservations .....</i>	<i>12</i>
<i>Section 10.02 Regulations to be Followed When Using Rooms .....</i>	<i>12</i>
<b>Article XI. Publicity and University Posting Policy .....</b>	<b>13</b>
<i>Section 11.01 General Posting .....</i>	<i>13</i>
<i>Section 11.02 Entrepreneurial/Classified Postings .....</i>	<i>13</i>
<i>Section 11.03 Postings NOT permitted .....</i>	<i>14</i>
<i>Section 11.04 Posting Locations .....</i>	<i>14</i>
<b>Article XII. Sales, Solicitation, and Fundraising Policy .....</b>	<b>14</b>
<b>Article XIII. Finances .....</b>	<b>16</b>
<i>Section 13.01 Funding of ASSMU .....</i>	<i>16</i>

<i>Section 13.02 Organizations Eligible to Receive Funds</i> .....	17
<i>Section 13.03 Organization Account</i> .....	17
<i>Section 13.04 22 Account</i> .....	17
<i>Section 13.05 Outside Accounts</i> .....	17
<i>Section 13.06 Account Deficits</i> .....	17
<i>Section 13.07 Funding Guidelines</i> .....	18
<b>Article XIV. Budget Period</b> .....	18
<i>Section 14.01 Timeline</i> .....	18
<i>Section 14.02 Budget Approval Process</i> .....	18
<i>Section 14.03 Final Budget</i> .....	19
<i>Section 14.04 New Club</i> .....	19
<i>Section 14.05 Memorandums</i> .....	19
<b>Article XV. Financial Transactions</b> .....	19
<i>Section 15.01 Payment Requests</i> .....	19
<i>Section 15.02 Deposits</i> .....	20
<i>Section 15.03 Transfers</i> .....	20
<i>Section 15.04 Loans</i> .....	20
<i>Section 15.05 Cash Boxes</i> .....	21

## Article I. Introduction

- a. The clubs, which have been established through properly authorized procedures, operate on the campus at the pleasure of the University and under the jurisdiction of ASSMU and Student Services.
- b. **Members of clubs, as well as all other members of the student body, must adhere to all rules, regulations, policies and procedures as outlined in the Saint Martin's University Student Handbook, as well as this Club Handbook.**
- c. This handbook is designed to help registered clubs plan and operate efficiently. The various sections of this handbook provide information on official recognition by ASSMU, finances, publicity and posting, facilities, and much more. Use this handbook, circulate it among members of the group so that all members are familiar with the policies, and let us know how we can improve it to better serve you.
- d. All information in this book is intended for information only and is subject to change. New information or changes to this handbook will be disseminated through Student Government, club mailboxes, and/or via email to club officers. For additional information or assistance, contact the ASSMU Executive Clubs Coordinator or Office of Campus Life, located in the Trautman Union Building or at 360-438-4577.

## Article II. Administrative Information

- a. Each club must have an advisor as a condition for the continuation of its operation privileges. He/she must be an active full-time faculty, a staff member of the University community, or a member of the monastic community regardless whether he is a student or not and shall be called the "Advisor."
- b. The Office of Campus Life shall establish such rules and regulations necessary to maintain satisfactory policies and procedures for clubs.
- c. The club advisor shall be responsible for maintaining high standards of conduct and operation, including administrative relationships, social practices and relationships with other groups of students.
- d. All clubs and organizations provide a contact email and have a mailbox in the Trautman Union Building. That email and mailbox are important communication tools and must be checked at least once a week.
- e. Clubs and organizations must maintain contact with ASSMU and the Office of Campus Life to keep records updated, be informed of policy changes, etc.

## Article III. Paperwork

Clubs and organizations will be expected to complete all necessary paperwork in a **timely fashion**. Sample forms for any paperwork to be completed can be found in the appendix of this handbook. If you have questions pertaining to the completion of the

paperwork and their corresponding deadlines, please contact the ASSMU Executive Clubs Coordinator or the Office of Campus Life.

#### Article IV. How to Start a Club

- a. All student clubs and organizations must be recognized by ASSMU in order to function as a registered club on campus. In order to be recognized by ASSMU, potential clubs must:
  - i. Have at least four registered undergraduate students interested in participating.
  - ii. Find a club Advisor. *\*Advisor signature is required prior to club approval.*
  - iii. Submit the following documents:
    - **New Student Club Registration Form**
    - **Club Constitution and Bylaws**
- b. Upon ASSMU club approval officers of the club must attend an officer training session. Sessions will be announced at the beginning of the semester. It is mandatory that the President and Vice-President attend these sessions. If they cannot make this session, they must set up an appointment with the current Executive Clubs Coordinator.

#### Article V. Existing Clubs

- a. **If you are a member of an existing club or organization, you must renew each semester to remain an active club or organization on campus.** Please submit the following forms to allow continued recognition:
  - i. **Club Renewal Form – Due at the beginning of the year.**
- b. Upon ASSMU club approval/renewal, officers must attend an officer training session. Sessions are offered at the year. If officers cannot make these sessions, they will need to set up an appointment with the Senator of Clubs. Budget proposals will not be seen unless both President and Vice-President of a club attend the officer training session.
- c. Paperwork must be returned to the Senator of Clubs mailbox prior to the end of the semester. Clubs that have not completed their paperwork will not be allowed to access their club funds or have a table at the Student Involvement Fair.
- d. It is important to renew at the end of each semester in order to review information regarding policies and procedures, get updated information regarding clubs, discuss plans for the upcoming semester, and answer any questions you may have.
- e. All clubs are encouraged to participate in all University events.
- f. Each club must attend the ASSMU meeting every Thursday. Having **three** unexcused absences will result in a frozen club account until they communicate with the Executive Clubs Coordinator.

## Article VI. Club Privileges

- a. As a recognized student club, you are entitled to the following advantages and privileges:
  - i. Use of Saint Martin's University name and logo to identify institutional affiliation.
  - ii. Recruitment of members on campus.
  - iii. Use of University meeting rooms and facilities for meetings/events on campus.
  - iv. Participation in the Student Involvement Fair at the beginning of Fall semester.
  - v. Publicizing activities and events on campus through fliers, emails, screensavers and sandwich boards.
  - vi. Use of Club resources and supplies located in the Trautman Union Building including: club mailbox, copy machine, butcher paper, and blue tape.
  - vii. Ability to apply for student activity funding.

## Article VII. Advisors

Advisors are an important piece of every club and organization. In general, the advisor should serve to represent the club to the university and the university to the club. It is the role of the advisor to ensure that the affairs of the club are conducted in a businesslike fashion within contexts of the existing university policies and procedures, rather than dictate what members of the club should and should not do. Members of the club should be able to count upon the advisor for assistance and guidance in planning and conducting the program and activities of the organization. Students should be open to suggestions and feedback since their advisor's knowledge and experience will be helpful when it comes to problem-solving and organizational procedures.

### *Section 7.01 Advisor Responsibilities*

- a. Attend the organization's meetings & programs whenever possible.
  - i. Have knowledge of all plans and activities of the club/organization including the group's own governing documents and assist where able.
  - ii. Attend all trips and events off campus or plan for a non-student employee to attend if unable to participate. (Inform the Director of Campus Life if you are unable to attend.)
  - iii. Keep the Director of Campus Life and Executive Clubs Coordinator fully informed about the programs and activities of the club.
  - iv. Assist in the general development and operation of the organization.
  - v. Discourage domination of the club/organization by an individual or small group.

- vi. Foster a sense of teamwork within the club/organization. Encourage participation of the club's/organization's membership in activities and services.
- vii. Assist in the orientation of new officers.
- viii. Be familiar with the Club Handbook.
- ix. Veto a decision when it violates the club/organization's objectives, by-laws, codes and standing rules or University policy.

### *Section 7.02 Advisor Expectations*

- a. Club/Organization Student Officer should expect their Advisor to:
  - i. Assist the club/organization in formulating long-term goals and in planning and initiating short-term projects.
  - ii. Assist with the University's procedural and policy matters. The advisor is responsible to make sure students are aware of the potential consequences if they violate the Student Conduct Code.
  - iii. Assist in evaluating club projects, performance, and progress.
  - iv. Encourage active interest of the club/organization within the entire campus so that it will identify itself as a part of the University community.
  - v. Encourage good record keeping; and encourage and monitor sound financial and business practices based on the University's policies and procedures.
- b. What an Advisor should expect from a Student Club/Organization Officer:
  - i. Inform advisor of club/organization publicity activities, meeting times, locations and agendas.
  - ii. If your advisor cannot attend a meeting, be sure to meet with them after the meeting to review what happened and update them on issues, events and upcoming activities.
  - iii. Meet regularly with the Advisor for discussing plans and problems.
  - iv. Courtesy of being asked well in advance of an activity at which the advisor is expected to participate.

## **Article VIII. Travel Policies**

(see Travel Policy and Procedures Packet)

### *Section 8.01 Requirements for Club and Organization Travel*

- a. All students traveling as representatives of a University club/organization **must** be registered as a student in credit bearing courses at Saint Martin's University during the semester they are traveling.
- b. Funds for student transportation, lodging, and meal subsidy may be provided by ASSMU, as per the established ASSMU Finance Code and University guidelines.

- i. Any organization wishing to attend a conference, competition, or workshop must submit a budget request via form provided by the ASSMU Executive Treasurer.
- ii. Travel advances for lodging may be available depending on the nature, location, and length of trip/event/activity. You **must** check with the ASSMU Executive Treasurer and ASSMU Advisor to determine which, if any, expenses justify a travel advance.
- iii. Travel reimbursements are obtained after the travel by completing an ASSMU Financial Transaction Form **within two weeks** after the travel. You **must** keep your receipts. Acceptable expenditures are listed in Section 8.05 of the ASSMU Finance Code, all other inquiries about expense eligibility can be answered by the ASSMU Executive Treasurer.
- c. When traveling as representatives of Saint Martin's University, students are expected to exhibit behaviors that reflect the standards set forth in the Saint Martin's Student Handbook Code of Conduct. Potential repercussions for violations of the code are listed within this document.
- d. A "**SMU Waiver and Emergency Contact**" form is **required** to be completed by each individual participating in certain events that could constitute a risk, such as: paintball, skiing, etc. The Office of Campus Life will inform you if the form is required for your event. **All forms must be completed at least two weeks prior to your event.**
- e. In the case of off-campus events/activities that do not use university vehicles or provide mileage reimbursement, then the activity will begin at the location and the university is **not** responsible for transportation to/from the event/activity. In such cases, the club/organization members and advisor **must** complete the "**Off Campus Events Waiver**" form.
- f. An advisor **must** be present at all club/organization activities off campus. When an overnight is part of the conference/activity the advisor must stay in the same facility as the club/organization members. The advisor should provide guidance, make decisions in emergencies, and monitor activities as a representative of the university. The advisors and students may not invite their spouse, friends or children to attend without written permission from the Office of Campus Life, unless they too are students at the university. The advisor should check-in with students during the day and evening, and provide contact information so that the students can reach the advisor at all times during the event.
  - i. Student: Advisor Ratio: The University recommends at least a 10:1 student to advisor ratio for travel, but the advisor reserves the right to request additional advisors as deemed necessary for the specific event or activity.
  - ii. Group Travel: If Club members are traveling together as a club, they must be accompanied by an advisor.

## Article IX. Event Policies

### Section 9.01 Contracts

Only University approved officials have the right to confirm and sign documents legally binding the university and its subordinate entities. Students are not allowed to sign contracts or performer riders. All student sponsored activity contracts must be signed by the Director or Assistant Director of Campus Life.

### Section 9.02 Staffing and Purchased Services

- a. The Office of Campus Life will make the decision regarding staffing and security for student sponsored events and activities. Payment of security and police personnel is the responsibility of the sponsoring group. Factors affecting the staffing decision include, but are not limited to:
  - i. The number of people expected and the location of the event
  - ii. Whether the event is to be held during non-business hours
  - iii. How widely the event was advertised
  - iv. Whether tickets were sold in advance
  - v. Whether money will be collected at the door
  - vi. The make-up of the group expected (e.g. SMU students, SMU faculty and staff, other college students, family and friends of SMU students, people in the local community, adults, children, etc.)
- b. If it is determined that security is required for an event, the sponsoring group must fill out the **Request to Hire Security or Police Personnel Form** and submit it to the Office of Campus Life at least 2 weeks prior to the event.

### Section 9.03 Educational Requirements

Although the university grants students and student organizations specific privileges and benefits as outlined above, the Office of Campus Life, Dean of Students and Vice President of Academic Affairs reserve the right to require an additional educational component at student events, including, but not limited to discussion, guest speaker, and panel. Sponsoring group will be required for all subsequent fees associated.

### Section 9.04 Event Advisors

(This may be your Club Advisor)

- a. The Office of Campus Life requires a minimum of **one** Saint Martin's University staff or faculty member to serve as the Event Advisor at all student sponsored events. The responsibility of obtaining an Event Advisor is that of the sponsoring group.
- b. Event Advisors are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their duties. Student sponsors and Event Advisors should work closely and

communicate regularly throughout the evening with security personnel (if needed).

- c. Event Advisors are authorized to intervene in any situation that warrants intervention and may, in consultation with security personnel, decide to terminate an event if necessary.
- d. Event Advisors are expected to:
  - i. Be in attendance for the duration of the student sponsored event.
  - ii. Ensure that University policies and event procedures are followed. Advise students, security and police as necessary.
  - iii. Assist with any problems or emergencies that might arise.

### IMPORTANT!

Advisors are required for all University-sponsored events off-campus.

*All clubs providing demonstrations or doing experiments must have their advisor present.*

If an event does not have an advisor, the event shall not be approved and will be cancelled.

#### *Section 9.05 Bonfires*

Outdoor fires are prohibited on Saint Martin's campus unless specific permission has been granted by the Office of Public Safety, Dean of Students and appropriate permits acquired.

#### *Section 9.06 Smoking, Alcohol, Drugs*

- a. Students and visitors may not smoke indoors at a Saint Martin's event. All smoking must take place at least 50 feet from the building. Residence Life policy states that smoking must take place at least 50 feet from Residence halls.
- b. No one may consume alcohol or drugs before entering an event or bring or consume alcohol or other drugs in the event.
- c. The use of smoke machines is not permitted because they activate the smoke detectors and fire alarms.

#### *Section 9.07 Loitering*

- a. ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Saint Martin's event. All exits are FINAL.
- b. No one who has been asked to leave the event by the Event Advisor or the security personnel is to be allowed back in under any circumstances.

#### *Section 9.08 Movies and Copyright Law*

- a. Showing a movie as a student organization activity may be a fun and relatively easy event to plan.

- b. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. The "home use" versions of videocassettes and DVD titles are not cleared for public performance by colleges—except in certain narrowly defined face-to-face teaching activities ([Federal Copyright Act, Title 17, section 110](#))—because proper licensing fees to the copyright owners have not been paid for such use. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
- c. **Non-classroom use of a film at the college requires obtaining a public performance license.** Please work with the Office of Campus Life to clarify this legal requirement and obtain necessary licenses.
- d. "Willful" infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a \$250,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

*Saint Martin's University will seek to hold students and officers of an organization personally responsible for any action resulting from an infringement of copyright laws.*

### **Section 9.09 Showing a Movie**

- a. If your club wishes to show a movie they must go through the following steps:
  - i. Select the movie you would like to show. (See SWANK at [www.swank.com/college](http://www.swank.com/college))
  - ii. Take your selection to the Office of Campus Life to see if there is availability through appropriate vendors on your selected date. *Please allow at least one (1) week for shipping.*
  - iii. Ensure your club has sufficient funds to cover the copyright costs or plan to request the funds from ASSMU.
  - iv. Place order through Campus Life – upon receipt of movie, Campus Life will call the club contact.

### **Article X. Procedure for Reserving Space**

Requests for space in all facilities can be made at the Office of Campus Life. Requests must be made well in advance of the date and time needed so that you may be given the room(s) that will best suit the needs of your program. Space reservation requests will be confirmed via telephone or email within one week of submission. Please fill out a general **Event Request Form** and submit it online (<https://form.jotform.com/202307073443042>).

### *Section 10.01 General Information Regarding All Reservations*

- a. Club advisors must be present for an event and sign off on the space reservation form. If an event does not have an advisor, the event will not be approved or will be cancelled.
- b. Reservations must be made at least two (2) weeks in advance.
- c. Reservations should be made for the actual time that you will need the room, including preparation and clean up time.
- d. Cancellations of reservations should be reported immediately to the Office of Campus Life.
- e. All requests for microphones and Audio/Visual equipment must be made with your space reservation request. Please note that microphones and other Audio/Visual equipment are not automatically included in your room reservation.
- f. All reservations are tentative and subject to change or cancellation prior to the date of the program. You will be notified if there is a change concerning your reservation.
- g. Misuse of rooms will result in denial of future use. Rooms must be left neat, clean and in order.
- h. Groups will be held financially responsible for any damage to the room or furniture.

### *Section 10.02 Regulations to be Followed When Using Rooms*

- a. You must leave the room in the same arrangement and the condition that you found it.
- b. Do not remove furniture from one room to another.
- c. No materials are allowed on the painted surfaces of the rooms.
- d. Do not hang items from the light fixtures or sprinklers in the rooms.
- e. No confetti or glitter is permitted in the following spaces: Harned Hall, Marcus Pavilion or the Norman Worthington Conference Center.
- f. Materials may not be sold on campus (books, CDs, etc.) without proper authority.
- g. No open flames such as candles or chemical experiments are allowed in the rooms (*unless prior consent has been granted*).
- h. ALL MATERIALS LEFT IN A ROOM AFTER THE PROGRAM IS OVER WILL BE DISCARDED.
- i. The University is not responsible for damages to personal property, stolen property, or injury sustained on university grounds.
- j. The use of illegal substances and disorderly conduct on university property is prohibited, and may result in immediate termination of the event and further disciplinary action of the student: see Student Conduct Code.
- k. Tampering or misuse of fire alarms or firefighting equipment is prohibited by Washington State Law.
- l. Unauthorized possession and/or use of firearms or firecrackers are not permitted.

- m. No pets will be allowed in any building unless special permission has been obtained. These regulations do not apply to those animals specifically trained to aid the blind or the deaf.
- n. No person shall set a fire upon university property unless permission is obtained through the Office of Safety and Security and the Dean of Students.

*Please have consideration and a professional manner by leaving the rooms neat and clean for others who use them.*

## **Article XI. Publicity and University Posting Policy**

- a. **All publicity must adhere to the University Posting Policy. Students must fill out the general Event Request Form and attach all publicity materials to be approved by the Director or Assistant Director of Campus Life before it is duplicated and distributed.**
- b. Television, radio and non-Saint Martin's site internet advertisements must be approved by the University Communications Director. No flyers are to be placed in bars or clubs. No student group is permitted to engage the services of an outside agent to advertise or promote an event unless prior approval is granted. In order for a flyer to be approved for posting and distribution it must have:
  - i. Name of the sponsoring department(s) or group(s)
  - ii. Date of program
  - iii. Phone number or e-mail for further information
  - iv. Beginning and ending time
  - v. Location (*Notices about on-campus events will not be approved unless the room reservation has been submitted and confirmed.*)
  - vi. Cost for admission (student and non-students – if applicable)
  - vii. Entrance Requirements (including ID, age, free/required coat check)

### **Section 11.01 General Posting**

- a. The following types of postings are given a priority:
  - i. Postings that promote a student or campus organization event, activity or program
  - ii. Postings that contain information relevant to students and/or other members of the SMU community
  - iii. Postings that promote off-campus educational, social, or cultural events

### **Section 11.02 Entrepreneurial/Classified Postings**

- a. These kinds of postings are permitted, but do not take priority over those outlined above. If the posting is for personal or entrepreneurial purposes, it must not exceed a maximum size of 8 ½" x 11" and not exceed a maximum of three per building.

### *Section 11.03 Postings NOT permitted*

- a. Postings promoting night clubs.
- b. Postings containing spelling, grammatical or typographical errors.
- c. Postings containing copyrighted materials and/or images.
- d. Postings promoting the sale or use of alcohol as the primary purpose of the event.
- e. Postings that include profanity, pornographic material, solicitation, and/or harassment.
- f. Postings that include discrimination based on race, sex, age, religion, education, ability or sexual orientation.
- g. Postings that include slander, libel and defamation of character.
- h. Postings that do not represent the mission of the Saint Martin's University.

### *Section 11.04 Posting Locations*

- a. The Office of Campus Life staff is in charge of postings on campus. Please bring you postings to the Trautman Union Building front desk for both the approval and posting process.

*Staff has been instructed to carefully remove any postings (posters, announcements, for sale, for rent, etc.) from any location not approved.*

### *Section 11.05 Posting Guidelines*

- a. Subject matter must advertise a campus event or be a benefit to the campus community.
- b. Subject matter must be in keeping with the mission of Saint Martin's University
- c. **Campus Life will make the final approval on all postings.**
- d. If the posting is faith-based it will need additional time to be approved, since it will need to be approved by the Office of Campus Ministry, in addition to the Office of Campus Life.

## **Article XII. Sales, Solicitation, and Fundraising Policy**

- a. Saint Martin's University prohibits in any form on-campus sales, solicitation or fundraising activities involving goods and/or services not contracted for or by the University, ASSMU (the University's student government) or ASSMU's officially recognized clubs and organizations. All authorized sales, solicitations and fundraising activities must be pre-approved by the Director of Campus Life (Trautman Union Building; 438-4299) and registered in that office.
- b. **All events seeking approval must fill out a general Event Request Form found in the Office of Campus Life.**
- c. After approval, the vendor must conduct his or her business in the agreed-upon time and location. The vendor must post a sign at the point of sale indicating the sponsoring organization. If the sale, solicitation or fundraising activity is to take

place off-campus, the organization's activity may be subject to approval by the University's Director of Institutional Advancement. More specific guidelines for approval are as follows:

- i. **Auctions.** Auctions are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- ii. **Charity tie-ins.** Soliciting funds for campus groups by tying them to charity fundraising is not acceptable. For example, a club may not solicit funds giving half to charity and keeping half for their own purpose, even if so advertised.
- iii. **Clinics.** Clinics are acceptable. However, use of facilities must be cleared through appropriate channels.
- iv. **Contracted sales.** Clubs may contract with certain outside vendors for on-campus sales subject to approval. Each club is limited to one contracted sale per year. Sales of insurance, credit cards or telephone calling cards are not permitted.
- v. **Donations/off-campus fundraising.** Solicitation for direct donations to a club of amounts under \$100 is permitted with approval from the ASSMU Advisor and Director of Campus Life. The University and its affiliated organizations (the Saint Martin's Alumni Association) maintain extensive fundraising programs in the South Sound community to support a variety of needs. *Therefore, solicitations of \$100 or more to any area businesses must be approved by the Office of Institutional Advancement (5500 Pacific Avenue SE, 360-438-4366).*
- vi. **Door prizes.** Door prizes will be approved when attendance is free or fees to attend an event are at a fair price for all that attend. Organizers of the event are not eligible to win.
- vii. **Gambling.** All gambling-type fundraisers such as sports betting pools are unacceptable. Saint Martin's operates in full compliance of the rules and recommendations of the Washington State Gambling Commission. Casino nights, which use play money and give door prizes, are acceptable.
- viii. **Pledge-based fundraising.** Basic bowl-a-thons, jog-a-thons, endurance tests and so forth will be considered. These events must be approved by the ASSMU Advisor and Director of Campus Life.
- ix. **Raffles.** In accordance with the Washington State Gambling Commission's policies on unlicensed raffles, organizations must follow certain guidelines. The club or organization must have been organized for at least one year, be able to prove that it has made significant progress toward accomplishing its stated purposes and have at least 15 voting members who elect the governing body. Each organization is allowed to hold one raffle per year on approval, as long as these guidelines are followed:
  - Receipts do not exceed \$5,000 and the maximum price per ticket is \$5.

- All tickets must be sold for the same price and are consecutively numbered.
- It is announced at the point of sale whether or not winners must be present to win.
- No discounts or free tickets are allowed.
- Raffle tickets are sold only by members of the organization.
- Alcohol, tobacco, or firearms cannot be awarded as prizes.
- Winners are chosen from a standard drawing format and verified by a non-biased party.
- A license from the Washington State Gambling Commission is required under any of the following conditions:
  - If the organization is having more than one raffle held per year.
  - Winners are chosen by an alternative drawing format (for example a duck race or poker run).
  - Raffle tickets are sold by someone other than a member of the organization.
  - Tickets are sold at a discount to certain groups or individuals.
  - The gross revenue will exceed \$5000 in a calendar year.
  - The organization wishes to run Bingo or other amusement games.
- x. **Sales.** Sales of products by Saint Martin's community members, in which no undue pressure to buy is present and in which products are sold at a reasonable price, are acceptable on approval. Candy sales, bake sales or tee-shirt sales are examples. Such sales are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- xi. **Service projects.** The most desirable fundraisers, and the likeliest to find approval, are service projects in which community members are paid for services rendered and for which the fee is normal for the service provided. Car washes are an example.

## Article XIII. Finances

### Section 13.01 Funding of ASSMU

- a. The primary source of ASSMU and Campus Life funding are the student Activity Fees. ASSMU will receive 60% and Campus Life will receive 40% unless another arrangement has been negotiated and approved.
- b. The amount of funds available for the semester can fluctuate based on the enrollment of undergraduate and graduate students and the current rate of the Student Activity fee.

### *Section 13.02 Organizations Eligible to Receive Funds*

- a. Only organizations or Inner-office divisions recognized by Saint Martin's University may request a budget allocation from ASSMU.
- b. Organizations will not be granted a budget from ASSMU until all paperwork that recognizes them as an organization of Saint Martin's University has been completed, processed, and approved by the ASSMU Senate.

**NOTE: Any activity fee paying student is eligible to request funds from ASSMU.**

### *Section 13.03 Organization Account*

- a. The account that is made up in its entirety of the funds provided by ASSMU.
- b. Remaining funds provided by ASSMU in the fall semester can rollover to the organization's account in the spring semester. The account is zeroed out at the end of each fiscal year and any and all remaining funds are transferred to the Contingency Account.
- c. A representative from each club is required to attend every ASSMU meeting. Two or more unexcused absences will result in the freezing of that club's account(s). To unfreeze the account, a representative from the said club must attend three ASSMU meetings consecutively.

### *Section 13.04 22 Account*

- a. Account is made up of funds sourced from fundraisers, dues, and donations to the organization.
- b. Funds in the account roll over every year and cannot be zeroed out or transferred back to the ASSMU contingency account, with the exception of organization payment, repayment to ASSMU, or upon club disbandment.

### *Section 13.05 Outside Accounts*

- a. No organization shall be allowed to hold an account outside of the University accounting system.

### *Section 13.06 Account Deficits*

- a. Organizations that spend more than the allotted semester budget will have the deficit automatically taken out of its 22 account.
- b. If the organization does not have an existing 22 account, the deficit will be taken out of its organization account in the upcoming semester or school year.

- c. Failure to repay the deficit will result in a freeze of the organization's account(s). Account(s) will be unfrozen once all issues regarding the account deficit have been resolved.

### *Section 13.07 Funding Guidelines*

- a. The funding guidelines is discussed in Article VIII of the ASSMU Finance Code.
- b. The guideline outlines the types of allocations that ASSMU make, but do not guarantee funding. Any expenses that are not included in the guidelines will be evaluated on a case-by-case basis with special attention to other policies.

## **Article XIV. Budget Period**

Budget Period will be publicized as such with the widest possible dissemination. This will be done in coordination with the ASSMU Senate. Public notification that budget requests are being accepted will be announced (at a minimum) at the first general ASSMU meeting that falls within Budget Period.

### *Section 14.01 Timeline*

- a. Organizations will submit budget requests through the form specified by the ASSMU Executive Treasurer (e.g., JotForm).
- b. The Executive Treasurer will create recommendations based on equity, fairness, and available funds. Percentage cuts are determined based on the amount of available funds for the semester and will be used in the cost cuts of items requested by the Organization. Percentage cuts will vary by semester and per the Executive Treasurer recommendation.
- c. The Executive Treasurer will propose all of the recommendations to the ASSMU Finance Committee.
- d. The Finance Committee will meet to review the Executive Treasurer's recommendations and make changes they deem fit.

### *Section 14.02 Budget Approval Process*

- a. Once recommendations have been made and approved by the Finance Committee, clubs will be notified via email by the ASSMU Executive Treasurer for approval or appeal of the recommended budget.
- b. The organization will have to complete the "Club Budget Approval/Appeal Form" within a specified amount of time determined by the Executive Treasurer.
- c. The approvals and appeals will be addressed at the following general ASSMU meeting. Members from all organizations are required to attend.
- d. Organizations who appeal must attach a statement as to why they are appealing and include a revised budget request in the "Club Budget Approval/Appeal Form".
- e. The new recommendations for the appealed Organization budgets will be addressed at the following general ASSMU meeting.

- f. The ASSMU Senate, at its discretion, may change amounts recommended by the Finance Committee.
- g. Any funds not allocated by the Senate are to be disbursed as the Senate sees fit.
- h. Budget period is considered complete upon the approval of the final budget. This may be the budget recommendation with or without amendment, as the Senate sees fit, by a 2/3 vote of the Senate.

#### *Section 14.03 Final Budget*

- a. The final ASSMU budget must be finished and approved prior to the last general ASSMU meeting of the academic year.

#### *Section 14.04 New Club*

- a. An organization established and approved before the budget period may submit a semester budget request; if they do so, they will not be awarded \$100 of seed money.
- b. An organization established and approved after the budget period will automatically have an organization account created with \$100 of seed money.

#### *Section 14.05 Memorandums*

- a. If an organization would like to request for additional funds after all budget allocations have been made for the semester, they must submit a memorandum.
- b. The memorandum must include the detailed costs of the requests and submitted by the deadline set by the ASSMU Executive Secretary.
- c. The ASSMU Executive Treasurer will make recommendations and present it at the subsequent ASSMU meeting. Final approval of the memorandum will be made by the ASSMU Senate.

### **Article XV. Financial Transactions**

#### *Section 15.01 Payment Requests*

- a. Payments may be requested as a
  - i. Reimbursement - Submit receipts for the funds spent out of pocket and a check will be given to the individual who spent the funds, a reimbursement can also be returned via direct deposit.
  - ii. Payment to a Vendor - Submit invoice and payment will be mailed to the vendor. All payments for services require an organization to turn a W-9 form (and other tax information as required) before payment is made to the vendor.

- b. To request a payment, complete the Financial Transaction Form completely and thoroughly.
- c. Suitable documentation must accompany all check request forms, or the transaction will not be processed.
- d. Requested payments may take up to 1-3 weeks of receiving completed paperwork, dependent on the workload of the Executive Treasurer and the Finance Office.

#### *Section 15.02 Deposits*

- a. All deposits must be made within five (5) academic days of receiving funds. If it is not received, the Organization's account will be frozen until resolved.
- b. All income related deposits must be delivered to the ASSMU Executive Treasurer or the ASSMU Advisor. Cash deposits must be counted (in the presence of the depositor or Campus Life personnel) and recorded.
- c. The Financial Transaction Form – Deposit Section – must be filled out and accompany deposited funds, with the required signatures.

#### *Section 15.03 Transfers*

- a. Funds may be transferred from any ASSMU Organization Account to any other Organization Account within the ASSMU accounting system.
- b. To request a transfer satisfactorily complete the Financial Transaction Form.
- c. Suitable documentation must accompany all transfer forms, or the transaction will not be processed.

#### *Section 15.04 Loans*

- a. A loan may not exceed \$500.
- b. Loans shall be made only from the Contingency Account
- c. Loans must be repaid in full on or before the agreed upon deadline or it will be considered violation of the Finance Code and will be treated as such.
- d. A loan transaction request shall be used to record, in written form, the loan agreements to ASSMU.
- e. No loan will be issued without the submitted loan agreement.
- f. The loan must be paid back within five (5) academic days.
- g. Failure to repay the loan will result in a freeze of the organization account unless prior discussions have been made with the ASSMU Executive Treasurer and ASSMU Advisor.
- h. After fifteen (15) academic days of no repayment will result in the loan being directly taken out of the organization's account. A meeting is required with the ASSMU Executive Treasurer and ASSMU Advisor to discuss the terms of the failure to repay the loan.

### *Section 15.05 Cash Boxes*

- a. Cash boxes are available for club use at events and fundraisers. Cash boxes may be checked out and in through the Office of Campus Life. Each box contains \$50 in change.
- b. Upon return, you must count your earnings with present personnel in Campus Life. The Campus Life personnel will submit the funds to the SMU Finance Office. A financial transaction request must be submitted to note your earnings in your club 22 account. Prior approval for fundraising is required.

**Revised by Jan Trinity Francisco, Executive Treasurer, March 2024.  
Approved by the Associated Students of Saint Martin's University on March 14,  
2024.**