



P.U.C.C.

Pacific Undergraduate Community Council



Club and Organization Handbook

2008-2009

TABLE OF CONTENTS

1. Introduction
2. The Club and Organization Representative Education (CORE) Administration Committee
3. Certification of student groups
 - Statement of purpose
 - 3A Registration
 1. Definition
 2. Conditions
 - 3B Recognition
 1. Definition
 2. Benefits of Recognition
 3. Conditions for all recognized groups
 4. Recognition for new groups
 5. Maintaining recognition for currently recognized groups
4. Club Funding
 - 4A The funding process
 - 4B Regular funding
 - 4C Funding criteria for newly recognized groups
 - 4D Special funding
 - 4E Co-curricular funding
 - 4F Capital fund
 - 4G Funding Policies
 1. Apparel Policy
 2. Food Stamp Policy
 3. Reimbursement Guidelines
5. P.U.C.C. Policies
 - Organization trip policy
6. Amendments and changes to this handbook

1. Introduction

The following club and organization handbook is intended to describe the conditions necessary to establish and maintain a certified student group as well as to provide guidelines, conditions, and information for club funding.

The Vice President and the Core Administration Committee of the Pacific Undergraduate Community Council (PUCC) will be responsible for interpreting the guidelines and upholding the spirit of these guidelines when making decisions about club actions. As a club, please read the guidelines carefully and act in the spirit in which they were intended. In cases where the guidelines are not fully understood, please contact the Vice President of the PUCC.

The advantages of being a PUCC recognized or registered student group are described in detail in this handbook. This handbook also contains material relative to the expectations the University has for student groups, one of which is consistency with the mission of the University. The University Mission Statement is presented here for your convenience:

MISSION OF PACIFIC UNIVERSITY

The mission of Pacific University is to provide an education of exceptional quality in liberal arts and sciences, and in selected professional programs to prepare students for service to a changing community, nation and world.

In addition to our mission, Pacific University values

- √ A community of faculty, staff, and students dedicated to high academic standards, integrity, lifelong learning, and service to the community and the integration of liberal arts and professional education;
- √ A community that embraces creativity, flexibility, and change that honors diversity of viewpoints;
- √ A community that respects our traditions, our environment and our relationships beyond the campus.

2. The CORE Administration Committee

The CORE Administration Committee of PUCC is in charge of recommending certification of student groups on campus under PUCC. This Committee makes recommendations on recognition and registration status of student groups, and recommends group budgets to be approved by the Club Appropriations Board. The Committee is prepared to assist students in organizing groups and help them with ideas to recruit members. The Committee will be responsible for educating PUCC about certified groups and their activities.

The Core Administration Committee shall be composed of the PUCC Vice-president with two other members to be appointed by the PUCC President.

The Committee shall process applications and make recommendations to PUCC for registration or recognition.

The Committee shall help organizations navigate bureaucratic difficulties related to registration or recognition, helping with all University procedures including, not restricted to, room scheduling, facility management and requisition forms.

Committee members shall have a working knowledge of all CORE, Club Appropriations Board, PUCC and University funding guidelines and be able to articulate those guidelines to club and organization members requiring assistance.

Committee members shall assist clubs in developing any programming endeavors, fostering effective recruitment and retention of members, budget management, and developing strategies to improve effectiveness.

Committee members shall proactively meet with organizations, and serve as liaisons to PUCC for all clubs and organizations.

Committee members shall assist clubs and organizations with the preparation of funding requests and appeals from the Club Appropriation Board and to work with the PUCC Budget Authority accounting for monies allocated to and spent by campus clubs and organizations.

3. Certification of Student Organizations

Statement of Purpose

To ensure the rights of students to freely form associations while maintaining the opportunity to choose which organizations it officially sponsors, the Pacific Undergraduate Community Council herein establishes a system of certification. This system shall apply to all student organizations: academic, co-curricular, and extra-curricular. The system allows for two types of certification: registration and recognition.

PUCC endeavors to foster an atmosphere for clubs and organizations that supports a positive relationship for students. PUCC will *not* support any group that engages in behavior that creates an environment of unease and denigration outside of normal interaction to any individuals in the Pacific Community.

3A. Registration

Registration

Registration is the first type of certification that allows a student organization to exist on campus and to participate in campus affairs. (Usually a group that will remain active for <1 school year.).

1. Definition

- a. Registration allows short-term, single-purpose organizations to conduct their business.
- b. All temporary single-purpose student organizations that use University facilities or seek a campus affiliation shall be obliged to register and meet all terms of the Certification of Student Organizations as stated in this handbook.
- c. Any student organization that meets all required terms of the Certification of Student Organizations shall be granted registration status, and is eligible for all privileges accorded to such groups.
- d. A registered student organization shall be considered as a private affiliation, and shall be referred to as “a registered student organization at Pacific University”. Any other use of the University name or reference to University affiliation is expressly prohibited.
- e. By Pacific University administration practice, political petitions or letters sent out by student groups may not claim to represent Pacific University, but may only claim to represent the individuals who have endorsed such documents.
- f. Registration of all student organizations is the sole administrative responsibility of PUCC, which shall be the final arbiter in any disputes involving registration.

2. Benefits for PUCC-Registered Groups

Registered student organizations are entitled to the following rights and privileges subject to all other relevant policies of the University and University System

Registered organizations have the right:

- a. to reserve space in University buildings.
- b. to obtain and use space on the Pacific University calendar and web pages.
- c. to have access to the services of the Student Activities Office.
- d. to use campus facilities and services.
- e. to have a faculty/staff advisor.
- f. to sponsor programs and activities.
- g. to utilize free advertising resources such as Boxer Briefs, CANS, and PUNN.
- h. to be allowed posting privileges of publicity and promotional materials such as table tents and flyers.
- i. to participate in the Organizational Fair each fall and other student organization recruitment activities.
- j. to use University vehicles, including vans, which are available through the Facilities office.

3. Conditions for all PUCC Registered Organizations.

An eligible student organization shall:

- a. Possess at least a 75% majority of the membership as undergraduate students matriculating in the Arts and Sciences College at Pacific University. All officers must be undergraduates.
- b. Sustain an active membership of a minimum of seven (7) students.
- c. Retain a full or part-time Pacific University faculty or staff member as a recognized advisor.
- d. Disclose any external affiliations and explain the benefits of the relationship. The mission of external affiliates should be consistent with the mission of the University.
- e. Submit all changes in constitution and by-laws to the PUCC within two (2) weeks after the change(s).
- f. Adhere to University regulations, as well as local, state, and federal laws.
- g. Utilize dues and other membership fees for the express benefit of the organization and in fulfillment of its purpose.
- h. Clearly indicate the organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program and to place the following statement in all advertisements and publicity:

(Organization) is registered by PUCC
- i. Refrain from advocating, inciting, or participating in any material interference or physical disruption of the University.
- j. Refrain from any illegal discrimination.
- k. Refrain from participation in any hazing activities.
- l. Refrain from entering or attempting to enter into contractual obligations for the organization or Pacific University without prior authorization by the Director of Student Activities.
- m. Refrain from directly or indirectly utilizing University resources for the express benefit of external affiliates.
- n. Comply with all University solicitation policies.
- o. Ensure that all programs meant to be campus-wide must be approved in advance by the Director of Student Activities and put on his activities calendar. Note that the Director of Student Activities resolves all club or organization calendar conflicts.

3B. Recognition

Recognition is the second type of certification that grants the student organization official status as part of the University's educational or extra-curricular program.

1. Definition

- a. Recognition is the standard method of certification for Pacific clubs and organizations who will be or have been active for at least one academic year.
- b. The Core Administrative Committee shall recommend to PUCC which extra-curricular student organizations should receive recognition status.
- c. There shall not be more than one student group officially recognized by Pacific University that serves the same mission in the same way.
- d. A recognized student organization may use the name of the University, insofar as it is affiliated with a unit of the University. Such a group may refer to itself as "the Pacific University (name of group)", for example.
- e. Academic divisions of the University may grant additional privileges to a recognized student organization beyond those stated in this handbook, as well as impose additional restrictions.

2. Benefits for PUCC-Recognized Groups

Recognized student organizations are entitled to the following rights and privileges subject to all other relevant policies of the University and University System

Organizations have the right:

- a. to reserve space in University buildings.
- b. to obtain and use space on the Pacific University calendar and web pages
- c. to have access to the services of the Student Activities Office.
- d. to request Student Activities Funds (SAF) from the Club Appropriations Board).
- e. to be listed in Boxer Basics published each year by PUCC.
- f. to use campus facilities and services.
- g. to have a faculty/staff advisor.
- h. to sponsor programs and activities.
- i. to utilize free advertising resources such as Boxer Briefs, CANS, and PUNN.
- j. to be allowed posting privileges of publicity and promotional materials such as table tents and flyers.
- k. to participate in the Organizational Fair each fall and other student organization recruitment activities.
- l. to use support services such as professional resources and consultation and to participate in leadership seminars and workshops.
- m. to use University vehicles, including vans, which are available through the Facilities office

3. Conditions for all PUCC recognized groups

An organization's stated purpose must be consistent with the mission of Pacific University

Expectations of a PUCC recognized group are consideration of student development, citizenship, and safety (physical, emotional, spiritual, psychological development.)

All PUCC recognized student organizations are required:

- a. to have a completed, signed recognition form on file with PUCC.
- b. to have a completed, signed compliance statement (appendix 1) on file with PUCC.
- c. to have a copy of their constitution, policies and procedures on file with the PUCC.
- d. to provide full disclosure regarding national, State or local affiliations.
- e. to provide full details regarding dues, fees or costs associated with membership.
- f. to provide a clear description of all membership requirements and/or recruitment practices.

- g. to permit members to disassociate at any time.
- h. to refrain from committing the University, either verbally or through written contract, to any financial obligation.
- i. to insure that membership follows the criteria set forth in the membership criteria section.
- j. to exist for a purpose beyond the fiduciary gain of the members. While fundraising is important to most groups' survival, this must not be the group's priority or purpose.
- k. to hold the membership accountable to the organization's policies and procedures.

A 75% majority of the registered membership of student groups must be undergraduate students enrolled in 12 or more credit hours at Pacific. All officers must be undergraduates.

Funds may not be used for private purposes, the purchase of alcohol, or the financial enrichment of officers, members, or affiliates.

Recognized groups may not endorse a particular political ticket, candidate, or candidates except for PUCG candidates. (See Registration)

Fraternities and Sororities must be recognized by the InterGreek Council

A group may not take, nor intend to take, action which is designed to prohibit or disrupt another group's or individual's freedom of thought and speech or the freedom to conduct any program.

It can not be a group's intention or purpose to slander or falsely represent a public figure or another group or individual of the Pacific University community.

Groups may be held responsible for the actions of individuals in its organization. Individuals in a student group may be held responsible for a group's action.

The PUCG Vice President or the CORE Administration Committee reserves the right to require groups to present any other information concerning the group's activities. The Committee also reserves the right to revoke the recognition of any group for violations of the Compliance Statement.

All PUCG-recognized student organizations are required to clearly indicate the organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program and to place the appropriate following statement in all advertisements and publicity:

- (Organization) is recognized by PUCG.
- (Organization) is recognized and funded by PUCG.

4. Recognition for new organizations

Steps to becoming a recognized student organization:

- a. Draft a constitution Submit to the Vice-President of PUCG the following:
- b. A letter describing the name, purpose and description of the organization and desire for recognition.
- c. A copy of the proposed organization's constitution which includes as a minimum the organization's name & purpose, membership, officers, advisor, election of officers, and meetings.
- d. A roster of at least seven students who will be members of the organization.
- e. A letter from the proposed advisor detailing his/her role as the organization's advisor.
- f. A signed copy of the annual PUCG Compliance Statement. (See Appendix 1)

The CORE Administration Committee will discuss the request and make an evaluation to the membership of PUCG who will vote on whether or not to approve the request for certification.

If PUCG votes to grant the organization official recognition, the organization is entitled to the privileges accorded to all recognized organizations.

If PUCC votes to deny the organization official recognition because the materials submitted do not meet the required guidelines, PUCC may ask the organization to re-submit the required materials, with the necessary modifications. However, if the PUCC votes to deny the organization recognition because of other reasons, then the organization may only re-submit its proposal for recognition by answering the questions or concerns raised by PUCC.

5. Conditions for Maintaining PUCC Recognition

All student groups shall be reviewed annually or as needed by the CORE Administration Committee. All recognized groups are required to submit required materials for comprehensive status review process during the spring semester.

Required materials include:

- a. The completed Re-recognition form
- b. A new Compliance Statement signed by the new club President
- c. A re-certification from the advisor that he or she is still the advisor.
- d. Notification of new officers (see description below)

The review shall be an assessment of a group's adherence to:

- a. The CORE handbook guidelines
- b. The Club's current constitution
- c. CORE monthly meeting attendance. An organization that misses more than two (2) monthly Core Meetings in an academic year may be subject to probation or de-recognition.

Other factors assessed will include:

- a. Contributions to the Pacific Community
- b. Monthly Program evaluations

Additional conditions

Elections:

All groups must have their elections no later than the third week of April, so new officer information can be included in the re-recognition packet. Officer information to be submitted to PUCC includes the names of the President, Treasurer, CORE Meeting Representative, and Treasurer. Any group that believes that it is an exceptional case must receive permission from the Core Administration Committee to have its elections at a different time. In the event of a change in any of the executive officers of a recognized student group, the group's new officers are expected to notify the Vice President of PUCC within two weeks of such a change.

Failure to comply

If the CORE administration Committee finds the clubs assessment to be unsatisfactory, it may result in:

- a. Probation of club status
- b. De-recognition of club status

The probation period, if given, will be dependent upon the clubs ability to comply with conditions handed down by the CORE administration committee. If the conditions are not met within the given time period the club will lose recognition status.

4. Club Funding

4A The Funding Process

In April, each club, organization or society shall supply the following to the Club Appropriations Board:

1. A copy of the standard Budget Projection Form supplied by the Club Appropriations Board showing the current fiscal year's budget and actual expenditures and requested funds for the coming year.
2. The number of members in the organization for the current year.
3. The names and contact information of the officers and advisor.
4. The number of members in the organization for the previous four years, if known.
5. A summary of the current year's activity and proposed activity for the year in which funding is requested.
6. Other information which will assist the Club Appropriations Board in its deliberations.

Each of these documents shall be signed by the designated fiscal agent of the club, organization or society and the advisor of that group and shall include the addresses and phone numbers of each.

Clubs will present their budgets to the Club Appropriations Board, taking the members through each line of the budget. Board members will have at their disposal a copy of the proposed budget and a copy of the club's spending/funding levels from the previous academic year. Board members will have the opportunity to question clubs on changes in spending levels and budget requests. Clubs will have the opportunity to defend their budgets and explain their goals for the next year to the board. Reasons for a lack of additional funding might include mismanagement of funds by the club, using monies frivolously, not following PUCG guidelines, and the like.

Clubs will go into the following academic year with their allocation, and this is their money to spend (according to policy). Once this money is exhausted, clubs may request additional special funds from the Club Appropriations Board, but must provide a detailed rationale as to the need for additional funds.

Clubs which fail to turn in a budget by the required date will not receive initial regular funding for the next academic year and will need to apply as a new organization.

The Club Appropriations Board will make final decisions on individual organizational funding. The Club Appropriations board consists of PUCG's executive officers

4B Regular Funding

Regular funding of all clubs and organizations shall be administered by the Club Appropriations Board.

While recognition may be a requirement for application for funds from student activity fees, it is not an entitlement. PUCG may develop additional criteria beyond recognition for such allocations.

To be eligible for funding a club or organization must be recognized by PUCG, must have turned in the standard budget projection sheet, and filled out a PUCG budget request form.

When making their decisions for club appropriations, these items shall be taken into account by the Club Appropriations Board and shall be defined as, but not restricted to, the following:

1. The history of funding from PUCG for the past year and how that funding was used using the standard budget projection sheets with addenda, if necessary.
2. The amount of funding from PUCG for the past four years and how that funding was used.
3. The participation in CORE monthly meetings during the current year.

4. How much money has the organization tried to raise from other sources. The degree of self-help e.g. sponsorship) undertaken by the club or society -the degree of membership support through membership fees, dues, donations, sales, fund-raising and member's financial contributions to events.
5. The financial status of the organization and effort to seek alternative funding. The following criteria will be taken into account: How far is the funding request beyond the organization's budget resources? What other alternative(s) does the organization have if it does not receive funding?
6. The size of the organization's membership and the number of participants taking part in or benefiting from the activities/events for which funding is being requested. The extent to which the activities/events further the aims of the club or society - how the activity contributes to the overall mission of the organization. How will the funding be used by the organization? How will the requested funds help the organization achieve its goals at the current time and in the future?
7. The efficiency with which the club or society operates.
8. The scope of the service that the organization provides to the campus as a whole. How the organization or event educates, enhances, or enriches Pacific students and the campus community. What is the contribution made by the club (or the specific event for which funding is being requested) to university life and the University's public profile.
9. The Club Appropriations Board will fund organizations solely for the services or special events deemed beneficial to the students of Pacific University. In such cases the budget request shall state the proposed use of such funds on the request for funding application.

All campus-wide publicity for programming sponsored in part or in whole by funds from the Club Appropriations Board must acknowledge the Pacific Undergraduate Community Council support. Organizations which receive money for programming must state, "(Organization) is recognized and funded by PUCC." on all campus-wide publicity.

4C Funding Criteria for Newly Organized Clubs and Organizations

The Club Appropriations Board provides Initial Funding monies to newly recognized clubs for the purposes of getting club activities started. Clubs interested in obtaining Initial Funding must complete an Initial Funding Request and sign-up for a brief interview with the Club Appropriations Board.

1. All clubs and organizations receiving initial funding must be recognized by the Pacific Undergraduate Community Council to qualify for funding.
2. New organizations may receive these funds. For these purposes, a group becomes a new organization when it has been reviewed by the CORE Administration Committee and has been recognized by PUCC.
3. The Initial Funding allocation will be administered by the Activities Director, President, Vice President, Budget Authority before the end of the year. The board shall be responsible for receiving and reviewing any requests.
4. The maximum amount a new club, organization, or society can be initially funded is \$200 per year; \$100 a semester.
5. All funding requests shall be reviewed objectively, on a case-by-case basis.

4D Special Funding

Depending on the total amount of allocated monies each year, there may be additional funds available for use by individual clubs.

In order to receive additional money, clubs will have to show that they have exhausted all University allocated and club generated funds. Additional monies will be approved for club expenses which go above and beyond a club's submitted budget, and only for activities which show tangible benefits for the individual club, the Student Activities Program as a whole, and Pacific University.

Additional monies are subject to approval by the Club Appropriations Board, and will only be approved one time per year per club. Additional monies will be allocated subject to availability of funds.

In order to receive special funding the following steps must be taken:

1. Organization representatives must contact the PUCB Budget Authority for special funding a minimum of two weeks prior to the date of the event for which funds are being requested. Requests initiated after this time shall not be considered.
2. Special funding requests must be submitted to the Budget Authority and heard by the Club Appropriations Board at least two weeks before the event.

If a Club Appropriations Board member is also the member of the organization requesting special funding, that Board member is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.

4E Co-curricular Funding

PUCB also provides money to individual students and groups of students for the purposes of special academically-related activities. These types of activities may include travel to conferences and meetings, as well as special presentations which are open to the entire student body.

In order to receive Co-curricular funding the following steps must be taken:

1. Individuals or groups interested in obtaining Co-curricular funds must complete a Co-curricular funding request form and submit it directly to the Budget Authority at least three weeks prior to the time for which the funds are needed.
2. Co-curricular funding requests must be submitted and heard by the Co-curricular Funding Committee at least 10 business days before the time for which the funds are needed.
3. If a Co-curricular committee member is also the member of the group requesting co-curricular funding, that member is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.
4. The amount of times the person or group has requested and been granted funding will also be taken into consideration.
5. The Co-curricular Committee will have the final decision on funding. The Co-Curricular Committee is composed of the PUCB Budget Authority, the Director of Student Activities, and two faculty members appointed by the Dean of the College of Arts and Sciences.

4F Capital Fund

The purpose of the Capital Fund is to enable organizations to make one-time purchases that cost more than \$1,000. All PUCC-recognized organizations are eligible.

1. The Capital Fund shall be administered by the Club Appropriations Board after recommendations from the CORE Administration Committee and acceptance by PUCC.
2. Source of funds: The Capital Fund shall be a separate item within PUCC funds.
3. Organizations requesting funds shall supply a summary of their request, including copies of their projected and actual budgets for the past three years to the CORE Administration Committee. Two price quotes, with written estimates attached, must be included.
4. The encumbrance of funds shall be spread evenly over two or more semesters.
5. All requests for Capital funding must be made in a timely manner.
6. Cancellation of a Capital Fund purchase shall cause the leftover money to revert to the Capital Fund.
7. Equipment approved by PUCC through the Capital Fund for an organization must be a one-time purchase lasting for at least three to five years, have a permanent on-campus storage place, and be used by the organization to achieve its mission. The lowest price quote must be accepted for equipment requests unless the requesting organization can show just cause to accept another quote.
8. To be considered for funding, organizations must complete the Capital Funds Application and submit it to the CORE Administration Committee. A representative of the requesting organization may meet with the CORE Administration Committee to answer questions about the application.
9. If an organization decides that it no longer needs equipment purchased through the Capital Fund, ownership shall revert back to the Capital Fund account. PUCC may dispose of these items as they see fit, with all proceeds to sales of these items going to the PUCC treasury.

4G Funding Policies

1. Apparel policy

For clubs/organizations purchasing apparel for individual use, up to 50% of apparel cost may come from funds allocated each year to your organization by PUCC. The other 50% must be fundraised or paid for by individual funds (out of pocket).*

For clubs/organizations who have uniforms that will be reused by members in future years/semesters at Pacific University, up to 100% of uniform cost may come from funds allocated to your organization by PUCC.*

*Apparel and uniform requests and purchases need to be approved by PUCC executive board *before* purchasing.

2. Food Stamps

Any purchases of food for clubs and organization must be done with actual currency. Food for clubs purchased using Oregon Trail cards *cannot* be reimbursed through PUCC.

3. Reimbursement guidelines

In order to be reimbursed, all original receipts must be turned in within three weeks of the date printed on the receipt to the budget authority. For purchases of food, a complete list of who attended the event must be attached.

5. PUC C Policies

PUC C Club/Organization Trip Policy

All clubs need to comply with PUC C and Pacific University regulations while traveling (i.e. attending conferences, retreats, etc.) and using club funds. For trips exceeding 100 miles each way in travel distance, each driver needs to provide proof of insurance, a valid drivers' license, and a Pacific University van/bus certification, if applicable. Each club must submit a travel form (sample below) to the PUC C executive board at least 10 days before and receive approval before departing.

We, the members of _____ agree to fully comply with PUC C's and Pacific University's policies on and off campus when using funding as a PUC C recognized club and will produce current and valid information in regards to the driver(s)' vehicle and insurance information.

Club Name _____
 President _____ Email _____
 Advisor _____ Email _____

Trip destination _____ Miles from PU _____
 Trip dates _____ to _____

Driver (1) name _____ Email _____
 DL # _____ State Issued _____ Expiration date _____

Class _____ Restrictions? Y/N

If yes, please address restriction(s) here _____

Note: If driving a Pacific University van/mini bus, drivers must have completed appropriate certifications facilitated by the University. **Driver(1) initials _____*

6. Amendments and Changes to the Club and Organization Handbook

The CORE Administration Committee will review and amend the Club and Organization Handbook annually to be voted on by PUC C. Anytime the CORE Administration Committee uses its discretion to abandon guidelines set, they are required to present the changes to PUC C along with a justification as to why that decision is made.

Approved: April 2004
 Amended: March 2005
 Amended: March 2006
 Amended: March 2007
 Amended: February 2008

2008-2009 PACIFIC UNIVERSITY Compliance Statement
Operated by the Pacific Undergraduate Community Council
For Recognition of Club Status

We, the club/organization president and faculty advisor, of _____ agree that our club/organization will fully comply with the following University codes and regulations pertinent to on-campus student organizations.

1. The organization's activities, objectives, and mission will be consistent to the rules and regulations of Pacific University and with municipal, state, and federal laws.

2. Our student organization will comply with the Notice of Nondiscrimination Policy of Pacific University:

It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled Veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans With Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. (Questions or complaints may be directed to the Vice President of Academic Affairs or Provost, 2043 College Way, Forest Grove, OR 97116, (503) 352-2215)

3. Every voting member of our organization will be currently enrolled as a student at Pacific University and will be in compliance with the statement of eligibility that is addressed in the Pacific University Catalog. It is hereby understood that only Pacific University students will serve as officers of our club/organization.

4. Our club/organization will manage its own finances but in accordance with the rules and regulations prescribed by Pacific's Business Office and PUCC's Budget Authority. We understand that all recognized student organizations are nonprofit organizations. We also understand that recognition status in no way implies that PUCC guarantees receiving PUCC funding.

5. Our club/organization will present a current list of [potential] members and the name of the current [required] University faculty/staff advisor. In addition, our club/organization will provide a current/updated constitution amended and approved by voting members. These documents will be kept on file in the PUCC office. Our club/organization will submit a constitution [at least] every four years, to remain active.

6. Our club/organization may use Pacific University's name or designation in its title or publications, only to the extent authorized by PUCC. Written communications from our club/organization shall explicitly indicate our recognition status with Pacific University as follows:

[Club/organization name] is a recognized student organization at Pacific University.

Our club/organization may not use the University's name in any manner which will imply University endorsement, approval, or sponsorship of our club's/organization's specific actions, purposes, publications, positions, views, or personal ethics.

7. We understand that all of our organization's fund-raising activities and all of our events involving alcohol must be registered with the appropriate University offices.

8. We understand that all student organizations shall abide by the regulations established for the use of various University facilities. Activities and programming shall be in keeping with the purpose and objectives of the specific group and Pacific University. The use of University facilities may be denied to any student organization when, in the judgment of the Vice President for Student Affairs, such use would likely expose the University, its employees, students, or visitors to unreasonable liability for personal or other injury or risks; or, when such use would unfairly deny access to reasonable use by other student organizations; or, when such requested use by a student organization is used as a pretext to gain access to use of University facilities by or for non-university students or groups; or, to conduct purely commercial activities; or, for personal or private use of students or non-students; or, for any other improper use.

9. Our student organization shall inform the Director of Student Activities in writing when it intends to invite a group of non-student guests to the campus and the purpose of such an invitation. This proposal should be directed to the Director at least two weeks prior to the event. It is not the intent of this provision to exercise censorship over activities but to assure that orderly scheduling of facilities and adequate preparation for the event occurs.

10. With regard to hazing our organization shall not take any action nor create any situation, whether on or off University premises, to produce mental, psychological, or physical discomfort, embarrassment, harassment, or ridicule. We understand that such activities may include but are not limited to the items enumerated in the Oregon State Law.

11. We are aware that PUCC may temporarily suspend the recognition status of our student organization upon reasonable belief that we have violated the terms of our recognition.

12. We have read the handbook and this Compliance Statement and have shared their contents with our membership who also agree to abide by the conditions set forth.

Name of Organization

President / Date

Advisor / Date