

## Student Activities Policies

The Student Activities Office is responsible for the development of an activities program for the student community. The staff works with all campus leaders including student government, class representatives and organization officers. In addition to the policies and procedures set out here in *du Lac*, policies and procedures for student activities can be found in *The Source*. Students are required to abide by all policies included in *du Lac* and in *The Source*. Students may be referred to the Office of Residence Life and Housing for violations of these regulations.

### Advertising, Posters and Announcement of Activities

Recognized student groups (clubs, organizations and residence facilities) may use University bulletin boards to announce activities and to advertise. All student group material must receive a stamp from the Student Activities Office indicating the group is registered.

University departments are not required to have a stamp to advertise on campus. Individuals, including students, may not advertise on University bulletin boards. Students interested in advertising items for sale may use the classified channel on Inside ND.

All signs and posters placed on any University bulletin boards must not exceed 17" x 23" and must reflect good taste. All signs and posters must clearly indicate the sponsoring group. Signs are to be posted only on bulletin boards and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways and doors. The advertising of alcohol by student groups is prohibited on campus. Signs and posters not in compliance with these requirements will be removed. Student groups in violation of this policy may lose their posting privileges. These directives do not apply to the interior of residence hall rooms.

Non-University for-profit businesses are not permitted to use University bulletin boards for promotion of products or services. Businesses may advertise in *The Observer* and *Scholastic*.

Requests by student groups to have table tents, banners or information tables on campus (LaFortune Student Center, Huddle, Dining Halls, etc.) must be processed through the Student Activities Office.

Advertising for events involving the use of alcohol, which directly or indirectly refers to alcoholic beverages in any form, may not be posted or distributed on any University property, including bulletin boards, residence facilities, academic buildings, trees, posts or other property on University grounds.

Print, electronic and broadcast media funded in full or in part by the University, by University-solicited funds or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

### **Computer Listings**

Permission from the Student Activities Office is required for any student or student organization to receive a computer listing of students, parents of students, faculty and/or staff. A nominal fee is charged for this service.

### **Contracts**

All proposed contracts with non-University agencies (such as travel bureaus, airlines, buses, bands, speakers, disc jockeys, facilities for off-campus events, etc.) which will involve student organizations or University residence facilities must be initiated and approved by the director of Student Activities or the director's delegate. The director of Student Activities forwards all such proposed contracts to the vice president for Student Affairs, who in turn forwards proposed contracts to the vice president and general counsel for review. When this review is complete, the executive vice president, or by delegation the vice president for Student Affairs or director of Student Activities, executes such contracts. The University is liable only on contracts processed in this manner and only when such contracts are executed by the executive vice president, or by delegation the vice president for Student Affairs or director of Student Activities. The University will not assume legal liability for contracts executed by a student, student organization or residence facility. The Student Activities Office is available for consultation and additional information on procedures relating to contracts.

### **Demonstrations**

All demonstrations must be registered in writing with the associate vice president for Residence Life and also must observe the following rules:

- a. All demonstrations must be peaceful and orderly.
- b. Only members of the University community may organize or lead a demonstration on campus.
- c. Demonstrators may not impede the freedom of the University community.

### **Eligibility for Student Activities**

Satisfactory academic and disciplinary standing is required in order to be eligible for student body office, class office, hall office or membership in the Campus Life Council, Hall President's Council, Student Government or any judicial board. The same requirement applies to cheerleaders, officers of campus clubs, organizations or activities.

Current academic or disciplinary probation renders a student ineligible for any of the offices or positions mentioned above. If a person has been placed on disciplinary probation in writing by the Office of Residence Life and Housing, he or she is not eligible for any of the above positions or for participation in varsity athletics. Only individuals enrolled as students are eligible to hold a student leadership position.

### **Merchandising and Fund Raising**

Student organizations and University residence facilities are eligible to apply for permission allowing them to engage in a merchandising activity on the Notre Dame campus. Students not affiliated with a residence facility or student organization are prohibited from engaging in any type of merchandising activity without permission. Eligible groups that wish to engage in any type of merchandising activity that would take place on campus and/or involve Notre Dame students must submit a request to the Student Activities Office according to the established guidelines. Requests will be considered on the basis of benefit to the students, the uniqueness of the service to be offered and the credibility of the organization involved to deliver a quality product.

Requests are approved by the director of student activities. Both exclusive and non-exclusive concessions may be applied for through this process. If exclusive rights are granted through a special concession a payment of a fee will be required for such exclusive rights. Any organization receiving approval to merchandise may be asked to submit a financial summary to the Student Activities Office upon completion of the fund-raising project.

The following restrictions are placed upon all those granted permission.

- a. Door-to-door sales or solicitation are prohibited in the residence facilities.
- b. Group sales, demonstrations or parties are prohibited in residence facilities.

c. All advertising posters must be officially stamped at the Student Activities Office. Any posters without this stamp will be removed by building personnel. Advertising posters must contain the following:

- Sponsoring organization name;
- Description of product or service and prices;
- Date and location of sale.

Those granted permission may advertise in any of the campus media with these same restrictions.

- d. Advertising may not publicize the address or telephone number of any University residence facility as a business office or headquarters.
- e. University residence facilities may not serve as a center of commercial activity. Telephones and mail addresses of University residence facilities may not serve as telephones or addresses for a business office. University residence facilities may not be used to store inventory.
- f. Any on-line sales by student organizations and residence facilities must be conducted through Student Shop ND (<http://studentshop.nd.edu>).

The above merchandising regulations do not restrict an individual student from inviting and completing a business transaction in his or her room, e.g., with an insurance salesperson or pizza delivery person.

Hall food sales which involve only the sale of food and nonalcoholic beverages are not considered an interhall matter since this activity primarily involves a service provided by members of a given hall for members of the hall. Students involved in hall food sales should contact the rector of their respective hall to discuss their particular situation.

Failure to comply with the Merchandising Policy will result in disciplinary sanctions that may include a fine, revocation of the vendor's permit, confiscation of merchandise and/or suspension or probation of the student organization.

Individual students, businesses and groups from off campus are not allowed to sell any items on home football weekends. The Department of Athletics has granted exclusive rights to a concessionaire to sell souvenirs in the stadium area.

The director of Student Activities must approve all on campus merchandising and fund-raising activities on home football game weekends. Limited concession stands will be allocated to student

organizations and residence facilities in the spring semester before football season. If approval is granted, the student organization or residence facility must abide by all merchandising policies. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary action.

### **Merchandising of Notre Dame Items**

The University of Notre Dame controls all sales of products bearing the University's trademarks. All imprinted items (e.g., hats, shirts, uniforms, glassware) which contain words, pictures, symbols or logos representing "University of Notre Dame," "Notre Dame," "ND," "Irish," "Fightin' Irish," the leprechaun, the shamrock, Golden Dome, the University seal or any other trademarks of the University must be approved first by the Student Activities Office and then by the Licensing Department. These approvals must be obtained prior to ordering or imprinting any items. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary action.

### **Movies**

All student group-sponsored movie dates must be approved by the Student Activities Office. Upon approval, the sponsoring organization must reserve an appropriate facility for the showing of the film. Sponsoring organizations must adhere to all policies regarding the use of the facility in which their film is shown. They are responsible for all costs incurred (i.e., public performance rights, projectionist, film rental, equipment rental). All organizations are encouraged to use the resources of the Student Activities Office for assistance in ordering films and obtaining proper copyright approvals.

### **Open Speaker Policy**

Notre Dame students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means which do not disrupt the regular and essential operation of the University.

Notre Dame students may invite and hear any person of their own choosing. The routine procedures required by the University before a guest speaker may be invited to appear on campus are designed only to ensure orderly scheduling of facilities, adequate preparation for the event and conduct of the occasion in a manner

appropriate to an academic community. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

### **Questionnaires and Surveys**

All students, groups of students or student organizations wishing to distribute a questionnaire or initiate a survey are required to request permission from the vice president for Student Affairs by submitting a copy of the questionnaire or survey instrument, along with a written explanation of the project's purpose and rationale through the director of Student Activities to the vice president for Student Affairs or the vice president's delegate. This policy applies to all questionnaires or surveys, regardless of the audience (e.g., Notre Dame students, faculty, staff, other academic institutions, representatives of any private or public corporation).

### **Raffles and Other Games of Chance**

Any games of chance (including but not limited to raffles, door prizes, casino games, etc.) sponsored by a student organization or residence facility must first be approved by the director of Student Activities. Alcohol and cash may not be awarded as prizes.

### **Religious Groups at Notre Dame**

Notre Dame is a Catholic university with its own religious programs, which serve both the Catholic members of the community and persons of other denominations and faith traditions as well. The Congregation of Holy Cross, the professional staff of the Office of Student Affairs and the pastoral staff of Basilica of the Sacred Heart have exclusive responsibility for the pastoral care of Notre Dame students as it is coordinated by the Office of Campus Ministry. All other religious organizations, Catholic or of another faith, that seek to become involved in direct pastoral ministry, evangelization or catechesis on this campus or using University structures, facilities or services must also be approved and directly supervised by the Office of Campus Ministry for their individual programs. Authorization for such groups is dependent on services that can be offered which are beyond the scope of the Office of Campus Ministry. Any religious group, Catholic or of another faith, which is not financially accountable to the University or which is served, supported or organized by clergy or staff not directly coordinated by the Office of Campus Ministry, will not be approved.

A group of another faith which is clearly organized to serve the religious needs of students of other faiths will be given approval and will receive the complete cooperation of the Office of Campus Ministry. On the other hand, any group which seeks to proselytize Catholic students or which in any way is disrespectful of or antagonistic to the doctrine and tradition of the Catholic Church will not be approved.

These guidelines are in no way intended to infringe upon the Open Speaker Policy of the University, nor are they meant in any way to inhibit the religious freedom of our students. Rather, these guidelines seek to clarify the requirements necessary for religious groups to receive institutional support or organizational cooperation from the University administration.

### **Requests and Proposals**

Any student or group of students, including any branch of Student Government or any student organization or club, wishing to submit an official request or proposal (other than a purely personal communication) to the president, a vice president, a member of the Board of Trustees, or a member of any University Advisory Council, must first submit the request or proposal in writing through the director of Student Activities to the vice president for Student Affairs or the vice president's delegate.

### **Solicitation**

Approval of the director of Student Activities is required for any and all solicitation of funds, clothing, books, votes, signatures, petitions, memberships, subscriptions or similar activities on the campus or within the University buildings. Door-to-door sales and/or solicitation is always prohibited in residence facilities.

#### **Soliciting Advertising**

Permission from the vice president for Student Affairs or the vice president's delegate is required in order for any student or student organization to solicit advertising or to accept paid advertisements for any purpose. Student publications and other groups soliciting advertising must conform to federal, state and municipal regulations.

#### **Soliciting Corporate Sponsorship**

Any student wishing to solicit corporate sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. A written proposal should be submitted through the director of Student Activities to the vice president for Student Affairs or the vice president's delegate.

### **Soliciting Funds**

Permission from the the department of Development through the director of Student Activities is required for any student, group of students or student organization to solicit funds from anyone outside the University, including alumni and the parents of students.

### **Student Media**

The University of Notre Dame recognizes that student media can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion.

Student media should be free of censorship and advance approval of copy, and their editors and managers should be free to develop their own editorial policies and news coverage. At the same time, this editorial freedom entails the corollary responsibility to be governed by the canons of responsible print and broadcast journalism and allows for the expression of various points of view. All student media are subject to the same policies that govern all student organizations.

Editors and managers of student media which are supported by recognized University bodies (Student Government, colleges, departments, etc.) should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures.

Print, electronic, and broadcast media funded in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

All student media should carry a prominent statement that the opinions expressed are not necessarily those of the college, University or student body.

### **Student Organizations**

#### *Establishment*

To be considered an official University-recognized student organization, a club's purpose must be consistent with the University's mission, whether it be spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in

any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. Establishment of or membership in social fraternities or sororities is considered contrary to the educational and residential mission of the University and is consequently prohibited.

All requests for establishment of new clubs are reviewed on an annual basis beginning in November and concluding by the end of the spring semester. Students interested in establishing a new student club may contact the Student Activities Office for information on the annual application process.

### *Registration*

To retain official University recognition, the organization must register annually with the Student Activities Office. Registration does not automatically constitute recognition. Recognition can be denied by the director of Student Activities.

Student organizations must be registered annually in order to receive official University recognition, have the privilege of sponsorship of activities, have use of University facilities and be eligible to raise funds and receive an activities fee allocation. Registration applications may be obtained from the Student Activities Office in LaFortune Student Center during February of each academic year. Organizations which receive University recognition will be given a charter for the given school year. To remain in good standing for the entire academic year, an organization must furnish the Student Activities Office with a constitution and a financial report summarizing each year's activities. Organizations must also have a full-time faculty or staff member willing to serve in the capacity of advisor.

### *Good Standing*

Student organizations must comply with all University regulations as well as with local, state and federal laws. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity that contravenes the mission of the University or the moral teachings of the Catholic Church. Failure to comply with these standards may result in sanctions, including, but not limited to, probation or suspension of the organization.

Violations of this policy by a student organization are resolved by the director of Student Activities, or, at the discretion of the director, by a panel convened by the director. The student organization, through its president, will receive written notification of the

alleged violations, will be provided the opportunity to present information, and if appropriate, witnesses, in responding to the alleged violations, and will have the opportunity to meet with the director of Student Activities or with the panel convened by the director.

The president of the student organization may submit a written request for review of the decision by the director or panel to the vice president for Student Affairs within five (5) business days of the rendering of the decision. The decision of the vice president for Student Affairs is final.

### **Student Purchases**

A student may not charge purchases to the University or any University budget account without proper administrative approval. Any charge incurred without this authorization is the responsibility of the student, who alone is liable for the payment.

### **Ticket Sales and Promotion of Activities**

Ticket sales or the promotion of activities may be done in the dining hall lobbies and in LaFortune Student Center. Permission is to be obtained in advance from the Student Activities Office and, for the dining halls, also from the director of University Food Services. A box office is operated at LaFortune Information Desk as a service to departments, residence facilities and student organizations.

### **Trips and Transportation**

Any student organization wishing to conduct or sponsor a trip must obtain prior approval from the director of Student Activities. It is expected that student trips will be planned so as not to interfere with academic classes. If using a charter bus company, only authorized vendors may be contracted and utilized. A list of authorized charter services is available upon request from the Student Activities Office. The sponsoring organization must provide a list of students going on the trip, together with a signed waiver form from each participant. Waiver forms must be obtained in advance from the Student Activities Office.

A student representative from the sponsoring organization must accompany the trip. Additionally, all overnight trips must be accompanied by a University representative. The sponsoring organization is responsible for recruiting a full-time faculty or administrative staff member willing to serve as a University representative. The name, address and telephone number of the University representative must

be submitted to the director of Student Activities a minimum of 30 days prior to the anticipated departure date.

### **Unofficial Student Publications**

Approval for the sale and distribution of student and community literature on campus must be obtained from the director of Student Activities. The University of Notre Dame should not prohibit the orderly distribution of student literature on campus except that which could be reasonably construed to be in violation of the law.

### **Use of University Buildings**

Students or student groups wishing to schedule any activity or wishing to use University buildings and grounds must first contact the Student Activities Office.

For use of a residence facility, the prior written permission of the rector must be obtained before approval by the Student Activities Office will be granted.

### **Use of University Grounds**

The associate vice president for Residence Life regulates the use of University grounds, the lakes and property adjoining the University. This also includes all parking facilities. Requests for use of University grounds by student clubs, organizations and residence facilities must be submitted through the director of Student Activities to the associate vice president for Residence Life or the associate vice president's delegate.