



Notre Dame de Namur University
presents



*Inspiration,
Motivation,
& All That
Jazz!*



The Advisor's Guidebook



Dear Advisor,

I applaud your contribution to the University community by serving as an Advisor to a recognized student organization. Notre Dame de Namur University offers unique opportunities for its faculty, staff and students through a variety of student organizations, which provide memorable experiences for those who participate and to the campus.

These organizations provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, faculty and staff, and take advantage of learning experiences that exist outside the classroom. The activities sponsored by student organizations enrich the total educational experience and the quality of campus life.

As an Advisor you have an excellent opportunity to work with college students in a non-classroom environment, enriching the student-staff/faculty interaction. I know from past experience and research that this interaction is a positive ingredient for student retention.

The Advisor's Guidebook has been prepared to provide information on the role(s) of an Advisor. I hope this guidebook clarifies your responsibilities, and broadens the potential you have as an Advisor. The Center for Student Leadership will make every effort to support, encourage, and work with you as opportunities or needs arise.

Sincerely,

Richard K. Watters
Director for the Center for Student Leadership

open to the public.

Tables

Individual organization members may distribute tickets to other individuals on a person-to-person basis anywhere in the open, public areas of the campus (not in campus buildings).

Distribution of Tickets

If your organization plans to distribute tickets in the community (off-campus), you will need to get permission from the cities where you plan to solicit. You will also need permission from shopping centers and/or other commercial businesses if you plan to distribute tickets on their private property.

Prizes

Prizes may be a service, goods, or cash. Prizes may be donated by the club or purchased by the club. The name of the merchant and/or brand name of any prize product must be mentioned in the drawing publicity on-campus. Sometimes this advertising entices merchants to give you a discount.

Remember that your organization is legally liable for awarding all the prizes advertised; if your organization plans to pay for the prizes out of ticket proceeds, you must be financially prepared to award the prizes even if you don't distribute enough tickets to cover the cost of the prizes. If you don't award the prizes, your organization is open to charge of fraudulent advertising (criminal offense).

Contributions

Contributors cannot be required to purchase any article or service to be eligible to enter the drawing.

Drawing

At the actual drawing, there must be at least two (2) members from your organization present and one (1) neutral party (a non-club member who is not a friend or relative of any club member); a club's Advisor is an acceptable neutral party.

Notre Dame de Namur University

Drawings

Recognized student organizations may hold drawings at Notre Dame de Namur University to provide funds for their treasury or to donate to charity. Student organizations conducting drawings on-campus must secure approval through the Center for Student Leadership. The following guidelines have been established to ensure compliance with the California Penal Code Section 319 et seq.

Tickets

Organizations are responsible for having tickets printed. Each ticket must contain the following information:

1. Name of sponsoring organization.
2. Amount of donation and the word DONATION printed after the amount (i.e., \$.50 DONATION).
3. List major prizes offered.
4. Date and place of actual drawing.
5. Where proceeds are going if other than to the sponsoring organization's treasury.
6. Space for contributor's name, address, zip code, and phone (usually on back of ticket).
7. "FREE DRAWING" imprinted at the top of the ticket, and/or the ticket in and of itself must have value for the price paid, (i.e., a coupon for a discount for the purchase of a food item or other items of value).

It is suggested that tickets be numbered and that a contributor receive a ticket stub with the same number as his/her entry ticket.

Before distributing tickets, a date, time and place must be established for the actual drawing. Contributors must be given this information upon request so they can be present if they wish. It should not be required that persons must be present to win. The drawing must be on-campus and



Table of Contents

<i>Welcome</i>	<i>Page 1</i>
<i>Table of Contents</i>	<i>Page 2</i>
<i>Responsibilities of the Advisor</i>	<i>Page 3</i>
<i>Student Organization's Privileges</i>	<i>Page 5</i>
<i>Responsibilities to the Advisor</i>	<i>Page 7</i>
<i>Areas of Special Concern</i>	<i>Page 7</i>
<i>High Risk Events</i>	
<i>Off-Campus Programs</i>	
<i>Liability</i>	<i>Page 9</i>
<i>Policies and Procedures</i>	<i>Page 10</i>
<i>Guidelines for On-Campus Events</i>	
<i>Student Alcohol & Other Drug Policy</i>	
<i>On-Campus Posting Policy</i>	
<i>Drawings</i>	

The Advisor's role is to assist University recognized student organizations in achieving their goals and objectives by providing a liaison between the University and the organization. The University expects Advisors to advise club members and officers of relevant state laws and University policies and to take reasonable action to enforce them. Therefore, the Advisor should be knowledgeable of University policies and procedures, including those outlined in the Student Handbook.

All student organizations must have an Advisor. The Center for Student Leadership requires all student organizations to select an Advisor from the NDNU faculty or staff.

The CSL is available to work with and assist student organization Advisors in clarifying and carrying out their responsibilities with student organizations.

Responsibilities of the Advisor

- ◆ Believe in the organization, its goals, history and constitution.
- ◆ Tactfully provide suggestions, feedback and evaluations.
- ◆ Share enthusiasm, motivation; communicate openly.
- ◆ Be an active resource to the organization.
- ◆ Stay aware of the organization's successes and failures.
- ◆ Know the limits of "rescuing" the group or program.
- ◆ Understand group process and leadership theory.
- ◆ Maintain commitment.
- ◆ Help general membership adhere to the constitution.
- ◆ Be aware of the activities of the organization through attendance at meetings or through frequent consultation with leaders.
- ◆ Assist student leaders in preserving the records of the organization which provide continuity (i.e. minutes, membership lists, evaluations of activities, current constitution, etc.).
- ◆ Be informed of University policies and procedures governing student activities and organizations.
- ◆ See that the officers of the organization are aware of these policies and procedures.
- ◆ Report any violations of policies to the CSL.

publicity materials. The sponsor(s) of the event, activity, or sale must be stated on any posting.

Approval

Dining Hall - Publicity/postings (including table tents) must be approved by the Dining Hall Manager.

Student Mailboxes - Publicity/postings must be approved by the Director of the Center for Student Leadership or Resident Director.

Other Areas - All publicity/postings must be approved by the Director of the Center for Student Leadership. This includes the areas listed above under "Locations".

Approval for posting does not necessarily indicate endorsement of event, information, or opinion contained therein.

Removal

Materials must be removed within two days after date of event or two weeks after posting.

Time Period

Publicity may be posted/distributed no more than one month prior to event. All postings are only approved for a two week posting period.

Non-Compliance

Failure to comply with the guidelines stated will result in the publicity being removed.

Fines

The Director of the Center for Student Leadership will fine organizations not in compliance with these posting policies.

8/02

On Campus Posting Policy

Locations

Posting of flyers are allowed on the following locations:

- ◆ Three bulletin boards and metal overhead in the quad area (banners are acceptable);
- ◆ St. Mary's hallway bulletin board marked "Publicity" and "ASNDNU";
- ◆ Tabard bulletin board;
- ◆ Ralston Bridge bulletin board;
- ◆ Cuvilly bulletin board;
- ◆ Outside walkway leading to the cafeteria from St. Mary's (wood only);
- ◆ Quad stage (banners only);
- ◆ Apartments' bulletin board (between Kane and Wilkie);
- ◆ Lobby bulletin boards in JB & St. Joe's first floor lobby ONLY (banners are acceptable);
- ◆ Second floor St. Mary's bulletin board.

No postings are allowed on glass, painted surfaces, paneling, building doors of residence hall floors. Also, putting flyers on cars is not permitted. Groups are limited to 15 posters/flyers posted on campus for any one event/program (one per bulletin board).

Publicity sponsored by individuals not affiliated with the University may be posted on the bulletin boards in the Quad area only. Off campus housing ads may only be posted on designated boards outside the Millennial Lounge. Staple guns are not allowed to be used anywhere on campus for postings.

Content

All publicity/information disseminated on University premises must be in accordance with the aims of the University (see Catalog). The presence of alcohol at any event cannot be mentioned graphically or in words in

- ◆ Encourage members to assume responsibility for the organization and for the effectiveness of its programs.
- ◆ Provide advice regarding proper procedures to avoid conduct which would bring discredit to the organization or to the University.
- ◆ Assist in the administration of financial affairs and events of the organization when appropriate.
- ◆ Encourage on-campus programs and to be aware of contractual and/or legal obligations arising out of programs and activities held both on or off campus.
- ◆ Encourage a diverse membership and interaction with other organizations.
- ◆ Provide continuity during periods of transition and from year-to-year.

The presence of an Advisor is expected at any event involving activity which could result in injury to a participant. In particular, the Advisor must be present when:

- the event is after the regular University hours (from 5:00 PM to 8:00 AM), or
- physical activities are involved, such as gym night(s) or sports events, dances, or special events.

In these cases, the Advisor is generally responsible for the safety of the participants, the security of the facility, and the manner in which the program is conducted.

If the Advisor is unable to supervise a program, the organization may submit for approval the name of an appropriate NDNU faculty or staff member willing to serve as an Advisor for a specific event. Some facilities or programs may require special hired supervision (Campus Security, etc.). Under such circumstances, the supervisory requirement may be waived.

Student Organization Privileges

In order to exercise the privileges afforded to student organizations at NDNU, the organization must be granted official University recognition. The procedures for receiving University recognition are outlined in the ASNDNU Constitution.

University recognition affords student organizations the following privileges:

- ◆ Use “Notre Dame de Namur University” as part of the organization’s name,
- ◆ Recruit members on campus,
- ◆ Hold meetings and other events on campus,
- ◆ Reserve and use University facilities and equipment,
- ◆ Apply for funding provided by ASNDNU,
- ◆ Hold a voting senate position with ASNDNU,
- ◆ Have a mailbox, and receive mail in the CSL.
- ◆ Have a student bank account.

University recognition gives student organizations the following responsibilities:

- ◆ Comply with all applicable federal and state laws and policies of Notre Dame de Namur University.
- ◆ Keep on file in Student Activities a current copy of the constitution and/or bylaws of any and all organizations with which the student organization is affiliated. Report all changes within 10 days of change.
- ◆ Carry out all activities in accordance with the organization’s constitution and bylaws.
- ◆ Process all amendments to the bylaws through the Center for Student Leadership for approval.
- ◆ Report all officer changes to the Center for Student Leadership

Notre Dame de Namur University abides by California State Law regarding the use of alcohol; only persons twenty-one years of age or older may possess and consume alcoholic beverages.

Alcoholic beverages and containers are not permitted in public areas, i.e., lounges, parking lots, academic buildings, and Dining Hall. Once opened, no containers with alcohol may be removed from an individual residence hall room/apartment or event location. No common source containers of alcohol (i.e., kegs, party balls, punch, etc.) are permitted on campus. Auxiliary services and events sponsored under “Guidelines for On Campus Events” may receive special exemptions from this paragraph.

No publicity may indicate the presence of alcohol at an event whether graphically or in words.

The following must be prominently posted throughout the course of the event:

Notre Dame de Namur University does not encourage the consumption of alcoholic beverages and it accepts no liability or responsibility for any injuries or damages to persons or property resulting from the serving or consumption of alcoholic beverages.

The guidelines for serving alcohol at campus events is available upon request from the Campus Life Office or the Center for Student Leadership.

Responsibilities to the Advisor

Student organizations at Notre Dame de Namur University have the responsibility to utilize their Advisors and always maintain open communication lines. As an organization, the members have a responsibility to:

- ◆ Keep the Advisor informed regarding the operation and needs of the organization;
- ◆ Provide the Advisor with copies of minutes of meetings;
- ◆ Consult with the Advisor about programs, events and activities;
- ◆ Update the Advisor on the financial condition of the organization;
- ◆ Inform the Advisor immediately if situations arise that may cause problems for the organization or any member;
- ◆ Provide opportunities for interaction between the Advisor and the members of the organization;
- ◆ Give the Advisor an opportunity to express an opinion on issues which affect the welfare of the organization and the University; and
- ◆ Recognize that an Advisor should not be committed to any type of obligation unless he/she agrees to the commitment.

In turn, students expect their Advisor to be aware of and implement his/her responsibilities as outlined in this guidebook, and use the resources of the CSL to clarify and carry out responsibilities.

Areas of Special Concern

High Risk Events

An event may be determined to be high risk if it presents an increased potential for injury for participants (an athletic program is an example). Due to this risk, any individual participating in a high risk event must complete and sign liability release forms prior to participation. Liability Release forms are available through Student Activities, and the sponsor must submit the completed release to Student Activities immediately

- ◆ All events where alcohol is served will require the presence of a uniformed NDNU Security Officer. The cost for the Security Officer will be incurred by the sponsoring organization.
- ◆ The sponsoring organization is responsible for the conduct of attendees. The sponsoring organization may be held financially responsible for any damage to the premises and/or damage to personal property and/or personal injury to any party(ies), and/or cleaning costs, if supervision is not adequate.

Any further questions may be directed to the Center for Student Leadership.

Student Alcohol and Other Drug Policy

Notre Dame de Namur University recognizes that the abuse of alcohol and other drugs is a threat to the health and welfare of the campus community. Students, staff, and faculty have a mutual interest in maintaining an environment that encourages intellectual, social, and personal growth. The promotion and use of alcohol or the use of illicit drugs is not compatible with an optimal environment for learning and growing. Notre Dame de Namur University further recognizes that alcoholism and drug addiction are illnesses and should be treated as such. Reflecting this belief, and reflecting the fact that NDNU is an educational institution which has an obligation to create an environment conducive to health and responsible choices, the policy establishes reasonable guidelines and procedures for the use of alcohol and for the prohibition of other drugs within the campus community.

The campus community is specifically defined as including all students, faculty, and staff. Alcohol and other drugs pose risks to the health and safety of individuals, communities, and society. University policies regarding alcohol and other drug consumption, availability, and problems are therefore designed to minimize these risks. The following general principals guide NDNU's student alcohol and other drug policy.

1. Abstinence is accepted and provided for in all circumstances.
2. Moderate consumption in low risk situations is accepted.
3. Heavy consumption is discouraged in all situations.
4. Any alcohol consumption prior to or during high risk conditions (e.g., active sports, driving, machinery operation, pregnancy, etc.) is dangerous and clearly discouraged.

The use of any and all illicit drugs (including performance enhancing substances such as anabolic steroids) is not allowed. Such behavior is subject to severe disciplinary action. The sale of any illicit drug on campus is grounds for dismissal.

- ◆ Have membership open to all matriculated, regularly enrolled NDNU students, faculty, and staff. Only student members may vote or hold office.
- ◆ Not to discriminate either in the content of bylaws or in practice against any person on the basis of race, national origin, religion, sex (except as permitted by law), age, physical disability or sexual orientation (California Administrative Code, Title 5, Section 41500; Education amendments of 1972, Title IX).
- ◆ Adhere to laws on hazing. No member of a recognized student organization shall engage in hazing, i.e. commit or participate in any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any other member of the NDNU community (California Education Code, Article 8, Sections 10851-10853). In cases of hazing, individuals, as well as organizations, are subject to University disciplinary action.
- ◆ Not to interfere with or disrupt the orderly conduct of University business.
- ◆ Exercise fiscal responsibility with the University, ASNDNU, other auxiliary organizations, and off campus vendors.

Guidelines for On-Campus Events

Alcohol may not be served at student sponsored events on campus. Alcohol may be served at institution sponsored events on campus under the following guidelines.

Notre Dame de Namur University has adopted these legal and safe guidelines to encourage the responsible use of alcohol and to provide non-alcoholic alternatives for students who attend any on campus events.

The consumption of alcohol is permitted on campus when the following stipulations are met:

- ◆ Sponsoring organization must hire a caterer to serve all alcohol; this caterer must have or secure a temporary license from Alcoholic Beverage Control. The sale of alcohol either directly or indirectly without the license is prohibited. The sponsoring organization is responsible for all costs incurred in securing the caterer.
- ◆ The focus of the event is not on the serving of alcohol.
- ◆ A University faculty or staff member must be in attendance at all times.
- ◆ No alcoholic beverage shall be provided to anyone under the age of 21 nor to any person showing signs of intoxication; student IDs must be presented to insure compliance.
- ◆ Whenever alcoholic beverages will be present at an on campus event, non-alcoholic beverages and food must be provided free of charge. The sponsoring organization or caterer must provide at least 2 liters of non-alcoholic beverages for every 10 persons. Food, preferably non-salty snacks, must be available during the entire time that alcohol is available.

Only NDNU students, staff and faculty may participate in on-campus high risk events on a regular basis (e.g. intramurals), unless otherwise stipulated. If the Center for Student Leadership determines that a proposed activity is too great a risk, the activity will not be approved. If a student organization chooses to sponsor such an event off-campus, the organization does so without University approval, and individuals who participate accept full responsibility (including liability) for their actions.

Off-Campus Programs

The University assumes no responsibility or liability for off-campus programs sponsored by student organizations, unless the event is specifically approved by the University, through the Center for Student Leadership. An off-campus event not approved by the University cannot use “Notre Dame de Namur University” in its publicity of the event.

Liability

The University encourages the activities of student organizations and is supportive of your role as Advisor. Any decision that you make and/or activity in which you participate as an Advisor is protected by the University since you are an employee. Your responsibility is to act reasonably performing your role. Do not inhibit the organization from having fun, but do be careful and cautious. Use reasonable care as you advise. Consider yourself as an educator representing both the organization and the University.

Anticipate “foreseeable harm”

Review planning and publicity. Do you foresee any kind of danger or harm to individuals or the University that may arise? (Consider issues such as transportation, physical risk or damage, cost, lodging, alcohol.) Is the name of the University included in the activity?

Act with reasonable care

What would a reasonable person in a similar position do in this situation? Advise the leaders to action — don’t take over. Communicate possibilities and concerns; ask what has been planned to handle each concern.

Duty to warn

If the event appears to have foreseeable harm, warn the leaders of the risk and their duty to take action (e.g. alter or remove the danger, plan how to forewarn members of risk, eliminate NDNU’s name if appropriate). Utilize NDNU resources on campus if necessary. Contact the Center for Student Leadership if you have questions 508-3718.



Policies & Procedures

<i>Guidelines for On-Campus Events</i>	<i>Page 11</i>
<i>Student Alcohol & Other Drug Policy</i>	<i>Page 13</i>
<i>On-Campus Posting Policy</i>	<i>Page 15</i>
<i>Drawing</i>	<i>Page 17</i>