

LIBERTY
UNIVERSITY
STUDENT GOVERNMENT
ASSOCIATION

Club and Student Organization Policy Handbook

Office of Club Administration

February 1, 2015

The Student Government Association is implementing this regulation to better clarify how student organizations must operate so that they will be in compliance with all policies set forth by Liberty University.

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CLUB APPLICATION PROCESS

Application Forms

Club Application forms can be found in Appendix A of this handbook. The most updated form can be found on the Liberty University Student Government Association website. Please note, that if you do not submit the correct form with your application, your application may take longer to process.

Example Constitution

The Student Government Association has prepared a sample constitution that we recommend clubs use as the inspiration for their constitutions. It includes all of the required club officers. Please see Appendix B for the example constitution.

Approval Process

After submitting your club application to the Student Government Association, the Club Application Review Committee will, within two academic weeks, review the application to ensure all requirements are met. The Committee will contact you if discrepancies arise, or if you are denied. After review and approval by the Committee, the application will be presented to the Student Body President for his signature. After endorsing the application, the Student Body President will present the application to Liberty University's Vice President of Student Affairs. The Vice President of Student Affairs will review the application and may either approve or deny the application. After being approved by the Office of Student Affairs, the application will be presented to the President of Liberty University for his endorsement. Once the President of the University endorses a club application, the club leaders will be notified. At this point, the club may begin requesting University resources for club activities.

Club Denial

Denial by the Student Government Association

The Student Government Association for the following reasons may deny a club:

1. If the purpose of the club is deemed to undermine The Liberty Way or other university policies.
 - a. Clubs who feel their application was denied unjustly may appeal to the Student Court of the Liberty University Student Government Association.
 - b. They must also inform the Student Government Association Office of the General Counsel and Clubs Administrator that they are appealing.
 - c. Appeals must be filed within five academic days of notification of denial.
2. If the application or constitution fail to meet the appropriate standards.
 - a. In this case, the application review committee will appoint a committee member to assist the club in preparing the requisite documents according to the guidelines provided.
3. If the club is deemed unnecessary in that it seeks to serve such an extraordinarily narrow group of students.
 - a. Clubs who feel their application was denied unjustly may appeal to the Student Court.
 - b. They must also inform the Student Government Association General Counsel and Clubs Administrator that they are appealing.
 - c. Appeals must be filed within five academic days of notification of denial.
4. If the club is deemed to merely be a duplicate of a club already in existence under a different name.
 - a. Clubs who feel their application was denied unjustly may appeal to the Student Court.
 - b. They must also inform the General Counsel and Clubs Administrator that they are appealing.
 - c. Appeals must be filed within five academic days of notification of denial.

If the Student Government Association denies a club, the club will be notified within five academic days of the denial. The club leaders and faculty advisor may appeal the decision of the committee if an appeal option is given under their reason for denial.

Please note, that if a club is denied because it is deemed to be in direct opposition to the mission of Liberty University and the Liberty Way, and if an appeal is not granted, the club will be considered “banned” and future applications for the same club will not be entertained.

Club Denial by the University Administration

A club may be denied by Liberty University’s Vice President for Student Affairs or President for any reason, and without the option for appeal. The club may contact the Student Body President to inquire about the reason for denial, and the club may reapply after addressing the concerns of the University Administration.

Funded and Unfunded Clubs

A club may be accepted as either a Funded or an Unfunded Club (previously called “Official” and “Unofficial” clubs). Funded clubs are entirely sanctioned by the University and are given financial donations by Student Government Association. They are privileged to use the University’s name, logo, space reservations, and donations. Unfunded clubs are politically partisan in nature, which prohibits the University from officially sanctioning any position or candidate they support. Thus, the University does not allow Student Government Association donations to these clubs, nor may Unfunded Clubs use the University’s name or logo in their titles. Otherwise, Funded and Unfunded clubs share the same rights and privileges, as well as the same duties to the University and Student Government Association.

I’m accepted, now what?

In your acceptance notification, the Clubs Administrator will include electronic copies of all application materials. Clubs must keep copies of this information on file.

In the acceptance notification, the club will learn what University resources are available (including funding, if applicable), and how to begin using these resources.

CLUB COMMUNICATION INFORMATION

Line of Communication

Student Government Association acts as a liaison between clubs and University Administration. As such, all communication between clubs and Administration must be conducted via Student Government Association. In general, communication will progress as follows: the club will designate one and only one individual (usually the club president or secretary) to communicate with the Clubs Administrator. The Clubs Administrator will present requests and complaints to University Administration. Problems which the Clubs Administrator cannot solve will be presented to the Student Body President. If necessary, the Student Body President will bring these issues to the Vice President of Student Affairs or President Falwell. Under no circumstances is a club to approach Administration--including, but not limited to, President Falwell, Accounting, or University Scheduling--without express permission from the Student Body President. Failure to operate under these guidelines will result in the immediate suspension of the club.

All club representatives must use their Liberty University email addresses to contact Student Government Association officers. Communication received from non-Liberty email addresses will not be acknowledged.

Updating Clubs Information

At the start of every semester, the Clubs Administrator will send a form to each of the clubs requesting updated clubs information. The club must provide the names, email addresses, phone numbers, and titles of the Student Leader (i.e. President), the Faculty Advisor, and any applicable officers for the new semester. The club will have until the end of the Add-Drop week to complete and return the form. Twice a semester, Clubs staff will check in with the club to ensure smooth operation within the club and that all needs of the club are being met.

SCHEDULING AND EVENT INFORMATION

Process for Requesting Space for Small Functions

Space for small functions, such as regular meetings, movie showings, or small parties must be requested at least two weeks in prior to advertising for the function. This allows suitable time for communication between the Clubs Administrator and the University Events Office, often referred to as “Calendar”.

Requests which are placed less than two academic weeks in advance will not be processed. The process for requesting a space for a small function is as follows:

- To schedule University facilities a scheduling form must be submitted to the Student Government Association Clubs Administrator. The scheduling form must be filled out *completely* and with all event information. The more detail provided, the better service the University Events Office can provide. This will also help speed up the scheduling process.
- All Technical Production, Building Services, and Parking requests must be submitted on the event request or proposal form. These items will be considered for availability when the event is scheduled. If the request is not submitted with event or proposal form, the University Events Office cannot ensure that the service will be provided.
- The Liberty University Office of Risk Management requires that any external group or outside entity providing support to the event is to provide a Certificate of Insurance (COI). This includes, but is not limited to: musical guests, caterers, and/or vendors. All external groups or outside entities must be approved by the University Events Office.

- Please submit an Room Request Form at least 10 academic days in advance and submit an Event Proposal Form at least 6 academic weeks in advance. Otherwise, the University Events Office reserves the right to deny the request.
- A room is reserved once you receive an event confirmation email and receipt from the University Events Office.
- In order for LUPD to unlock classrooms and facilities on campus, a confirmation receipt must be presented.
- All room requests are reserved in the order in which they are received. Rooms are scheduled on a semester-to-semester basis.
- All facilities must be left in the manner and condition they were found. This includes: tables, chairs, desks, sound equipment, audio/visual equipment, athletic equipment, and other miscellaneous items in the facility. *(Note: When you reserve a room, you are responsible for materials in the room and any damage will be assessed to the club.)*
- When a Liberty University Department sponsors an event, they assume the liability for all aspects of the event.
- After the event, all trash must be cleaned and cleared out.
- Misuse of or illegal conduct on University property may result in the lost of scheduling privileges and referral to Student Conduct.
- Any club found to be using a space without the official approval from the University Events Office will be told to vacate the space and will be put on probation for the rest of the semester. If a club violates this policy a second time, it will result in a loss of scheduling privileges for the semester.
- In the case of an event cancellation, the club is to inform the Student Government Association Clubs Administrator in advance.
- Facility problems during an event should be directed to the LUPD non-emergency number: (434) 592-7641. If there is an emergency during an event, please call the LUPD emergency number: (434) 592-3911.

Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the Liberty Campus.

Process for Requesting Tables

Both Official and Unofficial clubs may request a table to be set up on campus in one of the following locations: the Main Hallway of DeMoss, outside Vines Auditorium (except during the Convocation hour), on the Front Steps of DeMoss, within the doors of Reiber-Thomas Dining Hall, and inside LaHaye Student Union. Other locations may be available upon request. In order to place requests with Maintenance and reserve the space in a timely manner, requests for tables must be made (using the same form as for requesting a room) one academic week in advance. Requests which are placed less than a week before will not be processed.

Process for Requesting Space for a Large Event

Liberty is thrilled to allow clubs the opportunity to host large events such as concerts, hosting speakers, campus-wide parties, and tailgates. Due to the nature of large events, an immense amount of planning in advance is required, both on the part of the club and within the University itself. As a result, Calendar prefers to have space for these events requested and event proposals submitted within the first week of the semester. The absolute deadline for a major event request is six weeks prior to the event. The event proposal is a rather complex document with many facets. Appendix B--Event Forms contains an example of an event proposal, and an event proposal outline--which should be submitted electronically--will be sent out by the Clubs Administrator at the beginning of each semester.

- To schedule University facilities a scheduling form must be submitted to the Student Government Association Clubs Administrator. The scheduling form must be filled out *completely* and with all event information. The more detail provided, the better service the University Events Office can provide. This will also help speed up the scheduling process.
- All Technical Production, Building Services, and Parking requests must be submitted on the event request or proposal form. These items will be considered for availability when the event is scheduled. If the request is not submitted with event or proposal form, the University Events Office cannot ensure that the service will be provided.
- The Liberty University Office of Risk Management requires that any external group or outside entity providing support to the event is to provide a Certificate of Insurance (COI). This includes, but is not limited to: musical guests, caterers, and/or vendors. All external groups or outside entities must be approved by the University Events Office.

- Please submit an Event Request Form at least 10 academic days in advance and submit an Event Proposal Form at least 6 academic weeks in advance. Otherwise, the University Events Office reserves the right to deny the request.
- A room is reserved once you receive an event confirmation email and receipt from the University Events Office.
- In order for LUPD to unlock classrooms and facilities on campus, a confirmation receipt must be presented.
- All room requests are reserved in the order in which they are received. Rooms are scheduled on a semester-to-semester basis.
- All facilities must be left in the manner and condition they were found. This includes: tables, chairs, desks, sound equipment, audio/visual equipment, athletic equipment, and other miscellaneous items in the facility. (*Note: When you reserve a room, you are responsible for materials in the room and any damage will be assessed to the club.*)
- When a Liberty University Department sponsors an event, they assume the liability for all aspects of the event.
- After the event, all trash must be cleaned and cleared out.
- Misuse of or illegal conduct on University property may result in the lost of scheduling privileges and referral to Student Conduct.
- Any club found to be using a space without the official approval from the University Events Office will be told to vacate the space and will be put on probation for the reset of the semester. If a club violates this policy a second time, it will result in a loss of scheduling privileges for the semester.
- In the case of an event cancellation, the club is to inform the Student Government Association Clubs Administrator in advance.
- Facility problems during an event should be directed to the LUPD non-emergency number: (434) 592-7641. If there is an emergency during an event, please call the LUPD emergency number: (434) 595-3911.

Liberty University reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the Liberty Campus.

Advertising Policy

In order to post bills or other print advertising on University property, the club must take all copies of advertising material to the Dean of Students office, where staff will review the bills to ensure compliance with University policy. If approval is granted, the bills will be marked, and the club will be instructed as to where they may post advertisements.

Please note: According to both the *On-Campus Guide to Living* and the *Off-Campus Guide to Living*, any bills posted without approval from the Dean of Students Office, or any bills posted in non-designated areas are considered vandalism of University property, and shall be prosecuted as such.

Guest Speakers

Before a club extends an official invitation to a potential guest speaker, the club must contact the Student Government Association Spiritual Life Chair and ask that the speaker be approved. The Chair will vet the speaker and inform the club if the speaker is approved. Approval for an outside speaker must be sought four weeks in advance of the intended date.

Ticket Sales

All university ticket sales are handled through Student Activities. If a club wishes to sell tickets for an event, they must coordinate the sale of tickets through Student Government Association and Student Activities.

FINANCIAL INFORMATION

THIS INFORMATION PERTAINS ONLY TO FUNDED CLUBS

Nature of Funding Through Student Government Association

Liberty uses Student Government Association as the channel through which clubs are managed and funded. The University budgets funds to Student Government Association which are then presented to Funded Clubs in the form of financial donations. As a non-profit, the University is legally required to carefully track and report how each of these donations is used, and ensure that the donations are taxed and

monitored appropriately. Therefore, all clubs must be categorized by the University before any funding may be requested. All funding requests submitted prior to the University's categorization and notification of the club will be disregarded. An example of the Classification Inquiry Form is contained in Appendix C--Funding Forms.

How To Request Funding

Please contact our Treasurer by emailing treasurer@liberty.edu to be given access to our online Funding Request Form. Alternately, you may follow a link on our website to fill out the form.

Funding FAQs

1. How far in advance do I need to make my funding request?

Funding requests must be placed a minimum of **two academic weeks** prior to when the funds are needed. Requests must be completed in their entirety and will date-stamped upon reception. Any requests received after the deadline will be automatically declined.

2. I used my personal funds for the club. Can I be reimbursed for all or part of my expenses?

No. As a non-profit, Liberty is severely limited in the types of reimbursements it is allowed to provide, and reimbursing individuals within a club donation constitutes tax fraud. Absolutely no reimbursements will be allowed.

3. I have questions for the Treasurer. What is the best way and when is the best time to contact him or her?

The Student Government Association office is open from 8 AM to 5 PM every academic day. The Treasurer will have office hours in that time. If you are not available during those office hours, he or she will be happy to make an appointment with you. Call the office during those hours to make an appointment, or email the Treasury email address (treasurer@liberty.edu). No phone calls or emails will be answered outside of office hours.

4. I was categorized as a Category II club. What happens if I charge dues, fundraise for my club, or accept donations from organizations other than Student Government Association?

Category II clubs may not, under any circumstances, accept funds outside of Student Government Association, as this is an act of tax fraud on behalf of the University. If this rule is breached, the club will

receive no funding for the duration of the current semester and will not be eligible for funding the following semester.

5. I have a problem with Student Government Association and/or the Treasurer. Can I go directly to Administration?

No. Any attempts to contact the Liberty Accounting Office (or another University department) will be met with sanctions up to and including a freezing of funding and suspension of the club. Student Government Association is the official liaison between Accounting and clubs, and therefore all requests must be processed through Student Government Association. If you feel that the Student Government Association is not servicing your club, please contact our General Counsel.

6. We accidentally overspent on an event. Can we be reimbursed for the remainder?

No. See question 2.

7. Our event was a delightful success! What do we do now?

Within **three** academic days of the event, all receipts must be returned to the Office of the Treasury. Failure to do so within the allotted time will result in a suspension of the club for one month.

8. Can Student Government Association deny our funding for any reason at all?

Due to the nature of funding for clubs, Student Government Association reserves the right to deny funding at any point. Funding is a donation, not an entitlement. If a club is not in good standing with Student Government Association, it will not be funded.

9. Can we, as a club, purchase assets?

No. Some examples of assets include computers, appliances, equipment, and electronics. Such assets may be purchased by the Student Government Association for the benefit of the clubs, but clubs may not purchase assets independently.