



LOKAHI

Student Club Handbook

CHAMINADE UNIVERSITY
SILVERSWORDS

2018-2019

WHAT IS LOKAHI?

Lōkahi

Harmony and unity

Cooperation and collaborative work

People who work together can achieve more

Lōkahi is the value of harmony and unity.

Lōkahi seeks harmony in bringing people to win-win agreements. It is working with cooperation and collaboration, so all who contribute feel valued and unified.

Lōkahi brings these endeavors to teamwork, defining how those who work within an 'Ohana in business can be most effective in their collaborative efforts.

Lōkahi gives us a receptive demeanor to strive for in working with our peers in the most productive way. We want their help and ask for it. Many hands, laulima, make the work more pleasant, 'olu'olu, and they move it along faster. With Lōkahi we achieve more by working together in harmony with others, for Lōkahi strives for synergy as what's best in creating possibilities.

Say, R. (2004). *Managing with aloha: Bringing Hawaii's universal values to the art of business*. Waikōloa, HI: Ho`ohana Pub.

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WELCOME

Aloha, and welcome to Chaminade University Student Clubs & Organizations!

It is because of enthusiastic and committed students like you that Clubs & Organizations are visible and successful. Students give of their time, talents, and energy to ensure they provide the Chaminade community unique opportunities for fun and fellowship. While the benefits of Club membership are vast and varied, being a member or leader of a club takes dedication and is not to be taken lightly.

By stepping into this role, you have committed to ensuring the success of your Club or Organization. Depending on your position and the organization of your Club, you will be partly or wholly responsible for recruitment and marketing, communication with prospective and existing members, budgeting, program planning, and community service, among other Club functions. Your decisions during the coming semester will be determinative of your Club’s success and sustained well-being.

While this may seem to be a tall task, the Office of Student Activities & Leadership staff is here for you! It is for this reason we put together this handbook—as both reference to answer frequent questions, and a detailed guide to give you an idea of how to create and run a Club. While this manual is not comprehensive, think of it as one of your tools necessary to build a robust club.

For more information, feel free to contact the Office of Student Activities & Leadership.

Here’s to a great year!



Office of Student Activities & Leadership

106 Clarence T.C. Ching Hall

3140 Waiialae Ave.

Honolulu, HI 96816

| | | | |
|--|--|---|---|
| OSAL Front Desk 808-739-8556 | | Mitch Steffey, Director 808-739-4688 | Pisila Tukia, Activities Coordinator, 808-735-4776 |
| Hours: | <u>Monday-Friday</u> 8:30am–8:00pm | <u>Saturday & Sunday</u> 10:00am-6:00pm | <u>Summer Hours</u> Mon-Fri 8:30am-4:30pm |

CHARACTERISTICS OF MARIANIST EDUCATION

- Educate for formation in faith
- Provide an integral quality education
- Educate in family spirit
- Educate for service, justice, and peace
- Educate for adaptation and change

MISSION OF THE OFFICE OF STUDENT ACTIVITIES & LEADERSHIP

Mission Statement

The Office of Student Activities and Leadership will be the innovative campus leader in co-curricular engagement by:

- Providing social, educational, wellness, and diversity programming both on- and off-campus that is responsive to student's interests and needs.
- Facilitating opportunities for students to explore their beliefs and individual unique experiences.
- Encouraging collaboration between and amongst students, staff, and faculty.
- Creating opportunities for students to inspire other to grow and achieve.
- Supporting the function of Student Clubs & Organizations.
- Promoting a sense of `ohana and the spirit of aloha.

PURPOSE OF STUDENT CLUBS & ORGANIZATIONS AT CHAMINADE UNIVERSITY OF HONOLULU

Chaminade University of Honolulu and the Office of Student Activities and Leadership are committed to fostering an environment of engagement for all students. Whether through academic research, community involvement, or co-curricular participation, CUH and OSAL strive to create intentional spaces of development; student clubs and organizations are an important part of achieving that goal.

Clubs play a critical role in creating opportunities for social, recreational, and educational growth. Through participation in clubs as both members and officers, students are allowed to forge their leadership skills, promote activism, engage with the community, interact with diverse cultures and perspectives, and cultivate a sense of `ohana. It is our belief that clubs are the laboratory of experiential learning, and that their presence and success is a critical part of the Silversword Experience.

2018-2019 STUDENT CLUB/ORGANIZATION CALENDAR

AUGUST 2018

| Date | Time | Event |
|-------------------------|-------------------|-------------------|
| Monday-Friday 8/20-8/25 | Various | Welcome Back Week |
| Monday 8/20 | 12:30 pm- 1:30 pm | Welcome Back BBQ |
| Wednesday 8/22 | 12:30 pm- 1:30 pm | ClubFest |

SEPTEMBER 2018

| | | |
|---------------------------------|------------------------|-----------------------|
| Monday 9/3 | NO CLASSES – Labor Day | |
| First and/or Second HOR Meeting | 12:30pm- 1:30pm | Club Officer Training |

OCTOBER 2018

| | | |
|--------------|-----------------------------|-----------------------|
| Monday 10/8 | NO CLASSES—Discoverers' Day | |
| Friday 10/26 | 6:00 pm- 10:00 pm | Pacific Island Review |

NOVEMBER 2018

| | | |
|----------------|-----------------------------------|--|
| Monday 11/12 | NO CLASSES—Veteran's Day | |
| TBD | Spring 2019 Club Registration Due | |
| Thursday 11/22 | NO CLASSES—Thanksgiving Day | |
| Friday 11/23 | NO CLASSES—Day After Thanksgiving | |

DECEMBER 2018

| | | |
|--------------------------------------|---|---------------|
| Monday-Thursday 12/3-12/6 | Final Exam Week | |
| Tuesday 12/4 | 8:00pm-10:00pm | Crunch Brunch |
| Monday, 12/24 @ 12pm, through 1/1/19 | University Offices closed for Holiday Break | |

JANUARY 2019

| | | |
|--------------------------|---------|-------------------|
| Tuesday-Friday 1/14-1/18 | Various | Welcome Back Week |
|--------------------------|---------|-------------------|

FEBRUARY 2019

| | | |
|-------------|----------------------------|--|
| Monday 2/18 | NO CLASSES—Presidents' Day | |
|-------------|----------------------------|--|

MARCH 2019

| | | |
|-------------------------|-----------------------------|--|
| Monday-Friday 3/25-3/29 | NO CLASSES—Spring Break | |
| Monday 3/26 | NO CLASSES—Prince Kuhio Day | |

APRIL 2019

| | | |
|----------------|-------------------------------|----------------------------|
| Friday 4/12 | 6:00 pm-10:00 pm | International Extravaganza |
| TBD | Fall 19 Club Registration Due | |
| Wednesday 4/17 | 6:00pm-8:30 pm | Co-Curricular Awards |

| MAY 2018 | | |
|-----------------------|-----------------|---------------------|
| Monday-Friday 5/6-5/9 | Final Exam Week | |
| Tuesday 5/7 | 8:00pm-10:00pm | Crunch Brunch |
| Monday 5/13 | 7:30pm | Spring Commencement |

*See the University events calendar at <https://events.chaminade.edu/> and <https://chaminade.presence.io/events> for more information and additional important dates.

CLUB/ORGANIZATION GUIDELINES

1. EXPECTATIONS OF OFFICERS

The President(s), Chairperson(s), or Chief Executive(s), as indicated on the registration form for the Student Club/Organization, is ultimately responsible for the actions of the Club/Organization. S/he is responsible for understanding the policies and procedures set forth by Chaminade University of Honolulu, its Board of Regents, officers, directors, employees, staff, and agents (heretofore referred to as “CUH”, “The University”, or “Chaminade”) that govern Student Clubs/Organizations and assumes the responsibility of educating the Student Club/Organization membership as to those policies and procedures.

In the event that a member of a Club/Organization is in violation of a University regulation or policy while conducting business or an activity in the name of the Club/Organization, either stated or implied, the Chief Executive(s) will be required to speak for the Club/Organization in any disciplinary investigation or hearing if the specific violator cannot be identified. In such cases, any disciplinary action taken will be against the Club/Organization and not its Chief Executive(s).

However, it should be noted that any civil or criminal liability as a result of action or inaction by the Club/Organization, may be held against the Chief Executive(s) and/or other officers in a court of law. This most commonly occurs in the event of alcohol or drug use or distribution, such as providing alcohol to an underage person, etc.

2. GRADE POINT AVERAGE REQUIREMENT

Chaminade University requires that all primary Officers in a Club/Organization maintain a minimum 2.0 cumulative and semester grade point average upon assumption of their duties and throughout the duration of their leadership role. Primary Officers are defined as a Club/Organization:

- a. President(s)
- b. Director(s)
- c. Chairperson(s) or Coordinator(s)
- d. Editor or Officer(s) responsible for Communication
- e. Business Manager/Treasurer
- f. Vice President(s)
- g. Secretary
- h. Others designated as Primary Officers by the organization

All primary officers of student Clubs/Organizations also need to be registered for a minimum of twelve (12) credit hours during the semester of participation.

3. ROLE OF OFFICERS WITH THE UNIVERSITY

Only individuals listed as Officers/Executive Board Members on Club/Organization Registration form may speak for and represent a given Club/Organization in official relations with the University. For example, these members are permitted to make room reservations, reserve campus space for outdoor events, or submit Check Requests for use of club funds.

4. USE OF UNIVERSITY NAME

A recognized Student Club/Organization may use as part of its name the name of the University. Recognized Student Clubs/Organizations who may want to use other University trademarks or service marks must receive permission from the Office of University Communications & Marketing located in Kieffer Hall. A Student Club/Organization seeking to use the name, trademark, or service marks of the University must submit the following:

- a. A memo requesting to use the entire, part of the University name, trademarks, or service marks to the Senior Director of Communications and Marketing.
- b. The request must state what and how the Club/Organization plans to use the University name, trademark, or service mark.

Any group, club, or organization that is not sponsored by the University may not use an abbreviation of the name of the University, or the name of the University in full or in part, in its name.

5. REPRESENTING THE UNIVERSITY IN OFFICIAL CAPACITY

Sponsored Student Clubs/Organizations which represent the University in intercollegiate competition, public performances, fundraising or service projects, printed literature, or any other endeavor must gain prior approval from the Director of Student Activities & Leadership. All money raised through fundraising efforts are subject to the same policies and regulations as student activity money allocated by the Chaminade Student Allocation Board. More information about fundraising can be found in the “Fiscal Process” section.

6. STUDENT ELIGIBILITY AND CONDUCT

In order to be a member of any registered Club/Organization a student must be registered as a full time Day Undergraduate (DUG) (minimum 12 credits) during the semester of participation. Students who withdraw from the University become ineligible for continued participation in any campus Clubs/Organizations.

a. STUDENTS WITH DISCIPLINARY SANCTIONS

Students who have received any disciplinary sanction specifically preventing their participation in Clubs/Organizations or campus activities are ineligible to participate during the prescribed period of time. It is expected that Clubs/Organizations will honor and support any such sanctions.

b. GPA REQUIREMENTS

Chaminade University does not require a minimum grade point average for general membership in Student Clubs/Organizations. The University does, however, encourage students with low GPA's, especially those with grade point averages under 2.0, to individually monitor the extent of their involvement in co-curricular activities until their GPA rises to a more acceptable level.

c. PROBATIONARY MEMBERS ACTIVITIES & HAZING

Consistent with both the mandates of Hawaii law and the University's position on the dignity of the individual, Chaminade University maintains that no member of the Chaminade community (administration, faculty, staff, or students) shall indulge in any physical abuse or undignified treatment of any other members of the Chaminade community through activities known as hazing. Hazing is defined as:

- i. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for the purpose of initiation or admission into an organization.
- ii. Such terms shall include but are not limited to:
 - a. Any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drugs, or other substance.
 - b. Forced physical activity, which could adversely affect the physical health or safety of the individual.
 - c. Subjection to extreme mental stress, such as sleep deprivation, forced exclusion from social contact.
 - d. Forced conduct that could result in extreme embarrassment.
 - e. Any forced activity that could adversely affect the mental health or dignity of the individual.

Students, faculty, or staff who have a grievance regarding hazing should consult the Student Code of Conduct, the Director of the Office of Student Activities & Leadership, and the Dean of Students. The institution also reserves the right to investigate any rumors of alleged hazing, whether or not a direct student complaint has been received.

7. PUBLICATIONS

d. GUIDELINES FOR PRINTED MATERIAL

All registered Student Clubs/Organizations must print a prominent disclaimer in all material published, including web pages. The disclaimer should read:

(Name of Publication) is published by (name of Student Club/Organization), a registered student organization. (Name of publication) is not an official publication of Chaminade University of Honolulu and does not represent the views of the University or its officers.

e. SOCIAL MEDIA

Chaminade University of Honolulu has approved a Social Media Policy (which can be accessed here) to provide individuals, academic and administrative departments, offices and groups on campus, with information and guidelines related to the use of social media platforms. In most cases, social media accounts registered in the name of the University and its various departments, offices and groups allow the transfer, replication and redistribution of information posted online by other users and the social media company. Adherence to these guidelines is intended to avoid

copyright claims and other liabilities that might arise from the posting of inappropriate or unauthorized content.

These guidelines apply to faculty and staff members, student employees, as well as contractors (e.g. Aramark, Securitas, etc.) who engage in online conversations on behalf of Chaminade University for work-related purposes, or who participate in social media as part of their job responsibilities. These guidelines are intended to help University account holders minimize risk to the University while developing an effective social media presence that maximizes user engagement. The University recognizes that technology and social media are ever changing. This policy is intended as a guide and should be considered adaptable to changes and additions to social media platforms as appropriate. Because Student Clubs/Organizations operate in the name of CUH, they will also be responsible for knowing and adhering to the Social Media Policy.

f. FILM POLICY

Registered Student Clubs/Organizations may sponsor presentations, movies, or films on campus provided they do not charge admission, do not solicit donations for the showings, and **comply with all copyright regulations which oftentimes require the purchase of the right to show the film on campus**. For more information or to gain approval, contact the Director of Student Activities & Leadership.

g. COPYRIGHTS & TRADEMARKS

Registered Student Clubs/Organizations are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. Groups without prior written approval from the Senior Director of Communications and Marketing shall not use any trademarks of Chaminade University of Honolulu. Additionally, licensed vendors that are authorized, pursuant to license agreement, to use Chaminade University trademarks must produce all products.

h. SIGNS & BANNERS

All postings on campus must include the name of the sponsoring Club/Organization, and contact information. Further information regarding fliers can be found under “Campus Posting/Bulletin Boards”.

Registered Clubs/Organizations may have banners hung from the second floor of Henry Hall and Eiben Hall to promote their Club/Org, or an event or set of events. Banners must be dropped off at the Office of Student Activities & Leadership for approval (Ching Hall, Room 106) by 4:00 pm the Friday before the banner is to be hung. Banners must include rope already attached.

Banners/Signs may NOT be hung in front of the Sullivan Family Library without the permission of the Library staff. If you wish to hang your banner in front of the Sullivan Library, you must first receive permission from the Library Director. Failure to receive prior permission from the Library may result in loss of advertising rights, suspension of campus activities, or other appropriate sanctions, as determined by the Director of the Office of Student Activities & Leadership.

***REMINDER:** Student Clubs/Organizations are to take down all publicity for an event within 24 hours after the activity. Failure to do so may result in the suspension of posting privileges for all members of the offending Club/Org.

CAMPUS POSTING/BULLETIN BOARDS

The following guidelines regulate general campus posting:

- a. Flyers and posters for bulletin boards located in Henry, Ching, and Eiben Halls must be approved and date stamped by the Office of Student Affairs & Leadership (Ching Hall, Room 106). All flyers must indicate the name of the sponsoring Club/Organization and a contact number or email address.
- b. Flyers and posters may only be hung on designated “general” posting boards in Henry and Ching Halls by staff of the Office of Student Activities & Leadership.
- c. The use of damaging tapes (mailing tape, duct tape, etc.), adhesives, or pastes on walls, doors, or glass surfaces is expressly prohibited. Affixing flyers to trees, telephone poles, picnic tables, bike racks, etc. is also prohibited. Staples may only be used on bulletin boards.
- d. All inquiries regarding posting flyers and posters in the residence halls must be directed to the Office of Residential Life at (808) 739-4648.
- e. No posters or flyers may be hung on CSGA or academic department’s designated boards without the permission of the CSGA President or academic department staff.
- f. Promotional display materials, whether developed by the organization or provided by outside sponsors, must comply with posting regulations of the University, and must avoid demeaning, sexist or discriminatory references. Advertising of alcohol of any type is not permitted on materials to be posted on bulletin boards. The Director of Student Activities & Leadership approves all postings.
- g. It is the responsibility of the organization to remove all of their posters upon their expiration.
- h. Tampering with or removing another Club’s/Organization’s flyers prior to their event is grounds for disciplinary action against the offending individual or Club/Org.
- i. No flyers may be posted on the glass doors leading into the Vi & Paul Loo Student Center.
- j. Flyers will be granted a maximum of **three weeks** of post time on the bulletins boards.
- k. Flyers may only take up ¼ of the bulletin board space.

8. DISTRIBUTION OF PETITIONS, HANDBILLS, AND LITERATURE

- a. An individual student or a registered Student Club/Organization may distribute literature on campus provided the student or group complies with the following guidelines:
 - i. The literature identifies the name of the student or Club/Organization.
 - ii. The literature is not a promotion for an off campus business, organization, agency, national association, or charitable group.
 - iii. No shouting or accosting individuals in order to distribute the literature.
 - iv. The distribution of literature at an event sponsored by another organization or University agency must be approved by the sponsoring agency.
 - v. The literature may be distributed on University grounds (outside of buildings) and distribution may not unreasonably obstruct pedestrians and vehicular traffic.
 - vi. Only members of the sponsoring University agency or Student Club/Organization may distribute the literature. Literature may not be stuck to individual's possessions (i.e. vehicles). Literature may only be distributed in a face to face interaction.

For more information, contact the Director of the Office of Student Activities & Leadership at 739-4688 or Ching Hall, Room 106.

EVENT PLANNING

Student Clubs/Organizations sponsoring or co-sponsoring an event on or off campus must complete the following process:

Complete the Create Event form on Presence **at least 10 Business days prior to the date of event.**

*You must be logged into Presence and have administrative privileges for your club. For details/questions about each aspect of your event, see below.

- i. Create Event forms will only be accepted at least 10 business days prior to your event. If the event is not submitted at least 10 business days in advance and you have not made special arrangements with the OSAL office, your event will not be approved. *NOTE- If you are in need of facilities, IT, catering, etc. for your event, you must leave at least 48 hours' time for approval in order to make the other reservations before 10 business days. Please consult the University Events calendar when planning activities to avoid conflicts. ***REMINDER:** The final day of programming for each semester is the last day of day undergraduate

classes. Student Clubs/Organizations are not allowed to hold events during finals week or the weekend leading up to finals week.

- ii. Space and Room Reservations will only be accepted at least 10 business days prior to your event. Here is a list of contact information based on room/space. See Room Reservations and Facilities Request on Page 19.

Facilities Requests (tables, chairs, audio/visual, etc.) must be submitted at least 10 business days prior to your event date, if it is not, it is subject to rejection or a \$200.00 fee. YOUR ADVISOR must submit your facilities requests via www.myschoolbuilding.com.

- iii. IT requests (for speakers, microphones, etc.) must be made through myschoolbuilding.com by your clubs advisor at LEAST 10 BUSINESS DAYS PRIOR TO YOUR EVENT
- iv. Aramark Catering can now be done at chaminade.catertrax.com/ and MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO EVENT.
- v. Van Request must be submitted at least 7 business days in advance. Van requests are made on the campus portal (<https://portal.chaminade.edu>) via Menu– Resources – Calendar Center – Van Calendar –Van Request Form. *CLUBS/ORGANIZATIONS MUST PROVIDE THE EVENT CONFIRMATION NUMBER GIVEN TO YOU AFTER YOUR EVENT IS APPROVED*You may receive your EVENT PIN from the Admin tab on Presence – Events – Events PIN on the right of your screen.
- vi. Fundraising: On and off -campus fundraising events are required to submit the Create event form at least 10 business days prior to the event AND must be approved by the Office of Institutional Advancement 3 weeks prior to the event. Car washes require the Create Event Form at least 15 business days in advance to the event.
- vii. Alcohol Request Forms can be found in OSAL, more information is below.
- viii. If your event requires a waiver, waivers can be found on in the Waivers option on when creating an event. The OSAL office will be able to inform you of which waivers are needed depending on the nature of your event.

9. CO-SPONSORSHIP OF EVENTS

A registered Student Club/Organization may co-sponsor events with other registered student Clubs/Orgs or with University departments or agencies. Student Clubs/Orgs may not engage in

any on-campus programs or projects with individuals or groups that are not registered with Chaminade University of Honolulu without the prior written approval of the Director of the Office of Student Activities & Leadership.

GUIDELINES FOR AN EVENT WITH ALCOHOL

10. ALCOHOL REQUESTS

Student Clubs/Organizations may sponsor events at which alcohol will be present. The Campus Event Alcohol Request Form must be completed and submitted by a Club/Organization Officer. This form can be found in the Office of Student Activities & Leadership, Clarence T.C. Ching Hall, Room 106. Submission of a Campus Event Alcohol Request Form does not automatically guarantee approval. Below is the University policy regarding having alcohol at University sponsored events, followed by the form that needs to be completed.

- For all University sponsored events, on or off-campus, where alcohol is present, only beer and wine are permitted, and only in designated areas by those of legal age. All hard alcohol is prohibited regardless of the age of the student.
- **Alcohol cannot be the prime focus for the event.**
- A Campus Event Alcohol Request Form must be completed and submitted to the Director of Student Activities & Leadership (OSAL) and the Dean of Students for approval a minimum of **4 weeks prior** to any promotion or scheduling of the student event. Failure to provide the Director of OSAL and Dean of Students with a completed Campus Event Alcohol Request Form will warrant campus security closing down the event.
- The club/organization Advisor must submit a written statement, to be included with the Campus Event Alcohol Request Form, that s/he will be present at the event during its entirety must. The Advisor's duty is to ensure that no alcoholic beverages are brought into or out of the facility.
- Depending on the expected attendance for and nature of the event, additional chaperones maybe required, per the Director of OSAL and the Dean of Students. Additional security or off-duty police officers may also be required to be in attendance and the organization will be responsible for any additional costs this incurs.
- Student clubs/organizations are not responsible for obtaining any type of liquor license. Alcohol may only be provided by contracting with a 3rd party vendor who agrees to assume responsibility for service of alcoholic beverages. Any contract with the vendor must include provisions that the vendor acknowledges and accepts the University's operational guidelines for the service of alcohol at a Student club/organization event. If the vendor

refuses to provide its own liquor license or refuses to acknowledge and accept the University's operational guidelines for service of alcohol at a student event, then alcohol service will not be permitted.

- Money **shall not** be withdrawn/used from the student club/organization's account to purchase alcohol or underwrite any portion of the cost of the alcohol.
- Alcohol shall not be given away, used as prizes for individuals or groups, provided as a "sample", or utilized as any part of contests or party games.
- One price at the door for "all you can drink" is not permitted.
- Individuals or groups on VIP lists are not permitted to have special discounts or free drinks.
- Prices must remain consistent for the beverages throughout the duration of the event (no "happy hour").
- Sale of alcohol shall be only to individuals who have demonstrated they are of legal drinking age. Pursuant to state law, individuals who may lawfully consume alcoholic beverages are only allowed to be served **one** drink at a time. Sale of large containers, such as pitchers, carafes, etc. is not prohibited.
- Those serving the alcohol shall be at least 21 years of age.
- While it is the responsibility of the vendor to assure no individuals under the age of 21 are being served, it is the sponsoring club/organization officers' and Advisor/chaperones' responsibility to monitor the crowd for under aged individuals who may be attempting to consume alcohol.
- All persons attending any event who are of legal drinking age and wish to consume alcohol will be required to present valid government issued ID, prior to entry, that shows proof of age (driver's license/state identification cards/passports). This includes all persons wishing to enter areas that are designated for alcohol consumption.
- All students will be asked to present a valid Chaminade University student ID for entrance. **The University ID card is not a valid proof of age.** Guests of a Chaminade University student must be recorded at the door as the guest of a specific student, and must present proper identification for this record to be made. The Chaminade University student host is responsible for the actions of his/her guest and must sign a waiver, prior to entry, acknowledging acceptance of this responsibility.

- The club/organization's Advisor (or faculty/staff designee approved by the Director of OSAL & Dean of Students) is responsible for making the final determination of who is of legal age to drink, and issuing an identification wristband, which must be secured on the individual's wrist in the Advisor's presence.
- All persons attending any event where alcohol is being served may bring in a purse/bag no larger than 12x6x6. All bags larger than 12x6x6 will be confiscated and stored for the duration of the event. Chaminade University staff/faculty is not responsible for loss or damage to these bags.
- The sponsoring club/organization **shall** provide a reasonable supply of food and non-alcoholic drinks at least as readily accessible as the alcohol for the entire duration of the event. What is considered a reasonable supply will be determined at the time of the submission of the Create Event form based on the projected attendance at the event.
- The Student Club/Organization will ensure that sufficient chaperones (University faculty/staff) are present and able to ensure the safety of all attendees. Advisors and chaperones shall not consume any alcohol at the event.
- No one who has been drinking will be granted admittance and no one who shows signs of intoxication will be served.
- For an off-campus event, a written contract from the facility where the event will be taking place must be submitted **15 business days** prior to the event for review & approval by the Executive Director of Compliance & Human Resources.
- All events involving alcohol must end no later than 12:00am and alcohol services must end 30 minutes before the end of the event.
- In regard to the safety and well-being of CUH Students and guests attending the event, the sponsoring student organization will need to provide an alternative mode of transportation to/from the venue from Chaminade's campus (i.e. coach bus, school bus, etc). In some cases, this could be a CUH van driven by a certified driver that has not consumed any alcohol.

Chaminade University reserves the right to request additional documents aside from those already listed for student events involving alcohol that take place on or off-campus.

ADVERTISING EVENTS INVOLVING ALCOHOL

No event may have alcohol consumption as its prime focus; therefore, advertising must also reflect this same standard. Events at which alcohol will be sold **may not** advertise price, quantities available, nor in any way utilize alcohol consumption as a "theme" for the event in any of its promotional efforts.

Corporate sponsorship of events on campus is permissible to the extent that it does not encourage any form of alcohol abuse, nor place emphasis on quantity or frequency use. Advertising may not portray drinking as a solution to personal and/or academic problems, as beneficial to social and/or academic success, nor in any way ridicule or undermine an individual's choice not to drink. Sponsorship may lower cost of beverage sales, but alcoholic beverages may never be given away without cost.

FOOD SERVICE

The following outlines the process to request catering service through ARAMARK:

- a. All requests must be made at least **10 business days** prior to the event date. All requests must be made through the online Catertrax system at chaminade.catertrax.com/.

ROOM RESERVATIONS & FACILITY REQUESTS

To reserve the following, contact the listed office:

| Room/Facility to be Reserved | Contact Office | Contact Number |
|-------------------------------|------------------|----------------|
| Ching Conference Center | Facilities | 808-735-4869 |
| Classrooms | Records Office | 808-735-4722 |
| Henry Hall Courtyard | Facilities | 808-735-4869 |
| Residence Hall Lounges/Spaces | Residential Life | 808-739-4648 |
| Silversword Café | Dining Services | 808-739-4621 |
| Vi & Paul Loo Student Center | OSAL | 808-739-8556 |

To reserve any spaces through Facilities, please use the online request system (information follows). All requests to setup and/or break down equipment (i.e. stages, tables, booths, tents, furniture) or to utilize Audio/Visual equipment must be received by Facilities **10 business days prior to the day of the event**. Any requests made less than 10 business days prior are subject to a \$200.00 fee. Your ADVISOR must make the Facilities Request at <http://www.accessmyschoolbuilding.com>. Any Student Club/Organization's advisor who submits a Facilities Request without first submitting an Event Request Form will be denied.

11. AUDIO/VISUAL SERVICES

All requests for A/V equipment must be completed **10 business days prior to the date of the event**. The following process must be completed:

- a. Complete the Create Event Form on Presence
- b. Once your event has been approved, ask your advisor to complete a Facilities Request through my <http://www.accessmyschoolbuilding.com> and include your specific A/V needs (i.e. Microphone, speakers, etc.)

- i. Help Desk will confirm with OSAL that your event has been approved. Once approval has been confirmed, Help Desk will work with your Club/Organization to solidify details of the event.

UNIVERSITY VEHICLES

12. INFORMATION ON UNIVERSITY VANS

All members of the University community, including faculty, staff, students, and administration, are eligible to become certified to drive University vans; only certified persons may drive the vans. The Office of Student Activities and Leadership maintains the most up-to-date lists those who are certified to drive, as well as individuals who have failed their certification process or had their driving privileges revoked. Information on driver policy, certification, and more can be found at portal.chaminade.edu – Menu – Resources- Calendar Center -Van Calendar- Van Document Library.

Use of Chaminade University vans will be on a first come, first serve basis, with the exception of reservations for Athletics. As there is tremendous demand for van use, vans must be reserved in advance of intended use (**a minimum of 7 business days**).

- a. A group may not schedule a van for another group's use and may not relinquish their van to another group without approval from Chaminade Security or the Office Student Activities and Leadership. Such actions will result in penalties and suspension of future van utilization.
- b. No more than two vans can be requested per Club/Organization/group/department per day (exceptions can be made at the digression of the Director of Student Activities and Leadership).
- c. All vans have a 90-mile round-trip maximum. Other arrangements for transportation should be made for trips that exceed this limit. The Athletic Department & all academic departments are exempt from this policy. A fee of \$2 per mile will apply for trips exceeding 90 miles.

FUNDING & FUNDRAISING

13. PRIMARY SOURCES OF FUNDING

Funding for student organizations/clubs come from three primary sources:

- a. Funding from allocations determined by the Chaminade Student Allocation Board (CSAB)
- b. Fundraising efforts by the Student Club/Organization
- c. Membership dues collected from members

In addition to receiving funds, registered Clubs/Organizations also receive services, resources, and support from the Office of Student Activities & Leadership (e.g., inclusions on published calendars, availability of training and leadership development, access to posting on bulletin boards, program development consultation, resource identification, etc.).

14. INDIVIDUAL AND ORGANIZATIONAL ACCOUNTABILITY FOR FUNDS

The use of Student Fee Money to fund Club/Organization activities should be taken seriously. By creating this model, Chaminade has shown true commitment to students, but also empowered them to send a message in what they value. Each time money is used for food and events, it should be done so with care and consideration. Therefore, it is the students' responsibility to ensure that all procedures set forth by the University and enforced by the Business Office and the Office of Student Activities & Leadership are followed to ensure that fair and equitable use of student money is at the core of what we do. Please note that failure to submit original, itemized receipts, or complete the **Advance** process in full will result in the Club/Org being prevented from further access to their Club/Org Account until all issues have been resolved. For questions regarding any information contained within this handbook, please contact the Director of Student Activities & Leadership at (808) 739-4688 or stop by the office, Ching Hall, Room 106.

15. APPLYING FOR FUNDING FROM CHAMINADE STUDENT ALLOCATIONS BOARD (CSAB)

Once a student Club/Organization has registered (or as part), it is eligible for funding generated from student activity fees paid by all Day Undergraduate Students. CSAB is responsible for reviewing proposed budgets and considering the most consistent, equitable, and transparent manner in which funding is distributed. All registered Student Clubs/Orgs must submit a budget proposal with supporting documentation when Club Registration is due. For a sample Budget Request, see osal.chaminade.edu/forms-resources and click on club registration or contact the Office of Student Activities & Leadership at (808) 739-8556 (Ching Hall, Room 106).

16. FUNDRAISING, SOLICITING FUNDS, AND DONATIONS

a. GUIDELINES FOR OFF-CAMPUS SOLICITATION/FUNDRAISING

Off-campus fundraising projects that involve soliciting money, prize donations, or advertising sales must be approved by the Office of Institutional Advancement in Ching Hall **3 weeks in advance of the solicitation**. Once approval has been granted, the Student Club/Organization must complete and submit the Create Event Form on Presence at least **10 business days prior to the solicitation** to the Office of Student Activities and Leadership.

Please note: Due to tax laws, any major gift or in-kind donation for which the donor intends to deduct from their taxes must be considered the property of the University although the Student Club/Org may be the sole user of the item. This only becomes a factor in the event of the dissolution of the Student Club/Org; any property belonging to the University may not be disposed of, sold, given away, or traded by the Student Club/Org without prior written consent of the University.

b. GUIDELINES FOR ON-CAMPUS FUNDRAISING

The Director of Student Activities & Leadership and the Office of Institutional Advancement must approve all on-campus fundraising. In addition the following guidelines must be met:

- i. The Student Club/Organization must complete and submit the Create Event form on Presence to the Office of Student Activities & Leadership at least **10 Business days prior to the fundraising.**
- ii. All funds raised are to be for the exclusive use of the sponsoring Student Club/Org, or may be contributed to an outside charitable organization. Funds may not be used for purchase of personal items or for the purchase of alcohol, tobacco, or other prohibited substances.
- iii. All profits made from the fundraiser must be submitted to the Office of Student Activities & Leadership no later than **2 business days** after the event unless special permission for an extension has been granted by the Director of Student Activities & Leadership.

c. CLUB/ORGANIZATION MEMBERSHIP DUES

If a Student Club/Organization wishes to charge membership dues, they may do so at their discretion. Inability to pay may not exclude interested students from participation in Club/Org activities and those dues must be applied equally to all members. The University reserves the right to request the amount any or all Clubs/Orgs are charging for dues. Upon their collection, all dues must be submitted to the Office of Student Activities & Leadership with an attached Cash Receipt Transmittal Form within 3 business days. This type of funding is subject to the same policies and regulations as money allocated by CSAB.

17. ON-CAMPUS CAR WASH

Student Clubs/Organizations have the ability to hold car washes on campus to raise funds for a variety of reasons including funding trips or purchasing T-Shirts. In order to gain approval for a car wash, the follow steps should be followed:

- a. Complete the Create Event form on Presence and check with OSAL Director to see if the requested date is open for a car wash.
 - i. Car wash requests must be submitted **15 business days** in advance of proposed date.
- b. Clubs/organizations must provide their own car wash supplies.
- c. After the car wash has concluded, all materials must be returned to the Office of Student Activities and Leadership by the next business day, or returned to Facilities the day off.

CUH will only approve the hosting of one car wash on a given day; to ensure your Club/Org is able to host a car wash on your preferred date, registration of the event should occur as early as possible.

18. USE OF CORPORATE SPONSORSHIP IN UNDERWRITING AND PROMOTION

Corporate sponsorship of events on campus is permissible to the extent that it does not promote values counter to those of the University. Promotional activities by corporate sponsors may **not** be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Director of Student Activities & Leadership or the Dean of Students. The Director of Student Activities & Leadership and the Director of Institutional Advancement must clear all corporate sponsorships prior to its solicitation.

19. CHECK REQUEST PROCEDURES

Clubs/Orgs may request **ADVANCE** funds for events or seek **REIMBURSEMENT** for expenses incurred. A Student Club/Org may also ask the University to write a check directly to a vendor utilizing the **PAYMENT DUE** function for the form. Check Requests must be submitted at least 10 business days in advance of the day the money is needed. For more information or to access the below-detailed forms, go to osal.chaminade.edu/forms-resources.

20. FORMS

There are several types of forms that Student Clubs/Organizations will utilize throughout the semester. Most forms have multiple functions and can be found either on the OSAL website or at the OSAL office.

a. CHECK REQUEST

i. A Check Request (submitted at least 10 business days in advance) is completed for 3 reasons:

a. **Advance**: An Advance is when money is requested before an event in order to fund its success. Typically, Advances are utilized when the event will be too costly for Club/Organization members to pay for out-of-pocket. Examples of such events include Extravaganza/PIR, Spring Graduate recognition events, etc. After the money from an Advance is used, any remaining money must be returned within **3 business days**, along with:

- i. Original Receipt(s)
- ii. Cash Receipt Transmittal Form
- iii. Expense Report for Advance

b. **Reimbursement**: A Reimbursement is when a Club/Organization member or Advisor pays out-of-pocket for an event or supplies. When requesting reimbursement, the requestor must complete the Check Request in addition to providing:

- i. Original Receipt
 - a. The receipt must include payment method. If you pay with a credit card, the receipt must contain the credit card number used to complete the transaction.

- c. **Payment Due:** Payment Due is utilized when a 3rd party vendor says they will need to be paid directly by the University. A Club/Org can also elect to have a vendor paid directly by the University; examples of when a Club/Org would want to pay with a check directly to a vendor would be if the Club/Org is travelling off-island for a conference and they want to pay hotel expenses ahead of time. When submitting a Check Request for Payment Due, the requestor must also attach:
 - i. Invoice (stating the amount due upon services rendered)
 - ii. W-9
 - d. Please note that any food purchase requires an itemized receipt and the Business Office may not be able to process a reimbursement if an original itemized receipt is not included.
 - b. CASH RECEIPT TRANSMITTAL (CRT)
 - i. A CRT is needed anytime a Club/Organization member or Advisor is depositing funds into the Club/Org account. In order for the CRT to be successfully processed, the requestor must also attach:
 - a. Money being deposited
 - c. EXPENSE REPORT FOR ADVANCE
 - i. The Expense Report for Advance (Expense Report) form **MUST BE** completed anytime your Club/Organization spends money received from an **Advance**. The Expense Report for Advance (Expense Report) is to be returned within **3 business days** of your event, along with:
 - a. Cash Leftover From the Advance (if applicable)
 - b. Original Receipt(s)
 - c. Cash Receipt Transmittal Form
 - d. Check Request (if applicable)

**Failure to return the Expense Report and all associated materials within 3 business days will result in the Business Office placing an indefinite hold on all current or future requests associated with your Club/Organization.

- d. FUNDS TRANSFER
 - i. The Funds Transfer Form is utilized to transfer money between internal Chaminade Accounts. For example, if Chaminade Student Nurses' Association is traveling, and plane tickets are purchased using the Nursing Department Credit Card, the CSNA may submit a Funds Transfer Form to reimburse the Department for that cost.
 - e. PRIVATE VENDOR FORM

- i. Private Vendor Forms are necessary when a Student Club/Organization utilizes a 3rd party vendor or small business that doesn't provide itemized receipts; these would include handwritten and/or non-itemized (Credit Card tape) receipts. This form is to be submitted IN ADDITION to:
 - a. Proof of Purchase Provided by the Vendor
 - i. This includes handwritten invoices, receipts, payment due, etc.
 - b. Check Request
 - ii. If the receipt is being submitted for **Reimbursement**
 - c. Cash Leftover From the **Advance** & Expense Report & Cash Receipt Transmittal Form
 - iii. If the receipt is being submitted to reconcile an Advance
 - d. W-9

- f. W-9 (TAX PAYER ID FORM)
 - i. The W-9 is needed anytime your Club/Organization attempts to write a check directly to a 3rd party vendor. The W-9 is required by the Business Office for annual tax reporting and auditing purposes. In general, this form should be submitted with:
 - ii. Original Receipt, Invoice, or Private Vendor Form
 - iii. Check Request

PROGRAMMING

Only registered Student Clubs/Organizations, University Departments, or agencies may host unaffiliated speakers or acts on campus. While unaffiliated speakers may be brought in to educate students about relevant issues, they may not use the opportunity to solicit their goods/services to the Chaminade University community whether they are in attendance or not. The sponsoring Club/Org must ensure that advertisement and promotion of the event clearly states that they are extending the invitation and the views expressed by the speaker are not necessarily consistent with those of the University. The term “unaffiliated speaker” refers to any and all speakers/educators/acts who are brought to the University to present, but do not currently attend or work for Chaminade University of Honolulu.

21. GUIDELINES FOR UNAFFILIATED SPEAKERS

- i. All invitations issued to unaffiliated speakers are contingent on the speaker's willingness to answer questions from the audience. The question and answer period must constitute a reasonable portion of the program's overall anticipated length.
- ii. Lectures, meetings, debates, etc., must be open to all Chaminade University students, faculty, and staff.

- iii. It must be clear on all promotional items which organization is responsible for inviting the unaffiliated speaker, and that the University is not sponsoring the event.
- iv. The Director of Student Activities & Leadership shall be notified of the proposed event, date and time, name of the unaffiliated speaker, event location, and the name of the sponsoring group at least **10 business days** in advance of the sponsoring group extending the invitation to the unaffiliated speaker. No promotion may begin until this notification has been made. Failure to notify the Director in a timely manner will result in cancellation of the program.

To avoid conflict or issue, no sound amplification may be used during any period during which classes are in session. All outside presentations, regardless of time scheduled, must have advance approval by the Director of Student Activities & Leadership, and conclude by 10pm in accordance with the City and County of Honolulu noise ordinance.

22. EXPECTATIONS FOR HOSTING EVENTS

Student Organizations sponsoring an event are responsible for the following:

- i. Complete the Create Event form on Presence
- ii. Reserve facility with appropriate office(s).
- iii. Follow procedural guidelines specific to individual facilities.
- iv. Meet with the Director of Student Activities & Leadership a **minimum of 10 days prior to the event** to discuss any security concerns.
- v. **Have members easily identifiable at the event.**
- vi. Encourage an Advisor to be present for the duration of the event. An Advisor may be required to be in attendance for any club sponsored off-campus events.
- vii. Posts signs at the door setting ground rules for the event (i.e. college ID required, no alcohol, etc.)
- viii. Keep an accurate count of event attendance to ensure compliance with maximum room capacity.
- ix. Work closely with the Security and Office of Student Activities & Leadership to ensure a safe event.
- x. Monitor room capacity and provide “return passes” at the door.
- xi. Watch for problems; if they occur, notify advisor, and campus security.
- xii. Assist with clean up when event is over.
- xiii. Assist in clearing the facility.
- xiv. Notify the Office of Student Activities & Leadership in writing if an event is to be cancelled. Notification must be a **minimum of 24 hours in advance.**

23. LARGE SCALE EVENTS

The University reserves the right to require the sponsoring group to hire police officers for the event, including the designation of the number of officers required, if it has good faith reason to

believe the event may lead to any sort of disturbance. In extreme cases, the University also reserves the right to cancel the event if it concludes that the event may lead to widespread disturbance or risk to property or personal safety. Sponsoring Student Clubs/Organizations are responsible for any costs incurred by the University as a result of the program, including, but not limited to, the hiring of additional security personnel, audiovisual technicians, maintenance, clean-up, etc. The Dean of Students shall be the sole determinant of what sort of additional costs may be necessary, and they or their designee will notify the sponsoring group of the estimated costs, if any, **at least five business days** prior to the program.

24. CLUB/ORGANIZATION ADVISOR POLICY

All student groups must have an Advisor in order to remain an active/registered group. Failure to have an Advisor will result in a group's ability to register. If the Student Club/Organization loses an advisor it will be solely responsible for identifying a new Advisor, who will notify the Director of Student Activities that they have agreed to be the new Advisor. All Student Clubs/Orgs must have current CUH Faculty and/or Staff members as their Advisor(s), no outside members of the community can act as an Advisor. A Student Club/Org may only have a **maximum** of two Advisors each semester.

25. COMMUNITY SERVICE

Student Clubs/Organizations are required to fulfill one community service event each semester. The Community Service Form can be found on Presence and is due before the last day of classes each semester.

- a. Projects and outreach that will be considered Community Service are defined under "Programming". In order for the Community Service requirement to be fulfilled, a Student Club/Organization must turn in the form (no paper copies will be accepted, only available on Presence), in addition to the items listed below.
 - i. Sign-in sheet listing the names of all members who attended; a total of [half + 1] of your membership must attend.
 - ii. Verification from the site manager that your Club/Organization completed the service on the particular day. Verification can come in multiple forms:
 1. Email from organizational account (i.e. @bbh.org)
 2. Memo to the Director from the organization on official letterhead (Can be attached as PDF on form)
 3. Photographic evidence of the attending Club/Organization members standing with the organization's sign and/or with the site manager.

Student Clubs/Orgs will only be credited with having completed their service if it meets the following guidelines:

- b. **PREFERABLE**: Service related to Club/Organization mission.

- c. Service to a historically underrepresented/under-privileged group
 - i. If you are not sure what groups fall into this category, contact the Office of Student Activities & Leadership at (808) 739-8556.
- d. Service with an outside organization or community
 - i. Projects directly benefitting Chaminade offices/departments will not be considered service.

Failure to complete community service projects will result in a zero funding the following semester. It is recommended that all student organizations plan their community service projects in advance to ensure they follow the guidelines and definition.

CHAMINADE UNIVERSITY OF HONOLULU ASSUMES NO RESPONSIBILITY FOR EVENTS THAT STUDENT CLUBS/ORGANIZATIONS SPONSOR OFF-CAMPUS.

CLUB REGISTRATION & ORGANIZATION

The mission, objectives, and events of any student organization/club shall be consistent with Catholic Marianist values, the educational goals of the University, the mission and traditions of the University, and adherent to all municipal, state and federal laws.

Student Clubs/Organizations shall not discriminate on the basis of ability, age, creed, ethnicity, gender or gender identity, immigration status, national origin, race, sexual orientation, or social class.

Please Note: The Office of Student Activities & Leadership and all entities, organizations, and functions it oversees, including Chaminade Student Government Association (CSGA), Chaminade Student Programming Board (CSPB), and Chaminade Student Allocations Board (CSAB) are inclusive organizations. Discrimination or harassment of any kind will not be tolerated. In the event that identity-based issues arise, the Director of Student Activities and Leadership will promptly address the issue with the responsible individual(s) or organization(s), and ensure the resolution is acceptable to the affected party/parties.

26. REGISTRATION PROCESS

A Student Club/Organization must be registered in order to be funded. A Club/Org may be assembled and gain recognition at any point during the fall or spring semesters, but will not be eligible for funding. During a Club/Org's first registered semester, they are only eligible for up to \$500 in allocated money from CSAB. To register, log on to presence.chaminade.io – forms – Club Registration. Once you have provided all the necessary information your registration will go to OSAL for approval. In order to receive funding from CSAB, each registered club must:

- a. Ensure all Advances from the previous semester are reconciled with the Business Office.
- b. Have completed Community Service for the previous semester; [half + 1] Club/Org members must have participated.
- c. Have submitted a Budget Proposal, Club Roster, Advisor, and Constitution/Bylaws.

27. BENEFITS OF REGISTERING A CLUB/ORGANIZATION

The following lists benefits that come with registering a student organization/club:

- a. Privilege of reserving university spaces, services, or equipment.
- b. Eligibility to raise funds, develop programs, sponsor presentation on campus, provided each is done according to University policies and guidelines.
- c. Receive a mailbox in the CSGA Office for enhancing intra-collegiate organization/club communication.
- d. Eligibility to apply for student activity funds.

28. TYPICAL RESPONSIBILITIES OF LEADERSHIP POSITIONS

The following is a breakdown of typical responsibilities that fall to individuals occupying different leadership positions in a Student Club/Organization. For more guidance about how this structure works, look to the Constitution of Chaminade Student Government Association (CSGA) as a model. While each group's leadership functions will vary somewhat, and a Club/Org's Constitution and Bylaws should spell out exact responsibilities, the following may be helpful.

a. PRESIDENT

The President should be pleasant and strong as a presiding officer. They should act as a recruiter for the Club/Organization, be visible around campus, and set the tone academically. The President should also lead activity and event planning, identify appropriate timelines to complete work, and ensure that members are held accountable while ensuring all are treated equally. The President is collaborative, organized, and enthusiastic. It is the responsibility of the President to:

- i. Know the Club/Organization Constitution and Bylaws.
- ii. Study the objectives and procedures of the organization.
- iii. Appoint and instruct committee heads. When possible, serve as an ex-officio (non-voting) member of committees.
- iv. Determine, in consultation with other officers, members, and the Club/Org Advisor, the objectives, action plan and calendar of the group.
- v. Make reports as requested by the University or OSAL.
- vi. Ensure that communication across the club is consistent and thorough.
- vii. Encourage cooperation between Club/Organization membership and among the Club/Organization, other student groups, and the Community.
- viii. Schedule and preside at regular meetings.
- ix. Exercise general supervision over the budget.
- x. Work closely with the Club/Organization's Advisor.

b. VICE PRESIDENT

The Vice President will work closely with the President on direction and execution of the goals of the Club/Organization. The Vice President often serves as the chairperson of a committee that is extremely active, such as the Programming Committee. Additionally, it is the role of the VP to:

- i. Assist the President strategically
- ii. Conduct business when necessitated by an absence of the President at scheduled Club/Organization meetings and events
- iii. Analyze membership problems and help to plan a vigorous membership recruitment campaign.
- iv. Gather ideas from members to present to Club/Organization officers and Advisor(s) to improve structure, communication, and operation of the Club/Organization.
- v. Act as the host/emcee of meetings, confirm room arrangements, greet and publically recognize new members, and ensure that guest speakers are properly recognized, introduced, etc.
- vi. Be prepared to act as President in the event the President is no longer able to fulfill their duties for any period of time.

c. SECRETARY

The Secretary's most important job is understanding and interpreting discussion and decisions made at meetings. To succeed, the Secretary must be attentive throughout meetings and events, clearly state the intent of discussion, and clearly record proceedings. The Secretary's record is the source of all official decisions, motions, directives, and assignments. The Secretary is expected to:

- i. Keep accurate account of organization and Executive Committee proceedings.
- ii. Notify officers, committees and members of appointments.
- iii. Keep a systematic method of filing letters received, copies of letters sent, committee reports, treasurer's reports, membership roster, the constitution and bylaws, a list of all committees and committee reports.
- iv. Attend to official correspondence.
- v. Send out and post notices of organization and Executive Committee meetings.
- vi. Prepare with the President, in advance, the order of business of each meeting.
- vii. Cooperate with the Treasurer in keeping an accurate membership role.
- viii. Read minutes of meetings and call President's attention to unfinished business.

d. TREASURER

The Treasurer is responsible for all financial transactions carried out by the Club/Organization. Whether accounting for money spent out of the Club/Organization Account, preparing documents for Reimbursements and Check Advance Reconciliation, or spearheading fundraising, the

Treasurer must have good understanding of how the financial aspect of running a club works. The Treasurer must:

- i. Maintain a tracking system of all transactions and post each item of income and expense as they occur.
- ii. Obtain records of all financial documents from the previous Treasurer and audit records with the previous Treasurer, if possible.
- iii. Meet with the Advisor and Club/Organization Officers to prepare the budget proposal due at the beginning of each semester
- iv. Submit the budget proposal to CSAB and attend all Appeal Hearing(s) should the Club/Organization elect to appeal their Allocation.
- v. Collect all dues and deposit into Club/Organization account.
- vi. Sign check requests, recording the debit in the Club/Organization's tracking sheet.
- vii. Make reports at each meeting (as required by the Constitution or Bylaws or by request of the President).
- viii. Cooperate with the Secretary in keeping accurate membership records, including payment of membership dues (as necessary).

29. COMMITTEES

Much of the important work of a Club/Organization is done through committees. Committees have a single focus that can assist in Club/Organization's long term success. Each committee needs a chairperson to conduct business and keep the committee on-track, and a secretary to record decisions made and discussions had. The following is a listing of common standing committees.

a. EXECUTIVE COMMITTEE

Members of this committee are the Club/Organization's Officers (President, Vice President, Secretary, Treasurer, etc.) and, on occasion, the past President (who serves in an ex-officio or non-voting capacity). Committee chairs may also be members of the committee.

b. MEMBERSHIP COMMITTEE

This committee is comprised of members who are enthusiastic about the Club/Organization's programs, outreach techniques, and connecting with new people around the University.

c. PROGRAMMING COMMITTEE

This committee is focused on programs a Club/Organization presents, the activities they coordinate, and the successful implementation thereof. Its goal is to assure a program calendar consistent with the mission of the organization, and one that meets the needs and interests of the group's membership and the greater campus community through a balanced schedule of activities.

d. PUBLICITY/MARKETING COMMITTEE

The Publicity/Marketing/Public Relations Committee is responsible for outreach and communication regarding upcoming events and activities planned by the Club/Organization. This

committee ensures that decisions being made by the Club/Organization are being publicized, creates electronic, hard copy, and social media marketing to share around campus, and promotes the Club/Organization in general.

e. **AD HOC COMMITTEES**

Ad hoc committees may be formed to handle a specific program, to investigate a proposal, to address a need to achieve a specified task. It is important in forming an ad hoc committee that the committee understands its level of authority. Is it to take action or simply research and report back to the organization? Who of the officers and standing committees is it expected to interface with? When will it be determined “finished” and then dissolved? Does it have any budget? Because of the temporary nature of ad hoc committees, this is often where the greatest amount of misunderstanding and difficulty can arise.

30. JUDICIAL PROCESS FOR POLICY VIOLATIONS

Members of any recognized Club/Organization are subject to the University Student Code of Conduct. Please refer to the Chaminade Student Handbook for specific information on the Student Code of Conduct and the judicial process.

For misconduct occurring at any activity or event sponsored by a Student Club/Organization, the Director of the Office of Student Activities & Leadership will, in consultation with the Dean of Students, determine if the level of severity necessitates referral to the Student Conduct process outlined in the Student Handbook.

CLUB ADVISOR INFORMATION

31. ROLE OF THE CLUB ADVISOR

Club Advisors play an important role in the administration of Club business, development of Club Officers, and retention of Club members. Generally, the Advisor should:

- i. Take an active role in advising the Student Club/Organization; serve as the primary point of contact for students in your Club/Organization.
- ii. Know the general purpose of the Club/Organization and be familiar with all provisions outlined in its constitution and bylaws.
- iii. Understand the facilities and catering request process.
- iv. Know the Officers and current members of the Club/Organization.
- v. Meet with the Club/Organization President on a regular basis (at least once per month).
- vi. Remain informed of all activities sponsored and conducted by the Student Club/Organization; attend events as feasible.

- vii. Collaborate with the Club/Organization President to establish the manner in and frequency with which the advisor will participate in Club/Organization programs, social events, and meetings.
- viii. Be knowledgeable about, and adhere to, University Policies and Procedures which pertain to Student Clubs/Organization and inform the President of their responsibility to do the same.
- ix. Be knowledgeable of Policies and Procedures outlined in the Student Handbook and review this code with the President.
- x. Offer guidance to the Club/Organization on goal setting, organizational management, program planning, problem solving, conflict resolution, and group evaluation.
- xi. Know the process for recruiting and inducting new members.
- xii. Report any activities which may or will violate University policies to the Director of Student Activities & Leadership.

32. IMPORTANT CLUB CONTACT INFORMATION

| <u>Name</u> | <u>Title</u> | <u>Organization</u> | <u>Email</u> |
|---|------------------------------|---------------------|--|
| Chaminade Student Government Association | | | csga@chaminade.edu |
| Office of Student Activities & Leadership | | | osal@chaminade.edu |
| Mitch Steffey | Director | OSAL | mitchell.steffey@chaminade.edu |
| | Advisor | CSGA/CSAB | |
| Pisila Tukia | Activities Coordinator | OSAL | cspb@chaminade.edu pisila.tukia@chaminade.edu allen.pacquing@chaminade.edu |
| | Advisor | CSPB | |
| Bro Allen Pacquing | Director | Campus Ministry | |
| | Advisor | CSPB | |
| Maimoa Fineisalo | Minister for Peace & Justice | Campus Ministry | mfineisa@chaminade.edu |
| | Advisor | Senate | |
| Antonio Bonnetty | President | CSGA | antonio.Bonnetty@student.chaminade.edu |
| Claire Riggan | Executive Vice President | CSGA | claire.Riggan@student.chaminade.edu |
| Micaela (Mica) Mariano | VP Internal Affairs | CSGA | micaela.mariano@student.chaminade.edu |
| Symone Perez | VP Finance | CSGA | symone.perez@student.chaminade.edu |

| | | | |
|-----------------|-------------------|--------------------------|---------------------------------------|
| TBD | VP Communications | CSGA | TBD |
| Marvin Trantham | VP Programming | CSGA | marvin.trantham@student.chaminade.edu |
| Kawena Phillips | Chair | House of Representatives | ryan.phillips@student.chaminade.edu |

33. ADVISOR FAQ'S

1. **“I have been asked to be an advisor to a new and/or existing club and I want to know what my responsibilities will be.”**
 - a. Advisors are a campus resource that helps Clubs define projects and set goals. Advisors ensure that an accurate roster is submitted every semester to the Office of Student Activities & Leadership. Furthermore, Advisors should be familiar with the club’s constitution, and are responsible for helping oversee any budget that may be available. Advisors should attend regular meetings and events and act as a link to the Office of Student Activities & Leadership.
2. **“As an advisor, do I need to attend all of the club’s meetings and events?”**
 - a. We encourage Advisors to be active participants in a Club’s regular activities and events. The Advisor helps guide the Club and in many cases, plays a large role in its success. The Advisor is not required to be present for all events that are sponsored by the Club, however Advisors should make every effort to work with the Club leadership to schedule general membership meetings and leadership meetings at a time when they will be able to attend.
3. **“My Club wants to hold an event that is open to the Honolulu community; what should I consider?”**
 - a. All events vary in nature; however, they all need to be approved by the Office of Student Activities & Leadership. Items that OSAL suggests you consider when planning events are: catering requirements, audio/video needs, campus security, building setups, performer/entertainer fees and contracts, and publicity on- campus or off-campus. If your Club is planning a public event, you and at least one Officer should make an appointment to meet with the Director of the Office of Student Activities & Leadership well in advance of the event.
4. **“Our Club wants to hire a performer/entertainer for an event, what should I do?”**

a. Working with an outside performer requires advanced planning and diligence. The Advisor should ensure that the Club has planned and submitted an acceptable budget that accounts for event-related expenses prior to making any commitments to performers, agents or other third-party vendors. Most performers/entertainers will require a fee for their appearance. In order for any entertainer to be paid, a contract must be completed and submitted to the Office of Student Activities & Leadership. The OSAL Director will obtain permission from the Executive Director of Compliance, the Dean of Students, and all other related parties before the contract is finalized and returned to the vendor. Any Club not beginning this process at least 40 days in advance will not be allowed to host the performer. Contracts need to be reviewed and signed, check(s) need to be cut, and Facilities and Security must be notified. This process will typically take up to six weeks.

5. **“How do I go about reserving rooms and equipment on campus?”**

a. Rooms must be reserved through Records, with the exception of the Loo Center (OSAL), Ching Conference Center (Facilities), and outdoor spaces such as the Henry Hall Courtyard or Sullivan Library Lawn. More detailed information may be found on page 19 of this manual.

6. **“Who should I speak to about ordering food and/or alcohol for an event?”**

a. Food may be ordered from off campus restaurants, food trucks, etc. but Aramark is the exclusive caterer for the University. Please contact the Director of Dining Services for menus and prices at 739-4621. Student Clubs MAY sponsor events that have alcohol available, but may not plan events that have alcohol as the main purpose for the gathering. More detailed information may be found on page 15 of this manual.

7. **“How do the Business Office Forms work?”**

a. Details about the Business Office forms may be found on page 29 of this manual.