



Your Student Government

Club & Organization Handbook

2018-2019

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Associated Students of the University of Arizona
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Introduction

The Associated Students of University of Arizona (ASUA) is charged to uphold all of the policies and procedures outlined in this handbook. In addition, ASUA is committed to providing student organizations resources that will enhance their experiences as student leaders on The University of Arizona campuses.

This handbook will aid student leaders and faculty/staff advisors in successfully leading their organization and familiarize them with key rules and policies related to student clubs and organizations.

The University of Arizona through ASUA provides certain privileges to clubs and organizations in good standing. These privileges include:

- Use of University facilities, equipment, and services.
- Apply for and receive funding from ASUA, GPSC, or other University departments.
- Access our web-based software to develop a personalized club homepage with an events calendar, member rosters, and much more.
- Be included in University/student publications listing Recognized Student Organizations.
- Sponsor fundraising events (including the sponsorship of commercial vendors on the Mall).
- Use of the University name and logo with approval from Trademarks and Licensing.
- Be eligible for awards and honors presented to student organizations and their members.
- Receive discounted University services, i.e. room reservations in the Student Unions and Fast Copy Services.
- Display flyers, posters, and banners in the Arizona Student Unions.
- Participate in fundraisers such as Spring Fling and Club Olympics.

Your group can access these privileges by becoming recognized and following the policies and procedures of The University of Arizona.

The Club Resource Center is located in the ASUA office suite, on the 3rd floor of the Student Union Memorial Center in Suite 325 W (across from the Bookstore offices). For a map of the Student Union Memorial Center, visit <http://www.union.arizona.edu/infodesk/maps/index.php>. Feel free to stop by or email us with any questions at asua-clubquestions@email.arizona.edu.

Club Information

Student Organization Categories

Student organizations place themselves into one or more of thirteen categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable organization for their interests and needs. The categories available to select from are:

Academic	Academic organizations typically connect to a specific discipline of study. Many academic organizations have strong ties to specific colleges or departments. Academic organizations may also have grade point average requirements for members.
Cultural/ International	Cultural and international organizations promote the culture, traditions, and values of other nations, countries, and/or ethnic groups.
Departmental	Departmental organizations are affiliated with a University department.
Environmental/ Sustainability	Environmental/sustainability organizations focus on promoting, advocating, and educating the community on environmental and sustainable issues facing our UA and national community.
Health	Health organizations typically correspond to the medical professional fields, but may also support and promote medical and health community services.
Honorary	Honorary organizations usually require a minimum grade point average requirement for members. Many honoraries are connected to a class (e.g. freshman, sophomore, junior, senior), special interest, or academic discipline.
Leadership	Leadership organizations primary focus is to develop various leadership skills among their members such as inspiring a vision, motivating others, leading by example, challenging norms, and recognizing the strengths of others.
Religious	Religious organizations are usually connected to a particular church, sect, denomination, or beliefs in or regarding existence of a deity, divine power, or supernatural entity. Religious organizations may not discriminate based on religion (or any prohibited basis including race, color, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information) however, they may limit membership or leadership positions to students sharing the same religious beliefs.
Political	Political organizations focus on furthering the interests of a particular political group or issue.
Professional	Professional organizations typically correspond to a professional field including, but not limited to, medicine, law, pharmacy, or business. Organizations that are considered professional may also have a national organization affiliation and are sometimes referred to as fraternal organizations.

Club Sports

Clubs Sports or organizations promote a common interest in fostering participation and competition in a specific sport or recreational activity. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play.

Special Interest

Special Interest organization may not fall within any of the other categories. These organizations may also have a very specific mission or focus on particular skill development.

**Social Greek
Letter**

Social Greek Letter organizations include organizations that are private, national, or international and are recognized by Fraternity and Sorority Programs at the University of Arizona as well as the respective local governing bodies including the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, and United Sorority and Fraternity Council. Organizations that are not in good standing with the University of Arizona are simultaneously not recognized by ASUA. These organizations may select members according to criteria consistent with the nondiscriminatory policies of the University. They may be entitled to gender expression if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972.

Creating A New Club

Please refer to the club registration instructions posted on clubs.arizona.edu > **Registration > New Clubs** to see our 3 step process. Please also see the "Creating and Maintaining Active Club Status" page of this Handbook for additional considerations when creating a club.

Registration steps can be completed in any order.

Step 1: Register online through InvolveUA - arizona.collegiatelink.net

Log in with NetID & Password

Click "Organizations"

Click "Register an Organization" located under "Categories"

Click "Register a New Organization" *** See bank account memo under "Creating and Maintaining Active Club Status" before choosing a club name.

Please note that you MUST have 5 members and a full-time faculty or staff advisor. **Advisors must be present on campus and will be checked for full-time faculty or staff status.**

Organizations that are unable to maintain the minimum number of members required may submit an appeal to asua@email.arizona.edu. Cases will be reviewed on a case-by-case basis.

You will be asked to upload a file of a full and current roster for your organization.

You will also be asked to upload a Constitution. See the Sample Constitution on the next page of the Club Handbook, and note that sections G, I, J, and K are all required sections of your club's constitution.

Step 2: Complete the D2L Club Assembly and score a 90% or higher on the quiz.

Login to the Homepage of D2L using your NetID and Password.

Click on the "Self Registration" link near to top right of the homepage.

Search for the ASUA page:

Course Offering Code: ASUA

Course Offering Name: Associated Students of the University of Arizona

Proceed by filling in the student Club or Organization you are foremost representing.

Once you have enrolled in the course, Associated Students of the University of Arizona will be added to your enrolled courses. To view the class, you must ensure that the Role dropdown box is set to All Roles in your My Courses panel (located on the right side of the home screen). From either the D2L Homepage, or the quick link "Select a course" feature on the top bar you can access the class homepage.

From the ASUA Course homepage, go to Club Recognition and Renewal page in the content section.

Here you will find a Club Renewal Presentation and Club Renewal Assembly Quiz.

In order to complete this step in Club Renewal or Recognition, watch the video and complete the quiz.

You must receive a 90% or above on the quiz in order for it to be considered completed, but the quiz may be taken as many times as necessary.

Step 3: Pay the Club Registration Fee

On the clubs.arizona.edu website under Registration, you can find the current fees and deadlines for paying the club fee. Do note that at certain times of the academic year, we offer a discounted fee.

Sample Student Organization Constitution

To ensure continuity and consistency, all student organization constitutions that are not governed by an international organization constitution must include:

- A. A date of adoption.
- B. A clear statement of objectives, which are consistent with the mission and educational goals of the University.
- C. Identification as a campus-based and student controlled group, with active membership limited to students of The University of Arizona (see information under Membership in the Handbook).
- D. Democratic procedures for nominations, elections, and removal of officers.
- E. Democratic provisions for policy-making, including amendment of constitution.
- F. Clear statement of reasonable dues or other financial obligations of members.

The following statement of nondiscrimination, exactly as it is printed here:

- G. **"This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office [except as permitted pursuant to the exemptions to the University's Nondiscrimination and Antiharassment Policy for Social Greek Letter Organizations and Religious Organizations listed in the ASUA Club and Organization Handbook]." [Note to drafters: include the bracketed provision only if your organization intends to rely on one of these exemptions.]**
- H. Statement of not-for-profit status.

Statement of financial responsibility for any debts accumulated at the University by the organization not covered by funds on deposit. Sample:

- I. "A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit."

Statement of non-hazing exactly as found here:

- J. *"This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution."*

Statement of compliance with campus regulations exactly as found here:

- K. *"This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws."*
- L. Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- M. A statement of the number of members necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- N. A statement describing how officers are selected and replaced, the qualifications for office, officers' duties, method of electing, type of vote, term limits, and methods for filling vacancies.

Club Re-registration/Renewal

Please refer to the club registration/renewal instructions posted on clubs.arizona.edu > **Registration** to see our 3 step process. Please also see the "Creating and Maintaining Active Club Status" page of this Handbook for additional considerations of maintaining a club.

Registration steps can be completed in any order.

Step 1: Update credentials online through InvolveUA - arizona.collegiatelink.net

Log in with NetID & Password

Click "Organizations"

Click "Register an Organization" located under "Categories"

Type in your organization's name to re-register. *** See bank account memo under "Creating and Maintaining Active Club Status" regarding club names.

Please note that you MUST have 5 members and a full-time faculty or staff advisor. Advisors must be present on campus and will be checked for full-time faculty or staff status. Organizations that are unable to maintain the minimum number of members required may submit an appeal to asua@email.arizona.edu. Cases will be reviewed on a case-by-case basis.

You will also be asked to upload a file of a full and current roster for your organization.

Can't find your organization through the above steps?

In the upper right hand corner of [Arizona.collegiatelink.net](https://arizona.collegiatelink.net), click the navigation tool and click "Manage." From the Action Center search bar, type in your club's name and click "re-register."

Step 2: Complete the D2L Club Assembly and score a 90% or higher on the quiz.

Login to the Homepage of D2L using your NetID and Password.

Click on the "Self Registration" link near to top right of the homepage.

Search for the ASUA page:

Course Offering Code: ASUA

Course Offering Name: Associated Students of the University of Arizona

Proceed by filling in the student Club or Organization you are foremost representing.

Once you have enrolled in the course, Associated Students of the University of Arizona will be added to your enrolled courses. To view the class, you must ensure that the Role dropdown box is set to All Roles in your My Courses panel (located on the right side of the home screen). From either the D2L Homepage, or the quick link "Select a course" feature on the top bar you can access the class homepage.

From the ASUA Course homepage, go to Club Recognition and Renewal page in the content section.

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In order to complete this step in Club Renewal or Recognition, watch the video and complete the quiz.

You must receive a 90% or above on the quiz in order for it to be considered completed, but the quiz may be taken as many times as necessary.

Step 3: Pay the Club Registration Fee

On the clubs.arizona.edu website under Registration, you can find the current fees and deadlines for paying the club fee. Do note that at certain times of the academic year, we offer a discounted fee.

Creating and Maintaining Active Club Status

- ❖ Every organization must complete the recognition process (or club renewal process) each year by **June 1**.
- ❖ Recognition lasts until June 1 of the current school year at which time registration for the next year begins. Clubs that were recognized for the previous school year will still be able to reserve rooms over the summer. Clubs who need to reserve rooms for the next academic year will be required to re-register.
- ❖ Each organization must have a Faculty/Staff Advisor with the exception for Greek letter organizations recognized under Fraternity and Sorority Programs and their local governing bodies. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. ***A faculty, administrator, or staff who is on sabbatical cannot serve as an advisor nor can graduate students or assistants.***
- ❖ The University of Arizona, through ASUA, reserves the right to withhold recognition of any organization. A decision by ASUA to deny recognition may be appealed in writing to the Dean of Students Office.
- ❖ Active membership in recognized clubs and organizations is limited to students currently enrolled at The University of Arizona. Other persons may be admitted to associate membership in a recognized organization if its constitution and bylaws so provide.
- ❖ **When *choosing a name* you may not include any form of the University of Arizona including UA, UofA, or any like combination. Examples: NOT “University of Arizona Swing Cats.” Instead, use “Swing Cats.” Failure to comply will result in a delay in any funding as it is a requirement of the University in order to be able to reimburse clubs and organizations, and maintain a bank account. See the bank memo below from Financial Services.**
 - The University of Arizona is an agency of the State of Arizona and consequently must exercise control over the use of its name and tax identification number. University employees or students may open accounts for various purposes (such as petty cash funds, clubs or other informal associations) may not use the University name in any account title even if followed by a department or club designation. The University name may be used in addresses if necessary to assure proper delivery of bank-related documents. However, the University name should not appear on any checks, drafts or other negotiable or assignable instruments. Clubs or other informal associations should not open any banking accounts under the University name, including any of its variants listed below:
 - The University of Arizona
 - University of Arizona
 - U of AZ
 - UofA
 - UOA
 - Board of Regents, University of Arizona (or any similar variants)
 - Or contain The University of Arizona in the bank account name.

In addition, University of Arizona tax identification number may not be used on any account that is not authorized by the University of Arizona.

Funding

Three Primary Sources for Funds

Associated Students at the University of Arizona

ASUA provides funding to all recognized clubs on campus, and recommends an early start to the funding process. Clubs are required to submit funding requests at minimum three weeks before the funding is needed. ASUA funds general and travel expenses for clubs and organizations. This funding is provided annually by the Student Services Fee. More information on funding from ASUA can be found at clubs.arizona.edu > **Funding**. Note that funding is based on availability on a first come, first served basis. *Funding is never guaranteed.*

ASUA has also allocated \$10,000 of the Appropriations Budget to support graduate student clubs, and will award these funds under the guidelines provided at gpsc.arizona.edu/club-funding. Graduate student clubs are able to request funding from both ASUA and GPSC, but cannot request funding for the same expense in both applications.

Per the ASUA Senate Resolution on the Commitment and Support to Accessibility for Students with Disabilities, all student organizations that are funded through ASUA are required to submit a statement outlining the ways in which they will work to make their event, program, or student engagement experience accessible. Resources and steps to consider can be found at: http://drc.arizona.edu/sites/drc.arizona.edu/files/documents/2018_DRC_EventAccess_PrintReady_FINAL%20%28Accessible%29.pdf.

Student Union Corporate Sponsors Grant

The Arizona Student Unions and corporate sponsors who offer services in the Student Unions are pleased to offer University of Arizona recognized student organizations, affiliates of the Associated Students of the University of Arizona (ASUA), and the Graduate and Professional Student Council (GPSC) the Corporate Partners Grant Program. This is an opportunity to apply for funds to support events and activities which benefit the campus community. Visit <http://www.union.arizona.edu/csil/clubs/CorpSpons.php> to view the application and budget forms. Please note that application's must be submitted one month prior to the event.

Your college, department, or student government

Sometimes your college, department, or college's student government may also have funding available for recognized student organizations. Be sure to check with administrators in your college on what funding opportunities exist for recognized student organizations. Furthermore, depending on your event, your department or college may be willing to co-sponsor if a separate funding option is not available.

Guide to Club Finances

Some of the most common questions students come to the Club Resource Center to ask are about banking, funding and taxes. The following guide is meant to answer some common questions and provide advice about best practices for managing money.

Please note that ASUA does not manage any club finances or bank accounts.

Club Bank Accounts

Opening a bank account for the first time

If your club is planning on spending and raising money, the organization will need to open a bank account. Your club can get a bank account from any bank. See below for the steps on opening a bank account.

1. Get a Tax ID from the IRS.
 - a. A Tax ID Number or Employer Identification Number (EIN) is necessary in order to open a bank account or to receive a payout from ASUA or other University department. For instructions on getting a Tax ID number, visit: http://media.wix.com/ugd/526828_1e974b2b94a742b9ac61d3e59f665166.pdf. Please be sure to pass your Tax ID number on to the following leadership team members of your organization. ASUA does not keep records of club's tax ID or EIN numbers, and this number is used to file your club's taxes.
2. Authorize specific officers to have access to the bank account through a Bank Letter. A club must have at least the president treasurer, and advisor since co-signing is extra insurance that club money will not be misspent (see below).
 - a. To get a bank letter to open your bank account, visit clubs.arizona.edu > **Resources** > **Bank Letter** and fill out the appropriate form. In the spaces provided for past president, treasurer, and advisor, please list NEW CLUB.
3. Be a recognized club. All clubs need to go through the official recognition process.
4. The steps to become a New Club are listed at the beginning of this Handbok as well as at clubs.arizona.edu > **Registration** > **New Clubs**
5. When you arrive at the bank, you will need to provide:
 - a. Two forms of identification per co-signer. A driver's license or state ID and a CatCard will be sufficient.
 - b. Your tax ID number document

Changing the co-signers of an existing account

If your club is transitioning leadership and needs to change organization members listed on the account, follow the steps below.

1. Request a Bank Letter from ASUA
 - a. Visit clubs.arizona.edu > **Resources** > **Bank Letter**
2. When you arrive at the bank, you will need to provide
 - a. Two forms of identification per co-signer. A driver's license or state ID and a CatCard will be sufficient.
 - b. Your tax ID number document

Tips For Managing Money

Store, manage and pass down all necessary financial information to new leadership—especially your club’s tax identification number.

A common problem that clubs have is the loss of financial records after leadership has changed and graduated. Money can be hard to access if the appropriate information (including account number, tax identification number, or names of past leadership) is not stored and passed on during leadership transitions. This information is sensitive—keep it in a safe place.

Avoid using cash! Instead, checks and credit card charges provide a receipt that can be referenced later, even if paper receipts have been lost.

To put it simply: avoid using cash if it all possible. Receipts should be collected in the form of checks made out to the organization or credit card charges rather than in cash. Dues, fees, and other receivables should be collected by check. Using this method provides a record for the issuer of the check in the form of the canceled check, thereby eliminating the need for receipts. More important, the check is negotiable only to the extent that it can be deposited in the organization’s account. It is much more difficult to keep track of cash, and, unfortunately, cash has a way of disappearing. The organization’s obligations should also be paid by check. Cash payments by officers, for example, will require reimbursement, which can be a bit messy. The person paying with cash on behalf of the organization will have to produce a receipt in order to be reimbursed. People lose receipts, and treasurers do not like having to keep a file of receipts, so the best way to handle all financial obligations is to pay them by check or credit card

Require checks to be co-signed by the club president and treasurer.

Eliminating the use of cash will not solve all the organization’s financial problems. Checks over a certain amount should require a second signature. This approach will ensure, first, that significant expenditures are reviewed to make sure they are appropriate, and second, that the checks are being drawn to the right person or organization. Little could be worse for an organization than a misunderstanding arising over a large expenditure that was for the wrong item or that was drafted to the wrong payee. Failing to follow this procedure could be devastating for the organization and its members.

Periodic reports provide a way for club officers to see in an organized way where money is going and how the budget compares with real spending and income.

Periodic reports should be produced by the treasurer to be reviewed by the leadership of the organization, you, and, as appropriate, the members. At a minimum, operating statements should be produced every quarter, although every month would be far more desirable. Balance sheets should be produced at least once each quarter, preferably at the end of the quarter. These materials are very useful to the leadership in determining if the budget for the organization is being managed as it was proposed. If there are substantial variances from the budgeted plan, they should be pointed out by the treasurer to the executive committee as soon as the problems are identified. You should spend extra time with the treasurer if problems arise that could potentially affect the organization’s financial health. Financial problems rarely solve themselves; they should be addressed as early as possible in the fiscal year.

Prior to leadership turnover (after new officers have been elected but before old officers leave), do a financial audit to make sure that: 1) the new leadership is aware of the financial status of the club and 2) all necessary financial records and documentation is passed onto the appropriate people.

Most organizations undergo a change in leadership at least once a year. Consequently, student organizations frequently are in a state of transition, and the dilemma of who exactly is responsible for which tasks and who is the caretaker of sensitive information can lead to real problems. Student leaders come and go, but the fiscal records of the organization must be maintained from one year to the next. Accordingly, we recommend that an audit of the organization's financial records be conducted each time there is a change in the executive leadership (meaning the president, the treasurer, or both). For most organizations with a limited scope, a student majoring in accounting, finance, or a similar discipline could be invited to conduct the audit. Conducting an audit will serve as a good experience for the student and will be a valuable service for the organization. In larger more financially complex organization a professional auditor may need to be contacted. However, clubs may be able to recruit friends majoring in business or accounting to help with their organization audits. Most audits are very simple. The auditor checks receipts against deposits, and expenditures against the disbursement records of the organization. If the auditor identifies a problem, it is more likely the result of an honest mistake than a major conspiracy to defraud the organization of funds. It is best that the audit be conducted as a matter of routine procedure rather than as a result of a disaster. You can be very helpful in insisting that the audit be conducted.

Adapted from pages 162 -164, *Advising Student Groups and Organizations*, Dunkel N.W. and Schuh, J.H., (1998) Jossey Bass Publishers, San Francisco, CA.

Alternative Funding Options: Fundraising, Donations, & Raffles

*****An important message about 501c3 status! Clubs and Organizations do not have 501c3 status unless your club is registered as a 501c3 with the IRS.*****

Fundraising

Percentage Nights

Many businesses around the University will allow your organization to participate in a percentage night. These events are often a good way for your organization to raise money for the club. Do note that clubs and organizations are not considered a 501c3 under the University of Arizona Tax ID number.

Spring Fling

Every fall, Spring Fling recruits club food and game booths as a fundraiser for their organizations. Applications are competitive. Make sure your club is on our asua_clubs@list.arizona.edu list serve to stay up to date when applications are available. To join, go to list.arizona.edu, log in, and search for asua_clubs.

Receiving and Acknowledging Donations

When businesses or individuals sponsor or donate money to your club, it may be a tax write-off for them. As acknowledgement of their donation and as a receipt for the donation, your organization should write a formal thank you note. A thank you note will demonstrate to the donor that your organization is appreciative of their help, will help cultivate a relationship between your organization and the donor, and will encourage them to donate in the future.

Use the sample "thank you letter" template on the next page, and customize it to make it applicable to your organization.

Raffles

All raffles must follow Arizona state law. Please find the guidelines and registration information on raffles here: <https://www.azag.gov/consumers/raffles>. Raffles must follow these guidelines. Basic raffles where money is not being distributed to individuals participating (i.e. 50/50 raffle) are allowable. For instance, if you have collected or purchased items that you would like to raffle off as prizes that do not include money, you do not need to register your raffle.

Sample Thank You Letter

Dear **NAME OF SPONSOR,**

On behalf of **[organization name]**, I would like to thank you for your generous donation of \$_____. Your contribution makes it possible for us to **[state purpose]**.

Since its inception in **[date organization started]**, **[org. name]** has **[briefly state highlights]**. In **[past or current year]** we have **[briefly describe growth or goals achieved]**. This is only possible because of thoughtful contributions from people like you.

In **[current or coming year]**, we plan to **[briefly state continued efforts or expected growth]**. As you know, the cost of **[brief description of what organization does]** does not go away. We hope for your continued support in the future.

No goods or services of any value were or will be transferred to you in connection with this donation. **(OR)** The estimated value of goods or services provided in return for your donation were \$_____. Please keep this written acknowledgment of your donation for your tax records. For your tax purposes, the tax identification number for **[name of organization]** is **[tax ID number]**.

Once again thank you for your generous donation.

Sincerely,

Signature

Name

Title

Organization

Responsibilities of Recognized Organizations

Student organizations at the University of Arizona shall complement the academic mission of the University and enhance the educational experience for students. Organizations will be held responsible for actions of the group membership, guests, and individuals. An organization is responsible for its own actions.

The organization will be held responsible:

When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.

When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.

When a student organization or an affiliated University group is charged with a violation of the Code of Student Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under this Code as representatives of the group.

When one or more officers refuse or neglect to perform duties outlined for Student Organizations - Section D. in the [Student Code of Conduct](#).

Shared Responsibility for Infractions

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any registered student organization.

Organizational Responsibility

A complaint may be filed against an organization under the Code of Student Conduct. An organization and its members may be held collectively and individually responsible for violations of the Code by those associated with the organization, including guests and alumni of the organization. When a complaint is filed with ASUA naming an organization as Respondent, the presiding officer and/or students affiliated will be notified of proceedings from Student Governance and Programs or the Dean of Students Office Staff.

Review, Suspension, or Revoked Recognition

Where the University alleges that the organization, its officers or its individual members have failed to comply with the Institutional Policies, the University will follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the Student Disciplinary Procedures, available for review here: <https://deanofstudents.arizona.edu/policies-and-codes/student-disciplinary-procedures>.

The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the organization and/or its officers, including but not limited to academic probation or expulsion.

An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in this policy or as established by the University. A suspended organization must continue to comply with the Institutional Policies. Failure to do so may prevent the organization from having recognition reinstated.

IMPORTANT! Tax Information for Clubs

Tax identification numbers

Please Note: The following information has been compiled from www.irs.gov.

A tax identification number (TIN) is necessary to open a checking account at a bank. It is possible that a student organization may have taxable income, if they earning money through donations, fundraising, interest accrued from a checking account or sponsorship. However, if your organization has gross receipts (the total amounts the organization received from all sources during its annual accounting period) \$25,000 or less each year, your club **most likely** does not have a tax liability. Clubs can also apply for non-profit tax-exempt status. However, you should be aware that is a complex process and will mostly require financial and legal advice from an accountant and attorney, respectively (not available through the Club Resource Center). You can review guidelines for this process at <http://www.irs.gov/pub/irs-pdf/p557.pdf> . Regardless of whether you apply for non -profit tax-exempt status, **all** "organizations exempt from income tax under Internal Revenue Code section 501(a) [which includes most university clubs and organizations] must file an annual information return." **See section below on "Important**

Tax Information for Clubs.

You can apply for a federal tax identification number (also called an employer identification number, or EIN) by completing an online interview schedule (found at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>) or by filling out a paper form and mailing or faxing it in. The paper form is called "Form SS-4 (and can be found at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>). A sample SS-4 form with relevant information on how a UA club would fill it out can be found at the back of this information packet. Filling out the form in the following way will decrease the chances that the IRS will question whether your organization is liable to pay taxes in the future.

When applying online or using the paper form, an individual (a president or treasurer) will need to provide personal information, including a social security number. However, you should not be overly concerned about providing your personal SSN because the SSN will not be linked with the TIN.

When completing the online interview schedule, the following guide may help you:

Page 1: What type of legal structure is applying for an EIN?

Select "View additional types, including tax-exempt and governmental organizations"

Page 2: Additional types

Select: Community or Volunteer Group

Page 3 will ask you to confirm your selection.

Page 4 will ask the principal officer of the organization to enter his or her information.

Here we suggest a president or treasurer provide this information.

Page 5 will ask for the principal officer's address and contact information

Page 6 will ask for information about the organization. You should enter the club's name. For the date that the organization was acquired, select "January" and the year.

Page 7 will ask a variety of questions about your club.

You will most likely be able to answer no to all of them.

Page 8 will ask what your business or organization does. Select "Other."

Page 9 will ask you to specify what activity best describes your organization. Select "Other" and write in the space provided: "university club."

Page 10 will ask you how you would like to receive your EIN. If you choose to receive it via online letter, you will receive a PDF immediately. You should keep a digital and hard copy for your records.

Important Tax Information for Clubs (continued)

Please note: Information is taken from: www.irs.gov/pub/irs-tege/990_generalinstructions.pdf

"The Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax under Internal Revenue Code section 501(a)." This includes both organizations officially recognized as tax-exempt (IRS-recognized non-profit organizations) and non-exempt organizations operating as a non-profit (e.g., those "organizations that have not applied for recognition of exemption" but who are not making a profit, re: most student organizations). The 990 Form appropriate to *most* university clubs and orgs will be Form 990-N: "If an organizations normally has gross receipts of \$25,000 or less, it must file Form 990-N." Form 990-N can be filed electronically via an "Electronic Notice (e-Postcard)" and can be found at <http://www.irs.gov/charities/article/0,,id=169250,00.html> . "The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, 2016, the e-Postcard is due May 15, 2017."

Club Sports & Social Greek Letter Organizations

Club Sports

The Club Sports Program is administered through the Department of Campus Recreation, which serves as an administrative body, resource, and information center for those involved in the Club Sports Program. The Club Sports Program has been developed for the purpose of engaging in extramural -intercollegiate sporting activities. The Club Sports Program is housed in the Student Recreation Center and provides supportive administrators who assist the clubs with the following:

- Facilities - scheduling, practices, events, and meetings.
- Equipment - scoreboards, field lining materials, tables, and chairs.
- A structure to assist clubs in promoting their various functions and competitive activities.
- Provides various resources to assist clubs in development and improving organization.
- The Club Sports Program also provides athletic trainer services for clubs.

Club Sports must be registered and recognized by ASUA, and then be registered by the Department of Campus Recreation. For more information on sports clubs, visit <https://rec.arizona.edu/faq/club-sports-faq>. If you are interested in becoming a registered club sport, please fill out the club sport application found on our [officers corner](#) on the Campus Rec website.

Social Greek Letter Organizations

Process for Recognition for New Social Greek-Letter Organizations:

1. A fraternity or sorority desiring establishment as a recognized Social Greek-Letter Organization must first complete The University of Arizona Expansion and Colonization Procedures.
2. The chapter must immediately follow the same procedures previously outlined for existing organizations to gain recognition.

Requirements for Maintaining Recognition:

1. Social Greek-Letter Organizations are required to be full members of an appropriate Greek Governing Council.
2. The organization president agrees to accept full responsibility for the chapter and its members' adherence to the constitution, by-Laws, rules and judicial procedures of the respective Greek Governing Council and those of the National/International Organization; University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and Advisors, the University of Arizona Greek Relationship Statement, the Greek Strategic Plan, the Greek Standards of Excellence, the University of Arizona Recognized Student Organization Residential Facility Policy, policies governing social events with and without alcohol, Philanthropy Advisory Board bylaws, Greek Standards Board Constitution, the University of Arizona Student Code of Conduct, the University Rules for the Maintenance of Public Order, and local, state and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives and procedures and must

educate their membership (active and new members). In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition.

3. Each organization must annually file with Fraternity and Sorority Programs and The Office of Risk Management Services a certificate of insurance verifying Commercial General Liability insurance coverage with social host endorsement at the required amount, or request a written waiver.
4. Social Greek-Letter Organizations shall comply with The University of Arizona nondiscrimination policy in the policy section of this Handbook, except as exempted under federal or other legislative protections.
5. All organizations are expected to cooperate with the University and their respective Greek Governing Council in building and maintaining positive relationships with neighbors (local, national, and international).
6. Each organization must have a Chapter Advisor. A Chapter Advisor is defined as a volunteer who has been appointed by appropriate fraternity/sorority officials to serve as the primary advisor for the chapter. If this person is a University employee, all advising activities are in no way connected to official job duties at the University, except that all University employees are subject to the University's Hazing Policy and sexual assault reporting to the Dean of Students for Title IX investigation purposes. Chapter Advisors are expected to:
 - a) Be familiar with University and the chapter's respective Greek Governing Council's rules, regulations and policies, governing Greek-Letter Organizations and assist the chapter in complying with such policies.
 - b) Attend regular meetings of the chapter and be familiar with its activities.
 - c) Provide assistance to the organization in meeting and maintaining conditions of University recognition including signing appropriate documents.
 - d) Provide assistance in financial and general operating affairs of the organization.
 - e) Provide assistance in the planning and implementation of chapter activities.
 - f) Provide assistance in the areas of organizational and personal development.
 - g) Assist University officials in dealing with problems or other situations involving the chapter.
 - h) Assist the chapter and its members to live up to the ideals of the fraternity or sorority.
 - i) Attend or send another Advisory Board Member to Fraternity & Sorority Advisor Meetings.
6. Maintain an atmosphere conducive to serious academic endeavor and integrity.
7. Maintain and ensure compliance with all applicable University, local and state fire, health, zoning and safety codes on the grounds and facilities as well at organizational events.
8. Each chapter must remain in good standing with its national/international fraternity or sorority.
9. Each chapter must complete the Standards of Excellence accreditation process annually. The outlined standards and expectations are the process that all chapters at the University of Arizona will be evaluated with in order to remain organizations in good standing.
10. All events open to non-chapter members (including but not limited to Intake/Rush/Recruitment Activities, Events with Alcohol, Social Functions) shall only occur at Recognized Social Greek-Letter Houses, on campus, or at approved non-residential, Third Party venues. A Recognized Social Greek-Letter House is defined as a recognized chapter's facility. The University will recognize only one Social Greek-Letter House at one properly zoned location through the Recognized Student Organization Residential Facility Policy.
11. Each student organization shall keep its chapter house, property, and surrounding public right-of-way clean and free of debris.

Indemnification Clause:

The recognized Social Greek-Letter Organization shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, and their officers, employees and agents from and against liability, loss, claims, damages, or expenses, including reasonable attorneys' fees, arising from or related to the performance by the Organization or its respective agents of any obligation or responsibility referenced in this UA Club & Organization Handbook or any activity directly related to the Social Greek Letter Organization's activities, events and functions, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of the Social Greek Letter Organization, its individual, active, alumni, alumni advisor, associate members, guests, or invitees directly related to the Social Greek Letter Organization's activities, events, and functions.

Club Resources

Club Resources

Room and Course Scheduling Resources

Reserving a Classroom on Campus through Room and Course Scheduling

Student organizations that are recognized by ASUA have the opportunity to reserve Centrally Scheduled Rooms on campus through Room and Course Scheduling (RCS). In order to reserve a Centrally Scheduled Room for an event, a club must have the current President and Treasurer information included on the ASUA Approved Clubs list, which is updated with RCS weekly. For more information on how to reserve a classroom, visit: <https://registrar.arizona.edu/event-scheduling/event-forms-0>.

Student Union and Mall Scheduling Resources

Reserving a Room in the Student Union Memorial Center

The Student Union Memorial Center is designed to support the activities, meetings and conferences of the students, faculty and staff of the University of Arizona. For information on how to reserve a room in the Student Union, visit: <https://union.arizona.edu/rooms/reserving.php>. PLEASE NOTE IF YOUR UNION SPACE IS CONSIDERED "PERMANENTLY SET." Permanently set means that the space has to remain as is, and cannot be rearranged in any capacity. Failure to comply with this policy will result in your club being charged additional expenses for the space.

Reserving space on the Mall or other green space on campus

To reserve a space on the Mall or other open area on campus, please fill out the appropriate form at https://union.arizona.edu/mall/request_form.php. To view the Mall Reservation Guidelines, visit: <https://union.arizona.edu/mall/guidelines.php>

Student Union Dance Policy

This policy applies to any recognized student club/organization that wishes to have a dance in a Student Unions' facility. A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. For the most up-to-date information regarding the Dance Policy, visit: <https://union.arizona.edu/operations/policies/dances.php>.

Bulletin Board Posting Policy

For information on the Student Union's posters/flyers policy, visit: <https://union.arizona.edu/operations/policies/bulletinboards.php>

Banner Hanging Policy

Banners promoting a specific function or event taking place in the Student Union Memorial Center (SUMC) may be posted in available SUMC banner spaces. For the most up-to-date information regarding the Banner Hanging Policy, visit: https://union.arizona.edu/rooms/banner_policies.php.

Student Recreation Center Resources

Space Use Rental Policy

Campus Recreation has many facilities that are available for use by both university and community members, when available. The purpose and usage of the rental facility must

be complementary to the mission of the institution. For the most up-to-date information regarding reserving a space in the Student Recreation Center, visit: <https://rec.arizona.edu/rental-policy>.

Housing and Residence Life Resources

Advertising Policy

Housing and Residential Life that dorms and students are prime targets for marketing events, products, and services directed to college students. Residence Life facilitates this outreach through posters, social media posts, emails, and digital TV screens. For the most up-to-date information regarding advertising in the halls, visit: <https://housing.arizona.edu/advertising>.

General Club Resources and Marketing Information

Listservs

Student organizations are able to create and maintain e-mail lists (listservs). If you would like to create an e-mail list for your organization, please have your advisor use the link below to create one on behalf of your club. For more information on how to create a listserv, visit: <https://it.arizona.edu/service/email-lists-sympa>.

Reserving A Vehicle from Motorpool

As a recognized student organization, you are able to request a vehicle from Motorpool. To request a Motorpool vehicle (University vehicle), please complete the Vehicle Request Form at clubs.arizona.edu > **Services** > **Motorpool**.

Risk and Liability Waiver

When creating an event on or off campus, it is important to consider and evaluate the risk that may arise as part of the activity. If you decide to proceed with the activity, you may consider having your club members fill out an Assumption of Risk and Liability Release Form. To find an example form, go to clubs.arizona.edu >Resources > Risk and Release.

Creating Club Logos and Graphics

Guidelines for the appropriate use of UA marks when creating marketing, promotional materials, and communications for, and on behalf of, UA Recognized Clubs and Organizations can be found by visiting: <https://brand.arizona.edu/student-clubs>.

Dean's Excuses (Excused Absence)

Excused Absence for Group of Students (Dean's Excuses)

A student may be excused from classes for attendance at officially authorized functions. Please keep in mind that Dean's Excuse requests should be submitted no less than 10 business days in advance of the scheduled event to ensure the requests will process through Dean of Students. For more information on Excused Absences, visit: <http://policy.arizona.edu/employmenthuman-resources/attendance>. For information on Dean's Excuses, please visit: <https://deanofstudents.arizona.edu/forms>.

Important Phone Numbers

Associated Students of the University of Arizona (ASUA)	621-2782
African American Student Affairs Arizona Daily Wildcat	621-3419 621-3551
Asian Pacific American Student Affairs	621-3481
Club Sports Office	621-8708
Dean of Students Office (Title IX, Student Assistance)	621-7057
Department of Campus Recreation	621-8702
Disability Resource Center	621-3268
Event Planning Office (Student Unions Room Reservations)	621-1414
Fast Copy	621-5306
Fast Design	621-5306
Fraternity/Sorority Programs	621-8046
Garage/Motor Pool	621-5124
Graduate & Professional Student Council	626-7526
Guerrero Student Center	621-5627
Hazing Hotline	626-HAZE
Immigrant Student Resource Center	626-2300
LGTBQ Affairs	621-7585
Mall Scheduling	626-2630
Native American Student Affairs	621-3835
Parking & Transportation Services	626-7275
Post Office	626-6245
Residence Life	621-6501
Risk Management & Safety	621-1790
Room & Course Scheduling	621-3313
Trademarks and Licensing	621-3547
UA Police Department	621-8273
University Operator	621-2211
Veteran and Transition Services	626-8380
Women and Gender Resource Center	621-4498

Institutional Policies and University Statements

Institutional Policies

Nondiscrimination and Anti-Harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. Exemptions to this policy include (1) Social Greek Letter organizations recognized by Fraternity and Sorority Programs and the local governing bodies are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972 & (2) Religious organizations will not be denied or lose recognition solely because they limit membership or leadership positions to students who share the same religious beliefs, but may not in any other respect discriminate based on religion (or any other prohibited basis including race, color, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information). For more information and the most up-to-date information on the Nondiscrimination and Anti-Harassment Policy, please visit: <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

The University's commitment to nondiscrimination includes providing reasonable accommodations to allow persons with disabilities to access campus facilities and participate in and have the benefit of University programs, activities, goods and services consistent with the American with Disabilities Act (ADA) and the Rehabilitation Act of 1972, Section 504.

Questions or concerns about the Nondiscrimination and Anti-harassment Policy or the conduct it prohibits should be directed to the Office of Institutional Equity, (520) 621-9449, 888 N. Euclid Ave. Room 217, equity@email.arizona.edu, <http://www.equity.arizona.edu/resources-materials/information-students/title-ix>. Questions or concerns about the Title IX or single sex membership in Greek Social Letter organizations should be directed to the University's Title IX Coordinator at the Office of Institutional Equity, (520) 621-9449, 88 N. Euclid Ave. Room 217, www.equity.arizona.edu/title_ix.

Hazing Policy of the University of Arizona

The University of Arizona seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare. It is therefore the University's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to their victims, victims' families, and the University community. For the most up-to-date information regarding our hazing policy, please visit: <http://policy.arizona.edu/education-and-student-affairs/university-arizona-hazing-policy>. **NOTE: To Report a hazing incident or to ask questions regarding the policy call 626-HAZE (4293).**

Alcohol Policy and Regulations

The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state law and University regulations, and expects that such individuals will conduct themselves responsibly, mindful of the rights of others. For the most up-to-date information regarding our alcohol policy, please visit: <http://policy.arizona.edu/ethics-and-conduct/alcohol-policy-and-regulations>.

Policy and Regulations Governing the Use of the Campus

The University is committed to protecting the free speech rights of students, faculty, staff, and invited guests. The purpose of this policy is to respect the Campus Community's rights to free speech and expressive activity within public and designated public forums, while preserving public health, safety, and welfare; the normal business uses of the campus; and the rights of others to legitimately use and enjoy the campus. For the most up-to-date information regarding our Policy and Regulations Governing the Use of the Campus, please visit: <http://policy.arizona.edu/ethics-and-conduct/policy-and-regulations-governing-use-campus>.

Business Practices Guidelines Policy

The purpose of the Business Practices Guidelines is to Express the University's intentions and guide its departments/units in the conduct of business with both University constituencies and the general public; Facilitate compliance with applicable federal and state laws and Arizona Board of Regents policies regarding competition with private enterprise; and Provide additional clarification and guidance within a framework in which business practices decisions are made by University managers at all levels. For the most up-to-date information regarding the Business Practices Guidelines Policy, visit: <http://policy.arizona.edu/business-and-finance/business-practices-guidelines>.

Product Licensing and Trademark Usage Policy

The Arizona Board of Regents on behalf of the University of Arizona has registered or otherwise protected through common law the "Trademarks" of the University. The University has delegated the responsibility for maintaining, managing, and licensing of all "Products" that bear University trademarks to the Office of Trademarks & Licensing in University Relations Marketing, regardless of the manner of distribution. For the most up-to-date information regarding Product Licensing and Trademark Usage, please visit: <http://policy.arizona.edu/university-relations/product-licensing-and-trademark-usage>.

Financial Responsibility Policy

As a recognized student organization, this organization shall identify a member or members who are financially responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit. Debts to the University may result in responsible parties being encumbered, among other potential individual or organizational sanctions.

Good Neighbor Policy

All recognized student organizations are expected to cooperate with the University in building and maintain positive relationships with neighbors (local, national, and international).

Co-Curricular Activities Policy

Co-curricular activities shall be activities that relate directly to and encompass membership in University recognized student organizations and groups and special events and projects. Intercollegiate athletics (NCAA and PAC 12 and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation. There are four **Unit Requirements** that students must adhere to in order for the student to remain active in the organization. **(1)** Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation. **(2)** All elected or appointed officers of these activities must at the time of their election or appointments meet the minimum cumulative grade point average of 2.0; graduate students, work carried for graduate credit only, must maintain a minimum cumulative grade point average of 3.0 unless otherwise determined by their college. Monitoring of academic eligibility of presidents is overseen by the organization's advisor. **(3)** The Organization or Club Advisor is responsible for monitoring eligibility of all officers and members of the organization. To participate in co-curricular activities, students must be enrolled in the University for a minimum of six (6) units throughout their term of office. **(4)** When a student continues in office from one semester to the next, the student must have successfully completed a minimum of six (6) units the previous semester. Graduate students must be enrolled in the University for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of this paragraph, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S, or P. **Rules of Procedures:** Whenever an irregularity arises relating to a student's eligibility to participate or hold office in a co-curricular activity, the Dean of Students shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstance may be made to the Assistant Dean of Students for Student Governance and Programs.

Risk and Liability Policy

The wide variety of interests and activities represented by recognized student organizations and student government at the University of Arizona have an equally wide array of potential risks and liabilities associated with them. As a condition of recognition by the Associated Students of the University of Arizona (ASUA), all student organizations are required to conduct their activities in a manner conducive to maximizing safety and health while minimizing accidents, injuries, illnesses, or other losses.

For most routine organization activities such as regular meetings or social gatherings, members are solely responsible for their own actions and any loss, damage or other liability incurred as a result of those actions. The University of Arizona cannot accept any responsibility for any individual's actions unless that person is clearly acting on behalf of the University within the course and scope of express authorization.

For certain actions or activities, student government and/or organization members may be provided liability protection by the State of Arizona Risk Management Program (A.R.S. § 41-621) on an excess basis, provided the following conditions are satisfied:

- All individuals to be covered by this program must be recognized by ASUA as authorized volunteers performing a specific task or service on behalf of the UA.
- Liability coverage is for official business only. Accordingly, the volunteer activity must further the goals of the UA and must be conducted under the direction and authorization of a responsible University official acting in an official capacity, and not as a private individual.
- Job and/or activity descriptions for volunteers must be submitted in writing to ASUA for review and filing. ASUA and UA Risk Management will determine if the proposed activity meets the volunteer coverage criteria as depicted above. The final determination of coverage rests with the Arizona Department of Administration, Risk Management Section.
- This liability protection is valid only to the extent that the volunteer's actions are within the course and scope of the authorized volunteer activity and only while performing the activity.
- In the event that individual liability is incurred as a result of activities outside the course and scope of authorized volunteer service, the University of Arizona and the State of Arizona are prohibited by statute from accepting any portion of that liability. All responsibility for damages rests solely with the responsible individual.
- Any student organization that is affiliated with a national organization should check whether their national organization's liability insurance policy can be extended for official events or activities of the organization. It is fairly commonplace for national parent organizations to extend liability coverage to the official activities of individual chapters.
- If a student organization is required to provide proof of liability insurance coverage when leasing or using any UA facility, a temporary insurance policy can be purchased through the UA's TULIP program (<https://tulip.ajgrms.com/>).

Please contact Steve Holland or Miguel Delgado @ 520.621.1790 if you need assistance or have questions.

Housing Policy

The University of Arizona is empowered to, and has historically exercised its power, to determine which student organizations can operate as officially recognized student organizations. A student organization residential is defined as: Any real property, whether on or off campus, owned, controlled, or otherwise operated by a recognized student organization that provides overnight housing accommodations to its members while enrolled in and attending the University (Residential Organization). For the most up-to-date information regarding the Housing Policy, please visit: <http://greek.arizona.edu/housing-policy>.

University Statements on Inclusive Excellence

University of Arizona & Inclusive Excellence

Inclusive excellence (IE) is the engine that drives the value and practice of diversity and inclusiveness at the University of Arizona. At the center of IE is the recognition and acceptance of the talents, worldviews, perceptions, cultures and skills that diverse communities bring to the educational enterprise that can be harnessed to prepare students for leading, living and working in a diverse world. Native American, LGBTQ, Asian American, White, Latino, African American, women, veterans, people with disabilities, Jewish, Christian, International, Muslim, fraternities and sororities, athletes, alumni and many other communities of students, staff and faculty contribute positively to all dimensions of the university. Every individual and group at UA is a critical component of and contributor to diversity and inclusiveness. Making a difference in diversity at the University of Arizona is the essence of inclusive excellence. To read about the University of Arizona's most up-to-date information on Inclusive Excellence, visit: <https://diversity.arizona.edu/vision-our-campus>.

Student Governance and Programs & Inclusive Excellence

Student Governance and Programs supports the UA's diversity and inclusiveness strategic initiatives designed to create an inclusive environment for all faculty, staff, and students. Student leaders are encouraged to craft creative leadership opportunities that both meet the unique needs and interests of UA students and support diversity and inclusiveness efforts within Student Governance and Programs, ASUA/GPSC, and its associated programs.

Statement Regarding Date Auctions

At the University of Arizona, equality, openness, and sensitivity are strongly held values. ASUA encourages student organizations to consider these values when planning events and activities. Sometimes organizations hold “date” auction events as a way to raise money. We challenge these student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative programs that could accomplish the same objectives.

“Date” auctions involve the process of “bidding” on a human being for the services or the ability to spend time with a certain person. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person being auctioned.

Furthermore, we would like organizations to consider the safety concerns that arise as a result of “date” auctions. When a person “wins” the ability to spend time with another person, there is no way to telling what their true motives are. Given the prevalence of sexual assault in our culture, safety concerns arise if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know.

For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, ASUA believes that date auctions should be avoided by student organizations at the University of Arizona. ASUA club advocates and staff are always available to help organizations brainstorm alternative fundraising events.

-Adapted from University of Michigan Student Organizations Manual