Roseman University Student Organization Handbook

Registrar/Student Services Office
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HANDBOOK PURPOSE

This information is to be utilized for students interested in starting a new student organization and to outline the policies for the operation of an existing university approved student organization. **For the purposes of this Handbook, the term "student organization" and the abbreviation 'SO' refers to any type of student class, club or other organization.** The forms that proposed student organizations and university approved student organizations are required to complete are available on the Roseman University website and housed in the Registrar/Student Services Office: http://www.roseman.edu/students/registrar-student-services/student-organizations.

A student organization's advisor(s) and student officers are responsible for understanding and adhering to the policies and procedures described in this Handbook.

In the event the University policy is in conflict with an academic program policy, the stricter policy will apply.

Students and/or faculty/staff may contact the Registrar/Student Services Office if they require assistance and/or clarification with starting a new student organization or for operating an existing University-approved student organization. Normal office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The Registrar/Student Services Office can also be contacted via email at registrar@roseman.edu .

The Office looks forward to working with you, and we hope you find this information helpful.

Registrar/Student Services Office

ABBREVIATIONS USED IN THIS HANDBOOK

This is a list of the common abbreviations used in this Handbook:

Term	Abbreviation
Academic Program Based Student Organization	APB
Business and Finance Office	BFO
Communication and Marketing Office	CMO
Dean's/Program Director's Office	DPDO
Facilities Management Office	FMO
Facilities Reservation Form	FRF
Registrar/Student Services Office	RSSO
Risk Management Office	RMO
Student Organization	SO
Student Organization Application and Annual Registration Form	SOAARF
Student Organization Event Request Application	SOERA
Student Organization External Fundraising Application	SOEFA
Student Organization Request to Sell Application	SORTSA
Technology Services Unit	TSU

STUDENT ORGANIZATION RECOGNITION & MAINTENANCE PROCESS

Roseman students planning to establish an organization that is consistent with the purpose, regulations, and policies of Roseman University and that does not duplicate the purpose of another university approved student organization (**SO**) can apply for recognition as a Roseman University student organization.

The Registrar/Student Services Office (RSSO) classifies a SO as belonging to one of three categories:

A) Membership is restricted to students enrolled in one specific College or Program. This category is referred to as '**Academic Program Based**'.

B) While students from a variety of academic programs are eligible to become members of the organization, membership is not open to all students. This category is referred to as '**Interprofessional**'.

C) Membership is open to all students. This category is referred to as '**General**'.

Student Organizations recognized by the University can enjoy a variety of benefits.
A University recognized student organization has the right to request to:
- Use the Roseman University name and logo
- Participate in events on campus such as membership drives, etc.,
- Reserve space for an on campus event or meeting rooms from the Facilities Management Office (**FMO**)
- Ask for assistance to create an organizational email and/or website from the Technology Services Unit (**TSU**) and Communication and Marketing Office (**CMO**)
- Request that the Business and Finance Office (**BFO**) place funds for the organization in a Roseman University student activity bank account for deposits and disbursements.

Process for Student Organizations to Apply for University Recognition

1. The initial point of contact in the process to create a new student organization depends on how the organization is categorized by the RSSO.
   Students creating a SO that is classified as 'Academic Program Based' (**APB**) must start the recognition application process by contacting their Dean's/Program Director's Office (**DPDO**). The DPDO must endorse the proposed SO's application for recognition and grant the student(s) permission to ask an employee(s) and/or faculty member(s) within the academic program to serve as an advisor(s).

   Students proposing to create a SO that is classified as '**Interprofessional'** must start by contacting the **RSSO.** A representative from the RSSO or the Vice President for Student Services will forward the proposal for consideration when the Chancellors meet with the Deans/Program Directors. The Deans/Program Directors must endorse the proposed SO's application for recognition and grant the student(s) permission to ask an employee(s) and/or faculty member(s) within the academic program to serve as an advisor(s).

   Students proposing to create a SO that is classified as '**General'** must start by contacting the RSSO.

The RSSO must endorse the SO's application for recognition and will provide the student(s) with a list of supervisors to contact to seek permission to contact an employee and/or faculty member to serve as an advisor.

2. Complete and submit a Student Organization Application and Annual Registration Form **(SOAARF)** with the following information to the RSSO:
   - The organization's name and mission statement
   - The organization's constitution and bylaws or combined document (see Appendix A)
   - If the SO is or is not a local chapter of a national organization
   - A list of at least three officers, a president, a vice president, and a secretary/ treasurer. A SO may opt to have separate positions for secretary and treasurer. The students listed as officers on the SOAARF must be in good academic standing at the time they submit the application and must maintain good academic and professional standing at Roseman University throughout the application process.
   - The organization's advisor(s)
   - All proper paperwork on file with the RSSO by the appropriate deadlines including the 'Release of Liability and Assumption of Risks Form' for members when they participate in off campus events.

3. Once the RSSO establishes that the SOAARF is complete and consistent with Roseman University's mission and values and has received the required approvals, it will submit the application to the Administrative Council. If the student organization is not using the constitution and bylaws of a national organization, the RSSO will submit the SO's SOAARF to the University's attorney for review. A SO that is required by the RSSO to submit its application to the University attorney will not be charged for this review. In order for the RSSO to forward the SO's SOAARF to the Administrative Council, the proposed SO must make any changes required by the University attorney.

4. The Administrative Council reviews the SO's SOAARF. In order for the SO's SOAARF to be forwarded to the University's Board of Trustees, the SO must make any changes required by the Administrative Council The Administrative Council must approve the SO's application before it can be forwarded to the Board of Trustees.

5. A SO approved by the Administrative Council is granted 'Provisional Status'. A SO with 'Provisional Status' has the same rights and privileges as a SO approved by the Board of Trustees. However, if the Board of Trustees denies the SO's application, it is no longer in 'Provisional Status' and forfeits all rights and privileges granted to a SO with this status.

6. Final approval is granted through the Board of Trustees. When final approval is granted by the Board of Trustees, the student organization is no longer classified as having 'Provisional Status'.

Requirement to Maintain Active Status

An SO must be in 'Active Status' to continue to be recognized by the University. To remain in 'Active Status', a SO must document the following by September 1 each year:
   - The advisor for the organization is a full-time Roseman University employee and/or have a faculty appointment, and

- The advisor submitted the SOAARF to the RSSO. The advisor must document that her/his supervisor/Dean/Program Director approves her/him serving as an advisor for the SO for the upcoming year. This form will also list the student officers for the upcoming year.

The SO, if requested by the RSSO, must:
- Show evidence of activity within two calendar years by providing documentation that the members of the organization attended meetings, participated in events, or can show some evidence of the organization's activity within one of the last two calendar years.
- Show evidence that the SO has complied with University and College/Program policies.

A SO that fails to maintain 'Active Status' may lose its status as being recognized by the University and could lose the rights and privileges associated with that status. A SO that loses its recognition status may be required by the RSSO to repeat the application process to be recognized by the University.

The University reserves the right at any time to withdraw the recognition of a SO when the SO is not acting in the best interests of the University and/or when the SO is not complying with University and College/Program policies.

STUDENT ORGANIZATION ADVISOR REQUIREMENTS AND RESPONSIBILITIES

The advisor plays a critical role in mentoring a student organization's leaders and members. A faculty/staff member must meet the following requirements to serve as an advisor to a University recognized SO:
- The faculty/staff member is a full-time Roseman University employee and/or has a faculty appointment.
- The advisor submits a SOAARF to the RSSO by September 1. An advisor also must also submit this form to her/his supervisor to confirm that he/she has been approved as an advisor to the SO.

Responsibilities of a SO advisor include:

- Reviews and signs reservation and event request forms on behalf of the SO, including obtaining approval from her/his Dean's/Program Director's Office, when required.
- Attends all off-campus events held at any time and on-campus events held outside of normal business hours sponsored by the SO. If the advisor can't attend these activities, he/she is responsible for identifying a full-time Roseman University employee or faculty member to replace her/him.
- Reviews and endorses a SO's external communication such as posters, flyers, email announcements, etc., and items to be sold by the organization such as t-shirts, apparel, and other goods before this documentation is forwarded to the RSSO, FMO, and the SO's campus CMO. An advisor to an **Academic Program Based** SO must obtain the obtain the approval of her/his Dean's/Program Director's Office and an advisor to an **Interprofessional** SO must obtain approval from the joint meeting of the Dean's/Program Director's.
- Mentoring the organization's leaders.
- Work with the SO's leaders to assure compliance with College/Program and University policies and procedures.

- Monitor the SO's finances and assure that the SO complies with the University Business and Finance Office's **(BFO)** policies.
- Notify the RSSO if he/she will no longer be an advisor to the SO and if someone has been designated as her/his replacement.

POLICIES AND PROCEDURES

Requirement for SO to Obtain College/Program and/or University Approval to Promote/Hold Events

A University approved SO does not need to obtain additional University approval for basic activities such as membership drives or meetings. However, a SO must determine if it needs College/Program and/or University approval when it promotes and/or holds other types of on-campus or off-campus events. In most cases, these events will require a Certificate of Insurance. Circumstances that trigger obtaining College/Program and/or University approval include, but are not limited to, the use of the Roseman University/College name and/or logo in the promotional materials for the event, the use of funds to pay for the event are drawn from any type of Roseman University account (e.g., a checking account that must comply with University Business and Finance Office policies and procedures), or if students, faculty or staff affiliated with the SO are participating in the event as representatives of Roseman University rather than as individuals. Additionally, a SO that proposes to be an official sponsor of an off-campus activity such as a charity event (e.g., 5K run, Health Fair, Gala, etc.,) or social event (e.g., class party, formal dance, etc.,) must obtain College/Program and/or University approval before it can sponsor or participate in the event.

Room Reservations for on-campus meetings:

To reserve an area such as the Student Commons, the Student Organization Meeting Room, classroom(s) or breakout room(s), the SO's advisor must complete a 'Facilities Reservation Form' **(FRF)**. The FRF can be obtained from the intranet or from the FMO. The FRF must be completed when reserving space during and after normal business hours and/or on weekends. Authority to grant room reservation requests rests solely with the FMO. If the Student Organization Meeting room has not been reserved, it is available on a first-come, first-serve basis.   The advisor of a SO classified as Academic Program Based must check with her/his Dean's/Program Director's Office to see if the FRF must be submitted to that Office before it is submitted directly to the FMO. The advisor of a SO classified as 'Interprofessional' must check with the Deans and Program Directors of the members of the organization. The advisor of a SO classified as 'General' can submit the FRF directly to the FMO. If security is required for an event or meeting outside of normal business hours, the SO will be charged by the FMO for the costs of providing University security services.

Process for Student Organizations to seek University Approval to Promote/Hold Events

1. The initial point of contact in the process to seek University approval to promote/hold events depends on how it is categorized by the RSSO.

The following Offices must endorse the event at least **30 calendar days prior to the day of the event before the SO proceeds with further planning for the event.** A SO classified as:

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'**Academic Program Based**' must contact the Dean's/Program Director's Office (DPDO) '**Interprofessional**' must submit the request for consideration at a joint DPDO meeting. '**General**' must contact the RSSO.

2. After receiving the endorsement of the appropriate Office, the SO's advisor submits page one and the 'Event Location' and 'Advisor Acknowledgement' sections on page two of the 'Student Organization Event Request Application' **(SOERA)** at least **30 calendar days prior to the day of the event** to CMO, FMO, Risk Management Office (RMO) and, if necessary, to the Campus Chancellor. A copy of the SOERA is provided at the end of this Handbook and is available on the Roseman website.

3. After collecting all signatures required for approval on the SOERA, the SO must submit the completed SOERA **14 business days prior to the day of the event** to the RSSO, CMO, FMO, RMO, and, if necessary, the designated DPDO and Campus Chancellor for consideration for approval. The SO is not allowed to promote/hold the event until all required Offices approve the SOERA.

A SO that fails to comply with this process will not be allowed to sponsor or participate in the event. Repeated violations of this policy may result in the SO forfeiting its University recognized status.

Student Organizations Must Comply with Roseman University Business and Finance Office (BFO) Policies

A SO must comply with Roseman University BFO policies and procedures. A SO's Advisor, President, Vice President and Treasurer must meet with a representative from the BFO annually or more as determined by the BFO to review the University's policies and procedures regarding financial and business practices. If a SO maintains an account independent of University control, it is not allowed to use the Roseman University tax identification number. When an existing SO is no longer recognized by the University or when a SO such as a graduating class no longer exists, the BFO will close the SO's account after 90 calendar days that the SO is no longer considered by the RSSO to be in 'Active Status'. Each SO is required to have a dissolution clause in its bylaws/constitution which specifies how unused funds in its accounts will be reallocated by the BFO.

Student organizations that fail to comply with the University's BFO policies will lose access to their University account(s).

Fundraising

A SO's fundraising efforts must not conflict with an Academic Program's and/or the University's philanthropic initiatives. A SO classified as 'Academic Program Based' or 'Interprofessional' must obtain the endorsement of every member's DPDO and have any fundraising activity approved by the Communications and Marketing Office (CMO). A SO classified as 'General' must have the fundraising activity approved by the CMO.

A SO intending to raise funds from any individual or group other than Roseman University faculty, staff, or students, must obtain the CMO's approval before it approaches individuals and/or organizations external to the Roseman University community. However, a SO classified as 'Academic Program Based' or 'Interprofessional' must obtain the endorsement of every member's DPDO before the SO's advisor can submit a 'Student Organization External Fundraising Application' **(SOEFA)** to the CMO at the SO's

campus. A SO classified as 'General' can have its advisor submit the form directly to the CMO. This form must include the following information:

- An overview of the fundraising event, including a description of the non-Roseman individuals and organization that will be approached,
- The start and end dates of the fundraising effort,
- The dollar amounts the club/organization hopes to obtain from individuals and organizations external to Roseman University.

A SO that wishes to use any 'Roseman' logo, trademark or name on a fundraising item <u>must</u> have the SO's advisor submit a 'Student Organization Request to Sell Application' **(SORTSA)** to the CMO at the SO's campus to request permission to sell the item(s). This form must include the following information:

- The specific item(s) the organization is proposing to sell
- The categories of individuals/groups the item(s) will be advertised to e.g., students, alumni, faculty, staff, etc.,
- The start and end dates the item(s) will be advertised to the designated individuals/groups.

The CMO will maintain a database of approved SORTSA's. The RSSO and each DPDO will be granted access to view this database. A SO's President, Vice President, or Treasurer should contact the CMO before submitting a SORTSA. However, as long as the SO's fundraising effort does not conflict with the University's and/or DPDO's philanthropic endeavors, the University will not require a SO to avoid duplicating another SO's fundraising endeavors.

Posters, Signs, Flyers or other forms of Publicity

A SO must comply with the policies listed in the Roseman University Visual Identity Manual. This manual is available on the Roseman website under the Registrar/Student Services section. The use of Roseman University visual identity marks (e.g., logo) on commercial goods, promotional giveaways, and fundraising items, such as t-shirts, hats and mugs, is permitted only when approved by the CMO. *A student or SO is not permitted to use the official Roseman University seal at any time.*

Photography / Videotaping

Any SO that plans on taking photographs or videos on campus that feature students and/or employees, must submit a written request to the CMO for review for FERPA compliance before any photography or videotaping can take place. Additionally, certain employees may not wish to be photographed or videotaped and their wishes must be honored. The SO's photographer/videographer must make an announcement to potential participants that photographs are about to be taken and/or that videotaping is about to occur so that individuals have the opportunity to opt out of being photographed or videotaped.

*All requests for photography and videotaping must be made at least **one week** before scheduled to the CMO so that appropriate supervisors may be notified and the FERPA review can be completed by the CMO.*

For questions about the use of the Roseman name, logo or associated trademarks and/or the process for requesting approval for fundraising efforts, please contact the Communication and Marketing Office:

General Inquiries   marketing@roseman.edu

Campus Marketing Director
South Jordan, Utah   (801) 878-1035

Marketing Communications Specialist
Henderson, Nevada   (702) 968-1647

Vice President for Communications and Public Relations   (702) 968-1633
Henderson, Nevada

## POSTING INFORMATION ON THE UNIVERSITY EVENTS CALENDAR

An SO needs to correctly post information about its events on the University Calendar on the student portal. This posting must be entered by the designated advisor, administrator or staff member. A SO classified as RMS must check with the appropriate DPDO to identify individuals who have been authorized to post information on the student portal. A SO classified as OMS must check with the RSSO to identify the individuals authorized to post information on the student portal.   Students will be more apt to participate, or at least be more knowledgeable (especially newer students) when information is correctly posted on the student portal. If an event/meeting/fundraiser is placed on the wrong calendar, a reminder will be sent to the individual authorized to post information for the SO to remove it and place it on the correct calendar. The following instructions outline the process for authorized individuals to correctly enter information about a SO's events into the student portal.
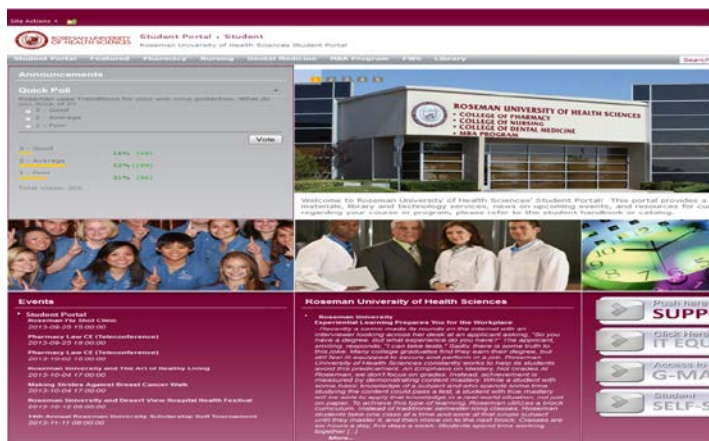
Example:
Assume that a SO's President asks you to place an upcoming event for <u>first-year students</u> (<u>in your unit and on your campus only</u>) on the respective student portal calendar.

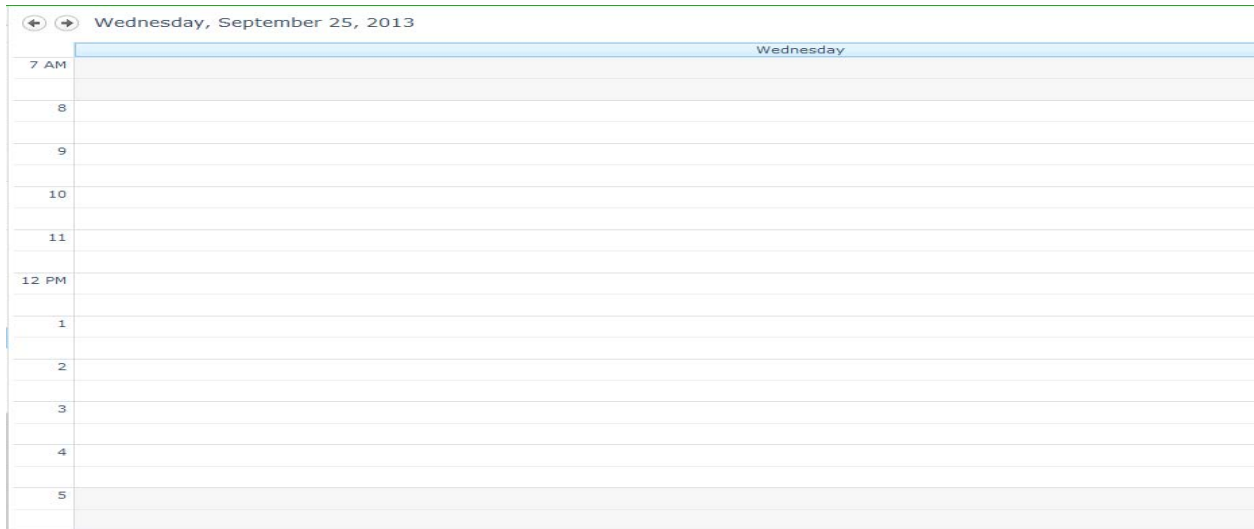
1. Login to the Student Portal: **http://student.roseman.edu/Pages/Home.aspx**

Choose your unit and campus.
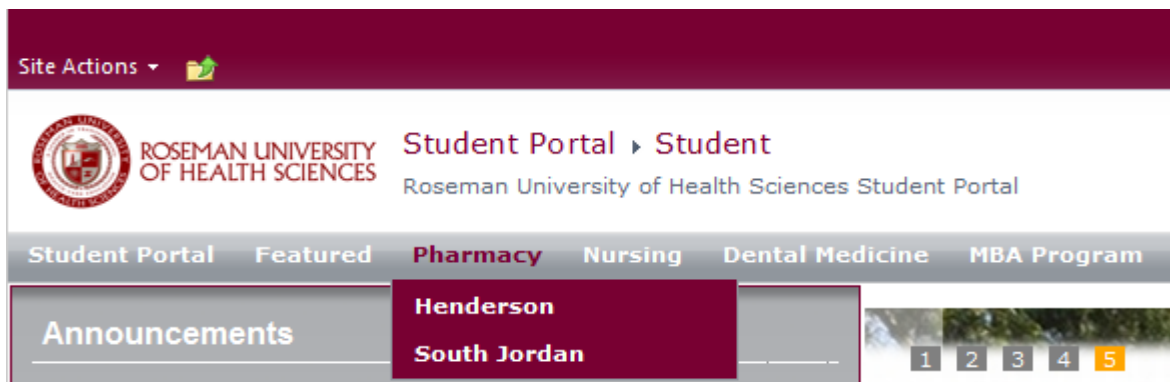
2. Since the event announcement is for first-year students only, choose "Calendar Year 1"

3. Click on the appropriate event date:

And time:

Enter the following information:
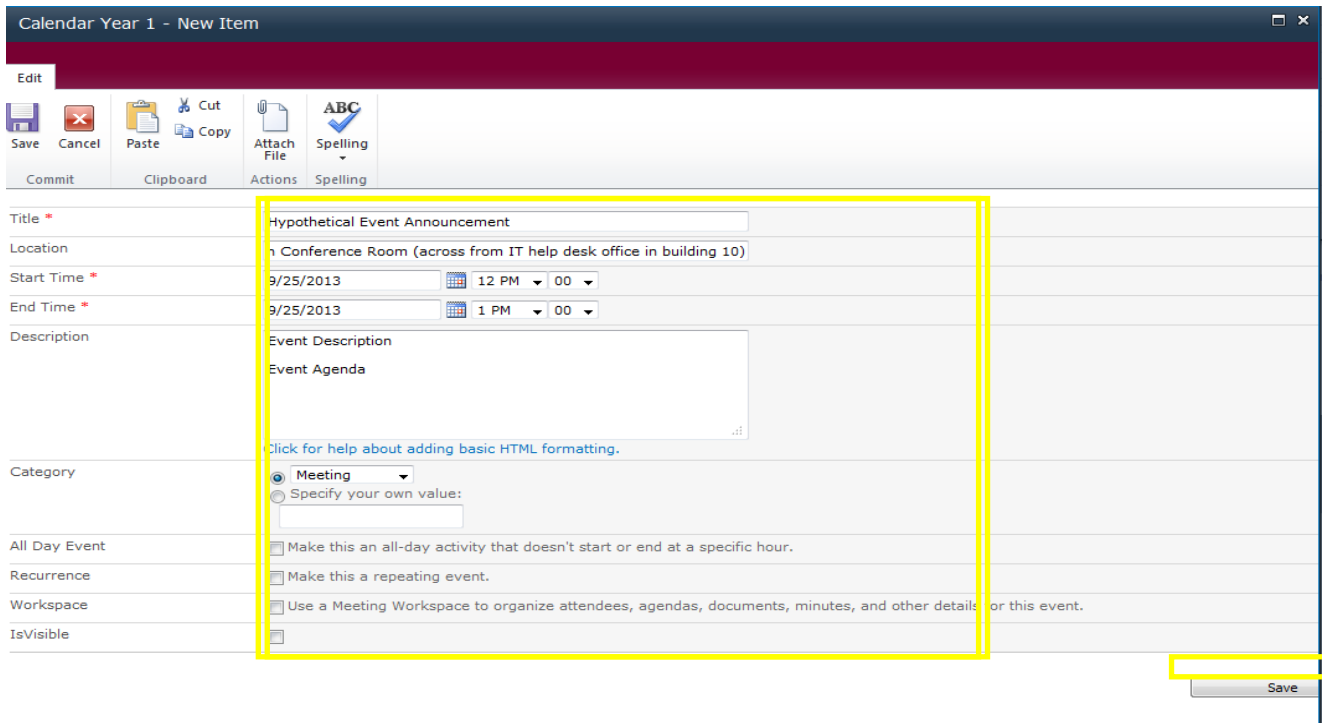
4. After saving the event, it will then show up for all first-year students in your unit only on that calendar (not on the first page of the student portal for all students in every unit on both campuses to see).

Additional Policies

Policy on the Use of Alcohol and Other Drugs by Students - see University Catalog

Hazing
Hazing is against university policy and is a violation of state laws. (NRS Section 1.Chapter 200 and Utah: 76-5-107.5)

A Dean's/Program's Directors Office has the Right to Withhold Endorsement of a SO and/or its Activities
A Dean's/Program's Director's Office (DPDO) has the right the withhold an endorsement of the creation of and/or to withhold the endorsement of the activities e.g., (holding and promoting events, internal fundraising, external fundraising.,) of a SO classified as 'Academic Program Based' or 'Interprofessional'. The RSSO has the right to withhold the endorsement of the creation of a SO classified as 'General'. The Officers of a SO may appeal the DPDO's or RSSO's decision to withhold an endorsement to their Campus Chancellor.   The decision of the Campus Chancellor is final.

Probation, Suspension, or Termination of Roseman University Recognition of a Student Organization
The Vice President for Student Services reserves the right to place a University recognized student organization on probation, suspend the University's recognition of the SO, or terminate the University's recognition of the SO when the organization violates University policies and procedures.   A SO's advisor may appeal the Vice President for Student Service's decisions regarding probation, suspension and termination to the organization's Campus Chancellor. A SO is only allowed to appeal the Campus Chancellor's decision to uphold the decision to terminate University recognition to the Administrative Council. The decision of the Administrative Council is final.

APPENDIX A: Constitution and Bylaws

Each SO is required to submit a constitution or combined constitution and bylaws in order to gain official status as an URSO. This document may be brief or lengthy depending upon the goals of the organization and the amount of structure the organizers wish to impose on the organization. The constitution should contain the objective of the organization, a membership clause including an affirmative action statement, a description of the offices of the organization and duties of each office, and any standing committees. The bylaws of the organization (the rules which govern the selection of officers and other election procedures) must be included with the registration documents and should include a plan to replace officers for not fulfilling their duties.

The constitution and bylaws guide an organization in its operation and activities and accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group's leadership govern their organization. In essence the constitution is an outline of the goals and purpose of the organization, while the bylaws serve as the legal rules of the organization.

The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, the RSSO recommends that each member of an organization have a copy of the constitution and bylaws. All members of the organization should know the purpose and goals of the organization as well as abide by the rules.

The following sample outline is provided to assist in the preparation of a constitution and bylaws. An updated copy should always be on file in the RSSO.

Sample Constitution	**Sample Bylaws**

Constitution of (Name of Organization)

Preamble	
Article I.	Name of Organization
Article II.	Statement of Purpose
Article III.	Membership
Article IV.	Officers
Article V.	Executive Board
Article VI.	Meetings
Article VII.	Method to Amend the Constitution
Article VIII.	Dissolution Clause

Bylaws of (Name of Organization)

Article I.	Membership
Article II.	Officers
Article III.	Meetings
Article IV.	Committees
Article V.	Finances
Article VI.	Advisor Responsibilities
Article VII.	Amendment Procedures

APPENDIX B: Suggestions for Effective Meetings

The RSSO offers the following suggestions to help a SO hold effective meetings:

- Prepare an agenda and, if possible, forward to the advisor(s) and each member of the organization in advance of the meeting. The organization's secretary should ask members to suggest items for the agenda. An example of an agenda is provided at the end of this section.
- Ask members and the advisor(s) to confirm their attendance by a deadline. Reserve a meeting space that comfortably accommodates everyone attending.
- Confirm that the meeting space has items that are needed to conduct the meeting, including any presentations, i.e. dry erase board, markers, audiovisual equipment, etc. Contact the Technology Services Unit to make sure that the organization has reserved audiovisual equipment that is not already in the space.
- Provide copies of agendas and handouts to members attending the meeting who do not have electronic copies of these items.
- Organizations are encouraged to follow appropriate parliamentary procedure when conducting meetings. 'Robert's Rules of Order' is one of the most common guides to conducting meetings. A highlight of some key principles of Robert's Rules is provided at the end of this section. An alternative guide to Robert's Rules is the 'Standard Code of Parliamentary Procedure'.
- Request participation from everyone at the meeting. However, stay focused on accomplishing the agenda.
- After completing the items on the agenda, confirm the time and place for the next meeting before concluding the meeting.
- Before the next meeting, distribute a draft of the minutes from the meeting to each member and advisor for review before the next meeting.
- Any tasks which were delegated should be followed up to ensure responsibilities are completed by each member.

The following is an example of a meeting agenda and minutes.

Sample Agenda

       I.   Call to Order
       II.   Approval of Minutes from last meeting
       III.   Announcements
       IV.   Treasury Report
       V.   Committee Reports
       VI.   Old Business
       VII.   New Business
       VIII.   Next Meeting time and place
       IX.   Adjournment

Sample Minutes

Student Organization Name
Minutes from mm/dd/yy meeting

       I.   Meeting called to order at mm/dd/yy
       II.   Approval of Minutes – this reflects any changes in the draft minutes provided to members
       III.   Announcements: significant announcements
       IV.   Treasury Report – report from Treasurer, e.g., the organization has $ in its account
       V.   Committee Reports
       VI.   Old Business – motions approved or rejected
       VII.   New Business – motions approved or rejected
       VIII.   Next Meeting date, time and place
       IX.   Adjournment – time meeting adjourned

Highlights of Robert's Rules of Order

Purpose How to do this	Motion	You say this	Needs a second	Able to amend	Discussion Item	Vote must be
Introduce a business (or make a motion)	Main	"I move that…(action proposed)"	Yes	Yes	Yes	Majority
Change wording of a motion before voting	Amend	"I move to amend the motion by…(adding etc.)"	Yes	Yes	Yes	Majority
To withdraw a motion I made	Permission to withdraw	"I request that my motion be withdrawn	No	No	No	Majority
Send to committee	Commit or refer	"I move that the motion be referred to…"	Yes	Yes	Yes	Majority
Postpone Action	Postpone definitely	"I move that motion be postpone to …(date)	Yes	Yes	Yes	Majority
Limit debate	Limit debate	"I move that debate be limited to…"	Yes	Yes	No	Two-third
End or cut off debate, brings to vote	Previous question	"I move that previous question"	No	No	No	Two-third
Questions of privilege	Personal privilege and general privilege	"The speaker is misstating my remarks"	No	Yes	Yes	Chair rules and takes appropriate action
To change a decision	Rescind	"I move to rescind the motion to…"	Yes		Yes	Two-third
To bring back a motion for revote	Reconsider	"I mover to reconsider the vote on…"	Yes	No	Yes	Majority
Take short intermission	Recess	"I move that we recess for…(time):	Yes	Yes	No	Majority
Close meeting	Adjourn	"I move that we adjourn"	Yes	No	No	Majority

*Adapted from Doris P. Zimmerman's Robert's Rules in Plain English. New York: Harper Collins, 1997. Found in Arizona State University Student Club Handbook found at www.asu.edy/studentlife/clubhandbook

STUDENT ORGANIZATION APPLICATION/ ANNUAL REGISTRATION FORM

REGISTRAR/STUDENT SERVICES OFFICE

STUDENT ORGANIZATION

This is: ☐ A New Student Organization ☐ An Existing Student Organization
This organization is a local chapter of a national organization: ☐ YES ☐ No

ORGANIZATION NAME: _____

ORGANIZATION EMAIL: _____**WEBPAGE:**_____
                                                                            (Consult with TS for approval)

A new student organization must include a copy of the Constitution and Bylaws with this application.
An existing student organization must include a copy of the Constitution and Bylaws whenever they change as well as a summary of the changes it made to these documents.

MISSION STATEMENT and PURPOSE:

_____

_____

_____

MEMBERSHIP

Membership is:
☐ **Open to all Roseman University Students**
☐ **Restricted to students in a specific academic program(s). Please specify the academic program(s) that membership is restricted to:**

    ☐ Bachelors of Nursing   ☐ Doctorate of Dental Medicine   ☐ Doctorate of Pharmacy
    ☐ Masters of Business Administration ☐ Orthodontics

Number of members as of October 15 of the previous year: _____

**Each participating member must complete the 'Release of Liability and Assumption of Risks Form' each academic year prior to participate in off campus events and submit the form to the Registrar/Student Services Office.*

STUDENT LEADERSHIP

For a proposed student organization, state the name of the student serving as the primary contact and the student's academic program and campus:

_____

Current or Expected Officers*:

Office	Name	Student ID Number	Student Email	Phone
President:				
Vice President:				
Secretary				
Treasurer**:				

Note: Students must maintain good academic and professional standing to hold any of the offices listed above.
**If the Treasurer's position is combined with the Secretary, write 'NA'

President's Academic Program & Campus: _____ HD or SJ

MEETINGS TIMES

Proposed Regular Meeting Days	Proposed Time
1._____	_____
2._____	_____

ANNUAL EVENTS

Proposed Annual Events	Proposed Time of Year

1._____

2._____

This section must be completed by student organizations whose membership is restricted to students in a specific academic program.

The Dean's/Program Director's Office endorses this student organization.

_____   _____

Print Name of Authorized Administrator from the Dean/Program Director's Office   Date

ADVISOR(S)

A student organization's advisor must be a full time Roseman employee and/or have an appointment as a faculty member. Advisors agree, at a minimum, to guide, monitor travel, supervise activities, attend meetings as much as possible, and support student leadership.

Advisor(s):

Name	Home Campus	Phone	Email	Signature
1._____	HD or SJ			
2. _____	HD or SJ			

SUPERVISOR ENDORSEMENT OF EMPLOYEE(S) / FACULTY MEMBER(S) SERVING AS AN ADVISOR

I endorse this employee serving as an advisor to this student organization.

_____   _____   _____

Print Name of Supervisor   **Signature**   **Date**

_____   _____   _____

Print Name of Supervisor   **Signature**   **Date**

For current student organizations, this form must be submitted to the Registrar/Student Services Office by September 1st of each year.

Disclaimer: *Although this organization may be approved to operate on any Roseman University of Health Sciences campus or off campus, the views, opinions, statements and/or philosophy of the organization are solely those of the organization and do not necessarily represent those of the students employees, Administration, or the Board of Trustees of Roseman University.*

Questions: Contact the Registrar/Student Services Office:
Henderson Campus: 702-968-2029
South Jordan Campus: 801-878-1040
Email: registrar@roseman.edu

For Registrar/Student Services Office use only:

Date Reviewed: _____ By: _____

Date Discussed with Respective Academic Unit Head: _____

Date Reviewed by Administrative Council: _____

Date Reviewed by Board of Trustees: _____

Date Notified Primary Contact: _____

The RSS classifies this SO as: 'Academic Program Based' 'Interprofessional' 'General'

RELEASE OF LIABILITY AND ASSUMPTION OF RISKS
REGISTRAR/STUDENT SERVICES OFFICE

Release of Liability and Assumption of Risks

I, the undersigned, agree to release and hold harmless the Roseman University of Health Sciences
_____ Organization and its officers, employees, trip schedulers,
coordinators, organizers, and volunteers from any claim, demand or cause of action for injury to myself or
damage to my personal property which arises out of or in any way is connected with the Organization's
events and any travel in connection therewith. I will be responsible in case of accident, illness or property
damage that I may suffer.

I understand the possible risks associated with this activity and I assume all the risks of participation
including and not limited to transportation, participation and all other risks related to any physical or other
condition from which I might suffer.

I acknowledge that the organization does not provide personal or health accident insurance or medical
personnel and I assume personal and financial responsibility for any medical care or treatment I may require
as a result of participating in the activity.

I am in good mental and physical condition to undertake this completely voluntary activity and agree that
this waiver applies to any acts or omissions of ordinary negligence and to any deliberate act intended to
promote my safety or well-being.

I HAVE CAREFULLY READ THIS RELEASE AND FULLY UNDERSTAND ITS CONTENTS AND I INTEND TO BE
LEGALLY BOUND BY THIS RELEASE AND ASSUMPTION OF RISK AND SIGN THIS OF MY OWN FREE WILL.

PRINT NAME _____

DATE: _____

Student Organization Event Request Application
OFFICE OF THE REGISTRAR/STUDENT SERVICES

THE FIRST PAGE OF THIS APPLICATION AND THE 'EVENT LOCATION' AND 'ADVISOR ACKNOWLEDGEMENT' SECTIONS ON PAGE TWO MUST BE SUBMITTED WITHIN AT LEAST 30 CALENDAR DAYS OF THE EVENT TO:

1. Communication and Marketing Office
2. Facilities Management Office
3. Risk Management Office

4. Dean/Program Director's Office or Registrar/Student Services Office
5. Campus Chancellor (*if required*)

CONTACT INFORMATION

ORGANIZATION REQUESTING EVENT: _____ CAMPUS: <u>HD OR SJ</u>

PRIMARY STUDENT CONTACT NAME*: _____
*The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____ **PHONE:** _____

ORGANIZATION ADVISOR NAME:

_____

ADVISOR ROSEMAN EMAIL: _____ **ROSEMAN PHONE:** _____

PROPOSED EVENT

EVENT NAME:

_____

EVENT DATE(S): _____ **TIME(S):** _____

EVENT TYPE:

☐ Social Event: Examples include a class party, dance, etc.
☐ Health Fair
☐ Other: Briefly state event type: _____

☐ Blood Drive
☐ Fund raiser for a Non-Roseman Organization

EVENT DESCRIPTION: Please provide an overview of this event. Identify the major participants in the event (including, if applicable, the name of the faculty/staff member attending the event), what are the major activities of the event, how the organization's members will be involved in the event, and why the student organization wishes to participate in this event.

_____

_____

_____

- *If this is an on-campus event, the advisor must complete a 'Facilities Reservation Form' ≥ **14 business days before the event.***
- *If the general public is invited to campus AND the event is not sponsored by a specific College or Program, e.g., a 5K Run or it is a charity event open to the general public that takes place on campus property, the event **must** be approved by the Campus Chancellor.*

DESIGNATED ACADEMIC PROGRAM/UNIVERSITY ADMINISTRATOR EVENT APPLICATION ENDORSEMENT

Student organizations classified as '**Academic Program Based**' or '**Interprofessional**' must have the event endorsed by the appropriate Dean's/Program Director's Office(s).
Student organizations classified as '**General'** must have the event endorsed by the Registrar/Student Services Office.
☐ The Designated Administrator below endorses this application (*Academic Program or University Administrator).*

_____

Academic Program/University Official: Printed Name, Signature and Date

EVENT LOCATION

ON-CAMPUS EVENT IN HENDERSON	☑ **Building and Room Number**	**Room Name or Number**	**Facilities Form Attached**
	Building 4 Building 11		☐
ON-CAMPUS EVENT IN SOUTH JORDAN	☑ **Building and Room Number**	**Room Name or Number**	**Facilities Form Attached**
	Building 10 (South building)		☐
	Building 11 (Dental building)		☐
OFF-CAMPUS EVENT	**Facility Name**	**Facility Address**	
		☐ Indoor ☐ Outdoor	

ADVISOR ACKNOWLEDGEMENT

By submitting this application I acknowledge that:

☐ I am required to attend the event or to make arrangements for another faculty/staff member to replace me if I am unable to participate in the event.

☐ The student organization is responsible for fees associated with excessive custodial and/or maintenance services that were incurred because of the organization's on-campus event or for financial penalties/damages that resulted from the organization's involvement in an off-campus event.

☐ I contacted the offices of Communication and Marketing, Facilities Management and Risk Management and, if required, the appropriate Dean/Program Director's Office to determine what, if any, requirements they have for this event.

_____

Student Organization's Faculty/Staff Advisor: Printed Name, Signature and Date

EVENT APPROVALS – **These must be obtained 14 business days before the event.**

Communication and Marketing Office (CMO) Event Application Approval

☐ The Communication and Marketing Office approves the application.

_____

CMO Designated Administrator: Printed Name, Signature, and Date

Facilities Office (FO) Event Application Approval

☐ The Facilities Office approves the application.

_____

FO Designated Administrator Printed Name, Signature, and Date

Risk Management Office (RMO) Event Application Approval

☐ The Risk Management Office approves the application.

_____

RMO Designated Administrator: Printed Name, Signature, and Date

Campus Chancellor Event Application Approval – *if needed**

*If the general public is invited to an off-campus event AND the event is not sponsored by a College or Program, e.g., a 5K Run or this is a charity event held on campus that is open to the general public, the event must be approved by the Campus Chancellor.

☐ The Campus Chancellor approves the application.

_____

Campus Chancellor: Printed Name, Signature, and Date

Distribution List for the Event Approval Sheet When All Approvals have been obtained: Registrar/Student Services, Communication and Marketing, Facilities, Risk Management, and, if required, Dean/Program Director's Office and Campus Chancellor

Student Organization External Fundraising Application

THIS FORM MUST BE SUBMITTED TO THE COMMUNICATION AND MARKETING OFFICE 14 BUSINESS DAYS BEFORE THE PLANNED START OF THE EXTERNAL FUNDRAISING EFFORT.

CONTACT INFORMATION

ORGANIZATION REQUESTING EVENT: _____ CAMPUS: HD OR SJ

PRIMARY STUDENT CONTACT NAME*: _____

*The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____

PRIMARY STUDENT PHONE: _____

ORGANIZATION ADVISOR NAME: _____

ADVISOR ROSEMAN EMAIL: _____

ADVISOR ROSEMAN PHONE: _____

PROPOSED EXTERNAL FUNDRAISING EVENT

EVENT NAME: _____

EVENT START DATE: _____ **END DATE:** _____ **TIME(S):** _____

EVENT DESCRIPTION: Please provide an overview of this fundraising event you are proposing to hold and any funds from any individual or group that **are not** Roseman faculty, staff, or students. Identify the groups or types of individuals you will be approaching for your fundraising effort and the expected dollar amounts you hope to raise from these groups and/or types of individuals:

_____

_____

_____

ADVISOR ACKNOWLEDGEMENT

☐ I am aware of this fundraising effort and approve the organization's involvement.

_____

Student Organization's Advisor: Printed Name, Signature and Date

DEAN/PROGRAM DIRECTOR'S OFFICE FUNDRAISING EVENT APPROVAL

If the Student Organization's membership is restricted to one Academic Program, the member's Dean/Program Director's Office must approve the application; if this is an Interprofessional Organization, it requires review during a joint Dean's/Program Director's meeting.

☐ The Dean/Program Director's Office approves this application.

_____

Dean/Program Director's Office Designated Administrator: Printed Name, Signature, and Date

Additional DPDO's signatures required: _____

COMMUNICATION AND MARKETING OFFICE (CMO) FUNDRAISING EVENT APPROVAL

☐ The Communication and Marketing Office approves the application.

_____

CMO Designated Administrator: Printed Name, Signature, and Date

Student Organization Request to Sell Application

THIS FORM MUST BE SUBMITTED TO THE COMMUNICATION AND MARKETING OFFICE 14 BUSINESS DAYS BEFORE ITEMS WITH THE ROSEMAN LOGO, TRADEMARK, OR NAME CAN BE SOLD BY A STUDENT ORGANIZATION.
Items with the Roseman logo, trademark, or name must be approved by the Communication and Marketing Office.

CONTACT INFORMATION

ORGANIZATION REQUESTING EVENT: _____ CAMPUS: HD OR SJ

ORGANIZATION PRIMARY STUDENT CONTACT NAME*: _____

The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____

PRIMARY STUDENT PHONE: _____

ORGANIZATION ADVISOR NAME: _____

ADVISOR ROSEMAN EMAIL: _____

ADVISOR ROSEMAN PHONE: _____

PROPOSED SELLING DETAILS

EVENT START DATE: _____ **END DATE:** _____

ITEMS TO BE SOLD: Please provide an overview of the items you are proposing to sell:

_____

_____

_____

ITEMS TO BE PROMOTED TO WHICH OF THE FOLLOWING (CHECK ALL THAT APPLY):
☐ Roseman Students
☐ Roseman Faculty/Staff
☐ External Constituents (family, friends, etc.)

ADVISOR ACKNOWLEDGEMENT
☐ I am aware of this fundraising effort and approve the organization's involvement.

_____
Student Club/Organization's Faculty/Staff Advisor: Printed Name, Signature and Date

DEAN/PROGRAM DIRECTOR'S OFFICE FUNDRAISING EVENT APPROVAL
If the Student Organization's membership is restricted to one Academic Program, the member's Dean/Program Director's Office must approve the application; if this is an Interprofessional Organization, it requires review during a joint Dean's/Program Director's meeting.

☐ The Dean/Program Director's Office approves this application.

_____
Dean/Program Director's Office Designated Administrator: Printed Name, Signature, and Date

COMMUNICATION AND MARKETING OFFICE (CMO) FUNDRAISING EVENT APPROVAL

☐ The Communication and Marketing Office approves the application.

_____
CMO Designated Administrator: Printed Name, Signature, and Date