“And take a look at yourself too! Never be satisfied with what you already are, if you want to be what you are not yet. For where you have become pleased with yourself, there you will remain. But if you say, ‘That is enough’, then you are finished. Always do more. Always keep moving. Always go forward. Do not get stuck. Do not go back. Do not get lost.” St. Augustine, Sermon 169.18
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STUDENT INVOLVEMENT STAFF DIRECTORY

The Office of Student Involvement welcomes you and your organization! We invite you and your organization to participate, and take advantage of the resources available within our office. Please visit any member of the Office of Student Involvement if you have any questions. The Office of Student Involvement is open Monday- Friday from 9:00am to 5:00pm. Student Involvement is located in 102 Dougherty Hall. Staff members are available to assist your organization with programming, room scheduling, budgeting, and for general advisement. Feel free to email our office at studentinvolvement@villanova.edu.

102 Dougherty Hall – 610.519.4210

Director, Office of Student Involvement.................................................................JJ Brown
Assistant Director for Campus Programs.................................................................Joe Citera
Assistant Director for Leadership Programs.........................................................Steve Koch
Assistant Director for Student Media Programs...................................................Deena Smith
Administrative Assistant.........................................................................................Kate Vicente
Office Manager.....................................................................................................Amy Rockwell
Graduate Assistant.................................................................................................Lexi Rauth
Graduate Assistant.................................................................................................Jack Sherwood
Graduate Assistant.................................................................................................Elizabeth Lopresti
MISSION

Villanova’s Mission Statement speaks to the development of the whole person: intellectually, emotionally, spiritually, culturally, socially, and physically. It is through participation in student activities that these goals are met. Understanding that our role is both developmental and complementary, we believe that a student’s academic interests should assume highest priority in his or her life at Villanova. Participation in student activities is contingent upon proven success in one’s academic pursuits.

We further believe that student leadership, supported by a dedicated professional staff and interested faculty is the key to a successful co-curricular program. Consequently, Villanova is dedicated to providing frequent opportunities for students to assume vital leadership positions and to guiding and developing the potential of Villanova students.

Student Life Mission Statement

To provide programs, activities, and services that advance the involvement of students - intellectually, emotionally, spiritually, culturally, and physically - within a learning community committed to Catholic values and the spirit of St. Augustine.

Core Values of the Student Life Staff

In accordance with its Mission, the Student Life staff believes that:

- Helping students connect their experiences in the classroom to their lives in the community is at the heart of what we do.
- Mutual love, respect, and compassion should guide all interactions.
- Social justice and service are core values of a Villanova education.
- Villanovans are stewards of the community and are called to a spirit of selflessness to promote the common good.
- Personal growth is an on-going process through which students develop values, faith, autonomy, identity, and emotional stability.
- Student development is enhanced by collaboration among faculty, staff, students, and parents.
- Each person teaches others and learns from others.
- Individuals are responsible for their behavior and accountable to each other and to the community.

Student Involvement Mission Statement

In the spirit of the Augustinian Mission of the University, the Office of Student Involvement seeks the holistic development of students on their journey towards self-discovery. Student Involvement strives to build meaningful communities through inclusive spaces and intentional learning. These connections and co-curricular experiences empower students to lead, reflect, and grow. Through this enhancement of campus life, students will be prepared to articulate their values and cultivate positive social change.
The Villanova University Student Government Association shall represent the interests of the undergraduate student body in all matters. To do so, the Student Government Association shall:

- Act, in a manner consistent with the University's Mission Statement, as the official representative entity of the student body in order to give voice to the students in all aspects of the life of Villanova University;
- Advise the Division of Student Life on the governance of student organizations and work in support of those organizations to achieve their stated goals and objectives;
- Promote unity of purpose and action among the students while protecting individual student rights;
- Promote, in concert with the Board of Trustees, administration, faculty, and staff, the best interests of the undergraduate students of Villanova University.

Student Government assists with the student experience on campus by assisting the Office of Student Involvement with the New Student Organization Process, the #Let'sVoteNova initiative, the Student Organization Leadership Awards, as well as other programs, policies, and decisions that influence Student Life.
Chapter 1: Student Organization Overview

WHAT IS A STUDENT ORGANIZATION?
A student organization is defined as a group of currently enrolled, undergraduate or graduate Villanova University students who convene to promote a common interest and is registered by the Office of Student Involvement. Student Organizations may include other members of the University community such as alumni, faculty, staff, graduate students, and administrators as associate members. Only currently enrolled full-time undergraduate students can serve as officers or vote on organizational matters for undergraduate student organizations. Only currently enrolled graduate students can serve as officers or vote on organizational matters for graduate student organizations.

REGISTERED STUDENT ORGANIZATIONS PRIVILEGES AND EXPECTATIONS
Student organizations that have registered with the Office of Student Involvement are entitled to the following benefits provided by the University:

- Authorization to reserve University space, services, or equipment.
- Eligibility to provide information to Villanova University’s student body through tabling at designated locations and/or flyers posted in designated locations.
- Eligibility to seek funding through the Office of Student Involvement.
- Eligibility to seek approval to raise funds, develop a new program offered to the University community, sponsor an event to raise awareness about a cause after is approved by the Office of Student Involvement.
- Ability to use student media for advertising or dissemination of information.
- Authorization to use the name or logo of Villanova University in a manner that is approved by the Office of Student Involvement.

MAINTAINING STATUS AS A REGISTERED STUDENT ORGANIZATION
In order to maintain recognition as a registered student organization, groups must:

- Adhere to the Mission of Villanova University, the Mission of the Office of Student Involvement, and all University and Student Involvement policies found in this manual as well as the Student Handbook.
- Reflect in the organization's mission statement, as well as all programs and activities, values that are consistent with the Catholic mission of the University. This includes a clear purpose that does not duplicate the purpose or mission of an existing student organization.
- Uphold their student organizations values, constitution, and by-laws.
- Comply with all federal, state, and local laws, and with regulations of parent organizations as applicable;
• Maintain a membership list of at least twelve (12) students who are matriculated and in good academic and disciplinary standing with the university (individual groups may set higher academic requirements for membership)
• Maintain a positive balance in any student organization account.
• Accept responsibility for all financial obligations incurred and decisions made as an organization.
• Operate financially through an account (or accounts) established within the Office of Student Involvement.
• Have an active, full-time faculty/staff advisor who has been approved by the Office of Student Involvement.
• Re-Register annually with the Office of Student Involvement.

Student Organization Re-Registration and Budget Request
For an organization to obtain a budget and have active registered student organization status for the academic year from the Office of Student Involvement, a student organization should:

• Re-register their student organization which is generally done during the Spring semester. The re-registration process allows for the Office of Student Involvement to gather the following information which includes, but is not limited to the contact information for incoming student organization leader(s), learn about the accomplishments and challenges from the academic year, as well as for student organizations to complete their budget request for the upcoming academic year.
• Send a student organization representative to the student organization leadership meeting(s) as directed by the Office of Student Involvement.

If student organizations do not meet these criteria, the Office of Student Involvement may impose additional requirements to receive active statues including but not limited to educational trainings or to go through the new student organization process.

NEW STUDENT ORGANIZATION REQUESTS
Students interested in creating a new student organization can submit a completed New Student Organization Petition found in Dougherty Hall 102, or online at villanova.edu/studentorgs.

Process to Start a New Student Organization
The following is an outline intended to provide students with resources and information on how to effectively become a recognized student organization at Villanova University.

• Complete the New Student Organization Petition
  o Student organizations must be initiated, organized and run by current matriculated Villanova students.
  o Obtain 12 names, email addresses, and signatures of interested members.
Only faculty, staff, and registered students shall be eligible for active membership status in student organizations. Only full-time students shall be eligible to serve as appointed or elected officers in registered student organizations.

Note: In order to serve as an officer of an organization, students must be fully enrolled in classes on campus. They cannot serve if they are participating in an internship or studying abroad.

- Create a one-page proposal highlighting the mission and goals of your student organization that will be attached to the New Student Organization Petition. Become familiar with the Villanova University mission statement and Student Involvement’s mission statement, so that the purpose of your organization will be congruent.

- Student organizations are required to have an advisor. Selection of an advisor is generally done through the mutual consent of the student organization, the proposed advisor, and the Office of Student Involvement. The advisor must be a member of the Villanova University community such as a full-time faculty member, administrator, or staff member of the university. If students need assistance in finding an advisor, the Office of Student Involvement can aid in the process.

- Schedule a meeting with Office of Student Involvement to discuss the New Student Organization petition, mission, and goals. Please email: studentinvolvement@villanova.edu to set up a meeting time or for any questions.

- During the meeting with the Office of Student Involvement, a Student Life staff member will talk through your new student organization request. If the missions are congruent and there is no further follow up questions regarding the mission and purpose of the new student organization, the Office of Student Involvement will then assist in setting up a meeting with the Student Government Association (SGA) and the Office of Student Involvement to hear a presentation on the mission and goals of the new student organization.

- Prepare a short presentation for Student Involvement and SGA explaining your new student organization’s mission, purpose, goals, anticipated membership size, and proposed events and activities. During this presentation also include your proposed budget to assist in carrying out the mission of your new student organization. Other members of the University community may participate in the presentation as appropriate.

- Subsequently, and in private, the Office of Student Involvement will discuss SGA’s recommendation for the new student organization request.
  - If the student organization petition is approved by the Office of Student Involvement, the new student organization may be an associated student organization for a set period of time determined by Student Involvement. During this time, the student organization is encouraged to meet and work towards taking the necessary next steps in becoming a recognized student organization. These steps could include reviewing the allocated budget, setting up the student organizations VU Groups account to be featured on Villanova.edu/studentorgs, and work through the student organizations Constitution and By-Laws (See appendix for Constitution and By-Laws). During Associated Student
Organization Status, student organizations are not permitted to host programming or events.

- If the new student organization request is denied, the student organization may request that the denied proposal receive feedback from the Director of Student Involvement. The Director may consult with the appropriate members of the University community.

- After a meeting with the Director of Student Involvement to review the completed steps as listed above, a letter will be sent to the student organization leadership and advisor updating the student organization status as a recognized student organization allowing full rights and privileges for student organizations.

**ACADEMIC AND DISCIPLINARY STANDING**

Students may participate in student organizations only if they are in good academic and disciplinary standing, as determined by the student's academic college, the Dean of Students Office and/or the Office of Student Involvement. Good academic standing is defined in the Villanova University Catalog and good disciplinary standing is defined in The Code of Student Conduct. It is generally recommended that executive officers maintain a GPA above a 2.75 and general members above a 2.5. The Office of Student Involvement welcomes the opportunity to work with advisors in making decisions that are in the best interest of students who are at risk academically.

**STUDENT ORGANIZATION ADVISOR**

Selection of an advisor is generally done through the mutual consent of the student organization, the proposed advisor, and the Office of Student Involvement. The advisor must be a member of the Villanova University community such as a full-time faculty member, administrator, or staff member of the university.

In order to retain recognition as a student organization, each student organization must have an active advisor. Advisor status is contingent upon mutual agreement between the organization and the Advisor. The advisor, student organization leadership, and the Office of Student Involvement should jointly and periodically review the advisor’s performance. If students should wish to change the Advisor, they should contact the Office of Student Involvement who will arrange a meeting among the current Advisor, student organization leadership, and the Office of Student Involvement to assist in the process and transition.

**Advisor Expectations**

Specific functions of the advisor are listed below. Individual organizations may expand upon these through their constitutions and by-laws.

- The advisor should be aware of the organization's meetings and activities. He/she need not attend all of these activities, but a frequent visit is appropriate.
- The advisor should meet with the executive committee of the organization a minimum of once per month during the academic year. Executive committee meetings are ideal for establishing a meaningful working relationship.
• The advisor should obtain minutes of all organizational meetings for review.
• The advisor must be registered as the Faculty/Staff Advisor on villanova.edu/studentorgs, giving them access to a complete officer and membership list with addresses and phone numbers.
• The advisor should be aware of financial transactions of the group and their budget status. The advisor should periodically review club finances with the organization treasurer or business manager. Please visit the Office of Student Involvement – 102 Dougherty Hall for assistance.
• The advisor should be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them in decision making.
• The advisor should be aware of the student organization’s financial status, spending and account balances.
• The advisor may assist the students in adding the role of the Advisor to the constitution and bylaws. This should include the selection process that the student leadership team will use to select their Advisor.
• It is generally recommended that an advisor should be at an event, conference, or program that is 300 miles away from campus.
• The advisor MUST be present at:
  o Any organization function held on campus, at which alcohol is served.
  o Any outdoor event held on campus.
  o Any event while non-Villanova students will be present.
• The advisor should serve as an academic resource for the organization, ensuring that no one in academic difficulty serves in a key office, and offering assistance to any group members who are in need.
• The advisor is encouraged to discuss the annual report that is filed each Spring Semester with the Office of Student Involvement.
• Approve and submit newswire posts.
  o Log into MyNova and on the “Home” tab and see the “Links” section on the left hand side. In the "Important" tab scroll down to the Newswire Submission forms section to click on the "Wildcat Newswire" link.
• The advisor should direct students to the Office of Student Involvement – 102 Dougherty Hall to approve all tee-shirt designs, flyers and fundraising events.
• The advisor should attend any Advisors’ meetings to support the student organization.
• The advisor should be in contact with the Office of Student Involvement with any concerns or questions.
• Advisors should assist students with leadership transition from year to year.

Advisors are NOT expected to:

• Attend ALL events and meetings.
• Lead meetings.
• Dictate use of funds.
• Use personal credit card/money.
- Plan events for student organizations.
- Sign any contracts/agreements on behalf of the university.
- Submit or complete budget request, registrations or final report.
- Serve as the Primary Contact on the student organization webpage.

**Advisor Concerns**

In the event that your group is not satisfied with the level of support from the organization's advisor, or the Advisor has concerns about the student leadership, please set up a meeting with the Director of Student Involvement, whose office is in 102 Dougherty Hall.

**Advisor Liability Coverage**

The university views the role of student organization advisor as part of an employee's normal work and thus extends liability insurance coverage to any member of the university community so engaged and behaving appropriately. It is clearly wise however, for anyone involved in this type of work to exercise what the courts have described as "reasonable judgment" in the conduct of their responsibilities.
Chapter 2: Student Organization Financing

FINANCING STUDENT ORGANIZATIONS
All recognized student organizations must conduct their financial business through the Office of Student Involvement. As a service to all organizations, the Office of Student Involvement assists in maintaining the balances for each student organization account. The office establishes accounts for each recognized student organization. Student organizations, with the exception of fraternities and sororities within the Office of Fraternity and Sorority Life, may not hold bank accounts outside of the University. Any group having such an account will be in provisional standing until the closing statement and the remaining funds are presented to the Office of Student Involvement. Account balances for these student organizations can be done by visiting 102 Dougherty Hall. Student organization money is available for student organizations with the following standards:

- All income that is generated (for example, through dues or fundraising events) should be deposited in the established student organization account on the same day it is collected by bringing collected money to 102 Dougherty Hall.
- All bills will be paid with money withdrawn from the established student organization account.
- Money from University accounts may not be used to solely support programs such as social activities, banquets, dinners/dining off-campus, purchasing of t-shirts, etc.
  - Organizations may fundraise to support the above mentioned or other related activities.
- University funds may not be used to support the following student organization activities:
  - Appropriation to any partisan, political activity or for the support of the political campaign of any candidate for public office.
  - Appropriation to a legislative body or to a registered student organization whose primary purpose is to influence legislation.
  - Contributions to organizations or activities which discriminate on the basis of race, ethnicity, religion, gender, age, ability, sexual orientation, or national origin.
  - Hiring of legal services, paying legal fines or providing bail bond funds.
  - Appropriation for personal non-contractual gain of any student, faculty member, or other person.
  - Grants-in-aid, scholarships, salaries, wages, loans or other such personal compensations to organizational officers or appointed or elected members.
  - Excessive dining off-campus.

BUDGET ALLOCATIONS
Funds allocated to student organizations do not carry over from year to year. Monies that have been raised by student organizations (through dues or fundraising efforts that are deposited into the student organization savings account) do carry over from year to year.
Student organization members can request budget summaries from the Office of Student Involvement by visiting the Office of Student Involvement in Dougherty 102 or emailing studentinvolvement@villanova.edu. This money should be used for specific programs as detailed in the submitted budget proposal. Organizations which request funds for a particular program or purpose and do not use these funds for their intended purpose may lose some or all of their university allocation. Any group that overspends for the academic may be placed in provisional standing until a meeting and financial plan is discussed with the Office of Student Involvement.

**FUNDRAISING**

Student organizations may sell approved materials related to the purpose of those organizations, may collect dues, initiation fees, donations, and admission charges at locations approved by the Office of Student Involvement and at organizational meetings. Funds raised by recognized student organizations may be used in any manner that is consistent with the purposes of those organizations. Fundraisers scheduled to occur during Orientation or Commencement will not be approved. Permission from the Office of Student Involvement is required for any student, group of students or student organization to solicit funds or sponsorship from anyone outside the University, including, but not limited to, alumni, parents, and off-campus businesses. All requests for mailing labels for fundraising purposes must be expressly approved by the Office of Student Involvement. Such funds are subject to local, state, and federal laws and to financial accountability to the Office of Student Involvement.

If the student organization is hosting a fundraiser through tabling, the student organization shall visit the Office of Student Involvement to sign out a table through the following steps below. If the student organization is hosting an event, the student leader(s) of the student organization should contact the Office of Student Involvement using the online event form: villanova.edu/studentorgs. Students will receive an email from the Office of Student Involvement confirming approval of the event.

- All items to be sold for fundraising purposes must be approved, prior to their being ordered, by the Office of Student Involvement.
- All fundraising events should be scheduled at least two weeks in advance with the Office of Student Involvement. In the event of table requests, fundraising events should be scheduled at least two days in advance. Tables may be reserved for 3 consecutive days for one location per day.
- No organization may sell items or sponsor fundraisers in the residence halls, study lounges, dining halls, etc., or disturb or interrupt the conduct of classes. Limited permission for fundraisers in the residence halls may be granted at the discretion of the Residence Life.
- All monies raised through approved fundraising activities should be deposited immediately in that organization’s account with the Office of Student Involvement - 102 Dougherty Hall.

**BILLING AND PURCHASING**

The Office of Student Involvement has a purchasing card (credit card) available for student organizations to utilize for transactions furthering the mission and purpose of their student organization. Visit the Office of
Student Involvement in Dougherty 102 during normal business hours to access the purchasing card. This card may be used in the Office of Student Involvement only. Receipts are required and the amount purchased will be taken directly from student organization accounts. Email receipts to studentinvolvement@villanova.edu. Visit the Office of Student Involvement in Dougherty 102 for a list of preferred vendors. Please note that the Office of Student Involvement will not process payment or be responsible for any financial commitments that have not received prior approval. The following is a non-exhaustive list of purchases the Office of Student Involvement will not approve: alcohol, drugs, personal items, legal services, and political contributions.

All expenditures in excess of $100 should be included in the student organization budget request as a “need” and approved in advance by the Office Student Involvement prior to purchase. Once expenditures are approved bills/invoices must be sent to the Office of Student Involvement for payment. Expenditures not included in the initial budget request will be reviewed on a case by case basis. Reimbursements will be issued to students/advisors after purchase requests have been approved. Reimbursements totaling up to $100 will be granted in cash by completing the Reimbursement Request Form with the original receipts attached, available in Dougherty 102 and online at villanova.edu/studentorgs. For reimbursements over $100, please stop by Dougherty 102 for further instruction. Please allow 3-5 business days for reimbursements totaling up to $100 and 2 weeks for reimbursements over $100.

Buying equipment, ordering buses, utilizing ride share services such as Uber / Lyft, hiring entertainment, etc., must be approved by the Office of Student Involvement before final arrangements. There are specific contracts and procedures for DJ’s, bands, speakers, and other performers coming to campus. These contracts are available by contacting the Office of Student Involvement. Such events must be approved by Student Involvement. Contracts should never be signed by a student. Upon receipt of a contract, please submit to the Office of Student Involvement – 102 Dougherty Hall for review and signing.

All checks for registered student organizations must be made payable to “Villanova University” with the student organization name written in the memo. If a check is written by a student, the Villanova ID# must be included on the check. Checks will not be accepted if written more than 90 days prior to deposit date. If you are requesting a check for a new vendor (one that has never done business with the University before) the vendor will need to complete a Vendor Profile form, available at Villanova University’s Procurement Office website. Please visit Dougherty 102 before completing any forms or contracts for these performers.

In order for food and other dining option purchases to be reimbursed and / or approved, student organization leaders should consult with the Office of Student Involvement before purchasing food for a meeting. Student organization leadership should complete a form found by visiting the Office of Student Involvement or villanova.edu/studentorgs in order for the Office of Student Involvement to reimburse the purchase of food for the student organization leadership meeting, general membership meeting, or interest meeting.

Cash advances for registered student organizations, which are generally only used for travel expenses, will be processed through the Office of Student Involvement. In order to receive a cash advance, an organization
must file the appropriate paperwork with the Office of Student Involvement at least ten days prior to the date on which the money is needed

- Cash advances can only be taken out in the name of a University faculty or staff member.
- Only one cash advance can be outstanding at a time. To clear a cash advance, receipts and any remaining money must be turned into the Office of Student Involvement.
- Any cash advances not returned or cleared within a reasonable time period will result in the outstanding cash being billed to the person responsible for the advance.
Chapter 3: Student Organization Policies and Resources

STUDENT ORGANIZATIONS RESOURCES
The Office of Student Involvement - 102 Dougherty Hall, is a valuable resource center for Villanova students. The office is available to students and student organizations during normal business hours, Monday- Friday 9:00am-5:00pm to:

- Receive advice and programming support for team building.
- Get advice or assistance regarding your club, events, etc.
- Create and print flyers (limited numbers), agendas, etc.
- Reserve University vehicles.
- Use the fax machine.
- Plan conference trips.
- Purchase event tickets.
- Check account balances.

Student Organization Table Requests
The Office of Student Involvement provides table services to student organization(s) and on-campus offices and departments at designated tabling locations including Dougherty Hall, the Connelly Center, the Riley Ellipse, and Bartley Hall. Students should pick up and drop off tables during business hours (9:00am-5:00pm) in the Office of Student Involvement. If tables are reserved on back to back days, students must still pick up and drop off the tables at the beginning and end of each day. Student organizations may be charged $50 in the event of a missing or lost table. If a student organization thinks there is going to be inclement weather on a day where they have a table reservation outside, they should make a reservation for Connelly or Outside of Café Nova in addition to their preferred location. In the event of inclement weather, students are not permitted to move their table to an inside location without a reservation. Tables can be reserved for 3 consecutive days. Student organizations can only have individually wrapped pre-packaged foods by vendors or third parties available at tables. Student organizations looking to have vendors coming to campus should contact the Office of Student Involvement.

Student Organization Web Pages
As part of the process for becoming a recognized Villanova Student Organization, groups must register a web account on villanova.edu/studentorgs. For assistance with the web account, visit 102 Dougherty Hall.

The University's website represents Villanova University to prospective students, alumni, the general public, and the on-campus community. To that end, its content and appearance should adhere to professional standards. Student Involvement has contracted with CollegiateLink / Engage™ to provide internal and external webpages to student organizations. This is the official webspace provided to student groups by the University. Groups are able to add their own pictures, content, etc.
Authors are solely responsible for the content of individual student organization home pages. However, if the content or appearance violate the policy on the Student Code of Conduct, UNIT IT Policies, or any other University policy, the University reserves the right to contact the student organization to update, remove, or edit, the or take such other action as may be necessary in its discretion.

**STUDENT ORGANIZATION EVENTS AND SPACE REQUESTS**

Registered student organizations should register any event, speaker, or program with the Office of Student Involvement by visiting villanova.edu/studentorgs. Designated University facilities may also be reserved when the University is in session for meetings and other non-commercial events by also accessing the student organization website (villanova.edu/studentorgs). It is generally recommended to register student organization events at least 3 weeks in advance for in-person programming and 1 week in advance for virtual or online programming.

The following groups/individuals may reserve designated University facilities for meetings and other non-commercial events:

- Registered student organizations for events related to the purposes of those student organizations University duties.
- Members of the faculty and staff for co-curricular events related to registered student organizations and their activities.
- Official alumni or similar university-related organizations, colleges, schools, departments and other units of the University for Events related to their purpose.

The organization, its officers, and / or any individual applying to reserve facilities on behalf of the organization are responsible for:

- Damages to the facilities used including any financial loss to the University or a registered student organization because of the temporary closing of facilities.
- How the facilities are used during the time reserved and occupied.
- Any violations of university regulations, state, local, or federal laws which occur in connection with the use of facilities.
- Not deferring its use of a reserved facility to another group or individual without the permission of the Office of Student Involvement.
- The cleanliness of the facility after its use.

**EVENTS AND SPEAKERS POLICY GOVERNING RECOGNIZED STUDENT GROUPS AND ORGANIZATIONS**

A. **Values**

Villanova University is a Catholic, Augustinian institution of higher learning that is committed to academic excellence, academic freedom, and intellectual, spiritual, moral, and social growth. Above all, the University seeks to reflect the spirit of St. Augustine by the cultivation of knowledge and the encouragement of freedom
of inquiry, by respect for individual differences, and by adherence to the principle that mutual love and respect should animate every aspect of University life.

Respecting the principles and responsibilities of academic freedom, and recognizing the importance of the perceptions of both internal and external communities, the University encourages the open exchange of ideas on a variety of subjects, including those that are controversial. Thus, University recognized student groups or organizations may invite external speakers to an organizational meeting or to a University event, and may host events open to the campus community (on or off campus), that address the full range of intellectual, moral, and social issues. In keeping with the educational mission of the University, the academic character and educational value of all such events is the motive and rationale for their occurrence.

Invitations to speak, or the hosting of events, do not imply University approval or endorsement of the positions taken by invited speakers or of their previous or subsequent views. To the best of its ability, the University will ensure that all legitimately invited speakers will be able to express their views and that open discussion will take place. This policy presumes that those inviting speakers or hosting events will exercise sound judgment in selecting speakers and in establishing the particulars of a given event.

Although this policy assumes that both speakers and audience will exhibit appropriate and respectful demeanor toward each other, it is recognized (a) that speakers or events may often challenge existing attitudes and beliefs and/or trigger disagreements, and (b) that no policy, no procedures, and no sponsor of a speech or event, can guarantee against the possibility that a speech may offend listeners, that a speaker may unexpectedly deviate from anticipated content and style, or that members of an audience might engage in inappropriate behavior.

The following standards and procedures govern external speakers and events being proposed by recognized student groups or organizations:

**B. Conditions**

The following conditions must be met for an external speaker or event to be considered for approval:

1. The speech or event must constitute a legitimate educational experience or otherwise contribute to the university’s mission.

2. The speech or event must not pose a substantial risk to the physical safety of speakers or members of the audience, other participants, or bystanders.

3. The speech or event must not involve a substantial risk of disrupting classes, obstructing access to campus facilities, otherwise interfering with other ongoing University events or activities, or creating a seriously intimidating, threatening, scandalizing, and/or uncivil environment at the speech or event that would undermine its educational purposes.

4. The speech or event must not violate the law or the nonprofit status of the University. (Note that federal and state laws may prohibit, condition, or limit speeches by political candidates; accordingly, consultation with the General Counsel’s office for guidance should occur in these situations).
5. It is understood that some speakers will hold, offer, and defend positions that differ from Catholic Church teaching. The expectation is that they will do so in an academically responsible fashion, be open to questions and challenges from members of the audience, and respectfully acknowledge, and not disparage, Church teaching. If, in the judgment of University officials, a speech or event presents a serious risk of violating these principles, the group seeking permission for such an event must accept provisions to ensure adherence to standards of freely reasoned academic discussion and debate. Such provisions might include, for example, allowing for an appropriate response at the speech or event or contextualizing the event or speech by means of complementary counter-programming.

6. The speech or event must not place undue burden on the University’s finances, facilities or other resources.

C. Procedures

1. A recognized student group or organization wishing to invite an external speaker to an organizational meeting or to a University event, or to an event open to the campus community (on or off campus) must first present a written proposal to its advisor. Prior to submitting the proposal, student groups or organizations must consult with their advisor to ensure that the speech or event adheres to the Values and Conditions sections of this policy.

2. The proposal should include the identity of the speaker, the proposed time and place of the speaker’s presentation, the subject matter and purpose of the speaker’s presentation and what, if any stipend will be required. The proposal should also include information outlining how the speech or event is consistent with the Values and Conditions sections of this policy.

3. The leaders of the student group or organization together with their advisor will present the written proposal for review to the Director, Department Head or Division Head of the area recognizing the student group or organization. Promotion of the event in written, print, electronic or other form shall not take place until the speech or event and all contracts receive final approval.

4. In reviewing the request, the Director, Department Head or Division Head must ensure that the speech or event is consistent with the Values and Conditions sections outlined in this policy. In reaching this determination, the Director, Department Head or Division Head may consult with appropriate members of the University community and may meet with the advisor and/or leaders of the student group or organization.

5. The Director, Department Head or Division Head may: 1) approve the request; 2) deny the request if inconsistent with any of the provisions outlined in the Values and Conditions sections of this policy; or 3) may impose restrictions or conditions to ensure consistency with the provisions of the Values and

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1 Invitations to bishops or other ecclesiastical authorities are excluded from this policy. Such invitations must only be issued by the Office of the President or the Office for Mission and Ministry.
Conditions sections of this policy. If the request is denied, the Director, Department Head or Division Head will share the reasons for denial with the advisor and the leaders of the student group or organization.

6. If the proposal is denied, the student group or organization may request that the proposal be reviewed by the Provost, Vice-President or Dean overseeing the area recognizing the student organization or group. The Provost, Vice-President or Dean shall meet with the leaders of the student group or organization and their advisor before rendering a decision.

7. The Provost, Vice-President or Dean, after appropriate consultation with other University officials, shall make the final determination. In exercising this authority, the Provost, Vice-President or Dean shall give due consideration to the information contained in the written proposal, the thoughts expressed during the meeting with the student leaders and the provisions of the Values and Conditions sections of this policy. If the request is denied, the Provost, Vice-President or Dean will share the reasons for denial with the advisor and the leaders of the student group or organization.

8. If there is a contract or fees for any speaker, the advisor or the Director, Department Head or Division Head will submit the contract to the Office of the Vice President and General Counsel for approval. If approved, the contract must be signed by an authorized University official. The sponsoring student group or organization is responsible for payment of all costs associated with a speaker or event, including any costs related to safety and security.

9. The University reserves the right to withdraw any speaker invitation, or to cancel any event, at any time for any reason, but it will not do so for reasons judged to be less than fundamental to the University's values and well-being. If the student group or organization has not followed the procedure outlined in this policy, no formal reason needs to be given for the withdrawal or cancellation. If the student group or organization has followed the procedures outlined in this policy, the Provost, Vice-President or Dean will meet with the student leaders of the group or organization before withdrawing the invitation. However, the final decision rests with the Provost, Vice-President or Dean.

POLICY GOVERNING ON-CAMPUS ASSEMBLIES AND DEMONSTRATIONS BY STUDENTS, STUDENT GROUPS AND STUDENT ORGANIZATIONS

A. Values

Villanova University is a Catholic, Augustinian institution of higher learning that is committed to academic excellence, academic freedom, and intellectual, spiritual, moral, and social growth. Above all, the University seeks to reflect the spirit of St. Augustine by the cultivation of knowledge and the encouragement of freedom of inquiry, by respect for individual differences, and by adherence to the principle that mutual love and respect should animate every aspect of University life.

Respecting the principles and responsibilities of academic freedom, and recognizing the importance of the perceptions of both internal and external communities, the University encourages the open exchange of ideas on a variety of subjects, including those that are controversial. In fact, Villanova officially recognizes the right and even the responsibility, at times, of the University community to express their collective or individual
voices for or against a given issue. The fundamental rights of freedom of inquiry, speech, and lawful assembly both ensure and limit this right to demonstrate. Villanova, to be true to its university status, must foster investigation, concern, and the essential elements which make academic freedom a viable reality. Thus, Villanova University students, student groups or student organizations may peacefully assemble or demonstrate to address the full range of intellectual, moral, and social issues. In keeping with the educational mission of the University, the academic character and educational value of all such events is the motive and rationale for their occurrence.

Opportunities to assemble or demonstrate do not imply University approval or endorsement of the positions taken by those assembled or of their previous or subsequent views. To the best of its ability, the University will ensure that all assembled will be able to express their views and that open discussion will take place. This policy presumes that those organizing an assembly or demonstration will exercise sound judgment in establishing the particulars of a given event.

Although this policy assumes that members of the community will exhibit appropriate and respectful demeanor toward each other, it is recognized (a) that some issues may often challenge existing attitudes and beliefs and/or trigger disagreements, and (b) that no policy, no procedures, and no organizer of an assembly or demonstration, can guarantee against the possibility that an expression may offend listeners, that some assembled may unexpectedly deviate from anticipated expression, or that participants in the event or other members of the community might engage in inappropriate behavior.

The following conditions, guidelines and responsibilities govern on-campus assemblies and demonstrations by Villanova University students, student groups and student organizations (also referred to as “Event”). If the assembly or demonstration involves an outside speaker, the provisions of the “Events and Speakers Policy” must also be followed.

**B. Conditions**

1. The freedom to peacefully assemble and/or demonstrate to express the merits of competing ideas does not mean that individuals may say or do whatever they wish, wherever they wish. The University prohibits expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the University’s Non-Discrimination and Non-Harassment Policies or other provisions of the Code of Student Conduct, or unjustifiably invades substantial privacy or confidentiality interests.

2. The assembly or demonstration must not involve a substantial risk of disrupting classes, obstructing access to campus facilities, otherwise interfering with other ongoing University events or activities, or creating a seriously intimidating, threatening, scandalizing, and/or uncivil environment. To this end, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution.

3. The property of the University and that of the members of the University community are not to be damaged, destroyed or violated.
4. The assembly or demonstration must not pose a substantial risk to the physical safety of participants, bystanders or other community members.

5. The assembly or demonstration must not place undue burden on the University’s finances, facilities or other resources.

6. It is understood that some assemblies and demonstrations may support and defend positions that differ from Catholic Church teaching. The expectation is that they will do so in a responsible fashion, be open to questions and challenges from members of the community, and respectfully acknowledge, and not disparage, Church teaching. If, in the judgment of University officials, an assembly or demonstration presents a serious risk of violating these principles, the university may impose provisions and restrictions.

C. Planning and Prior Notification Guidelines

In order to maximize the likelihood that the goals of a demonstration or assembly are met and to ensure the safety of all community members, organizers of a demonstration or assembly should adhere to the following guidelines prior to scheduling an event.

1. If the Event is organized by a recognized student group or organization, organizers should meet with the group or organization’s advisor to discuss strategies to ensure that the event will adhere to the Values and Conditions sections of this policy.

2. If the Event is not organized by a recognized student group or organization, organizers should meet with the Director for Student Involvement or his/her designate to discuss strategies to ensure that the event will adhere to the Values and Conditions sections of this policy.

3. After appropriate discussion, organizers should work in collaboration with appropriate university departments (e.g. The Department of Public Safety, Facilities Management) to coordinate logistics of the event to ensure compliance with the Values and Conditions sections of this policy and to meet the responsibilities outlined in Section D below.

4. Organizers should communicate the parameters that have been set for the Event by the University to all participants prior to the Event and should take reasonable measures to ensure the safety of participants.

5. When demonstrations or assemblies are scheduled, participants should expect University personnel, including members of the Villanova University Department of Public Safety, to be present for all or part of the Event. This presence is often necessary to ensure organizers’ own rights are protected and the University’s regular operations and activities are not interrupted. Accordingly, University representatives may film, photograph or record elements of the event. The presence of University personnel should not be viewed as an effort to deter or otherwise interfere with planned demonstrations or assemblies.
D. Responsibilities

All Villanova University students, student groups and student organizations have the right to peaceful assembly and demonstration (including, but not limited to, rallies, gatherings, protests, and processions) on campus. However, all assemblies and demonstrations must adhere to the Values, Conditions and Responsibilities sections of this policy and must not be unduly disruptive to the life of the University or place any community member in danger. Disruptive or unsafe assemblies or demonstrations are strictly prohibited.

Responsibility to Ensure Safety and Security

The responsibility of maintaining peace and order rests primarily with the individual(s) or group(s) who organized the Event. All demonstrators are expected to comply with University policies and students are additionally expected to act in compliance with the provisions of the Code of Student Conduct.

During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counter-demonstrators or passersby. In all circumstances the right of others to personal expression must not be denied. Organizers should be aware that other demonstrations may also occur that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression. Accordingly, expression that is indecent, obscene or grossly offensive on matters such as race, age, ethnicity, religion, gender, disability, sexual orientation or other legally protected bases is inconsistent with accepted norms of conduct at the University and will not be tolerated.

In order to avoid any misunderstanding of what is a peaceful assembly or demonstration (permitted) and what is a disruptive or unsafe assembly or demonstration (prohibited), the following non-exhaustive list of characteristics is provided.

An assembly or demonstration is disruptive or unsafe if it includes any activity that:

- Places the health or safety of any member of the University community at risk
- Denies or unreasonably interferes with the rights of other students, faculty, or staff of the University, including the rights of others to demonstrate
- Employs force or violence or threatens force or violence against any persons or property
- Violates any ordinance or law.
- Creates a volume of noise that prevents members of the University community from carrying on their normal activities
- Results in actual or threatened destruction, damage or defacement of personal property
- Results in actual or threatened destruction, damage or defacement of University property, grounds or facilities.
• Congregates or assembles in any University building or on University property in ways that disrupts the University’s normal functions

• Occurs in a way that blocks entrances, exits, or passageways from or to any University building or vehicle traffic on or to the campus. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the University or local fire codes.

• Fails to comply with any other University policy or any other lawful directive, including a directive to cease the Event.

Disruptive or unsafe assemblies or demonstrations will be suspended or stopped immediately at the direction of the Villanova University Department of Public Safety in consultation with The Vice-President for Student Life or the University Provost or their designee. The University may also seek the assistance of local law enforcement to disband disruptive, unlawful or unauthorized events.

Responsibility to Conclude the Assembly or Demonstration

The length of any given assembly or demonstration may vary. Demonstrations will usually be permitted to continue until and unless University officials determine that University operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings.

At the conclusion of any assembly or demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the Event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to University administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved or both.

NOVA NIGHTS PROGRAMMING REQUESTS

Nova Nights provides a free or low-cost entertainment setting for those looking to have fun on Friday or Saturday nights. Nova Nights includes programs like live bands, comedians, poets, novelty acts, etc. that are alcohol free and sponsored by a student organization. Registered Student organizations can complete the Nova Nights Programming Grant by visiting the student organization website at villanova.edu/studentorgs.

For student organizations to be eligible for Nova Nights programming grants, student organizations should

• Submit an online application that can be found at villanova.edu/studentorgs.
• After the online application is reviewed by the Office of Student Involvement and SGA, the Office of Student Involvement will reach out to approved Nova Nights Grant recipients to schedule a meeting with student organization and advisor, as appropriate. If non-Villanova students or guests are present during the program than the student organization advisor must be present. During this
meeting event logistics will be discussed including but not limited to contracts, parking / Public Safety, on campus access, or dinning needs.
- Student organizations looking to host an event, should still register the student organization online by visiting the Villanova student organization website at Villanova.edu/studentorgs.
- Advertising for the event should include the student organization logo as well as the Nova Night logo.
- In order for student organizations to receive Nova Nights funding a post-event reflection should be submitted to the Office of Student Involvement. A follow up meeting can be scheduled after the Nova Nights programming to review the reflection as well as assist in the transfer of funds to the student organization account.

**CONFERENCES AND TRIPS**
The Office of Student Involvement encourages our student leaders to participate in outside professional conferences and other related professional experiences. All travel (whether to conferences, conventions, or field trips, etc.) must be approved in advance (generally recommended 3 weeks prior to the start of your conference) by the Office of Student Involvement. Student organization funding may be used, if available, to finance professional related experiences. Typical budget expenses that can be covered by student organization or Student Involvement include travel costs, which must be made through the Office of Student Involvement, conference fees, reasonable meal costs, or hotel costs.

After travel has been completed, all expenses must be listed by date and category of expenditure. In addition, receipts must be submitted for all expenses. All of this must then be submitted to the Office of Student Involvement as soon as possible after the trip has been completed. Remember that you will not be reimbursed for any conference expenses that were not approved in advance.

**VEHICLE RESERVATION**
As per the Public Safety Van Fleet policy, University Vehicles should only be used in furtherance of the purpose for which they are reserved. The intended use of University Fleet Vehicles is to transport Villanova University students, employees and registered volunteers to and from University sanctioned activities and events. Driving University Vehicles for personal use if prohibited. Any unauthorized use of the vehicles or use for other than the stated purpose may result in loss of privileges as well as losing privileges for their group. All drivers of vehicles must be certified through Public Safety. Only those who have completed the driver training are eligible to drive University vehicles. Passengers riding in University vehicles should complete the necessary waivers as appropriate.

Visit the Office of Student Involvement in Dougherty 102 for guidance on how to reserve a University vehicle and how to obtain the appropriate waiver for the vehicle reservation. Note that a Fleet Trip Itinerary must be submitted one month in advance for all trips over 200 miles one way for approval by the Director of Parking and Transportation or his/her designee. The itinerary must be completed and submitted prior to
the van reservation being approved, and must provide details as to routes, travel times, drivers, and rest periods. Given the distance of travel, approval of the itinerary by the Director of Parking and Transportation is required prior to the van reservation being approved. A student and student groups prior driving performance will be taken into consideration for vehicle reservation approval. Refer to the Public Safety Van Fleet policy for a full outline on Villanova University vehicle requirements.

**Zipcar Usage Notice**

Zipcars are available on South Campus. Without prior approval from the Office of Student Involvement, students will not be reimbursed for any Zipcar charges including but not limited to membership fees, rental fees, mileage, gas, damages, etc. Students are encouraged to reserve university vans for student organization travel.

**VILLANOVA CHALLENGE COURSE**

The Villanova Challenge Course offers student organizations a unique opportunity to develop leadership skills through hands-on team-building exercises. The on-campus course consists of a series of direct experiences including group activities, group problems to solve and a unique series of mental and physical challenges. The Challenge Course Programs train students in team skills, leadership, confidence, and personal and interpersonal effectiveness. Challenge Course programs are one of the important ways that Villanova University accomplishes its mission of helping students become self-confident, responsible individuals prepared to live a purposeful life. Among the many benefits of Challenge Course programs:

- Build life skills in cooperation, communication, and leadership.
- Raise appreciation and respect for differences within the group.
- Develop abilities in group decision-making and problem solving.
- Raise self-esteem and foster confidence.
- Allow for the practice of new skills, with feedback.
- Develop respect for others' opinions in discussion.

Student organizations may receive a free 2-hour team building session if booked for a time between Monday-Friday during business hours. If you are interested in finding out more about the Villanova Challenge Course and its programs, please contact Steve Koch at 610.519.4214 or at stephen.koch@villanova.edu.
STUDENT ORGANIZATION PUBLICATION POLICY

Preamble
The goal of all student publications is to give students the opportunity to develop and polish skills in communication, to express opinions, and to inform, enlighten, and amuse the University community. University support of student publications implies honesty, responsibility, and sensitivity in writing and editing.

Under University Guidelines for University-Sponsored Publications, all publications must conform to all applicable state and federal law, may not be inconsistent with their setting in a Catholic University, and must include honest, accurate, and fair reporting.

Purpose
The purpose of this Student Organization Publication Policy is to establish guidelines for publications by student organizations and other student media organization expression.

Central to a university is the conception, sharing and promulgation of ideas and information. Education of this nature flourishes in an environment of free expression where the institutional community dialogues with itself and other parties outside the University. John Paul II’s Ex Corde Ecclesiae states, “The source of [a Catholic university’s] unity springs from a common dedication to the truth, a common vision of dignity of the human person, and ultimately the person and message of Jesus Christ, which gives the institution its distinctive character.” In a Catholic university setting, this discourse must always be respectful and charitable. The University expects its publications, broadcast venues, and any other form of student organization medium to approach discourse with mutual respect, intellectual rigor, moral integrity, and accepted standards in journalism. An accurate and honest dialogue must ensue while the parties involved maintain a commitment to the community of Villanova University, its mission and its Catholic heritage.

Discourse of ideas and information is realized in countless forms including, but not limited to, student publications such as articles, radio broadcasts, television, student organization promotional materials, student organization blogs or social media posts, or internet broadcasts that are published by student organizations. Likewise, within each of these media, are countless outlets for further expansion of a particular discourse - advertisements, cartoons, comics, and humor segments. It is the obligation of each medium to aid the University and its constituents in promoting discourse and advancing the exchange of ideas and information. Each medium allows members of the University the opportunity for self-reflection and criticism, an openness to opposing perspectives, as well as a window for further development. In expanding viewpoints and perspectives rather than limiting them, an environment of free expression with numerous media approaches the institution’s goal of the pursuit of truth.

Policy
All publications must conform to the standards articulated in the Preamble and Purpose. All state and federal laws that are applicable to publications or expression by any institutions or by individuals are also applicable to Villanova University. Fraudulent, obscene or libelous publications or expression may expose
the University to civil or criminal liability. Accordingly, every possible effort must be made to avoid such expression. Publications or expression that include unlawful activity, or activity that endangers or imminently threatens to endanger the safety of any member of the community or of any of the community’s physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction, are unacceptable. Likewise, publications or expression that are indecent, obscene, demeaning, threatening, harassing, or offensive on matters, including but not limited to, race, ethnicity, national origin, religion, gender, disability, age, or sexual orientation, are unacceptable in the Villanova community.

**Use of Materials**

As members of student organizations, students may be offered and/or provided certain rights or privileges by Villanova, including, without limitation, funding for certain programs and/or access, permission or passes to certain venues, locations, events, programs or interviews. Students shall use any rights or privileges offered or provided by Villanova solely for the benefit of the student organization and solely for the purpose of fulfilling the responsibilities and obligations of their role within their respective student organization.

Student organizations should use content created by Villanova students. Unacceptable content and content that is illegally or improperly obtained as listed in the Policy section is not permitted for publications by student organizations and other student media organization expression. To the extent that student organization members have intellectual property rights in technology or other materials contained in any of the student created content, students grant Villanova non-exclusive license to use such technology or materials in connection with the content. Students may use their own student created content for non-commercial personal use in compliance with applicable law and University policy.

**Archive of Publications**

Please refer to the University Retention Policy for guidelines. The recommended practice for student organizations is that after a period of 5 years student content such as images, articles, videos, should be taken down from websites.

**Complaint Procedures**

Any member of the University community may submit a complaint against a student publication, student organization, or individual when the complaining organization or individual reasonably asserts that the terms or spirit of this policy have been violated. Complaints arising under this policy should be submitted to the Director of Student Involvement who will forward complaint(s) to the Vice President for Student Life, or designee. The Vice President for Student Life may convene a Publications Advisory Board to obtain greater clarity on the complaint. The Vice President for Student Life, or designee, will ultimately determine whether this policy has been violated and the outcomes for any such violation.

In the event of convening the Publications Advisory Board (the Board) as defined below, the duty of the Board will be to advise the Vice President, or designee, concerning the allegations made under this policy.
• The Publications Advisory Board may vary, but generally will be comprised of the following:
  o 2 student members
  o 3 faculty / staff members

The Vice President for Student Life, or designee, will designate a Chair of the Board.

• The Board shall meet at its earliest opportunity after being convened, but no later than two weeks after being convened (unless approved by the Vice President for Student Life or designee).
• The Board shall gather information from any relevant sources as appropriate in order to understand fully all of the facts and circumstances surrounding the allegations related to the publication or expression, including but not limited to hearing from both the complaining party as well as the “offending” party or parties. The Board may also consult an expert from the field.
• Upon receiving the recommendations of the Board, the Vice President for Student Life, or designee, shall take this recommendation into consideration and determine the final outcome for the violation in question. The Vice President, or designee, are not required to follow the recommendation of the Board. The Vice President, or designee, in addition to the other conditions that student organizations must comply with, shall take appropriate action, which may include one or more of the following outcomes: educational training, loss or privileges to publish content, removal of content to comply with Purpose section of this Student Organization Publication Policy, Organizational Probation, or Loss of Recognition. At any time, the Dean of Students Office may also issue disciplinary sanctions to individuals or the organization as a whole, as outlined in the Code of Student Conduct.
• After review, the Vice President for Student Life (or designee) will issue a decision which will be final and binding.

ADVERTISING / POSTING NOTICE

With respect to informing the University community of various lectures and programs by means of posters or flyers, the following criteria have been established. Posters announcing an approved University or student group sponsored event will be approved provided the criteria set forth in this policy are met.

• All posters must be sponsored by a recognized University office or student group, whose name will appear on the poster.
• Posters that speak to issues contrary to the teachings of the Church may be posted, if the poster encourages intellectual discussion and unfettered inquiry of the issues.
• Poster approval does not imply University endorsement. Posters will be stamped by the office responsible for the student group. Campus Ministry, Office of Fraternity and Sorority Life, Peace & Justice Education, Residence Life and Student Involvement may all stamp posters with their own stamps. Other University departments and offices, as well as non-student group posters will receive approval through the Office of Student Involvement. Approval stamps must include the notation “Approved for Posting - Approval Does Not Imply University Endorsement.”
Posters will not be approved if any of the following apply:

- The message asserts or implies official University approval of any viewpoints expressed.
- The message offends community standards of good taste.
- The message contains language or symbols which are abusive or demeaning to specific social groups.
- The message denies respect for the dignity of individuals.
- The message appears libelous.
- The message encourages the sale or use of alcohol or promotes establishments selling alcohol.
- The message promotes or facilitates any aspect of substance abuse.
- The message encourages or seeks to incite specific illegal acts.
- The message promotes goods or services sold for personal profit or which are sold by off campus persons or companies who are not sponsored by a University office or recognized student group.
- The message promotes non-campus related activities of commercial sponsors. (Posters promoting activities and events of other non-profit institutions and organizations may be approved in limited numbers provided they do not violate the other criteria listed here.

**Posting Locations**

Posters may be placed in designated areas only and never on painted surfaces, walls, glass windows or doors. Posting guidelines for each campus building can be found in 102 Dougherty Hall. If you have any questions about a particular building, please ask in the Office of Student Involvement – 102 Dougherty Hall or email studentinvolvement@villanova.edu.

**Printing**

All student organization advertising which is prepared for distribution or posting on campus must have the "Approved for Posting" stamp on it. iPrint offers copying service to student organizations and other interested persons.

Off-campus printing locations should not be used unless the service needed is not offered in a reasonable fashion through the University Graphic Services. If you need help in selecting an outside firm, please consult with the Office of Student Involvement in 102 Dougherty Hall.

**Banners**

Groups who wish to hang a banner on campus (front of Dougherty Hall, Connelly Center, etc.) must be approved in by the Office of Student Involvement. Banner space will be reserved on a first come first serve basis. Groups are responsible to provide all needed supplies. Facilities management will hang banners for up to one week or approved period of time by Student Involvement. Please visit 102 Dougherty Hall for assistance in submitting a facilities request to hang banners.

**Residence Hall Windows**

Windows should not be blocked under any circumstances. Windows should not be used as a method of access or egress, except in case of emergency. Removal or tampering of window screens from rooms or
common areas, or the opening or tampering of security screens, is prohibited. Students in violation of this policy may be fined and/or referred for disciplinary action.

Students may not post, hang, or display signage, flags, decorations, lighting, or any other items in, on or around residence hall windows, window coverings, or common area windows and items on sills should not face outwardly through windows. If students violate this policy, Residence Life will typically inform the student(s) that the material must be removed immediately. Failure to comply with this policy or with directions for removal may result in disciplinary action. The University reserves the right to remove and/or confiscate items that violate this policy at any time.

**Chalking Policy**

Chalking is prohibited in any area on campus. An exception may be made by the Office of Student Involvement for directional chalk for 5k runs/walks.

**Lights in the Quad**

Requests for changing the light bulb color in the Quad for awareness events such as Breast Cancer Awareness monthly must be requested through the Office of Student Involvement.

- Only recognized student groups may request this (no off campus groups will be permitted)
- The request will be for a minimum week, maximum two weeks because of the time required to change the bulbs
- The first two lights on either end of the Quad will be the only bulbs lit in the requested color
- Students must provide the colored gels (lights). These can be ordered in advance through Facilities but paid for by the student club.

**Table Tent Procedures**

Table tents are advertisements that sit on dining tables or within the napkin holders within Dining Services. In order to use table tents in the dining halls. See Posting Location Guidelines in Appendix for more information.

**Posting Compliant Procedures**

Any member of the University community may submit a complaint against a student publication, student organization, or individual when the complaining organization or individual reasonably asserts that the terms or spirit of this policy have been violated. Complaints arising under this policy should be submitted to the Director of Student Involvement who will forward complaint(s) to the Vice President for Student Life, or designee. The Vice President for Student Life may convene a Publications Advisory Board to obtain greater clarity on the complaint. The Vice President for Student Life, or designee, will ultimately determine whether this policy has been violated and the outcomes for any such violation.
MULTIPLE LEADERSHIP POSITIONS

The assumption of multiple, high-level leadership positions by students can be problematic due to the high level responsibilities of the positions below. Students should not concurrently hold more than one of the following positions:

- Editor-in-Chief of the Villanovan
- Editor-in-Chief of the Belle Air Yearbook
- Festival Director/Management Team of Special Olympics
- Head Resident
- Fraternity/Sorority President
- Station Manager of WXVU
- Executive Board Member of the Campus Activities Team
- Student Chairperson of the New Student Orientation Program
- Administrative Coordinator of the New Student Orientation Program
- President and Vice President of the Student Government Association
- President of the Inter Fraternity, Multicultural Greek Council, or Pan-Hellenic Council
- President of the Blue Key Society

STUDENT ORGANIZATION SOCIAL POLICY

Purpose

The purpose of this policy is to support Student Life student organizations through the social event planning process that is designed to protect Villanova University student organizations, their members and guests by ensuring that student organizations are following all state and local laws, Villanova University policies, and (inter)national organization policies that are applicable to Greek-letter organizations. It is the responsibility of student organizations hosting social events to properly plan in order to meet the requirements and deadlines in this policy. This policy applies to social events planned by student organizations at approved third party venues and / or on Villanova University property.

Social Event Requirements

A. A social event is a general term that includes, but is not limited to, formals, date parties, and mixers hosted by student organizations at approved third-party venues or on Villanova University property, and where alcohol is served.

B. Student organizations proposing to hold social events must be in good academic, social, and disciplinary standing as determined by the Director of the sponsoring department. Greek-letter organizations must also be in good standing by their (inter)national organization.

C. All social events must be registered and approved by the Director of the area sponsoring the student organization or their designee.

   a. The social event date registration should take place no later than 6 weeks prior to the event and will be reviewed by the Director or their designee of the area recognizing the student organization.
b. If the student organization is hosting a social event at a third-party venue, all necessary paperwork required to host a social event at a third-party venue includes the list below and is due at least 3 weeks prior to the event, in order to allow the documents to be reviewed by the Office of Risk Management to determine compliance. Social events that are not in compliance may be cancelled by the sponsoring office of the student organization.

   i. Required documents for social events held at third-party venues

      1. Student Life Venue Agreement
      2. Venue contract
      3. Certificate of insurance
      4. Copy of the Third-Party Vendor Liquor license

D. Student organization leaders shall attend a Social Monitor training hosted by Student Life to assist with the planning and well-being of students during the social event. All social monitors shall sign the Social Monitor Responsibility Agreement prior to the event. If a student organization does not have enough social monitors by the time of the event (in accordance with this policy), the event may be canceled.

   a. Social monitors are defined as currently enrolled full time Villanova University student members of the sponsoring student organization(s) who are free of the influence of any substance (including alcohol and non-therapeutic drugs) during the social event and hours leading up to the social event. These students assist the student organization social chair (or equivalent) in organizing the logistics of the social event, including loading and unloading of buses, monitoring bus behavior while traveling to and from the venue, monitoring members and guests, and arranging rides for those who need to leave the venue prior to the end of the social event. A minimum number of social monitors sufficient to represent at least 10% of the total attendees shall be present at each event. In the case of events sponsored by two organizations, the total number (i.e. 10% of the total attendees) of social monitors required should be distributed across both sponsoring organizations. Greek-letter organizations shall follow Office of Fraternity and Sorority Life guidelines relating to social monitors.

E. The host student organization(s) shall compile a list of those attending the social event including guests and social monitors, to the area recognizing the student organization.

F. Failure on the student organization’s part to submit dates and complete forms by deadlines may result in cancellation of the event resulting in the student organization being responsible for any costs related to event cancellation.

G. Student organizations may plan social events at an approved third-party vendor or Villanova University locations, on dates provided by the Division of Student Life.

H. No more than two (2) social events may take place during any given day.

I. No events may occur on Sundays, during midterm/final weeks, on reading days, during recruitment periods, during New Student Orientation, or during breaks as defined by the Villanova University academic calendar. Other times may be determined by the sponsoring department.

J. Venues must be within a one hour driving distance from Villanova University.

K. Social event overnight trips are not permitted.
L. If Villanova University is closed due to inclement weather, or if all evening classes are cancelled, the social event will also be cancelled.

M. If a social event is serving alcohol, a reasonable amount of food must be present for all attendees. Non-alcoholic drinks must also be available to any guest.

N. Venues must agree to the terms listed on the Student Life Venue Agreement.

O. Venues shall cease serving alcohol 30 minutes before the end of the event and shall not serve shots, champagne, or any common container beverages (i.e. jungle juice). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served. No open bars are permitted.

P. Student organizations are not permitted to spend University budget monies on social events. Student organizations are responsible for financing their own social event and may use their student organization savings account funds with authorization from their respective recognizing area. Villanovatix.com is available for student organizations to sell tickets and receive payment for social events. However, Fraternity and sorority chapters within the Office of Fraternity and Sorority Life are not permitted to utilize Villanovatix.com for social events.

**Transportation**

A. The student organization(s) are responsible for coordinating third-party transportation between the University and the third-party venue, with a Villanova University approved or preferred vendor, as provided by the Office Risk Management.

B. The student organization(s) will further ensure there is a seat available for each person in attendance on the transportation vehicle(s).

C. All buses will normally pick up and drop off in the West Campus loop by Garey Hall, unless otherwise directed by appropriate University staff.

D. At least two (2) social monitors should be assigned to oversee each bus to verify guest list and monitor bus behavior while traveling to and from the venue.

E. Social monitors present at bus pickup (i.e. before departure to the event) have the right and responsibility to refuse entrance to any guest for, among other reasonable causes, appearing visibly under the influence of alcohol, having or reasonably appearing to have alcohol or drugs in their possession, or falsely representing their identity for the purpose of gaining entrance to the event.

**Emergency Information**

The following resources are available and should be used when dealing with an emergency:

A. For an on campus emergency, call Villanova Public Safety at 610.519.4444

B. For an off-campus emergency, call 911

C. Villanova University’s Sexual Assault Resource Coordinator (SARC) Team: 484-343-6028

D. Villanova University Anonymous Crime Reporting: 610-519-6999

E. The sponsoring office of your student organization

F. Your student organization advisor
Student Organization Social Policy Check List

In order to plan and host a social event, please complete the following tasks by the applicable deadline

**At Least 6 weeks before the event**

___ Visit Villanova.edu/studentorgs to submit your preferred and alternate social event date.

**At least 3 weeks before the event**

___ Submit all necessary documentation for your Student Organization Social Event that includes the following on the Student Organization Social Event Paperwork Upload form on VU Groups:

   ___ Vendor Contract
   ___ Villanova University Third Party Agreement
   ___ Certificate of Insurance
   ___ Liquor License

___ Villanovatix Form as applicable

**7 days before the event**

___ Student organization leadership reviews the requirements and expectations set out in the social policy, as well as any inter/national expectations and policies at your latest student organization meeting. For Greek-letter organizations, student organization leadership reviews the requirements and expectations of the Office of Fraternity and Sorority Life and their (inter)national organization.

___ Ensure the appropriate number social monitors signed the Social Monitor Responsibility Agreement.

___ Check-in with the office recognizing the student organization to discuss logistics of the event.

___ Call to confirm your reservations with the appropriate vendors.

**Day of event**

___ Provide the office recognizing the student organization with a list of all individuals attending the event by 3 p.m. (or by 5 p.m. on Friday if the event occurs on Saturday)
Chapter 4: Student Organization Community Standards

Student organizations, their officers, and members may be held collectively or individually responsible for violations of the Code of Student Conduct or the specific regulations governing student organizations. While group membership shall not serve to release an individual from personal responsibility, collective group responsibility may be found for some violations committed by individual group members at the University’s discretion. Please see the Code of Student Conduct in the Student Handbook for more information.

COMMUNITY STANDARDS FOR STUDENT ORGANIZATIONS

Student organizations, their leaders, and members are called to exemplify the values of our Augustinian community. As such, any violation of this manual or the Code of Student Conduct is taken very seriously, and both the individuals involved and the student organization may be held accountable for actions that violate these policies. In some instances, the Office of Student Involvement may deem it necessary to review an organization’s recognized status, operations, and procedures. When matters in question arise, the Office of Student Involvement may notify the advisor, as appropriate. Villanova University reserves the right to take actions it deems appropriate with respect to actions or activities undertaken by any student organization. Student organizations found in violation of the policies in this manual or the Code of Student Conduct shall be considered for Organizational Probation, Organizational Suspension, and/or Loss of Recognition, among other outcomes. The decision for administrative outcomes against an organization shall be made by the Director of Student Involvement or his/her designee (here and afterwards referred to as “Director”). Additional information related to student organization disciplinary action is located in the Villanova University Student Handbook.

In cases where a student organization and/or its members behave in a manner unbecoming of a Villanova student and/or in violation of student organization or University policies, the Office of Student Involvement may render an outcome including but not limited to additional required trainings, community service, loss of social events, Organizational Probation, Organizational Suspension, and/or Loss of Recognition, among other possible measures. In some cases, the Office of Student Involvement may consult with students, faculty, or University officials in determining outcomes.

When a student organization may be in violation of a University policy found in this Student Organization Manual or the Code of Student Conduct, the student organization may be referred to an administrative process, or other University processes as determined by the Director. During an administrative process, the student organization will be represented by the current president or equivalent of the organization. At any time, the Dean of Students Office may also pursue disciplinary action under the Code of Student Conduct separate and in addition to the process rendered by the Office of Student Involvement. The Director will review the violation in question with the student organization president and additional student organization leaders as appropriate. The matter will be reviewed in a manner chosen by the Director to ensure fairness to all involved. As part of the process, an investigation at the discretion of the Office of Student Involvement in collaboration with University partners, may take place. After reviewing the
violation(s) in question, if a student organization denies responsibility or the facts of the matter are in question, the Director may issue a finding or call a Community Standards Panel (here and after referred to as "panel") to review the matter and render a decision on responsibility. The Director will follow the same general guidelines and preponderance of evidence as the panel. The panel will include three committee members: two Student Life staff and / or faculty members, and a current Villanova student. Any complaint referred to a panel will be heard in a timely manner. During the panel, the student organization will have an opportunity to present relevant information related to the violation(s) in question. The panel will ask questions in an effort to gain a full understanding of facts surrounding the matter. Before the panel concludes, the student organization may offer final comments to the panel. Subsequently, and in private, the panel will determine if the student organization is responsible for the violation(s) in question. Finding of responsibility will be determined by the preponderance of evidence and by a majority vote. The panel will communicate this decision to the Director, who will then render an appropriate outcome.

In cases where student organizations receive Organizational Suspension or Loss of Recognition, student organizations have the right to appeal on the grounds of disproportionate outcome. Other outcomes are not subject to review. The Vice President for Student Life will review the appeal from the student organization president. A letter must be sent by the student organization president to the Vice President for Student Life no later than 10 days after the outcome was given to the student organization. The letter must include the name of the student organization, rationale for the appeal, and any documentation that supports the organization’s appeal. Any outcomes assigned to the student organization will remain in effect through the appeal process. After review, the Vice President of Student Life will issue a decision which will be final and binding.

STUDENT ORGANIZATION OUTCOMES FOR VIOLATIONS OF UNIVERSITY POLICIES

Student organizations must be in good standing to fully receive the privileges of a registered student organization. Student organizations in good standing must adhere to all University and Student Involvement policies contained within the Student Handbook and within this Student Organization Manual, must meet all criteria for maintaining status as a registered student organization as outlined in this Student Organization Manual, and must adhere to all federal, state, and local laws. As members of a Catholic and Augustinian University, each Villanovan is responsible for creating a community where mutual love and respect for individual differences guide our community life. Maintaining these community ideals is the responsibility of every member of the University community. Students, staff and faculty should, through their behavior, reinforce the ideals and encourage all members of the community to do likewise.

- Villanova University is a welcoming community, where in the spirit of Augustine, each member greets guests warmly and acknowledges each other as colleagues engaged in mutual service to our students and their parents. Respect for all is powerfully affirmed.
- Villanova University is an educationally purposeful community which acknowledges learning should be a primary goal of every activity and interaction. Villanova University believes each member of our community both teaches and learns from every other. It is in this unifying context
that Villanovans must approach each other. Teaching and learning in this Catholic-Christian environment are paramount.

- Villanova University is a selfless community, a place where individuals acknowledge and accept their responsibility to sacrifice self-interest for the common good, and where the universal values of integrity, compassion, and humility guide decision making at every level of the institution.
- Villanova University is a just community, a place where the sacredness of each person is honored, where favoritism, bigotry, and discrimination are categorically rejected.
- Villanova University is a caring community, a place where the well-being of each member is sensitively supported, where service to others is strongly encouraged.
- Villanova University is a celebrative community, which affirms the Catholic, Augustinian charism and our collegiate tradition.

Failure to adhere to all University polices found in this Student Organization Manual as well as the Student Handbook may result in the Student Organization facing outcomes at the discretion of the Office of Student Involvement and, when applicable, in collaboration with other University partners.

Outcomes are assigned by the Office of Student Involvement if a student organization is responsible for a violation of University policy, as outlined by the processes set forth in this manual. At any time, the Dean of Students Office may also issue disciplinary sanctions to individuals or the organization as a whole, as outlined in the Code of Student Conduct. The Office of Student Involvement can assign one or more of the following outcomes, in addition to other conditions that student organizations must comply with.

Organizational Warning
An Organizational Warning is a notice acknowledging that a policy has been violated, and further non-compliance may result in more severe outcomes. Warnings are typically assigned for minor, first-time violations that do not have a significant impact on the organization or the University.

Educational Outcomes
Educational outcomes include trainings, workshops, seminars, and other programs designed to be educational in nature. Educational outcomes may be assigned in conjunction with or in lieu of another outcome.

Required Service
Service projects or service hours may be assigned to a student organization if it is deemed that such an assignment would have the most impact on the organization. Required service may be assigned in conjunction with or in lieu of another outcome.

Restitution
Financial restitution may be required for a number of reasons, including but not limited to if an organization causes damage to office, a room it reserved, or other University property.
Organizational Probation
Organizational Probation is typically assigned when a policy of a more serious nature has been violated or when minor policies have been violated more than once. Organizational Probation is for a specified period of time and further violations committed by an organization while on Organizational Probation will result in more severe outcomes, including but not limited to Organizational Suspension or Loss of Recognition. Additionally, the Office of Student Involvement may require additional conditions be met during or after the period of Organizational Probation.

Loss of Privileges
Loss of Privileges includes the loss of one or more privileges of being a recognized student organization. This outcome is generally for a specified period of time. Examples of privileges that can be lost include, but are not limited to, access to the Student Organization’s financial account, access to the organization’s web space, the ability to reserve rooms on campus, the ability to apply for funding from the Office of Student Involvement, fundraising activities, social events, access to office space, among others.

Organizational Suspension
Organizational Suspension is when a student organization is deactivated for a specified period of time. This outcome is assigned when major violations of policy occur that have a significant impact on the organization and the University. During the period of Organizational Suspension, an organization may not operate in any way. Additionally, the Office of Student Involvement may require conditions be met in order for an organization to return to active status after an Organizational Suspension.

Loss of Recognition
This outcome is typically assigned in the most serious violations that have a significant impact on the University, the organization, and the organization’s members. This outcome can also be issued when an organization continually violates policies. Student organizations that have lost recognition may not organize or sponsor any event or activity that promotes, or gives the impression or appearance that they are an operating organization. This includes, but is not limited to, advertising, posting, publishing, soliciting, recruiting and/or welcoming new members, and fundraising or assembly on campus. Such activities will be viewed as violations of University policies, and those students engaging in this activity will be held accountable.

EXCEPTIONAL CIRCUMSTANCES
In exceptional circumstances, the Office of Student Involvement may become aware of an organization whose continued participation within the University community may pose a risk to the students or others, or may pose a pending risk of disruption to normal campus operations. If the Director of Student Involvement reasonably believes such a threat is posed, a Cease and Desist Order may be issued until such time that the University can carry out the processes outlined in this Manual to determine what, if any, final outcomes will be assigned.
Notification of a Cease and Desist will be sent to the student organization president and advisor. The notification will include information regarding the alleged behavior that provided the rationale for the interim action. A Cease and Desist Order is where, until further notice, the organization is not permitted to operate in any way. The student organization may not organize or sponsor any event or activity that promotes, or gives the impression or appearance that they are an operating organization at Villanova University. This includes, but is not limited to, advertising, posting, publishing, soliciting, recruiting, new member education, fundraising, or assembly. Such activities will be viewed as violations of University policy, and those students engaging in such activity will be held accountable.
Appendix

PETITION TO START A NEW STUDENT ORGANIZATION
We, the undersigned students, hereby petition the Office of Student Involvement of Villanova University to recognize:

Organization Name: _____________________________________________________________________

Membership in this organization shall be open to all students regardless of race, creed, religion, national origin, sexual orientation, or age who are in good disciplinary and academic standing as certified by the Vice President for Student Life and the Office of the Provost.

Activities of this organization shall be in accordance with the mission of Villanova University and the policies and procedures of the University. Please return this petition to the Office of Student Involvement where it will be reviewed by a professional staff member with your one-page proposal outlining the student organization's mission and goals.

Proposed organizations should have at least twelve interested members before considering being recognized by the Office of Student Involvement. Please collect the name, signatures, and email addresses of twelve interested members as well as the proposed student organization advisor.

SAMPLE CONSTITUTION AND BY-LAWS
Article I: Mission and Purpose

Section I: Name

The name of the organization will be (Organization name) and herein referred to as the (Organization name).

Section II: Mission and Purpose

State the mission/purpose of your new organization. What does your organization add to the Villanova community? What makes your organization different from any other organization already in existence at Villanova?

Article II: Membership

Section I: Members

Suggested language: Membership in the (Organization name) is open to any Villanova matriculated student, who is in good academic and disciplinary standing. Membership in the (Organization
name) is maintained through active participation in the organization as provided for in the By-Laws.

Section II: Creating a Community of Respect

From Student Life’s Statement on Creating a Community of Respect:

As members of a Catholic and Augustinian University, each Villanovan is responsible for creating a community, where mutual love and respect for individual differences guide our community life. As a member of this community:

1. Our student organization will work to create a welcoming community where the dignity of each person is valued and respected.

2. Our student organization is committed to an educational environment where teaching and learning are at the center of who we are and what we do.

3. Our student organization will embrace selfless action in the interest of the common good with integrity, compassion and humility guiding our decisions and behavior.

4. Our student organization will acknowledge that respect, justice and love define us as a community and are the standards by which we measure the success of our interactions.

5. Our student organization will contribute to the community through active participation in campus life and service to others.

Section III: Non-discrimination

Membership in the (Organization name) will not be limited to persons based on their gender, sex, race, color, religion, national origin, age, sexual orientation, or disability.

Article III: Student Organization Governance

The student leaders of the (Organization name) will be specified in the By-Laws and selected on an annual basis as provided for in the By-Laws.

Section I: Executive Board

The executive board will establish and enforce University Policies as found in the Student Organization Manual in the Office of Student Involvement, approve all activities, supervise operations, and provide leadership development for members.

Section II: Membership of the Executive Board

The membership of the Executive Board will consist of the officers and additional members outside of officers if called for as specific in the By-Laws.
Section III: Student Organization Meetings

A quorum, which is defined as two-thirds of the membership of the executive board, is necessary in order to conduct business at any student organization meeting. The executive board will have meetings on a regular basis as determined in the By-Laws. Any member of the University Community or other invited guest may attend an Executive Board Meeting.

Section III: Advisor

In order to retain recognition as a student organization, each student organization must have an active advisor. The advisor of the (Organization name) will jointly be selected by its executive board, and the Office of Student Involvement, and the proposed advisor. The advisor must be a member of the Villanova University community such as a full-time faculty member, administrator, or staff member of the University and is responsible for the organization as provided for in the By-Laws.

Advisor status is contingent upon mutual agreement between the organization and the Advisor. The advisor, student organization leadership, and the Office of Student Involvement should jointly and periodically review the advisor's performance. If students should wish to change the Advisor, they should contact the Office of Student Involvement who will arrange a meeting among the current Advisor, student organization leadership, and the Office of Student Involvement to assist in the process and transition. Advisors are non-voting members of student organizations.

- The advisor should be knowledgeable of the organization's mission and goals as well as this Constitution to assist the student organization.
- The advisor should be aware of the organization’s meetings and activities. He/she need not attend or implement all of these activities but a frequent visit is appropriate.
- The advisor should meet with the executive committee of the organization a minimum of once per month during the academic year.
- The advisor should obtain minutes of all organizational meetings for review.
- It is generally recommended that an advisor should be at an event, conference, or program that is 300 miles away from campus.
- The advisor MUST be present at:
  - Any organization function held on campus, at which alcohol is served.
  - Any outdoor event held on campus.
  - Any event while non-Villanova students will be present.
- The advisor is encouraged to discuss the annual report that is filed each Spring Semester with the Office of Student Involvement.
Section IV: Budget

The (Organization Name) budget will be administered by the executive board and monitored by the Student Organization position in collaboration with the Advisor and the Office of Student Involvement.

Section V: Performance

Student organizations, their leaders, and members are called to exemplify the values of our Augustinian community. Any infraction of the (Organization Name) Constitution, these By-Laws, and/or failure to adequately carry out job functions by an Executive Board Member will constitute deficient performance. Any member in good standing with (Organization Name) may bring charges in writing to the President. A student is determined if they are in good standing with the organization through a collaboration between the Office of Student Involvement, the President, and the Advisor. In the event that the President is being charged, the Student Organization position will carry out the proceedings. Any such member’s status will be subject to review according to the following procedures:

A. The president of the student organization will convene a meeting with the student organization member in question, the Office of Student Involvement, the Advisor, and two additional members of the student organization executive board (herein referred to as the Panel) to discuss the alleged violation. During this meeting, the student organization member in question will have an opportunity to present relevant information related to the violation(s) in question. The Panel will ask questions in an effort to gain a full understanding of facts surrounding the matter. Before the meeting concludes, the student organization member in question may offer final comments. Subsequently, and in private, the Panel will determine if the student organization member is responsible for the violation(s) in question. Finding of responsibility will be determined by the preponderance of evidence and by a majority vote of the Panel. The President of the Student Organization will then render one or more of the appropriate outcome(s) including but not limited to a probationary period, educational outcomes, restitution, loss of privileges, or loss of responsibilities. Any outcome will be documented in writing with copies sent to the student organization member, advisor, and the Office of Student Involvement.

B. If the student organization member in question is the President of the organization, the issue will be brought up as the first order of business at the next Executive Board meeting by the Student Organization position. The Executive Board, Advisor, and a staff member from the Office of Student Involvement will ask questions in an effort to gain a full understanding of facts surrounding the matter. Before the meeting concludes, the student organization member in question may offer final comments. Subsequently, and in private, the Panel will determine if the student organization member is responsible for the violation(s) in question. Finding of responsibility will be determined by the preponderance of evidence and by a majority vote of the Panel. The Student Organization position will then render one or more of the appropriate outcome(s) including but not limited to a probationary period, educational outcomes, restitution, loss of privileges, or loss of responsibilities.
Any outcome will be documented in writing with copies sent to the student organization member, advisor, and the Office of Student Involvement.

C. In cases where student organizations receive loss of responsibilities, students have the right to appeal on the grounds of disproportionate outcome. Other outcomes are not subject to review. The Director for Student Involvement will review the appeal from the student organization. A letter must be sent by the student organization president to the Director of Student Involvement no later than 10 days after the outcome was given to the student organization. The letter must include the name of the student organization, rationale for the appeal, and any documentation that supports the organization’s appeal. Any outcomes assigned to the student will remain in effect through the appeal process. After review, the Director of Student Involvement will issue a decision which will be final and binding.

Article IV: Amendments

Amendments to this constitution may be proposed in writing by any member of the executive board at any regular meeting of the board. A proposal presented at a regular meeting will be voted on no sooner that next regular meeting and will become effective upon approval by two-thirds majority vote.

Article V: Ratification

This constitution will become effective upon approval by two-thirds of the voting members at a regular meeting. Ratification becomes complete upon approval of the Director of Student Involvement. This constitution when ratified will supersede any existing documents.

By-Laws

We, the members of the (Organization name) do hereby establish these By-Laws to facilitate effectiveness and efficiency in the on-going operation of the organization.

Please answer the following questions below to formulate your by-laws.

Section I: Student Organization Membership

The general body of the (Organization Name) will be the support of the organization that is open to all matriculated Villanova students.

How often will the general body meet? Weekly, biweekly, monthly, etc.? Where will the meetings take place? Will they be in the same place every time? What is the minimum requirement needed in order to obtain membership in this organization? Is there a sign-up/application process? Are there fees associated with membership? How will the vote / have an input in student organization governance?

Section II: Executive Board

The Executive Board will be the governing board of (Organization Name) whose goal is to (state goal).
A. Executive Board Membership

Outline your leadership structure. Who can serve on the executive board? Does an individual need to be a member of the organization for a certain amount of time before joining the executive board? What are the responsibilities of each member on the executive board? How long is each term for the executive board? Who hosts general body meetings?

B. Selection of the Executive Board

What is your process to elect new leadership? How often will executive board members be elected or selected? Is it an annual process? Will it be the majority vote amongst all of the members? Is the previous executive board involved in the selection process?

C. Vacancies

What should happen if an executive board member can no longer serve in their role? Who steps in to take their place? Will members vote again, or will someone be appointed?

D. Meetings

How often will your executive board meet? Weekly, biweekly, monthly? Who runs the meetings? How are topics raised during the meeting? Who and how many executive board members are expected to attend in order to conduct official executive board meetings?

Section III: Advisor

Who is your advisor? What do you see their relationship looking like with the organization? When will the officers meet with the advisor regularly?

____________________  ______________________  ________________
Student Name         Student Signature        Title
____________________  ______________________  ________________
Student Involvement Name       Student Involvement Signature  Date
POSTING LOCATION GUIDELINES
Poster approval does not imply University endorsement. Posters maybe placed in designated areas only and never on painted surfaces, glass windows, or doors. In addition, posting in classrooms, computer labs and religious facilities are not permitted. Each building has special requirements as noted below. If you have questions about a building, you may ask the Office of Student Involvement or email studentinvolvement@villanova.edu

ACADEMIC BUILDINGS
• CEER: Use rotating bulletin boards only located on the 1st and 2nd floors.
• Chemical Engineering: Use bulletin boards in the entrance to the building only.
• John Barry Hall: Stairwells only
• Mendel: Do not use department bulletin boards or stairwells
• St. Augustine Center: Bulletin boards only.
• St. Mary’s Hall: Post flyers in general areas, not in classrooms, not in Second Storey
• Tolentine: Post flyers on the non-departmental bulletin boards only and stair wells.
• Driscoll Hall: Post only on bulletin boards by the elevator on the lower level and the 2nd floor.
• Vasey Hall: Stairwells only
• Bartley Hall: Digital posters / flyers only. Send stamped flyers to electronically to claycenter4promo@gmail.com

CAMPUS GROUNDS
• Materials may not be placed on/at the following objects/locations: trees, poles, campus signs, the Oreo, outside building walls, train trestles, underpasses, walkways, and fences.
• Materials may not be placed on cars or car windshields. Automobiles are not allowed to be used as promotion vehicles and may not be decorated as such.

DINING HALLS
• Posting or distribution of materials, of any kind, is prohibited in Dougherty Dining Hall, Café Nova, Donahue Dining Hall, the Law School Cafe, or St. Mary’s Dining Hall without approval from both the Office of Student Involvement and Dining Services. This prohibition includes posting or distribution at the entrances to these cafeterias. Acceptable materials are limited to table tents and napkin holder flyers. Students must bring their materials to the Office of Student Involvement for approval before requesting approval from Dining Services in Dougherty 106. The use of bulletin boards near entrances is permitted.
ON CAMPUS BUILDINGS

• Dougherty Hall: Use of designated bulletin boards, tiled areas within the hallway, and stairwells are also permitted. Posting is not permitted on doors.

• Connelly Center: Use of areas specifically designated by Connelly Center personnel – no doors, stairways, or windows.

• Kennedy Hall: Use of stairwell walls only for posting. No posters/flyers are permitted on the first floor (bookstore) level of this building.

• Falvey Library: Post flyers on bulletin boards only unless otherwise permitted by library staff.

• Athletic Buildings: Posting is permitted in Jake Nevin, The Talley Center, and the Davis Center. Posting is permitted in general areas. Posting is not permitted on doors or stairwells.

OFF CAMPUS

• There is no posting or distribution of materials in public places off campus.

RESTROOMS

• Posters/flyers are allowed in restrooms at an organization’s own discretion but must be limited to tiled surfaces only. Custodians may remove materials from restrooms at anytime. Posters maybe placed install doors if they do not obstruct any flyers previously posted.

IMPORTANT NOTICES INVOLVING POSTINGS

• All posted materials cannot obstruct other notices of any sort already posted.

• Absolutely no material may be placed under, on, or around any door in any residence hall. This is a fire safety issue and will be strictly enforced.

• Material may be distributed to on-campus mailboxes with the approval of the Office of Student Involvement and the student mail room. All material distributed through on-campus mailboxes must be folded by members of the organization.

ORDERING T-SHIRTS AND MERCHANDISE

The Villanova University visual identity is the primary identifier of the University in all communications and should inform all print and electronic pieces for both internal and external audiences. Using a clear, consistent visual identity for Villanova will promote awareness and recognition of the University across all audiences. Visit Office of Student Involvement for more information.
STUDENT LIFE VENUE AGREEMENT

Date of Event: ______________________ OR Semester to be Covered by the Agreement: ________

Printed Legal Name of the Venue: ______________________ Address: ______________________

Please indicate if the events at the venue are: 18 to enter and 21 to drink OR 21 and older only.

Initial next to all of the below indicating venue’s acceptance. This Student Life Venue Agreement is part of the agreement between the venue and Villanova University for the event(s) listed above.

THE VENUE MUST:

1. Be properly licensed to serve and sell alcohol by the appropriate local and state authority. ATTACH COPIES OF THE THIRD-PARTY VENDOR’S STATE AND LOCAL LIQUOR LICENSES TO THE AGREEMENT.

2. Be properly insured with the coverages not less than the minimum limits set forth below. This certificate must name Villanova University as additional insured and the local and (inter)national chapter of the Greek-letter organization hiring the venue as additional insured, if applicable. ATTACH A COPY OF THE THIRD-PARTY VENDOR’S CERTIFICATE(S) OF INSURANCE EVIDENCING THE BELOW REQUIREMENTS.

   - General Liability: $1,000,000 each occurrence minimum (or greater if required by the student organization’s (inter)national organization, if applicable.

   - Liquor Liability: $1,000,000 each occurrence. This coverage and its corresponding limits must be listed on the certificate*

For events not on the venue’s premises, the Liquor Liability policy must include off premises liquor liability coverage, which must be specifically evidenced on the certificate.

*Liquor Liability coverage may exist under the venue’s General Liability policy; this is acceptable as long as the coverage meets the $1,000,000 each occurrence limit requirement and the coverage and its corresponding limits are evidences on the certificate.

   - Automobile Liability including owned, non-owned, and hired autos $1,000,000 each claim**

   **Only required for events not held at the venue’s premises.

3. Agree to cash/credit card sales only, collected by the venue, during the event. No complimentary alcoholic drinks or open bar of any kind is permitted.

4. Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

   A. Checking identification cards upon entry.

   B. Not serving individuals less than 21 years of age or who appear to be intoxicated.
C. Certifying that all bartenders are licensed and will serve throughout the duration of the event.

D. Maintaining absolute control of ALL alcoholic containers present.

E. Collecting all remaining alcohol at the end of the event. No excess alcohol – opened or unopened – is to be given, sold or furnished to the organization or attendees.

F. Removing all alcohol from the premises, if applicable.

G. Cease serving alcohol 30 minutes before the end of the event.

H. Not serving shots, champagne, or any common container beverages (i.e. Kegs, jungle juice, etc.). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served.
SOCIAL MONITOR RESPONSIBILITY AGREEMENT

Social monitors are defined as currently enrolled full time Villanova University student members of the sponsoring student organization(s) who are free of the influence of any substance (including alcohol and non-therapeutic drugs) during the social event and hours leading up to the social event. The total number of social monitors will be determined by the number of attendees on the guest list (minimum of 10% of total event attendees that should include at least three executive board officers from each sponsoring student organization).

Social monitors are responsible for helping the sponsoring organization(s) Social Chair(s) (or equivalent) organize and manage logistics of the social event. This can include, but is not limited to:

✓ Verification of the guest list against the actual attendees prior to transportation of guests to the event location

✓ Be present at bus pickup and have the right and responsibility to refuse entrance to any attendee for, among other reasonable causes, appearing visibly under the influence of alcohol, having or reasonably appearing to have alcohol or non-therapeutic drugs in his / her possession, or falsely representing his / her identity for the purpose of gaining entrance to the bus or venue.

✓ At least two (2) social monitors should be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue

✓ General maintenance of a respectable and responsible social environment

✓ Responsible communication with the vendor management and staff throughout the duration of the event

✓ General assistance should any emergency or unforeseeable circumstance arise

✓ Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the social monitors will have sufficient funds to advance the cost

✓ In the event of a medical emergency off campus, call 911 for a professional and medical evaluation. In the event of a medical emergency on campus, call 610-519-4444 for a professional and medical evaluation.

I have read the above social monitor job description and will be responsible for the duties listed above for this planned social event.

Student Organization:_______________________ Date of Event: _____________________
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