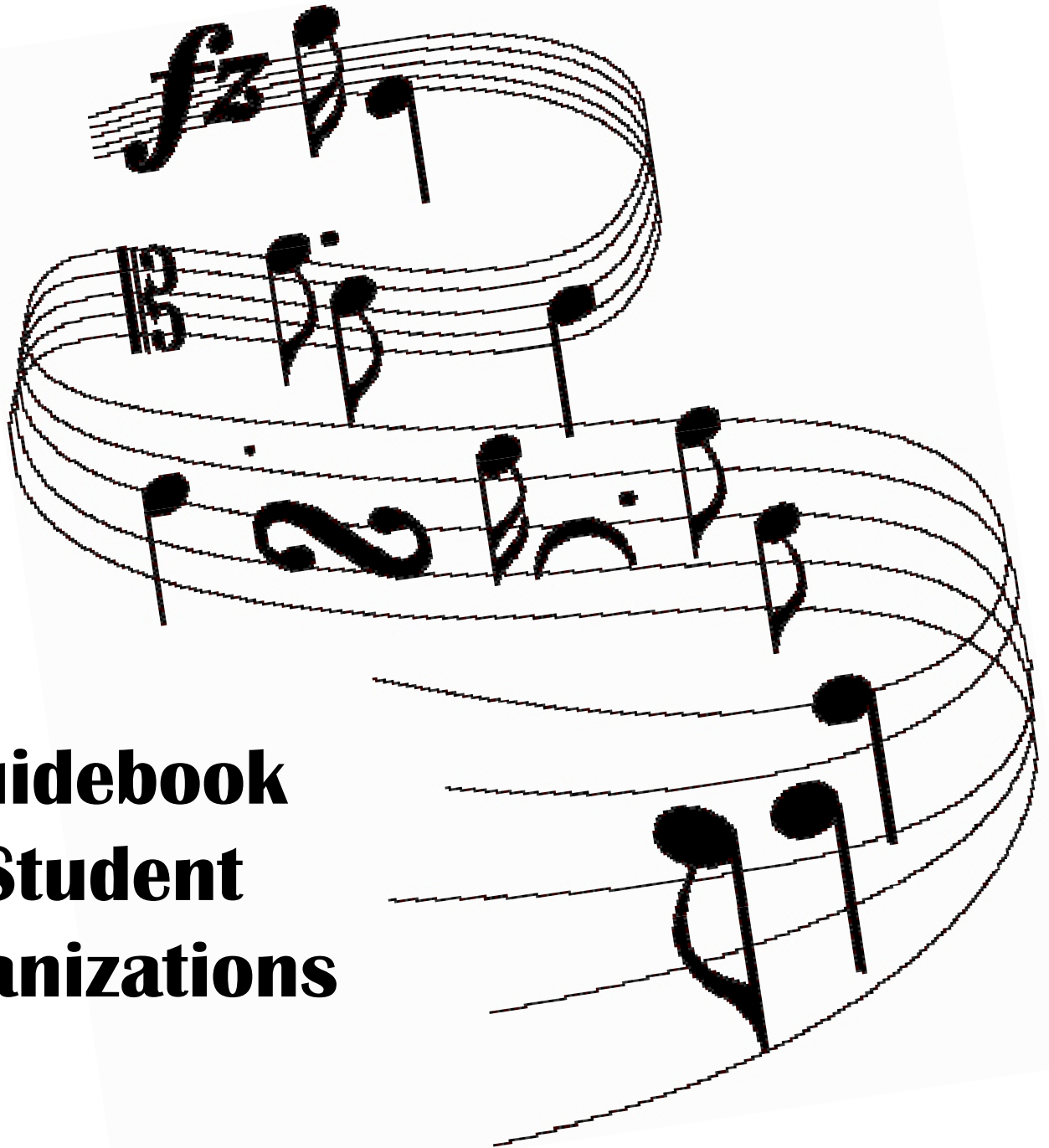




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# PROVIDING THE MELODY

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## **A Guidebook for Student Organizations**



**Notre Dame de Namur University**



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# STUDENT LIFE & LEADERSHIP

**Office:** Campus Center

**Hours:** Monday - Thursday      Fridays  
9:00 AM - 6:00 PM      9:00 AM - 5:00 PM

**Phone:** (650) 508-3718  
(650) 508-3608 (fax)  
csl@ndnu.edu

**Staff:** **Richard Watters**  
Director of Student Life & Leadership

**Kyle Pretsch**  
Assistant Director, Student Life & Leadership

**Staff:**

Student Activities Coordinator

**Kristen Bloom**  
Residence Life Coordinator

**Graduate Interns:**

*Nayeli Luis, Graduate Intern*  
*Megan Simmons, Graduate Intern*

**SLLO Office Assistants**

*Victor Camacho, Office Assistant*  
*Stephanie Cazales, Office Assistant*  
*Alyssa Gummow, Office Assistant*  
*Marlena Segi, Office Assistant*

One of the many roles of the Student Life and Leadership Office (SLLO) is to provide support and assistance to students and student organizations to enhance the quality of student life on campus. The SLLO recognizes and assists all of the student organizations active on campus by:

- coordinating reservations and planning for programs such as fundraisers, meetings, gym nights, food sales, lectures, receptions, picnics, entertainment, and musical events.
- coordinating the arrangement for University facilities, equipment, and personnel for student sponsored events.
- assisting students interested in forming new organizations.
- providing information and referrals about student organizations and their programs to interested students.
- assisting student organizations and/or their officers to enhance their effectiveness through consultation, leadership training, and workshops.
- providing equipment for the development of publications and publicity.

In addition to working with student organizations, the SLLO is responsible for:

- supervising and training the Office Assistants, Orientation Staff, Programming Board, Resident Assistants, SJ Desk Assistants, and Sophomore Success Program Peer Mentors
- advising the Associated Students and the Senate.
- developing Orientation programs for entering students.
- planning and implementing Commencement.
- working in conjunction with ASNDNU on issues of concern to the NDNU student body.
- providing and supporting leadership opportunities on- and off campus for NDNU students.

The SLLO also publishes a monthly calendar of events that is available online on the SLLO events page or **BeCONNECTED** app. All student organizations may submit event dates to be considered for publication after their event has been approved. Submissions may be turned in through ArgoConnect.



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# Where to go When ...

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As a student organization officer, you might work with a number of campus units: The SLLO, ASNDNU, Registrar, OIT, and Facilities. Here is a quick summary of the services each offers for NDNU student organizations:

## **Student Life & Leadership Office**

- Officially recognizes NDNU student organizations.
- Banking services for student organizations.
- Reserves space for all in/outdoor campus facilities.
- Approves all student sponsored on-campus programs and events.
- Coordinates requests for use of University equipment and set-up for programs and events.
- Assists in planning student organization activities.
- Consults student organizations on leadership/organizational issues.
- Provides contracts, budget forms, request forms and agreements.
- Serves as liaison to advisors of student organizations.
- Publishes monthly calendar.
- Provides student organization mailboxes.
- Provides resources for developing publicity.
- Approves campus postings.

## **ASNDNU**

- Funding for student organization programs and events.
- Senator representing your club.

## **Registrar's Office**

- Approves all reservations for all events and on-campus spaces.

## **Facilities**

- Reservations for all set-up and removal of tables, chairs, BBQ, etc.

## **OIT**

- Reservations for all audio/visual and technical needs.



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# University Recognition

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In order to exercise the privileges afforded to student organizations at NDNU, all student organizations must be granted official recognition by the University. The recognition process is the means by which the University ensures that each organization:

- Is comprised of and exists primarily for the benefit of NDNU students.
- Has goals consistent with the University's educational mission.
- Operates in a means consistent with University policies.
- Has the structure necessary to function as a successful organization.

## Privileges of Recognition

As a recognized student organization you may:

- Recruit members on campus.
- Hold meetings on campus.
- Reserve and use University facilities and equipment.
- Apply to ASNDNU for funding of programs and events.
- Hold voting membership in appropriate inter-organizational groups.
- Have a mailbox, and receive mail, in the Student Life and Leadership Office.
- Have an on-campus "bank" account.
- Be included in the University's listing of recognized student organizations.
- Appoint a club member to serve on the Senate.

## Responsibilities of Recognition

As a recognized student organization you must:

- Comply with all federal, state, and local laws and policies of Notre Dame de Namur University.
- Ensure that the rights to vote and hold office are restricted to matriculated, currently registered students of the University.
- Adhere to policies on hazing: no member shall engage in any way in hazing, i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm, or personal degradation to any member of the University community (California Education Code, Article 8, Sections 10851-10853). In cases of hazing, individuals as well as organizations, are subject to University disciplinary action.
- Ensure that membership in the organization will not be denied 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).
- Not interfere with or disrupt the orderly conduct of University business.
- Disclose any affiliations with other organizations and provide the SLLO with copies of the constitution and bylaws of each affiliate.
- Submit all changes in constitutions, bylaws and officers to the SLLO within 10 days of the change.
- Exercise fiscal responsibility with the University, ASNDNU, and other auxiliary organizations and off-campus vendors.
- Have a faculty/staff advisor approved by the SLLO.

## **Suspension of Recognition**

A student organization may have its recognition suspended if:

- It is found to have submitted falsified required information.
- It is found to have violated any law, ordinance, written policy or regulation of Notre Dame de Namur University, ASNDNU, and/or the State of California.
- It has violated any of the policies related to the recognition process.

## **Starting a Student Organization**

If you are interested in starting a new student club or organization, log in to ArgoConnect and select the "Register a New Student Organization" button. Once recognized as a student club, you may also apply through ASNDNU for chartership and financial resources.

## **Recognition Renewal**

Each Fall, the SLLO requires each student club and organization to complete the recognition renewal process. During the first four weeks of the Fall Semester, all continuing student organizations must renew their recognition for the coming year. Organizations that do not complete the process by the established deadline are considered inactive and lose the privileges that accompany University recognition.

In order to renew recognition, an organization must:

- Complete the recognition renewal process.
- Provide an updated officer list.
- Complete ArgoConnect training.

## **Change of Officers**

Student organizations are required to notify the SLLO within 10 days of any change in officers or position assignments. Changes must be completed through ArgoConnect.

## **Membership**

Membership in recognized student organizations is open to all matriculated, regularly enrolled NDNU students, faculty and staff. Only student members may vote or hold office. Organizations must keep rosters of their membership in ArgoConnect.

Membership may not be denied to anyone on the basis of race, creed, national origin, religion, sex (except as permitted by law), age, sexual orientation or physical disability (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).

An organization may define limitations of membership (e.g. major, year in school, GPA) or types of membership (e.g. student, faculty/staff, alumni) in the organization's constitution.

## **Constitutions**

Title V of the California Education Code stipulates that each student organization must keep a copy of its constitution on file with the University. Each recognized student organization at Notre Dame de Namur University must provide the SLLO with a copy of the organization's constitution by posting in ArgoConnect. In addition to specifying the purposes of the organization, the constitution outlines membership information, the selection process and responsibilities of officers, procedures for ratification and amendments, guidelines for meetings, etc. Student organizations affiliated with a local, state, national or international organization must also maintain a current copy of the affiliate's constitution on file with the SLLO via ArgoConnect.

A copy of your organization's constitution is available in ArgoConnect. Changes and/or amendments to an organization's constitution must be updated in ArgoConnect within 10 days of the change.



# Reserving & Using Facilities

Student organizations may reserve and use indoor campus facilities for organization programs and events.

### **Where do we reserve campus facilities?**

Reservations for all campus facilities (indoor and outdoor) must be made by "Creating an Event" on-line through ArgoConnect.

### **When should we reserve space? As far in advance as possible. Why?...**

- You may need to get approval or file information with other offices.
- Many programs involve the coordination of University services, equipment and personnel. If this is the case, time is needed to schedule these resources.
- Certain areas of the campus are especially popular for student organization programs, so it is best to make your reservations early.
- All programs must be planned within the established timeline. The University requires a 14-day minimum for approving events, other programs such as dances, require significant lead times (3 weeks).
- Reservations for classroom space may usually be made after the fifth week of the current semester.

To help make the program planning process flow as smoothly as possible, we suggest you discuss these issues with your group before meeting with the SLLO staff:

- What is the purpose of the event?
- Who is the event for, and how many people are expected?
- What equipment/materials will be needed?
- Will there be any exchange of money?
- What policies and procedures need to be followed to do this program?

### **Available Campus Facilities**

<b>Building</b>	<b>Room</b>	<b>Style</b>	<b>Capacity</b>
Campus Center	Writing Center	Seminar	30
Chapel			500
Cuvilly Hall	#1	Classroom	30
	#6	Lab	
	#7	Classroom	24
	#9	Classroom	35
	#10	Seminar	20
	#11	Seminar	12
	#21	Seminar	25
	#22	Classroom	30
	#23	Classroom	35
Gavin Hall	#2	Classroom	30
	#3	Classroom	20
	#4	Classroom	21
	#5	Classroom	32
	#9	Classroom	35
Oaks		Open	40
St. Mary's	113	Classroom	60
	121	Bio Lab	20
	128	Seminar	12
	201	Bio Lab	24
	202	Classroom	42
	203A	Phys. Lab	8
	203B	Comp. Lab	12
	204	Seminar	36
	207	Lecture	40
	208	Classroom	35
Taube Center		Open	100
Theatre		Theatre	575

### **Check list for planning on-campus programs**

- Plan your event at least 14-days in advance of the reservation date
- Consult with your advisor
- Submit your request online through ArgoConnect
- Have alternate locations, dates, and times available in case of calendar conflicts
- Submit set-up request diagram (if needed)



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# Working With Your Advisor

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Advisors must be registered with the Student Life & Leadership Office (SLLO) through ArgoConnect. The Advisor's role is to assist the organization in achieving its goals and objectives. Some advisors may agree to "lend their name" in order that a club meets the Advisor requirement, but by doing so, the Advisor fails to realize that by assuming the title they are also assuming responsibilities. The University expects the Advisors to inform club members and officers of relevant laws and University policies and to take reasonable action to enforce them.

## Role of the Advisor

Advisors are expected to attend all major events sponsored by the organization. In addition, the advisor's presence is required for special programs held on-campus beyond regular operating hours and for those programs which involve a significant level of risk to the participants. In such cases, the Advisor is responsible for the safety of the participants, the security of the facility, and the manner in which the program is conducted. In some instances (e.g. athletic activities), special qualifications may be required by the Advisor.

If an Advisor is unable to supervise a program, the organization must submit for approval the name of an appropriate NDNU faculty or staff member willing to serve as the substitute Advisor for that specific event.

Some specific facilities or programs may require special hired supervision (University staff, Security, theatre technicians, etc.). Under such circumstances, the supervisory requirement may be waived.

## What the Advisor can expect from You:

- Keep the Advisor informed regarding the operation and needs of the organization.
- Provide the Advisor with copies of minutes of all meetings.

- Consult with the Advisor regarding programs, events, and activities.
- Update the Advisor on the financial condition of the organization.
- Inform the Advisor immediately if situations arise that might cause problems for the organization or for 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.
- Recognize that an Advisor should not be committed to any type of obligation unless he/she agrees to the commitment.

## What you can expect from an Advisor:

- To be familiar with the goals and structure of the organization.
- Meet regularly with the officers and members to provide support and assistance in meeting the organization's objectives.
- Assist in understanding University policies and procedures as they relate to student organizations.
- Assist in planning events and programs.
- Use the resources of the SLLO to clarify and carry out responsibilities.





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# Policies & Procedures

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# Alcohol at University Events

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## POLICY FOR ALCOHOL AT UNIVERSITY EVENTS (where students may be present)

Notre Dame de Namur University permits the possession and consumption of alcoholic beverages according to state law and only by people 21 years of age or older. Students should consult the Student Conduct Code for more information about prohibited behavior concerning alcohol. Alcohol may not be served at student-sponsored events on or off campus. Publicity for events should not mention alcohol, whether graphically or in words.

Alcoholic beverages may not be sold, distributed or consumed during intercollegiate athletics and intramural sports sponsored on campus or in a leased facility used by the University for hosting athletic events. Violators may lose the privilege of participating in or attending athletics events, and may be subject to disciplinary action. Athletes traveling for the purpose of competition are expected to abide by all University, state and local regulations.

Alcohol may be served at institution sponsored events on campus under the following guidelines:

- ◆ The event is not a student-sponsored event
- ◆ The focus of the event is not on the serving or consumption 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. 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.
- ◆ The sponsoring organization/individual 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.
- ◆ If the sponsoring organization/individual chooses to use a caterer typically Bon Appétit Management Company is to be used for on campus events. The sponsoring organization is responsible for all costs incurred for the caterer. The sale of alcohol either directly or indirectly without an alcohol license is not permitted.
- ◆ If the sponsoring organization does not have Bon Appétit cater the event, a permit should be obtained from the Public Safety Office using the form which can be found below prior to the event.

Any further questions may be directed to the Dean of Students.

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# Student Alcohol and Other Drug Policy

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The Student Alcohol and Other Drug Policy was established in compliance with the Drug-Free Schools and Communities Act of 1989. As part of its drug and alcohol prevention program for students, NDNU distributes in writing, via the Student Handbook, the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct.
3. A description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs or alcohol;
4. A description of health risks associated with the use of illicit drugs, abuse of prescription drugs, and over-the-counter drugs as well as the abuse of alcohol.

## A. Standards of Conduct

Notre Dame de Namur University students, staff, and faculty have a mutual interest in maintaining an environment that encourages intellectual, social, and personal growth. The abuse of alcohol or illicit drugs is not compatible with an optimal environment for learning and growing.

Reflecting this belief, and reflecting the fact that Notre Dame de Namur University has an obligation to create an environment conducive to health and responsible choices, this policy establishes reasonable guidelines and procedures for the responsible use of alcohol for those of legal age, and for the prohibition of other drugs within the campus community.

1. Abstinence from alcohol is encouraged and provided for in all circumstances.
2. Responsible (i.e. legal and moderate) consumption of alcohol in low-risk situations is supported, for those of legal age.
3. Heavy consumption of alcohol 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.
5. The use of any and all illicit drugs (including performance-enhancing substances such as anabolic steroids) is not allowed.
6. The use or possession of illegal drug paraphernalia on campus is not permitted.
7. The sale of any illicit drug on campus is not allowed and constitutes grounds for dismissal from the University.

Notre Dame de Namur University is committed to the education of students regarding the responsible use of alcohol, as well as the consequences and possible outcomes stemming from the misuse or abuse of alcohol.

Notre Dame de Namur University abides by California State Law regarding the use of alcohol; only persons 21 years of age or older may possess and consume alcoholic beverages.

Alcoholic beverages and containers are not permitted in public areas, e.g. lounges, pool area, parking lots, academic buildings, and the 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 (e.g. kegs, party balls, etc.) are permitted on campus. Public intoxication and serving a minor are not permitted. No publicity may indicate the presence of alcohol at an event whether graphically or in words.

As specified in the Policy for Alcohol at University Events alcohol may not be served at student sponsored events on or off campus. Alcohol may be served at institution-sponsored events on campus under certain guidelines, which are adopted to ensure that events are legal and safe, and to encourage the responsible use of alcohol, as well as provide non-alcoholic alternatives for all who attend any on campus event.

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# DANCE & SPECIAL EVENTS POLICY

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The University encourages student-sponsored dances and events especially those that provide opportunities for social interaction and cultural awareness among NDNU students. In addition, the University supports student-sponsored dances and events for the purpose of community building and/or fundraising provided the revenues support the organization's purpose and goals, the University's mission and/or community service activities. The University will provide the support and assistance necessary to enable student groups to produce safe, enjoyable and successful dances and events. Clubs will be responsible for submitting the necessary forms in order to ensure the safety of their event.

Dances and events held on campus must meet the following general programmatic criteria. These criteria will be interpreted based on the degree of risk assessed to be inherent in the proposed dance or event. If any of these guidelines are not met, the dance or event will be subject to cancellation.

## General Guidelines

Recognized student organizations interested in sponsoring dances or events must contact Student Life and Leadership at least three (3) weeks prior to the date of the proposed dance or event. The sponsoring group's advisor is required to participate in the planning process.

Attendance is limited to the following:

- NDNU students with student identification. Each NDNU student may be accompanied by one (1) guest over the age of 18 with proper age identification.
- The ending time for dances and events will be no later than 1:00 AM, unless otherwise approved by the Director of Student Life and Leadership, Director of Public Safety and Dean of Students.
- Publicity must be approved by Student Life and Leadership prior to printing and distribution. All publicity must contain the following: date, time (doors must close no later than 12:30 AM), location, admission policy, notation that capacity is limited, admission price (if any), and name of sponsoring organization.
- If the plan calls for an off-campus disc jockey and/or any other type of performer, the following requirements must be met:
  - References from past performances must be provided. (The past performance record will be a factor as to whether or not the individual(s) will be allowed to perform at NDNU).
  - Any individual(s) scheduled to perform at a dance must complete a NDNU performance contract detailing the price to be paid for the performance, when the payment will be made, and a statement that the individual(s) agree to assist the management team in maintaining acceptable crowd behavior.
  - Depending on the type of performance, the performer may need to provide a certificate of insurance.
  - All funds collected at the dance/event will be handled and deposited according to the appropriate University regulations.
- The University reserves the right to suspend admission to a dance/event at any time for reasons of safety. Once closed, no further admission will be allowed.
- Alcohol is not permitted inside a dance or event or around the perimeter of the function.

## Personnel Requirements

- Dance or Event Monitors: The sponsoring organization must identify a minimum of 5 members of the sponsoring club or organization to assist with the event and staff the check-in table.
- Faculty/Staff advisor: The Faculty/Staff Advisor is required to attend the dance or event for the entire duration of reserved time of the facility reservation.
- Department of Public Safety: A minimum of one Public Safety officer may be required (depending on expected number of attendees).

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# DANCE & SPECIAL EVENTS POLICY

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Other criteria may be added to meet facilities requirements and/or unique circumstances of a specific dance or event. Arrangements for extraordinary measures to be taken (e.g. additional charges for security and personnel, changes in security requirements for participants safety such as searches or backup support, extraordinary demands on facility/equipment use, etc.) must be agreed upon prior to the event.

The sponsoring group's record of previous events will be a significant factor in considering approval for a dance or event (e.g. attendance composition of prior dances/events, organization cooperation, publicity, the post-dance/event evaluation).

The University retains final responsibility to approve a student-sponsored dance or event. The concerns of the Facilities department, sponsoring group, and the Department of Public Safety will be taken into consideration when considering approval.

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## GUEST POLICY

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Only students who are currently licensed residents with an assigned bed space in either St. Joseph Hall, Julie Billiard Hall, New Hall or the Apartment Complex (Kane, Carroll, or Wilkie) may occupy a room or apartment in an on-campus housing facility. A resident who has a guest is responsible for, and will be held accountable for, the behavior of their guest in accordance with the policies as outlined in the student handbook. The hosting resident may have no more than one (1) guest per night and overnight guests may stay no more than three (3) consecutive days and no more than a total of seven (7) calendar days per semester. Only persons over 18 years of age can be overnight guests. Any exception would need to be approved by the Student Life and Leadership office. Overnight guests must be approved by all the roommates of the hosting resident BEFORE they arrive on campus. Failure to have the consent of roommates in advance prohibits guests from staying overnight (past midnight.) Any guest misconduct will result in the guest being immediately removed from campus by Public Safety officers or Student Life and Leadership professional staff and the host may face judicial proceedings.

Additionally, the following procedures must be followed for all overnight guests:

- The hosting resident must register their guests at the Student Life & Leadership Office, SJ Hall desk, or with the Resident Assistants on duty before 10 pm.
- A guest must provide a government issued picture identification ID (driver's license, passport, etc.) at registration for photocopying.
- Guests must wear/possess the guest bracelet/pass issued at registration and carry their ID with them for the duration of their stay on campus. ID must be presented to campus officials if/when requested.

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# On Campus Posting Policy

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In an effort to conserve the environment, students are encouraged to advertise events electronically and to avoid paper waste. Ideas for digital signage can be submitted via the forms page on the housing section of Student Life and Leadership's webpages.

## Locations

Posting of flyers are allowed on the following locations:

- Bulletin board outside St. Mary's;
- St. Mary's hallway bulletin board
- Outside walkway leading to the cafeteria from St. Mary's;
- Quad stage (banners only);
- Lobby bulletin boards in JB first floor lobby;
- Second floor St. Mary's bulletin board;
- Outside library.

No postings are allowed on glass, painted surfaces, and 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. Staple guns are not allowed to be used anywhere on campus for postings.

All publicity must be posted only using blue painter's tape.

Publicity utilizing chalk must be approved by the Director of Student Life and Leadership and cannot appear on/ in any campus building; they may only appear on campus walkways or in the campus quads.

## Content

All publicity/information disseminated on University premises must be in accordance with the aims of the University. The presence of alcohol at any event cannot be mentioned graphically or in words in 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 Student Life and Leadership.

Other Areas - All publicity/postings must be approved by Student Life and Leadership. This includes the areas listed above under "Locations".

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

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# On Campus Posting Policy

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## **Removal**

Materials must be removed within two days after date of event or two weeks after posting, whichever precedes the other.

## **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 and fines will be assessed.

## **Fines**

The Director of Student Life and Leadership will fine organizations not in compliance with these posting policies.

Revised: 10/13

# **CONSTITUTION OF THE ASSOCIATED STUDENTS OF NOTRE DAME DE NAMUR UNIVERSITY**

*We, the students of Notre Dame de Namur University, Belmont, California, in order to represent student rights, enhance growth, heighten involvement in the community, support the stated mission and aims of the University through self-government, and uphold the rights and responsibilities of the students of Notre Dame de Namur University as designated in the Statement of Student Rights, Freedoms, and Responsibilities do ordain and establish this constitution for the Associated Students as the fundamental right of self-government for the student body. As such, the Board of Trustees recognizes the Associated Students of Notre Dame de Namur University as the official governing board of Notre Dame de Namur University. The official abbreviation of the Association shall be ASNDNU.*

## **ARTICLE I: NAME OF ORGANIZATION**

This organization shall be known as the Associated Students of Notre Dame de Namur University (ASNDNU).

## **ARTICLE II: MEMBERSHIP**

### **Section A: Membership Qualifications**

Any undergraduate or graduate student currently registered and enrolled in the College of Arts and Sciences, School of Education and Leadership, School of Business and Management is a member of the Associated Students of Notre Dame de Namur University.

### **Section B: Nondiscriminatory Practices**

No member of the ASNDNU shall be denied full and equal opportunities in the Association on the basis of race, religion, color, creed, disability, age, sexual orientation, national and/or ethnic origin.

### **Section C: Rights and Privileges**

The rights and privileges of members of ASNDNU shall be:

1. The right to vote in all ASNDNU elections for which they are eligible.
2. The opportunity to participate in all Association organizations, committees, activities, and programs for which they are eligible.
3. The opportunity to run for and hold elected positions in ASNDNU, providing all requirements for that position are met.

## **ARTICLE III: PURPOSE AND FUNCTIONS**

The purpose of ASNDNU is to provide for the general welfare of the Association and the University. In so doing, ASNDNU will be given powers and responsibilities as follows:

1. To be recognized as the official voice of the Association membership.
2. To promote student interest in all areas of life at the University.
3. To raise and allocate funds.
4. To coordinate and support Association activities.
5. To review, advise, and make recommendations, as appropriate, to the University Administration regarding the establishment and implementation of University policies and procedures.
6. To be an active participant on University boards, committees and councils, as designated by University Administration.
7. To hold elections and meetings to discuss and vote on important issues related to student life.
8. To uphold and honor the mission of the University, recognize the mission of the Sisters of Notre Dame de Namur: peace, social justice, and education for all.

## **ARTICLE IV: THE ASSOCIATION STRUCTURE**

In providing for its responsibilities, ASNDNU shall implement by-laws, codes, and other policies and procedures, which are consistent with this constitution.

### **Section A: Executive Branch**

The Executive Branch shall be responsible for the coordination, implementation, and evaluation of all Association activities, programs, and services. The Executive Branch will work cooperatively with the Senate to formulate and present a descriptive summary of student life at the University. This report shall be sent to the University President, Administration, Office of Student Activities, and to each member on the Board of Governance. There shall be four (4) executive offices elected in accordance with Article V: the President, the Vice-President, Treasurer, and Secretary.

**1. The ASNDNU President** shall serve as the Chief Executive Officer and official spokesperson for the Associated Students of Notre Dame de Namur University. The President shall support the mission of the University, the Catholic roots of the University and Sisters of Notre Dame de Namur, and to uphold the Statement of Student Rights, Freedoms, and Responsibilities. The President shall endorse a comprehensive report that reflects the status of the Association in the fall and the spring. The President shall: be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the President shall be in excellent disciplinary standing throughout his/her tenure in office. The President shall have the power:

- a. To be an ex-officio, non-voting member of all Association bodies.
- b. To serve as an ex-officio member of the student senate.
- c. To serve as chair of the ASNDNU Executive Board.
- d. To serve as a member of the President's Cabinet, serve as a non-voting member of the Board of Governance and other ad-hoc committees as needed.
- e. To perform all other duties deemed necessary by the Student Senate or Executive Board.
- f. To propose and recommend legislation to the Senate after discussing proposals with the other members of the Executive Board.
- g. To veto a measure passed by a majority of the Senate. If notice of veto is not delivered within seven (7) days after passage by senate, then such legislation shall be considered approved. The Senate may override any presidential veto by at least a two-thirds (2/3) vote of the total Senate.
- h. To hold regular Executive Board meetings no less than three times per month.



- i. To appoint special committees to assist him/her at his/her discretion.
- j. To make appointments to any Association elective office that has been vacated or vacant with Senate confirmation.

**2. The ASNDNU Vice President** shall assist the President in the management of the Association. The Vice President shall handle all Senate internal affairs and development. The Vice President shall: be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Vice President shall be in excellent disciplinary standing throughout his/her tenure in office. The Vice President shall have the power:

- a. To serve as chair of the Senate, with voting power only in the case of a tie. He/she shall chair all meetings of the Senate and act as the liaison between the Executive Board and the Senate.
- b. To serve as a voting member on the Executive Board.
- c. To assume the office of President should that position become vacant.
- d. To appoint special committees to assist him/her at his/her discretion.
- e. To perform all other duties deemed necessary by the Student Senate or Executive Board.

**3. The ASNDNU Treasurer** shall assure adherence to the fiscal policies and procedures of ASNDNU and the University. The Treasurer shall be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Treasurer shall be in excellent disciplinary standing throughout his/her tenure in office. The Treasurer shall have the power:

- a. To record all financial transactions and to maintain accurate financial records of the ASNDNU.
- b. To serve as a voting member of the Senate.
- c. To serve as a voting member of the Executive Board.
- d. To keep the Senate informed of the financial policies and status.
- e. To disburse funds in accordance with the student Senate approval.
- f. To create and enforce financial procedures including collecting fines.
- g. To perform all other duties deemed necessary by the Senate or the President.

**4. The ASNDNU Secretary** shall be responsible for maintaining the records, minutes, and archives of the Association and for creating a promotional campaign that markets ASNDNU to the campus community, including residents, commuters, Graduates, Evening Degree students. He/she shall also be responsible for advertising all Senate and other elected positions that become vacant throughout the year. The Secretary shall act as liaison between the University's newspaper, magazines, and other media. In addition, he/she shall act as liaison for other Association's student governments and Universities. The Secretary shall call roll at the start of all Senate meetings and formulate a

list to be entered into the minutes and for the President. The Secretary shall be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Secretary shall be in excellent disciplinary standing throughout his/her tenure in office. The Secretary shall have the power:

- a. To serve as a voting member of the Senate.
- b. To serve as a voting member of the Executive Board
- c. To maintain written records of the official proceedings at regularly scheduled Senate, Executive board meetings, and any other meetings deemed necessary by the Senate or the President.
- d. To provide written monthly reports of ASNDNU activities.
- e. To maintain a current roster of Senators and their attendance.
- f. To maintain and update an archive for ASNDNU which shall include the information of its members who have completed their term.
- g. To perform all other duties deemed necessary by the Senate or the President.
- h.

#### **Section B: The Senate**

The Senate shall be the primary legislative body of the ASNDNU. Senators have the primary responsibility for the fiscal matters of the ASNDNU. Senate members shall be responsible primarily to their respective constituent community and secondarily to the affiliated organization. Each Senator is required to serve on at least one University committee or council for the entire academic year, to be determined at the first AS meeting of the Fall Semester.

The Senate shall have the power to:

1. Have access to the reporting of activities put on by constituencies funded by the Student Activities Fee.
2. Grant charters to clubs and organizations of the Association for funding purposes only and may revoke them for just cause.
3. The Senate may appoint a member of the ASNDNU to serve as the Sergeant at Arms, if deemed necessary.
4. The Senate shall have the power to appoint students to University committees and councils in the event a Senator cannot fulfill the duty.
5. School Senators are required to attend School meetings.
6. Upon invitation to the Senate, Staff, Faculty, Administrators, or other pertinent people will discuss decisions affecting the determination of University policies and fees directly affecting the student community before these decisions are approved.
7. Senators will also hear reports from committees and councils representatives regarding University affairs that directly relate/affect the student community.
8. The Senate shall have the power to create advisory committees.
9. Senators shall have a cumulative GPA of 2.0, while maintaining at least a 2.0 during his/her term in office.
10. All Senators shall be in good disciplinary standing throughout elections and his/her term in office.

The members of the Senate shall include:

1. Two (2) representatives from the School of Education and Leadership and School of Business and Management, and four (4) from the College of Arts and Sciences (2 from the Arts and 2 from Sciences) elected in accordance with Article VIII.
2. Two (2) representatives from the commuter community elected in accordance with Article VIII.
3. Two (2) representatives enrolled in the Intensive program elected in accordance with Article VIII.
4. Two (2) representatives from the graduate programs elected in accordance with Article VIII.
5. One (1) representative from the residential community elected by the Residence Hall Association.
6. One (1) representative from the Programming Board selected by the Programming Board.
7. One (1) representative from each of the University's chartered clubs/organizations.

Quorum for the Senate shall be a simple majority of its voting members. All meetings of the Senate shall be conducted in accordance with the latest edition of Robert's Rules of Order. Meetings of the Senate shall occur no less than twice (2) per month throughout fall and spring semester, excepting University holidays. Senators are expected to represent their constituency at every full Senate session with no exception. Senators are expected to notify the ASNDNU Secretary if they are unable to attend and provide a proxy in their absence.

#### **ARTICLE V: THE RESIDENCE HALL ASSOCIATION**

The Residence Hall Association (hereinafter RHA) is the resident decision-making body which offers residents the opportunity to affect the community in which they live. RHA operates as an effective cohesive group that encourages individual members to develop their own personal, cultural, and educational programs throughout the year. It is the responsibility of the officers to follow and carry out the duties specified in the RHA Constitution. RHA shall report all activities to the Senate at least twice per semester.

#### **ARTICLE VI: THE PROGRAMMING BOARD**

The Programming Board shall consist of the Special Events Coordinators and will target many programming aspects of student life. The Programming Board will be selected and supervised by the Director of Student Activities. Any change, including the supervision of Programming Board is the duty of Student Activities. One (1) Programming Board member shall be selected to serve as a Senator as specified in Article IV. The Programming Board shall report all activities to the Senate at least twice per semester.

#### **ARTICLE VII: CHARTED CLUBS AND ORGANIZATIONS**

To be chartered by ASNDNU, clubs and organizations shall go through the following process:

- A. Application  
Obtain an application from ASNDNU and establish a mission of the club. A motion shall be made to the Senate to approve the application of the club. If approved by the Senate, the club shall go through a probationary period.

#### **B. Probationary Period**

The activity movement of the club shall be monitored by the Executive Board of ASNDNU. During which time, funding may only be requested through the Senate. Probation is for the duration of one full year to the date of their probation, after this period a budget may be requested by the Senate.

#### **C. Chartership**

After the probationary period, the club can make a motion for chartership providing appropriate background about club events, actions, activities, fundraisers, and contributions to the University. The Senate shall review and approve or deny the motion for chartership. A club or organization's charter can be revoked by the Senate if it fails to uphold its responsibilities to ASNDNU.

#### **D. Inter-Organizational Committee**

An Inter-organizational Committee consisting of the presidents of all the University's chartered clubs or their appointed representatives shall meet no less than once per month. This committee shall approve funding for clubs. The committee shall be chaired by the ASNDNU Treasurer.

### **ARTICLE VIII: GENERAL ELECTIONS**

All registered undergraduate and graduate students of Notre Dame de Namur University shall have the right to vote.

#### **Section A: Elections**

There shall be an ASNDNU election held no later than the third week of April to elect all student members of the Senate. The Election Rules Committee (ERC) shall supervise the general election according to its codes and regulations. Each academic year the ERC shall be organized by the ASNDNU President. The ERC will establish and conduct election procedures and publish election results. The ERC will abide by and enforce Election Rules Guidelines approved by the Senate each year. See ERC Constitution.

#### **Section B: Constituency**

The President, Vice-President, Secretary, and Treasurer shall be voted on by all members of the Association and shall be elected by a majority of those students voting for each position. All Senators shall be elected by a majority of those students officially enrolled and/or registered in each school or category voting in the election.

### **ARTICLE IX: AMMENDMENT, REFERENDUM, & RECALL**

#### **Section A: Referendum and Amendment**

There shall be two (2) methods of proposing a constitutional amendment or referring an issue to the general student body:

1. A vote of approval of at least two-thirds (2/3) of the total Senate membership will place an amendment or any item before the Association membership in the form of a referendum.
2. Submission of a petition signed by at least ten (10) percent of the Association members and presented to the President or Senate will place any item before the Association members in the form of a referendum.

A special election shall be called by the President, unless

otherwise specified to be held during the general election. A majority vote of approval by the students voting will be required to implement an amendment/referendum.

specific objectives. These rules are governed by the Constitution itself. The By-laws of ASNDNU can be established/amended/revoked by a 2/3 vote of the Senate.

**Section B: Nonsubstantive Changes**

The Senate may amend the Constitution for nonsubstantive purposes to remove inconsistencies and ambiguity, achieve consistency with applicable law or policy, and correct obsolete terms, names, or titles.

**Section C: Recall and Removal from Office**

1. Recall

All elected positions of the Association shall be subject to recall by their respective constituencies. Presentation of a petition to the Senate bearing twenty-five (25) percent of the constituency’s signatures or a 2/3 vote of the Senate will warrant whether a special election should be held. In the case of a special election, the ERC will be responsible for conducting it in accordance with Article VIII Section A. Any elected official of the ASNDNU shall be removed from office in the event he/she receives a 2/3 majority of NO votes cast in a recall election.

*Amended April, 2005  
Amended on April 6, 2007  
Amended April, 2008  
Amended April, 2009  
Amended April, 2012  
Amended April, 2013*

2. Removal

A senator or executive board member may be removed from office by a 2/3 affirmative vote from the Senate. The following acts would qualify a senator or executive officer for removal:

1. The person is declared on academic probation by the University.
2. Failure to attend 3/4 of each semester’s senate meetings.
3. Inappropriate behavior, including, but not limited to: harassment, racial slurs, dishonesty, abuse of power.
4. Failure to fulfill their duties outlined in this constitution.

**ARTICLE X: POLICIES**

Policies are standing rules that the ASNDNU Senate enacts to fulfill its specific objectives. The policies are governed by the ASNDNU Constitution and By-laws. The policies of the ASNDNU can be established/amended/revoked by a 2/3 vote of the Senate.

**ARTICLE XI: STIPENDS**

Executive officers of the organization shall receive the following stipends payable during the academic year (September-May):

A. Stipend Amounts

- |                   |         |
|-------------------|---------|
| 1. President      | \$2,000 |
| 2. Vice President | \$2,000 |
| 3. Treasurer      | \$1,500 |
| 4. Secretary      | \$1,500 |

B. The Senate shall have the power to amend/revoke/suspend stipends with a 2/3 affirmative vote of the Senate.

**ARTICLE XII: BY-LAWS**

By-laws are standing rules that the ASNDNU enacts to fulfill its

Associated Students  
Notre Dame de Namur University  
**By-Laws**

1. All purchases must be approved by the ASNDNU and must abide by the ASNDNU Constitution and mission statement. The executive board has \$500 to spend per semester, above the limit must get approval from the senate.
2. The ASNDNU may withdraw funding recognition from any chartered club/organization that does not hold a meeting/event at least once month.
3. The time, place, and agenda of all ASNDNU meetings shall be announced to the students. Announcements of meetings shall be made at each ASNDNU meeting, through publicity and through other media on campus.
4. The ASNDNU is required to make all minutes and other pertinent information readily available to any member of the Association.
5. No ASNDNU club or organization shall have an account outside of NDNU. All expenses from ASNDNU must be funneled through ASNDNU. Club and organizations may set up an account with Student Life and Leadership.
6. Each year chartered clubs/organizations will be granted one hundred dollars (\$100) for fundraising purposes.
7. If a Senator is unable to attend a Senate/Financial meeting he/she must phone (650) 508-3489 and leave a message for the ASNDNU secretary and president at least 24 hours prior to the meeting, If notice is given less than 24 hours in advance, the situation will be reviewed at the discussion of the executive board. A proxy must be sent to the meeting; however this proxy in the place of the senator will result in the loss of the voting right in the following ASNDNU meeting.
8. Any money left from allocated funds to club/organizations will revert back to the ASNDNU account.
9. Each club/organization that receives funding from ASNDNU must adhere strictly to the Posting Policy and ASNDNU Financial/Funding Policy. Clubs that do not follow these policies will be subject to fines by the policies as stated in Article X of the Constitution.
10. If any event/project funded by ASNDNU is cancelled then the allocated funds revert back to ASNDNU.
11. If publicity for an even is not posted within five (5) school days of the scheduled event, then ASNDNU has the right to withhold funds.
12. Members of the executive Board shall each hold two (2) office hours per week.
13. The following clubs are chartered: Amnesty International, Argomaniacs, Bizcom, Black Student Union, Biological Society, Bohemian, Brothers and Sisters of NDNU, Commuter Club, Hawaiian Club, International Club, Isang Lahi, Italian Club, Latinos Unidos, NDNU Students for Life, Omicron Delta Kappa, Orientation Team, Psi Chi, Rotaract, and Social Action Club.
14. All questions and concerns regarding budget requests must be addressed at the financial meetings, held every other Tuesday. Questions and concerns will not be considered at the ASNDNU Senate meeting, unless 2/3 of the Senate presents votes to discuss said budget request.
15. Failure to attend a financial meeting will result in the ability to submit a budget request to be reviewed at the following financial meeting.
16. Any new club must sit on three consecutive Senate meetings before it will be granted voting rights in the Student Senate and the ability to request funding from ASNDNU.
17. Failure to attend three consecutive ASNDNU meetings, both Senate and Financial, without sending a proxy, may result in the termination based on a 2/3 vote from the Senate.

## **ASNDNU Financial Policy**

All Clubs and Organizations that requests funding from ASNDNU are required to complete the following proposal procedures:

\*Before any club/organization can be permitted to request funding from ASNDNU, there must be an appointed student club Senator who will be required to attend at LEAST 2/3 of the Senate and Financial meetings.

### Financial Guidelines:

1. All purchases must be approved by ASNDNU and must abide by the ASNDNU Constitution and Bylaws.
2. Clubs/Organizations requesting funding must be officially chartered and/or within their probationary period through ASNDNU and the Student Life & Leadership Office.
3. Every ASNDNU club must fundraise at LEAST 25% of their total approved allocation each semester and provide accurate records of the fundraising efforts present to the executive board and senate.
4. All chartered/non-chartered clubs, organizations, and honor societies are required to provide one program a semester that incorporates the main aspects of Notre Dame de Namur University's mission statement.
5. Funding will be allocated to clubs/organizations for individual events/programs that will most directly benefit the Notre Dame de Namur University students.
6. Budget requests (located in the SLLO and AS office) must be submitted to ASNDNU Treasurer by the next Senate meeting by 2:00pm to be put into the agenda.
7. The requesting club's Senator must be present at the financial meeting to have request voted upon by the Senate or it will be amended to be tabled or dismissed.
8. All requests must be discussed at the financial meeting by the requesting Senator to explain the event in detail before Senate vote.
9. Any changes to the original budget request requires a new Budget Request Form and must be submitted by the next Senate meeting to the ASNDNU Treasurer for discussion and Senate vote.
10. Budget Request Forms that have been approved by the Senate at the financial meeting must be voted upon as a packet at the next Senate meeting.
11. Failure to fill out the ASNDNU Budget Request Form completely will be denied.
12. All approved Senate Budget Requests must be signed by the ASNDNU Treasurer and the Director of Student Life & Leadership and kept in a binder in the SLLO to prevent over expenditures.
13. If a Senator requests money from ASNDNU (and it is approved) to pay for a seminar, class, or any type of educational experience outside of NDNU, the students attending the seminar must give a presentation of:
  - a. What they learned
  - b. How it effect NDNU and its students
  - c. How it can be incorporated in the University

The participating students must give a presentation during the following ASNDNU meeting after their seminar and inform the executive board at least 2 days before the presentation. The requesting Senator must also sign a contract that will be available in the SLLO and AS office that states their agreement to do or have the students involved give a presentation.

14. The ASNDNU Senate shall NOT spend more than 60% of the total annual financial budget before the last Financial Meeting of the Fall semester.

### Allocation vs. Approval

An "allocation" is when ASNDNU approves a budget request. An "approval" is when ASNDNU approves a budget allocation item (i.e. approval of a cash/check request).

## Methods of Payment/ Reimbursement

1. All NEW vendors, entertainers, and/or companies must complete a W-9 form and contract prior to processing or receiving payment. All forms and requests are available in the SLLO.
2. Purchase Orders (PO): A purchase order must be approved before the date of purchases at or exceeding \$1,500.00. The ASNDNU Treasurer and Director of Student Life & Leadership must approve PO before the date of purchase.
3. Personal Cash and/or Credit Cards: If you or a club/organization member utilizes personal funds, reimbursements can only be approved and processed by submitting all receipts with a Check/Petty Cash Request. Allow at least (2) weeks for Check/Petty Cash payments or reimbursements.
4. Invoices: If a company invoices/bills your club/organization of the University, only the invoice must be submitted to the ASNDNU Treasurer and Director of Student Life & Leadership.
5. University Checks: If your club/organization plans to pay a company with a University drafted check, requests must be turned in at least 2 weeks in advance.
6. The ASNDNU Treasurer must sign all receipts for reimbursement or the Director of Student Life & Leadership will deny the reimbursement and no reimbursement will be made.

*Revised 3/4/08*

*Revised 11/1/11*

**TEMPLATE SAMPLE OF A CLUB CONSTITUTION**

**NOTRE DAME DE NAMUR UNIVERSITY**

**CONSTITUTION OF**

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**Article I. Name**

The name of this organization is \_\_\_\_\_

**Article II. Purpose**

The purpose of this organization is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Article III. Membership**

Section 1. Membership is open to all currently registered students, faculty and staff of NDNU.

Section 2. Only student members may vote or hold office.

Section 3. There will be no discrimination based upon race, religion, creed, national origin, sex, age, physical handicap or sexual orientation.

Section 4. There will be no hazing.

**Article IV. Officers/Elections**

Section 1. The elected officers will be \_\_\_\_\_

Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for purpose.

Section 3. Elections will be held during \_\_\_\_\_

Section 4. Term of office will be \_\_\_\_\_

Section 5. Vacancies will be filled by \_\_\_\_\_

Section 6. The duties of the officers are outlined in the Bylaws.

**Article V. Meetings**

Section 1. Regular meetings will be held \_\_\_\_\_

Section 2. Special meetings may be called by \_\_\_\_\_

Section 3. Quorum for a regular or special meeting will be \_\_\_\_\_

**Article VI. Constitutional Amendments**

This constitution may be amended by \_\_\_\_\_  
and University approval.

**Article IX. Advisor**

An advisor will be selected by \_\_\_\_\_

**Article X. Bylaws Amendments**

The Bylaws may be amended by \_\_\_\_\_

**BYLAWS**

**Article I. Officers' Duties**

Section 1. Officer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2. Officer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3. Officer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 4. Officer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 5. Officer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CONSTITUTIONAL AMENDMENT FORM

Club/Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) Submitting Amendment: \_\_\_\_\_

Please write clearly, the approved amendment passed by the Club/Organization: \_\_\_\_\_

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Please include the article, section and/or subsection that the new amendment is modifying:

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This form must be completed through ArgoConnect to the Student Life & Leadership Office within ten (10) days of the Club/Organization's action. All amendments will be kept on file and will be the official constitution and bylaws of the Club/Organization.

In the event that a Club/Organization needs or requires staff or advisor intervention, the official constitution and bylaws kept in the Student Life & Leadership Office will be referenced.

# of Affirmative Votes: \_\_\_\_\_ # of Negative Votes: \_\_\_\_\_ # of Abstentions: \_\_\_\_\_

## **Verification of Approved Amendment**

As officer's of the Club, we submit the above stated amendment to our constitution or bylaws ratified by our Club/Organization membership. The information we are submitting is both true and correct as ratified by our Club/Organization's membership.

All false or illegal modification of information submitted will result in my removal of office.

\_\_\_\_\_  
Name of Club/Organization President

\_\_\_\_\_  
Signature of Club/Organization President

\_\_\_\_\_  
Name of Club/Organization Secretary

\_\_\_\_\_  
Signature of Club/Organization Secretary

Date of Club/Organization Approval of Amendment: \_\_\_\_\_



**Contract**

This contract, made and entered into on \_\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as "Vendor" and Notre Dame de Namur University, hereinafter referred to "University."

Services to be provided: \_\_\_\_\_

Confirmation/Invoice #: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_ Report Time: \_\_\_\_\_ Length of Service.: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Contact Person: \_\_\_\_\_

**The University assumes no responsibility for loss or damage to the Vendor's property wherever located.**

The Vendor agrees and warrants that no sale of promotional materials is to be permitted in relation to the service or performance herein contracted unless the terms of such are agreed upon by the University and stipulated as an explicit part of this contract.

The University is hereby relieved of any liability if it is unable to meet the responsibilities of this contract because of any "Act of God," riots, epidemics, strikes, any act or order of public authority, and any other cause similar or dissimilar beyond the control of the University; and the University shall not be held responsible if, through an "Act of God," or conditions beyond its control, it is unable to provide a venue on the date and time when the engagement herein contracted for is scheduled. Furthermore, if such acts or conditions occur, the University is not liable for any damages which the Vendor, his/her group, or representative might suffer.

The University reserves the right to prorate and/or adjust the fee of the services rendered, or to cause this contract to be null and void if in its judgement undue delays, regardless of cause, on the part of the Vendor and/or any and all of his/her employees or representatives, result in a time later than that herein stipulated for the commencement of the services contracted.

If for any reason other than due to an "Act of God," riot, epidemic, or act of public authority this contract is cancelled by the Vendor beyond the cancellation clauses contained herein, or a change of date is required by the Vendor for any reason other than an "Act of God," riot, epidemic, or act of public authority, the Vendor agrees to reimburse the University for its bona fide out-of-pocket expenses immediately upon presentation of a certified statement of such expenses to the Vendor or his/her authorized representative.

The University shall not be liable to the Vendor, or any of his/her members, employees, contractors, representatives or related persons, for any damage to their persons or property. The Vendor does hereby waive all such claims on his/her own behalf and on behalf of his/her members, employees, contractors, representatives or related persons.

The Vendor agrees to indemnify and hold the University and all of its officers, Board members, employees, student representatives, and agents or representatives of any kind, free and harmless from any loss, damage, liability, cost, cause of action, attorney fees or expense of any kind that may arise as a result of the service or as a result of activities connected to the service provided; and the Vendor does hereby agree to defend the University and all of its officers, Board members, employees, student representatives, agents and representatives of any kind, against any and all claims and liabilities for any injury or damage to any person or property occurring before, during, or after the performance when said injury or damage is caused in whole or in part by the acts, negligence, or omission of the Vendor or any of his/her or their members, employees, sub-contractors, representatives, agents, licensees, or invitees. This indemnification shall be made by the Vendor jointly and severally, and whether or not the injury or damage is also cause by the actual, implied, various, active, passive, direct, indirect, or joint conduct, negligence, strict liability or omission of the University.

The validity construction and effect of this contract and its riders shall be governed by the laws of the State of California.

If this contract is signed by someone other than the Vendor, the person signing for the Vendor warrants that he/she is the

authorized agent of the Vendor and is authorized by the Vendor to execute this contract for the engagement at the time and place specified above.

The University is relieved of all liability as to meeting the terms of this contract if same is not properly signed and dated by the authorized person(s) representing the Vendor and returned to the University no later than two weeks prior to the date of activity.

**Additional Terms and Conditions**

No implied commitment shall be construed as binding upon the University unless made by the designated employee of the University, who is \_\_\_\_\_.

The undersigned agrees to furnish the services outlined above in consideration of the fee stipulated and under the terms and conditions stated.

The Vendor agree to defend, indemnify and to hold harmless Notre Dame de Namur University against all claims, demands, costs and expenses that the University may sustain or incur by reason of any infringement or violation of any copyright or propriety right in this performance. The Vendor agrees to pay any and all royalties or performance fee required to be paid on copyrighted material. Notre Dame de Namur University is to be held free of all liabilities therefrom.

This contract shall be null and void unless it is duly executed by the University.

Additional terms and conditions:

1. Vendor must provide Certificate of Insurance naming Notre Dame de Namur University as “additional insured”. (Minimum amount \_\_\_\_\_).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address of Vendor

\_\_\_\_\_  
Vendor or Designee Name (please print)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Vendor or Designee Name Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Notre Dame de Namur University Signature

The signature above confirms that the parties have read, recognized and approve each of all the terms and conditions set forth in this agreement.

(FOR STUDENT USE ONLY)

**ASSUMPTION OF RISK,  
AGREEMENT AND RELEASE FROM LIABILITY**

PARTICIPANTS:

READ CAREFULLY BEFORE SIGNING THIS AGREEMENT AND RELEASE FROM LIABILITY.

\_\_\_\_\_ (EVENT/ACTIVITY) IS A VOLUNTARY ACTIVITY. AS A CONDITION TO PARTICIPATION IN THIS ACTIVITY, THE STUDENT MUST AGREE TO ACCEPT AND ASSUME THE RISKS OF PERSONAL INJURY AND DEATH IN CONNECTION WITH THIS ACTIVITY AND AGREE TO RELEASE AND HOLD HARMLESS NOTRE DAME DE NAMUR UNIVERSITY, ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS AND REPRESENTATIVES FROM LIABILITY FOR NEGLIGENCE OR OTHER ACTS RELATED TO THIS ACTIVITY AND TRAINING FOR THIS ACTIVITY.

**ASSUMPTION OF RISK**

I UNDERSTAND THAT THE NOTRE DAME DE NAMUR UNIVERSITY \_\_\_\_\_ ( INVOLVES RISKS OF PERSONAL INJURY AND DEATH. I AM AWARE THAT MY PARTICIPATION IN THE NOTRE DAME DE NAMUR UNIVERSITY \_\_\_\_\_ (IS A HAZARDOUS ACTIVITY; HOWEVER, I AM VOLUNTARILY PARTICIPATING WITH KNOWLEDGE OF THE DANGERS INVOLVED. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY AND DEATH RESULTING FROM, OR RELATED TO MY PARTICIPATION IN THIS PROGRAM. I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:

\_\_\_\_\_  
(Initials of Student)

**RELEASE**

AS CONSIDERATION FOR BEING PERMITTED BY NOTRE DAME DE NAMUR UNIVERSITY TO PARTICIPATE IN THE NOTRE DAME DE NAMUR UNIVERSITY \_\_\_\_\_, I HEREBY AGREE THAT I, MY ASSIGNEES, HEIRS, DISTRIBUTEES, GUARDIANS AND LEGAL REPRESENTATIVES WILL NOT MAKE A CLAIM AGAINST OR SUE NOTRE DAME DE NAMUR UNIVERSITY OR ANY OF ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS, REPRESENTATIVES, VOLUNTEERS OR AFFILIATED ORGANIZATIONS, FOR INJURY OR DAMAGE RESULTING FROM ANY OF THEIR NEGLIGENCE OR OTHER ACTS RELATED TO MY PARTICIPATION IN \_\_\_\_\_.

I HEREBY RELEASE NOTRE DAME DE NAMUR UNIVERSITY AND ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS, REPRESENTATIVES, VOLUNTEERS AND AFFILIATED ORGANIZATIONS, FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY ASSIGNEES, HEIRS, DISTRIBUTEES, GUARDIANS AND LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR INJURY OR DAMAGE ARISING OUT OF OR RELATED TO MY PARTICIPATION IN THE NOTRE DAME DE NAMUR UNIVERSITY \_\_\_\_\_.

(OVER)  
KNOWING AND VOLUNTARY EXECUTION

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND NOTRE DAME DE NAMUR UNIVERSITY AND ITS AFFILIATED ORGANIZATIONS, AND I SIGN IT OF MY OWN FREE WILL.

EXECUTED AT BELMONT, CALIFORNIA ON \_\_\_\_\_(DATE).

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_ 1500 RALSTON AVENUE \_\_\_\_\_  
STREET

\_\_\_\_ BELMONT, CA 94002 \_\_\_\_\_  
CITY/STATE

\_\_\_\_\_  
PHONE

#### DECLARATION OF WITNESS

I CERTIFY THAT \_\_\_\_\_ (STUDENT'S NAME) ACKNOWLEDGED IN MY PRESENCE THAT \_\_\_\_\_ (HE OR SHE) HAD READ AND FULLY UNDERSTOOD THE MEANING AND CONSEQUENCES OF THE FOREGOING RELEASE, AND SIGNED IT IN MY PRESENCE.

EXECUTED AT BELMONT, CALIFORNIA ON \_\_\_\_\_(DATE).

\_\_\_\_\_  
(SIGNATURE OF FACULTY OR STAFF WITNESS)

G: RELEASE OF LIABILITY/STUDENT USE ONLY

12/01

# Sample W-9

## Notre Dame de Namur University

1500 Ralston Avenue, Belmont, CA 94002-1908  
650 508-3567 Fax: 650 508-3608

Dear Sir/Madam,

Our records indicate that we have not received a "Payer Request for Taxpayer Identification (W-9 form)." In order to comply with the IRS, this request is made to all individuals and business entities required to file an information return with the IRS and which are being paid through our Accounts Payable system.

Pursuant to section 3406(a)1A of the Internal Revenue Code, we are required to withhold 31% from all payments if a payee has not furnished his Taxpayer ID number or gives an incorrect Tax ID number. You have thirty (30) days from the date of this notice to submit your W-9; otherwise payments will be subject to backup withholding. If funds are withheld, they can only be refunded by the IRS. Be aware, if you are using your SOCIAL SECURITY NUMBER to file taxes, payments must be MADE and REPORTED under your name. We must have a legible signature on the form.

Thank you for your prompt attention in this matter. If you should have any further questions, please call me at (650) 508-3567.

Sincerely,

Caroline Chang  
Staff Accountant-Accounts Payable

**NOTE: FAILURE TO COMPLETE AND RETURN THIS INFORMATION MAY RESULT IN BACKUP WITHHOLDING OF 31% OF YOUR PAYMENTS.**

<b>SUBSTITUTE FORM W-9</b> Department of the Treasury Internal Revenue Service	PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER	SEE REVERSE FOR INSTRUCTION
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<b>Part 1- Taxpayer Identification Number (TIN)</b> If TIN is missing or is incorrect, please enter in the appropriate space below, sign, date, and return this card. If TIN is correct, please sign, date, and return this card.	<b>Part 2- Backup withholding on accounts opened after 12-31-83.</b> Check the box if you are NOT subject to backup withholding under the provisions of section 3406(a)(1)(C) of Internal Revenue Code.
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<b>Social Security number:</b>	<b>or</b>	<b>Employer Identification number:</b>	<b>Part 3- Awaitin</b>
I.D. or S.S.#:		Please check appropriate box:	
NDNU Acct.#:		Individual/Sole Proprietor	Corporation
		Partnership	Other

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certification - Under the penalties of perjury, I certify that the information provided on this form is true, correct and complete.

## Petty Cash Procedures

### I. GENERAL INFORMATION

- A. Disbursements from petty cash funds must be properly documented and for a valid University business purpose.
- B. Petty cash funds may NOT be used for the following:
- o Items/receipts in excess of \$100.00.
  - o Cash advances
  - o Cashing of personal checks or providing personal loans.
  - o Purchases which are required to be reported in a specific manner such as, but not limited to, personnel services, travel expenses, payroll advances, and business meals.
  - o Purchase of items which are prohibited under petty cash procedures:
    - advertising
    - alcoholic beverages and tobacco
    - clothing
    - controlled substances
    - donations
    - hazardous materials
    - personal items
    - items that are intended to be used or consumed by University Employees on or off campus for other than University use.
    - professional services
    - seminars and memberships
    - telephones and cell phones
  - o Hospitality expenses greater than \$5, such as meals or entertainment (such expenses should be paid by using the University's purchasing card, submission of check request to Accounts Payable in advance of the event, or if paid by the purchaser, submission of expense reimbursement request with receipts to Accounts Payable.)
- C. Finance & Accounting has the authority to make exceptions to the above list when special or unusual circumstances apply. Approval for exceptions must be received prior to purchasing items listed above.

### II. PROCEDURE

- A. Employee/Student Making The Purchase
- An employee/student purchasing items using petty cash funds must do the following:
1. Obtain prior approval for the spending from the appropriate Budget Manager, a Department Vice President/Dean, Director, or Supervisor. This can be done either verbally or via e-mail, as long as the Budget Manager is made aware of the anticipated expense.
  2. Make the purchase, paying for the item with personal monies, and must obtain an itemized receipt or cash register sales slip.
  3. Complete and sign the Check/Petty Cash Request form, noting the purpose of the expense and the ap-

appropriate G/L account number, and attach the original sales receipt(s) or cash register sales slip(s) to the Check/Petty Cash Request form. The receipt(s) must include:

- o description of the item(s)
- o date of purchase
- o place of purchase
- o itemized amounts

4. Obtain the Budget Manager's signature on the Check/Petty Cash Request form.

5. Present the completed Check/Petty Cash Request form and attached original receipt(s) to the Petty Cash Custodian for reimbursement.

**B. Budget Manager Approving The Petty Cash**

The Budget Manager is responsible for ensuring:

1. The expense is for a valid University purpose.
2. The Check/Petty Cash has been completed properly and correctly.
3. Original sales receipt(s) or cash register sales slip(s) are attached and includes the following information:

- o description of the item(s)
- o date of purchase
- o place of purchase
- o itemized amounts

4. They have signed the Check/Petty Cash Request form.



**PETTY CASH REQUEST (Less than \$100)**

 Date Requested 2013-11-26 08:48:55  Mail  Pick-Up

 Date Needed \_\_\_\_\_ Dept SLLO

Tax/Emp # \_\_\_\_\_ Vendor \_\_\_\_\_ ? \_\_\_\_\_

 Payee/Emp Name Jane Doe

Address \_\_\_\_\_

FOR BUSINESS OFFICE USE	
PO# _____	POSTED _____
VND# _____	1099 _____
DUE _____	DISC _____

BUDGET / DEPT CODE				DESCRIPTION	AMOUNT
115	30	314xx	53830	Reimbursement for club supplies	13.45
<b>TOTAL</b>					<b>13.45</b>

Additional Description of Purchases

Paper plates and cups for XYZ event on October XX, 2013 for XYZ club.

Budget Mgr: (Signature) \_\_\_\_\_

- Receipts must be attached to this form.
- Use "Travel Reimbursement Form" for any travel related expenses.
- Petty cash available in the Business Office (St. Mary's) or at the Accounts Payable office in Sobrato

**PETTY CASH REQUEST (Less than \$100)**

 Date Requested 2013-11-26 08:48:55  Mail  Pick-Up

 Date Needed \_\_\_\_\_ Dept SLLO

Tax/Emp # \_\_\_\_\_ Vendor \_\_\_\_\_ ? \_\_\_\_\_

 Payee/Emp Name Jane Doe

Address \_\_\_\_\_

FOR BUSINESS OFFICE USE	
PO# _____	POSTED _____
VND# _____	1099 _____
DUE _____	DISC _____

BUDGET / DEPT CODE				DESCRIPTION	AMOUNT
115	30	314xx	53830	Reimbursement for club supplies	13.45
<b>TOTAL</b>					<b>13.45</b>

Additional Description of Purchases

Paper plates and cups for XYZ event on October XX, 2013 for XYZ club.

Budget Mgr: (Signature) \_\_\_\_\_

- Receipts must be attached to this form.
- Use "Travel Reimbursement Form" for any travel related expenses.
- Petty cash available in the Business Office (St. Mary's) or at the Accounts Payable office in Sobrato

**CHECK REQUEST**

FOR BUSINESS OFFICE USE	
PO# _____	POSTED _____
VND# _____	1099 _____
DUE _____	DISC _____

Date Requested 2013-11-26 08:45:48  Mail  Pick-Up

Date Needed \_\_\_\_\_ Dept SLLO

Tax/Emp # \_\_\_\_\_ Vendor \_\_\_\_\_ ? \_\_\_\_\_

Payee/Emp Name Jane Doe

Address 1234 Convenience Way

Vendorville, CA 95940

BUDGET / DEPT CODE				DESCRIPTION	AMOUNT
115	30	314XX	53830	Poster making supplies for club event	25.36
TOTAL					25.36

Additional Description of Purchases

Posters for XXX event held on Tuesday, October XX, 2013. For XYZ club

Budget Mgr: (Signature) \_\_\_\_\_

- All fields must be filled out or payment will not be issued.
- If expense is greater than \$1,500, a purchase order is required.
- Receipt, contract or event registration must be attached.
- W9 is required for a new vendor.
- Use "Travel Reimbursement Form" for any travel related expenses
- Request for payment must be submitted to Account Payable (A/P) the Friday prior to Thursday's check run.
- Checks not picked up within one week of issue, will be mailed.
- Keep copy for your records.

### TRANSMITTAL OF DEPARTMENT DEPOSITS

Date	2013-11-26 08:42:30	Department:	
Contact Name			
E-Mail		Phone #	

*(All GL fields below are required by the Business Office)*

FUND (###)	FUNCTION (##)	DEPARTMENT (####)	OBJECT CODE (#####)	AMOUNT	PURPOSE

Name (required)	Amount (required)	Check # (required)
Check(s) Sub-Total (B)		
Travelers Check( Total Amount (C)		
Total (D)		

**Currency Detail:**

Unit	Amount
100 x	\$0.00
50 x	\$0.00
20 x	\$0.00
10 x	\$0.00
5 x	\$0.00
1 x	\$0.00
<b>Total Currency</b>	<b>\$0.00</b>
Total Coin	
<b>Total</b>	<b>\$0.00 (A)</b>
Depositor's Initials	
Cashier's Initials	

**CURRENCY & COIN:**

Total (A) \_\_\_\_\_ \$0.00

**CHECKS:**

# of Checks \_\_\_\_\_ Total (B) \_\_\_\_\_

*(GL account numbers must be written on the front of all checks)*

# of Travelers Checks \_\_\_\_\_ Total (C) \_\_\_\_\_

Total (D) \_\_\_\_\_

**CREDIT CARDS:**

# of Credit Card Trans \_\_\_\_\_ Total \_\_\_\_\_

*(Attach credit card form for each transaction)*



***NDNU Office of Student Affairs***  
***Entertainment Expense Report Form***

Date: \_\_\_\_\_ Location: \_\_\_\_\_  
Project: \_\_\_\_\_ Purpose: \_\_\_\_\_  
Budgeted Amount: \$ \_\_\_\_\_ Budget Source: \_\_\_\_\_

Participants: (continue on back of page if necessary)


Please attach original detailed receipt to this form and include on VISA reconciliation or refund request form.

Host/Sponsor: \_\_\_\_\_

University Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_