



STUDENT INVOLVEMENT  
GALLAGHER STUDENT CENTER  
COMMUTER SERVICES

# Student Organization Leader Manual



**discover | develop | lead**

Revised Fall 2025

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## Welcome/Introduction to the Leader Manual

Dear Student Organization Leaders,

Welcome to the 2025-2026 academic year! Thank you for your willingness to serve as an officer for your organization. The leadership you provide for your organization helps make Xavier University home for so many students. You create opportunities for belonging, for personal growth, and for exploration and help us offer the dynamic student experience that makes Xavier so special.

As you navigate this year, the Office of Student Involvement is here to help your organization reach its full potential. Our team facilitates student learning and social integration by providing you with valuable learning experiences through student organizations. Student organizations offer you a wide range of possibilities to **discover** your passions, **develop** your strengths, and **lead** others through social, cultural, intellectual, athletic, artistic, and service opportunities. The Student Involvement staff is committed to supporting you in these pursuits by providing you with advising support, access to campus resources, guidance on university policies and procedures, and the space to test to your leadership abilities.

This manual exists as a resource for you. Whether you are trying to start a new organization or continuing the legacy of an already-established group, it provides detailed information to help you and your organization achieve your goals. The manual includes information on student organization recognition and funding, fiscal responsibility, and event planning as well as commonly-used policies and forms. Our hope is that this manual puts the need-to-know information at your fingertips and helps you accomplish your goals.

We are here to support you and help your organization succeed. Consider stopping by for a visit or to meet our staff. We are always happy to help. Good luck in the upcoming year!

Sincerely,



Leah Busam Klenowski, Ed.D. (she/her)  
Assistant Vice President for Leadership & Engagement

## University Mission Statement

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to educating the whole person, promoting the common good, and serving others, the Xavier community challenges and supports all our members as we cultivate lives of reflection, compassion and informed action.

## The Xavier Student Commitment

We are Xavier Musketeers. We are unique individuals who come together in the spirit of St. Ignatius, to learn together, to serve together and we will succeed in changing the world together. We act with integrity, justice and generosity. All for one and one for all.

## **Student Organization Standards**

Xavier University has a nearly two-hundred-year tradition and commitment as a Jesuit, Catholic institution connected within and throughout the Cincinnati region. As such, our institution works to educate the whole person, not only through knowledge gained in the classroom but through the experiences that take place outside of the classroom as well. Our shared understanding of education aligns with the virtues and formation of character, respectful of the Catholic vision and our founding principles.

It is our intention that the co-curricular programs and activities hosted by our student organizations provide opportunity for Xavier students to continue growing and developing their own knowledge, skills, and experiences working for and with others as a source of building community from within the institution. The process of building, leading, and managing a student organization is vital to the creation of these opportunities. This manual provides a framework for the resources available, the expectations created, and the understanding of how to host a variety of activities that support the mission of our organizations as well as aligning with the mission of the institution.

## **Leader Manual & Policy Disclaimer**

All policies and procedures described in this manual are subject to change throughout the year, as determined by the Office of Student Involvement. For the most updated policy or procedure, please visit our website at [www.xavier.edu/clubs](http://www.xavier.edu/clubs). Not all policies and procedures related to student organizations are provided within this document and many listed are an abridged version. The manual is meant as a helpful, quick reference guide for student organization leaders.

Student organization officers, advisors, and/or members should consult with the Office of Student Involvement on events, policies, finances, and any other concerns related to their organization. The Office of Student Involvement has the right to intervene as deemed necessary.

The decision to intervene with a student organization is at the discretion of the Office of Student Involvement. Should the need to intervene with a student organization arise, Student Involvement staff will meet with the student organization's leaders, advisors, and/or members to inform them of the decision and will help the students to navigate the impact and educational outcomes of any such decisions. *See Loss of Privileges and Recognition.*

## **Introduction to the Office of Student Involvement (OSI)**

The Office of Student Involvement (OSI) promotes belonging and leadership opportunities for students to engage outside of the classroom. We believe that, through involvement, individuals discover their passions and develop their strengths to lead a purposeful life. Our office leads the work of supporting all campus student organizations by providing training and guidance, policy management, budgetary supervision, and accountability to make sure that our organizations are continuously working toward their own missions and are aligned with the mission of Xavier University.

OSI coordinates several programs and initiatives, including:

- Registered Student Organizations
- Social & Belonging Programs
- Sorority & Fraternity Life
- Leadership Development Programs
- New Student Programs (Manresa & Transfer Orientations)

- Gallagher Student Center
- Commuter Services & Off-Campus Living
- Student Government Association
- Xavier Newswire
- University Events (Commencement Week, Family Weekend, Weeks of Welcome, Club Days)

Our Core Values include:

- Authenticity
- Inclusion
- Accountability
- Integrity
- Community
- Excellence

How do we share our core values with others?

- By creating safe space to cultivate community
- By facilitating belonging and social engagement
- By providing leadership and professional development experiences
- By teaching students to advocate for themselves and others
- By giving students opportunities to achieve and the space to fail

### OSI Team and Functional Areas

For more information and to connect with OSI staff, please visit the [OSI website](#).

Leah Busam Klenowski, EdD (she/her)	Assistant Vice President for Leadership & Engagement
Dustin Lewis (he/him)	Senior Associate Director for Student Involvement
Alecia Conway (she/her)	Assistant Director for Student Activities (programming)
Ray Flannery (he/him)	Assistant Director for Student Organizations
Blake Girdler (he/him)	Student Involvement Coordinator (student organizations)
Sophie Roepke (she/her)	Associate Director for Leadership & Transition
Erika Jay, EdD (she/her)	Assistant Director for Commuter & Off-Campus Living
Rose Walton (she/her)	Assistant Director for New Student Programs (orientation)
Alex Collins (they/them)	Gallagher Student Center Manager

### Important Dates & Deadlines (2025-2026)

Be sure and note these important dates and deadlines.

Fall 2025	Spring 2026
August 18 - First Day of Classes	January 12 - First Day of Classes
August 17-26 - Week of Welcome (WoW)	January 12-17 - Winter Week of Welcome
August 27 - Club Day	January 14 - Winter Club Day
Aug 18 - Sept 29 - New Club Activation Window	January 19 - MLK Jr. Day – University Closed
September 7 - Student Org Academy	February 27 - Club Budget Requests Due
October 2-3 - Fall Break	March 8-14 - Spring Break
October 21-23 - Family Weekend	April 1 - Year End Report Form Available
November 1 - Mid Year Report Form Available	May 1 - Year End Report/Reactivation Deadline
November 26-30 - Thanksgiving Break	May 1 – XavierFest

December 5 (Midnight) - End of Programming	May 1 - (Midnight) – End of Programming
December 5 (5pm) - Mid Year Report Deadline	May 4-8 - Final Exams Week
December 8-12 - Final Exams Week	

For the most up-to-date information, stay tuned to the monthly Student Org News emails from [xuinvolverment@xavier.edu](mailto:xuinvolverment@xavier.edu).

Fall 2025 Student Organization Workshops		
Date	Time	Location
Monday, August 18, 2025	11am-12pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Monday, August 18, 2025	3pm-4pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Tuesday, August 19, 2025	9am-10am	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Tuesday, August 19, 2025	4:30pm-5:30pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Wednesday, August 20, 2025	3pm-4pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Thursday, August 21, 2025	11am-12pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Thursday, August 21, 2025	1:30pm-2:30pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Friday, August 22, 2025	1pm-2pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Friday, August 22, 2025	3:30pm-4:30pm	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
Saturday, August 23, 2025	10:30am-11:30am	GSC Clocktower Lounge (3 <sup>rd</sup> floor)
<p>This comprehensive session provides an overview of the necessary tools and guidelines to get started running a successful organization and is designed to introduce you to or refresh your knowledge of club management. The following classifications of student organizations are required to have two officers participate this fall and is a contingency on participating in Club Day:</p> <ul style="list-style-type: none"> <li>• Clubs</li> <li>• Councils</li> <li>• Sororities &amp; Fraternities</li> <li>• Department-Sponsored Organizations</li> <li>• Student Departments</li> <li>• (optional) Honorary Societies</li> </ul>		

Club Day		
Date	Time	Location
Wednesday, August 27, 2025	2pm-5pm	Xavier Yard
<p>Our annual activities fair on the Xavier Yard features 140+ student clubs, offices, departments, and food vendors for students to browse and explore. Students have an opportunity to get information about how to join and also about upcoming events and activities hosted by the participating groups.</p>		

Student Organization Academy		
Date	Time	Location
Sunday, September 7, 2025	10:30am-3pm	Cintas Center Banquet Rooms
<p>This one-day conference serves to offer club leaders a comprehensive and tailored training for their role ahead. Student leaders will choose between a variety of sessions, delivered by experts from across campus to assist them with starting the year. The following classifications of student organizations are required to have two officers participate in Academy (recommended President and Treasurer roles):</p> <ul style="list-style-type: none"> <li>• Clubs</li> </ul>		

- Councils
- Sororities & Fraternities
- Student Departments

*As a reminder, all student organization events and activities (including meetings) should be submitted in EngageXU at least two weeks in advance. Your organization is also required to track and enter attendance for your events and activities into EngageXU within 48 hours of the activity.*

*All financial forms must be submitted via EngageXU student organization financial forms at least two weeks in advance to ensure approval routing. Some forms should be submitted even further in advance, such as venue contracts and certain quotes for apparel, transportation, etc.*

*All travel forms must be submitted via EngageXU at least three weeks in advance of the trip – although the more complex the trip (with flights, hotels, car rentals), we recommend you submit even further in advance to ensure the best arrangements and best travel deals possible for your organization.*

## **Statement on Recognized Student Organizations**

Xavier University reserves the right to register groups of Xavier students who wish to create student organizations, recognized by the university and given various rights and responsibilities from their status with the institution. Xavier's mission speaks to the importance of co-curricular engagement and offering an inclusive environment of open and free inquiry. Recognition granted to groups indicates that the organization has completed the recognition procedures. The mission of the organization should align with the greater mission of the institution but this does not indicate or imply that the University endorses the views of the organization's membership or the views expressed at meetings and events. The individuals involved in the organization are solely responsible for any views held or expressed.

Student organizations that maintain good standing and recognition by following all applicable policies and procedures are authorized to reserve University facilities, access services, and/or be permitted to identify themselves, directly or indirectly, with the University name. The University reserves the right to review the activities of all student organizations and to monitor for compliance with university policies. The authority to officially recognize student organizations is delegated by the Vice President for Student Affairs to the Office of Student Involvement.

## **Xavier's Anti-Hazing Policy**

Being a member of the Xavier University community is a privilege that carries with it responsibility for the well-being of all other members of the community. At Xavier University, all members of the community share responsibility for the health and safety of fellow students and for promoting positive student behavior. As part of Xavier's commitments to these values, the university does not tolerate hazing activities and mandates reporting of these activities by any member of the Xavier community.

The complete [Anti-Hazing Policy](#) is found online. In accordance with our policy as well as Collin's Law (OH), all students and employees are required to complete an online Hazing Awareness and Prevention training. Anyone with knowledge of hazing allegations must make a report to the Dean of Students Office or Xavier University Police Department. All reports will be investigated and follow university policies and procedures related to conduct and employment.



## **Student Organization Management**

At a minimum, all recognized student organizations must annually identify and maintain the following required positions:

- President
- Vice President
- Treasurer

Roles and responsibilities for these positions may be determined by the student organization and should be clearly articulated in the group's By-Laws document. Student organization officers must be full-time enrolled, undergraduate students in Good Standing – defined as a minimum 2.0 cumulative GPA and also not serving a University Probation. Individual organizations may have higher expectations for their officer roles, provided these expectations are outlined clearly in the group's By-Laws.

Student organization officers receive regular communication from the Office of Student Involvement and are expected to read and understand announcements, updates, deadlines, and expectations shared from the Office of Student Involvement. Some communication may be directed toward a specific officer role and will be clearly indicated in the communication.

### **Conflict of Interest**

A conflict of interest exists when a decision-maker (often officer) within an organization has commitments or obligations that may compromise their ability to make impartial decisions – in particular within the context of financial expenditures and contractual commitments. Student organization officers should, to the best of their ability, disclose existing conflicts of interest to their advisor or Office of Student Involvement staff member if they feel as though they cannot impartially make a decision for the organization's best interest. An actual or apparent conflict of interest exists when the member's association or involvement with a third party prevents them from exercising care, skill, or prudent judgment on behalf of the organization and the University in performing their duties.

One example could be a student making financial commitments for the organization not based on the most efficient option but based on some personal gain, such as loyalty rewards earned with an associated purchase. Another example could be a student organization officer choosing to contract a vendor or performer because of a personal relationship and not based on the merit of that business or vendor to provide an effective and affordable service to the organization.

## **Student Organization Classifications / Categories**

All Student Organizations are classified, or grouped, based on several criteria:

- Their function for the student body
- The direction given to the organization from a Xavier office or department
- Their access to funding from the Student Activity Fee
- Their access to various university resources
- The training requirements and expectations placed on their organization
- Their level of risk posed from their activities to the university

Each group is then assigned a category based on their mission statement. These categories include: Arts, Business, Club Sports, Education, General Interests, Health Professions, History, Law & Politics, Honors,

Identity, Language & Culture, Publications & Media, Service & Social Justice, Sororities & Fraternities, Spirituality, STEM, Student Governance, and Wellness.

## **Defining Student Organization Classifications**

**Clubs:** Defined as 8 or more current undergraduate students who have joined together for a common social, educational, service, religious or cultural purpose and are formally given recognition by the Student Government Association (SGA). Clubs should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, and university policies. Clubs are required to have a staff or faculty advisor in order to be active and as a Club, their advisor is up to the group's discretion. Examples of a club would be Physics Club or LGBTQ+ Alliance.

**Club Sports:** Competitive teams that provide structured competition for undergraduate student members who are non-intercollegiate athletes and compete against other clubs and sometimes varsity teams from universities throughout the Midwest. Club Sports are granted their recognition through Club Sports Council and receive resources and support from the Recreational Sports Department. Club Sports should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, university policies, and any direction or guidance given from associated sports leagues or affiliated memberships. Club Sports are advised by the Assistant Director for Competitive Sports but may choose to have an additional advisor and/or coach to support their work and travel. Examples of Club Sports would be Dance Team, Men's Rugby, or Softball.

**Councils:** A student organization that serves a delegated function of providing oversight, support and allocation of resources to a number of clubs, officially recognized by the council and SGA. Councils should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, university policies, and any policy given from associated national organizations. Councils are advised by designees from the Division of Student Affairs. Councils include Club Sports Council, National Pan-Hellenic Council (NPHC), and Unity Greek Council (UGC).

**Department-Sponsored Organizations:** Student organizations that are formed by an office or department to fill a specific need or function on behalf of that department or office, such as executing programs and activities or serving in an advisory board capacity. Their recognition, direction, and resources come directly from the sponsoring office or department. Examples of Department-Sponsored Organizations would be BRAVE, SWAG, or CURA.

**Graduate Clubs:** Organizations supporting the co-curricular opportunities for graduate students and given formal recognition and resources from the Graduate Student Association (GSA) and Graduate Student Activity Fee. Graduate Clubs should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, and university policies. Graduate Clubs are required to have a staff or faculty advisor in order to be active and as a Club, their advisor is up to the group's discretion. Examples of Graduate Clubs would be Occupational Therapy Graduate Student Association, Xavier Psychological Association of Graduate Students, and Xavier University Sports Medicine Club.

**Honorary Societies:** Honorary national organizations, often connected to a specific major, that induct students into membership on the basis of particular criteria for the organization. These organizations primarily exist to recognize academic achievements for individual students. Members often join by invitation or qualification. Honorary Societies should have student-led decision making, provided their

activities and events are in alignment with the group's mission, the university's mission, university policies, and fulfilling any requirements or expectations set by their affiliated national organizations. Honorary Societies are required to have a staff or faculty advisor in order to be active and as a Club, their advisor is up to the group's discretion. Examples of Honorary Societies would be Alpha Sigma Nu - Jesuit Honor Society, Kappa Delta Pi (Education), Mortar Board, and Pi Sigma Alpha (Political Science).

**Limited Affiliation Groups:** An informal group of current students who have joined together for a common purpose, often social or recreational, who register as a group with the Office of Student Involvement in order to reserve space on campus, advertise their activities following university policies and procedures, but do not receive any other resources granted to a student organization. Limited Affiliation Groups should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, and university policies. Limited Affiliation Groups are not required to have an advisor and additionally do not have access to any funding or travel. Their events are limited to on-campus and cannot include a fundraising component.

**Sororities & Fraternities:** Recognized national Greek-Letter Organizations with a chartered or colony affiliation at Xavier supporting students who have participated in an intake or recruitment process to become members of these service and social groups. Chapters are affiliated under a Council and receive support from the Office of Student Involvement. Sororities & Fraternities should have student-led decision making, provided their activities and events are in alignment with the group's mission, the university's mission, university policies, and compliance with their affiliated national organizations. Sororities & Fraternities are advised by a designee from the Office of Student Involvement but may also have Chapter Advisors – who may or may not be affiliated with the university and are most likely alumni members of the organization. These include Alpha Kappa Alpha Sorority, Inc., Delta Sigma Theta Sorority, Inc., Gamma Alpha Omega Sorority, Inc., and Sigma Gamma Rho Sorority, Inc.

**Student Businesses:** Student-Run Businesses are those businesses recognized and supported by the Sedler Center for Experiential Learning. These ventures are intended to be ongoing and anchored on-campus, such as Better Blend Xavier and Xavier Element. Student-Run Businesses generally have the same rights and access to campus resources as the Sedler Center. Student-Owned Businesses are those businesses developed (or in development) by Xavier students with coaching and support from the Center for Innovation. Student-Owned Businesses may have limited access to campus resources, depending on the type of business and its relationship to the student body.

## Defining Student Organization Categories

Student organizations are assigned a category, when forming, that helps to group similar organizations together that have a shared interest or mission. Categories are primarily used for students browsing the different organizations to be able to quickly see groups that may share a similar purpose or mission.

**Arts:** Arts organizations support creative interests from the student body either through visual art or performance. These organizations include groups like A caBellas and Don't Tell Anna.

**Business:** Business organizations support student interest in advancing their knowledge and experience in all areas of business. Many of these organizations represent various majors and areas of study, others draw in students from across disciplines who want to advance their experience with business. Business organizations include groups such as Xavier Women in Business, Delta Sigma Pi Professional Fraternity and the American Marketing Association at Xavier.

**Club Sports:** Club Sports organizations represent the competitive sports offered through the Club Sports Council and Department of Recreational Sports. These sports can be either co-ed or single gender, including Running Club, Club Swimming, and Women's Club Soccer.

**Education:** Education organizations support student interest in advancing their knowledge and experience in all areas of education. Organizations may directly support classroom instruction experience, working with children/youth or networking in the education community. Examples of these organizations include American Choral Directors Association and Educators for Justice.

**General Interest:** General Interest organizations give students with a shared interest the opportunity to engage with one another. These groups often draw students of various majors and areas of study together that share a common interest. Examples of general interest clubs include Outdoor Club, Pickleball Club, and The Buffalo Club.

**Health Professions:** Health Professions organizations support student interest in advancing their knowledge and experience in the various health professions. Organizations often help to network and connect students with professionals in the field and encourage collaboration across disciplines. Examples include Pre-Medical Student Association, Student Nurse Organization, and Psi Chi Psychology Club.

**History, Law & Politics:** History, Law & Politics organizations support student interest in advancing their knowledge across these interconnected disciplines. Many of these organizations are directly connected with an academic major. The organizations in this category include College Democrats, Ohio Innocence Project-U, and Women In Politics.

**Honors:** Honors organizations support student interest in academic excellence throughout their college career. These organizations include Mortar Board and Alpha Sigma Nu Jesuit Honor Society.

**Identity:** Identity-based organizations often unite students interested in promoting underrepresented populations. Examples of Identity organization include Hispanic Organization and LatinX Awareness, Muslim Student Association and Black Student Association.

**Language & Culture:** Language & Culture organizations support student interest in exploring the language and history of various cultures. Several of these organizations are supported by academic programs where language and culture are taught within a discipline. Examples of these organizations include Spanish Club, Italian Club, and Sign Language Club.

**Publications & Media:** Publications & Media organizations work to produce media and publications for their fellow students at Xavier. These organizations include Xavier Newswire and Film & Television Club.

**Service & Social Justice:** Service & Social Justice organizations seek to offer students with opportunities to serve others, either through direct community service participation or philanthropic fundraising, or to support social justice causes by promoting a deeper understanding of an issue or igniting activism. Examples of these groups include Muskies for Life and Xavier Student Sustainability.

**Spirituality:** Spirituality based organizations engage members of a shared faith tradition with one another as well as members of multiple faith communities to celebrate their beliefs and to deepen their spiritual lives. Examples of spiritual clubs include All For JC, Navigators/CCO, and Life After Sunday.

**STEM:** STEM organizations include those connected with the studies and promotion of Science, Technology, Engineering and Mathematics. These organizations include the advancement of experience and learning in this growing field (STEM). Examples of these organizations include Minorities in STEM Succeeding Together and Physics Club.

**Student Governance:** Student Governance organizations serve to support the student body through oversight of organizations and advocacy for the student body. This category is limited to the Student Government Association.

**Wellness:** Wellness organizations serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy and opportunities for educating others around health issues. These organizations include SWEAT and Black Care Club.

## Defining Club Tiers

Student Clubs are further designated a tier by the Office of Student Involvement. Tiers are determined based on the average level of funding the Club has received from the Student Activity Fee over the three most recent allocations. Each tier determines the process that the Club will go through in the next funding cycle to request and receive funding from the fee. Depending on the assigned tier, Clubs have different expectations related to training obligations and reporting Baseline for meetings and programming.

Toward the end of spring semester, a student organization registration audit will occur where tiers are evaluated and reassigned. New tiers may be assigned, based on the funding allocated from the Student Government Association as well as the group's performance during the academic year.

### **Tier 1 Clubs** (\$11,000+ average annual funding)

#### *Baseline Requirements*

- 5 general body meetings per semester\*
- 5 advisor/officer meetings per semester
- 6 programs/events per semester\* (1 program should be a fall Week of Welcome event)
- 1 service event per year\*

#### *Funding Allocations*

- Clubs are required to submit a detailed Student Club Budget Allocation Request annually and will meet with the SGA Student Organizations Committee (SOC) to pitch their request and answer related questions. Clubs will be scored against a rubric to determine their allocation for the upcoming year. SOC will consult with both SGA Executives and SGA Advisors to determine and finalize proposed club allocations. Final proposed allocations are presented to the Student Senate for discussion and vote.
- Clubs are expected to fundraise additional dollars to supplement funding; this does not include fundraising through dues collection or SORF request.

#### *Training Expectations*

- 2 officers should attend the annual Student Organization Workshops held during the fall
- President and Treasurer should attend the annual Student Organization Academy
- Treasurer should attend Club Budget Workshops
- Outgoing and incoming Presidents should participate in Student Organization Officer Transition Workshops
- Organization is expected to invest in leadership education for younger members by sending at least two first-year or sophomore students to the Emerging Leaders Retreat

### **Tier 2 Clubs** (\$2,500-11,000 average annual funding)

#### *Baseline Requirements*

- 4 general body meetings per semester\*

- 4 advisor/officer meetings per semester
- 4 programs/events per semester\*
- 1 service event per year\*

#### *Funding Allocations*

- Clubs are required to submit a detailed Student Club Budget Allocation Request annually and will meet with the SGA Student Organizations Committee (SOC) to pitch their request and answer related questions. Clubs will be scored against a rubric to determine their allocation for the upcoming year. Final proposed allocations are presenting to the Student Senate for discussion and vote.
- Tier 2 Clubs are expected to fundraise additional dollars to supplement funding; this does not include fundraising through dues collection or SORF request.

#### *Training Expectations*

- 2 officers should attend the annual Student Organization Workshops held during the fall
- President and Treasurer should attend the annual Student Organization Academy
- Treasurer should attend Club Budget Workshops
- Outgoing and incoming Presidents should participate in Student Organization Officer Transition Workshops

### **Tier 3 Clubs** (\$300-2,500 average annual funding)

#### **Baseline Requirements**

- 3 general body meetings per semester\*
- 3 advisor/officer meetings per semester
- 3 programs/events per semester\*
- 1 service event per year\*

#### *Funding Allocations*

- Clubs are required to submit a detailed Student Club Budget Allocation Request annually. The SGA Student Organizations Committee (SOC) will review the request and send any relevant follow-up questions to the club. Clubs will be scored against a rubric to determine their allocation for the upcoming year. Final proposed allocations are presenting to the Student Senate for discussion and vote.

#### *Training Expectations*

- 2 officers should attend the annual Student Organization Workshops held during the fall
- President and Treasurer should attend the annual Student Organization Academy
- Treasurer should attend Club Budget Workshops
- Outgoing and incoming Presidents are encouraged to participate in Student Organization Officer Transition Workshops

### **Tier 4 Clubs** (under \$300 average annual funding)

#### **Baseline Requirements**

- 3 general body meetings per semester\*
- 2 advisor/officer meetings per semester
- 2 programs/events per semester\*
  - o Activities are generally lower risk
  - o Organization does not travel (overnight or more than 35 miles from campus)
- 1 service event per year\*

#### *Funding Allocations*

- Clubs that are up-to-date on Baseline reporting are eligible to request up to \$300 without submitting a detailed request. Eligible clubs in this tier requesting up to \$300 will be awarded their allocation automatically for the following year.

#### *Training Expectations*

- 2 officers should attend the annual Student Organization Workshops held during the fall
- President and Treasurer should attend the annual Student Organization Academy

*\*These requirements need to be submitted and approved through EngageXU and also have event attendance uploaded accurately.*

## **Starting a Club**

### **Overview**

Undergraduate Clubs are granted recognition from the Student Government Association, with support from the Division of Student Affairs. Starting criteria for each potential new Club includes:

1. Does the mission of the organization align with the mission of the university?
2. Is the organization unique from already existing organizations?
3. Is there interest from the student body in this new Club gaining recognition?

### **Club Activation Window**

Potential new clubs are eligible to apply for activation only within the Club Activation Window each fall. This 6-week window opens on the first day of classes in the fall. The purpose of the Club Activation Window is to encourage students to plan ahead with developing ideas for new organizations and to also spend time fully developing their ideas before proposing the organization for recognition. Outside of this window, potential new clubs are able to express their interest in forming, but are not eligible to begin the process – [explained in detail online](#).

### **Steps to forming a new Club**

1. Interested undergraduate students review existing organizations to determine if the idea is unique and fits the above criteria.
2. An initial proposal is submitted through EngageXU.
3. The Student Organizations Committee (SOC) of SGA reviews the initial proposal to determine if the above criteria have been met.
4. The organizations write by-laws for the proposed club, using the existing By-Laws Template.
5. The group is moved, by SOC, into a 9-week Conditional Club Status where the group has limited access to privileges granted to recognized student organizations.
6. Throughout the 9-weeks, the group is in communication with SOC about their progress and growth, ending in a final review by the committee and a vote from the larger Student Senate.
7. When approved by SGA, a final review is conducted by Student Affairs before all privileges and responsibilities are granted to the Club.

## **Student Organization Privileges**

- Access to an EngageXU Portal
- Inclusion in the official [List of Clubs & Organizations](#) directory
- Access to a University-assigned fund (budget)
- Use of the University's name in association with the organization's activities
- Eligible to request an annual budget allocation from Student Government Association
- Eligible for [Student Organization Resource Fund](#)



- Eligible to request storage space in the Student Organization Storage Room
- Eligible to reserve space on campus
- Eligible to hold outdoor events and reserve outdoor space
- Eligible to fundraise
- Eligible to participate in [Club Day](#) and [Winter Club Day](#)
- Able to submit events to the University Calendar
- Access to OSI Staff for student organization assistance, advising and resourcing

## Student Organization Responsibilities

As a student organization affiliated with Xavier University, your actions, events and standards of operating should best reflect the mission of the university, the mission of your organization, and the values and traditions of a Jesuit institution. In addition to this, a student organization should also accept the following responsibilities, including:

- Requiring officers be enrolled fulltime as undergraduate students
- Maintaining and following by-laws created from the Xavier-provided template
- Updating your officers (with assigned roles) in EngageXU
- Completing requirements for Baseline assigned to your organization\*
- Complying with the policies and procedures outlined in the Student Handbook
- Observing all laws, regulations and policies governing the various activities of the group
- Having your President & Treasurer attend the annual Student Organization Academy\*
- Submitting all of your events and activities (including meetings) in EngageXU
- Taking attendance and uploading attendance for all of your events and activities in EngageXU
- Receiving approval from the Office of Student Involvement for
  - Fundraising activities, including the design of any printed or sold merchandise as well as the collection of donated materials
  - Student domestic travel off-campus, such as to conferences or service trips
  - Posting signs/flags outdoors on campus
  - Reserving outdoor event spaces
  - Reserving space in the Justice Atrium (the lobby outside Hoff Dining)
  - Screening movies or films
  - Providing alcohol at a student event
  - Facilitating political or lobbying activities
  - Hosting events that include a public speaker or performance group
  - Hosting events that include a protest, rally, or form of public demonstration
- Utilizing appropriate risk release (Assumption of Risk) paperwork when the organization is participating in higher risk activities, extended distances of travel, or extended lengths of time away from campus ([www.xavier.edu/insurance](http://www.xavier.edu/insurance) for more information)
- Maintaining an active advisor for the organization and an active relationship with the advisor
- Submitting completed and on time Mid-Year and Year End Reports to the Office of Student Involvement\*
- Participating in student organization training opportunities provided by the Office of Student Involvement\*
- Using funds allocated from the Student Activity Fee to support activities for the student body\*
- Recapturing unspent Student Activity Fee dollars, at the end of the fiscal year\*
- Observing the end of programming deadlines each semester

*\*Dependent on your student organization's Classification type*



## Baseline Program for Clubs

Student organizations are vital to campus life, culture, and the overall experience of most students. The purpose of this program is to set a minimum level of expectations (or baselines) by which student organizations should meet and/or exceed in order to remain active and funded. Clubs are required to participate in the Baseline program in order to maintain their registration, active status, and funding eligibility.

### Baseline Minimum Standards

Meeting Requirements: Clubs are required to hold a minimum number of general body meetings, per semester, based on their assigned tier. The intention of a general body meeting is an opportunity for the entirety of the organization or membership to meet and discuss business.

Faculty/Staff Engagement: Club officers are required to hold a minimum number of meetings with their faculty/staff advisors, per semester, based on their assigned tier. The intention of an advisor meeting is for the organization's leadership to discuss their plans to advance the organization's mission and how the advisor can assist with supporting them.

Programs & Events: Clubs are required to host a minimum number of programs and events, per semester, based on their assigned tier. Events should be approved (via EngageXU) and can include fundraisers or trips as well as events taking place on and off-campus.

Service Engagement: Being integral to who we are as a Jesuit Catholic institution, Clubs are required to participate in one service activity per year, as a club.

### Baseline Compliance

Clubs will be evaluated at the end of each semester as outlined above. If a club does not meet a Baseline Minimum Standard, the club will be notified and will have their charter listed in a probationary status. The club will have until the end of the following semester to meet all requirements in order to return to a normal, active status. During probation, the club may be asked to meet with Office of Student Involvement staff members to discuss their progress and to work toward meeting the minimums. The goal is to coach the group back into active status. However, if an organization does not meet the minimum requirements after two semesters, the organization will lose their club status and recognition from the university, forfeiting their ability to promote events, reserve space, access funding, and maintain an EngageXU page.

When an organization loses their active status, the Office of Student Involvement often maintains that the organization must wait a full year (12 months) before attempting to reform or seek recognition again. After two semesters of not meeting Baseline expectations, it is suggested that the group reorganize and restructure before attempting to restart and repeat the same patterns. Organizations often begin the formation process from the beginning to ensure the organization has the best opportunity to evolve to meet the current needs of its members and the student body.

Baseline is not a punitive program. It is not intended to reduce the number of clubs or opportunities that exist for students. It is meant to enhance the offerings and the potential that all organizations have to engage students and create dynamic, co-curricular experiences. Being a leader of a club is an obligation but also an opportunity.

## **Annual Club Reactivation**

Once a club has been approved and recognized by the Student Government Association, they are considered active. Clubs are required to maintain an active membership of at least 8 members, hold meetings on a consistent basis, produce activities and events that are complementary to their mission, and comply with policies and procedures from the Office of Student Involvement.

Throughout the academic year, there are various steps that are required to maintain the activation, culminating in a process each spring to formally reactivate the club for the next academic year. This includes the following:

1. Complete a Mid-Year Report at the end of the fall semester
2. Update your organization's EngageXU page with newly elected officers and advisor(s)
3. Complete an Advisor Agreement Form when a new advisor joins the group
4. Complete a Year End Report at the end of the spring semester
5. Submit a Budget Allocation Request for funding from SGA (optional)

## **EngageXU Club Page Updates**

Throughout the year, if your primary club officers (President, Vice President or Treasurer) or your advisor changes, you should update your club's EngageXU page with the new information to reflect the most up-to-date contacts.

In the spring, every club is required to formally reactivate for the next academic year and will be asked to review your club's EngageXU page and make any edits or updates to the group before the reactivation deadline. Administrators within your EngageXU group can make these updates by logging to the officers section.

If you are a new officer for your club but do not have access as an Administrator for your group's EngageXU page, please contact the Office of Student Involvement.

Organization officers are also responsible for maintaining a current, active membership for the organization – noted as Members in EngageXU. Any students who wish to regularly receive information and updates from the organization but who are not actively involved with the group should be noted as Contacts in EngageXU. The list of active, involved members should be regularly monitored and maintained by the group's officers, based on attendance and participation.

## **Mid-Year & Year End Reports**

All Clubs are required to complete a Mid-Year Report (in December) and a Year End Report (in April) to be filed electronically through EngageXU with the Office of Student Involvement. These reports are built to capture information from student organizations related to their operations, progress on goals for the year, learning outcomes for club leaders, and feedback for the Office of Student Involvement.

## **Advisor Agreement Form**

All club advisors are required to complete an Advisor Agreement Form. This form exists as an agreement between the advisor and the group but also between the advisor and the Office of Student Involvement.

These forms are annually renewed by existing advisors each spring as a part of the formal reactivation process; however, the form should also be resubmitted any time a club changes their advisor.

## **Advisor Replacement & Removal**

Serving as a Club advisor is an at-will responsibility of a university employee. The student club members, along with the Office of Student Involvement, grant the authority for a university employee to serve as an advisor. There may be times when an advisor chooses to step down from their role or is asked by the club to step down from the responsibility. In the event of a vacancy, the club can work with the Office of Student Involvement to identify other individuals who would most appropriately fit the clubs' unique needs and who may have a relationship to or interest in the nature of the organization. Once the club is satisfied with the new advisor and the employee has agreed to serve in the role, the organization needs to complete a new Advisor Agreement Form and also update the advisor of record in EngageXU under the group's profile.

There may be times when the Office of Student Involvement removes an advisor from their role. Student Involvement is responsible for the continued interest and operation of each organization and may find that an advisor is unwilling or unable to meet the expectations outlined in the Advisor Agreement Form, that the advisor is infringing on the autonomy of the organization, and/or the advisor is exhibiting inappropriate or questionable behavior in their role. This removal is often done in consultation with members of the organization in coordination with the Division of Student Affairs and is never taken lightly. In most situations, it is imperative to work to develop the relationship between the advisor and the members of the organization, but there may be times when the best decision is to sever the relationship and work with the club to move forward with support from another advisor. The Office of Student Involvement has the right and the responsibility to make the decision to remove an advisor in any instance where an advisor's relationship with the organization or its members infringes on the students' ability to lead autonomously, make decisions democratically or to manage their own finances and business as a club.

## **Groups with Specific Registration Procedures**

### **Club Sports**

Club Sports are granted recognition from the Club Sports Council, with support from the Department of Recreational Sports and the Division of Student Affairs. Club Sports are intended to be competitive with other institutions and often involve an element of travel and fundraising to subsidize the cost to participate and play in our Club Sports. Club Sports Council grants recognition to groups using the following criteria:

1. Is there enough interest from the student body in playing this competitive sport?
2. Is there a competitive (regional) market for this particular sport?
3. Is there an equitable offering of co-ed sports, women's sports, and men's sports being offered?

### **Limited Affiliation Groups & Department-Sponsored Organizations**

The Office of Student Involvement requires Limited Affiliation Groups and Department-Sponsored Organizations to formally register in EngageXU for the purpose of identification and to provide interested students with a complete list of involvement opportunities.

## **Sororities & Fraternities**

Sororities and fraternities are recognized through specific processes outlined with each governing Council. Invitations for chapter expansions must come from the Council, in agreement with the Office of Student Involvement and the Division of Student Affairs.

## **Sponsoring Events**

### **Reserving Space for Campus Events**

Campus spaces are often able to be used by student organizations for meetings or events, but spaces need to be appropriately reserved. Refer to the [Forms](#) section on the Office of Student Involvement site to determine the appropriate process or contact for reserving space. Student organizations are also prompted with appropriate space reservation information when submitting an Event in EngageXU.

Mazevo is a scheduling system, currently used to reserve spaces in the Gallagher Student Center, outdoor spaces (such as the Xavier Yard and Academic Mall), the Justice Hall Atrium space, and some spaces in the Health United Building.

*Coming in 2026, the university will have all reservable locations in a new reservations system so that all space availability can be found and reserved through a single site.*

The University reserves the right to increase security at an event (at the expense of the student organization) when deemed appropriate and/or necessary, especially when an event is open to non-Xavier-affiliated attendees. Such events include, but are not limited to, the following:

- **Political events**
- **Potentially polarizing events**
- **Controversial speakers**
- **Concerts and dances**

It is at the sole discretion of the Vice President for Student Affairs (or designee) to determine, in consultation with Xavier Police, if off-campus events held at establishments that provide a reasonable means to assure compliance with state law (ID check) and security must contract local police or contract security personnel for those events. If a student organization requests additional event security for any reason, the request will be honored and supported.

## **Hosting Fundraising Activities**

The Office of Student Involvement manages requests from organizations to host fundraisers. Fundraisers may include sales or collection of funds of any kind including apparel or product sales, donation boxes, letter-writing campaigns, charitable collections, or dues collection. Student organizations may initiate the review and approval process for their fundraiser by submitting their Event in EngageXU, indicating *Fundraiser* on the Event Form. The complete [Fundraising Policy](#) can be found online.

## **Hosting Events with Alcohol**

The Xavier University Alcohol and Other Drugs Policy covers authorization for alcohol at any events that are sponsored by Xavier University, both on and off-campus, either with university dollars or through the use of the Xavier University name. Organizations may request permission to serve alcohol at their events, beginning with submission of their Event via EngageXU, indicating *Alcohol Event* on the Event Form. The complete [Alcohol and Other Drugs Policy](#) can be found online.

## Hosting Political Events

Xavier students and recognized student organizations have the opportunity to participate in certain kinds of lobbying or political campaign-related activities. The [Student Lobbying, Political and Campaign Activities Policy](#) outlines the expectations for Xavier student organizations who participate in this type of activity. Student organizations seeking approval for a related activity should review the policy first and may contact the Office of Student Involvement to review steps that may permit the organization to be approved for such activity.

## Hosting Guest Speakers

Guest speakers participating with a student organization activity are subject to review and approval per the [Student-Invited Speakers Policy](#). This policy applies to both in-person activities as well as virtual appearances. Student organizations may initiate the review and approval process by submitting their Event in EngageXU, indicating *Speaker or Lecturer* on the Event Form.

## Hosting Events with Motion Pictures (films, movies, tv series)

Student organizations who wish to screen a motion picture either for an event or even a student organization meeting should first review the [Motion Picture Copyright Policy](#) to understand legal compliance with showing copyrighted materials. Student organizations should submit their Event in EngageXU, indicating *Movie or Film Screening* on the Event Form.

## Hosting Events with Gambling

No student or student organization shall engage in any form of gambling. Students and student organizations should consult with the Office of Student Involvement prior to organizing or conducting fundraisers or other events that may simulate gambling (including but not limited to raffles, bingo, casino nights). Any student or organization found to have engaged in prohibited or illegal gambling activities may be subject to the student conduct process from Xavier and/or legal action under state or federal law.

## Coordinating Student Domestic Travel

### Student Domestic Travel Policy

The Office of Student Involvement manages domestic trip and travel requests. Student organizations who wish to travel more than 35 miles from campus or spend an overnight away from campus (regardless of distance) are subject to the [Student Domestic Travel Policy](#). Participating organizations must submit the [Student Domestic Itinerary Travel Form](#) at least three weeks in advance of their travel. Participating individuals will likely be responsible for completing a [university waiver form](#), in advance of their trip. The [Student Travel site](#) is a helpful resource for student organizations planning to travel.

## University Waiver Forms

Xavier University requires all student clubs and organizations that are traveling, hosting, or participating in activities with unusual risk to complete appropriate waiver forms. Visit <http://www.xavier.edu/insurance/> to locate the forms and complete instructions.

## **Accident/Incident Procedures**

### **Incidents On Campus**

Call Xavier Police (513-745-1000) if you have any type of incident or emergency situation that involves an injured person, a vehicle accident, damage to a facility, or theft/robbery. Police officers will need to assess the injury or incident and document to ensure all information is collected properly.

### **Incidents Off Campus**

#### **Injured Person**

Accidents and injuries unfortunately happen. While hosting a program or trip away from campus, if a member of the Xavier community is injured, please assess the situation and determine if emergency services are required (9-1-1). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Once the injury has been assessed, please notify Xavier Police (513-745-2000) and provide information about the injury and also details about the status of the injured person (are they at the hospital, with whom, which hospital, etc.).

#### **Sick Person / Illness**

Unfortunately, illness (physical, mental/emotional) can often affect participants on a trip or during time away from campus. If a Xavier student is ill, please assess the situation and determine if emergency services are required (9-1-1 or a local urgent care medical facility). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Please notify Health Services (513-745-3022) so that the illness can be documented or to prevent further spread of any physical illnesses. Be sure to provide details about the status of the person (are they at the hospital, with whom, which hospital, etc.).

#### **Vehicle Accident**

While traveling with your organization, if there is an auto accident, please call 9-1-1 as necessary to ensure that police and medical support can assess the situation. After making any other personal phone calls (family, friends, etc.) to immediately assist with the accident, please contact Xavier Police (513-745-2000) to notify the university about the incident during your student organization's trip. Finally, if your advisor is not present, please notify your advisor to make sure they are aware of what happened.

#### **Theft/Burglary**

While away from campus on behalf of your student organization, if there is a theft or burglary to a Xavier student, please notify local police (9-1-1) and also communicate with Xavier Police so that the incident is documented. The federal Clery Act requires that the university document any crime that occurs (on or off campus) to a member of the Xavier community. Xavier Police will advise on any additional steps following their notification.

#### **Facility Damage**

While hosting an activity away from campus, if student organization members are involved in some kind of facility damage (fire, damages requiring repair at cost to the organization), please assess the situation and determine if emergency services are required (9-1-1) and then notify the Office of Student Involvement for further instructions ([xuinvolvement@xavier.edu](mailto:xuinvolvement@xavier.edu)).

#### **Other Crimes and Incidents**

With any situation involving a crime or incident to a member of the Xavier community, please notify Xavier Police (513-745-2000) for further instructions. This includes any type of personal crime or

harassment incidents. If an immediate response is required while off campus, please contact emergency services (9-1-1).

### **CLERY Act Campus Security Authority (CSA)**

As an advisor to a student organization, your role designates to you the responsibility of being a CSA under the federal Jeanne Clery Act. The Clery Act indicates a number of crimes that the university must report and prescribes the methods in which the campus is to be notified of a number of crimes once reported. CSAs are required to complete an annual online training, to be administered by Xavier Police. For more information, contact our campus Clery administrator, Lt. Adrian Fuller (XUPD).

## **Funding & Spending Policies**

### **Student Organization Resource Fund (SORF)**

The Student Organization Resource Fund (SORF) allocates supplemental funding to Clubs from the Student Activity Fee. Eligible submissions may be submitted for events and trips. Eligibility for SORF funding is determined based on the assigned classification each organization receives. Individual students (including student-led initiatives), as well as university departments, are ineligible to apply for SORF funding as the fund is intended only to support student organizations. Refer to the SORF Operating Document [here](#) to read more about funding policies, requests, applications, deadlines and appeals processes related to the funding board.

### **Club Allocation Recapture & Rollover**

Student organizations receiving an allocation from the annual Student Activity Fee are subject to the [Club Budget Allocation Recapture & Rollover Policy](#). At the end of the fiscal year, unspent activity fee dollars are recaptured and distributed to support other fee-based initiatives. Student organizations that have spent the entirety of their allocation and have a remaining positive balance are likely able to rollover these funds to the next fiscal year, provided the funds do not exceed \$10,000.

## **Financial Forms**

Student organizations are required to use Student Involvement's student organization financial forms to access funds. Unless otherwise designated, Student Involvement acts as both buyer and approver for student organization-related spending. All Club Sports are designated to work with Recreational Sports as their buyer for student organization-related spending. The Office of Student Involvement hosts several forms to allow student organizations to access and spend money from their student organization fund, found on the [OSI Forms page](#). These forms include:

- [Student Organization Payment Advance](#) – Used to withdraw up to \$300 using a Focus Blue card
- [Student Organization Purchase Form](#) – Used to purchase Amazon, pay vendors, request P-card
- [Student Organization Reimbursement](#) – Used to reimburse students or [advisors](#) through Zelle
- [Pre-Spend Authorization Form](#) – Used to notify OSI if someone intends to spend more than \$300 of their own monies and expects to be reimbursed for their purchase

For more information, visit the [Club Finance page](#).

## **Purchasing & Spending Procedures**

For the purpose of expense management and good stewardship with all university resources, Xavier's finance department reviews all purchasing requisitions over \$500. While student organizations are required to submit Purchase-related forms two weeks in advance, it is strongly recommended that



organizations submit further in advance to ensure minimal delay in processing – especially if the vendor is new to the university’s financial system. Getting a new vendor onboarded with the university’s system can take 1-2 weeks, if not longer, depending on the responsiveness from the vendor.

For a complete step-by-step walkthrough and explanation, visit the [Student Organization Purchasing & Spending page](#).

## Prizes & Gifts

In order to maximize access to student activity fee resources, student organizations are expected to follow specific guidelines for appropriate spending for both prizes at events and gifts for members, advisors, and guests (such as guest speakers).

- Gift cards for event prizes are considered taxable income and the university has issued guidance to all employees that gift cards used as prizes related to an event should individually be for \$50 or less and that the total amount given away for a single program should not exceed \$500. For example, if your organization hosted a bingo event, you could request to purchase 25 x \$10 gift cards and still be within the limits (total being \$250 in this example).
  - As a reminder, gift cards can never be used to pay for goods or services – such as paying a DJ or a student for graphic design services.
- Advisor(s) thank you gifts purchased with student organization funding is not an appropriate purchase. Advisors are paid employees and volunteer their time to support your organization. A thank-you gift, while appreciated, should not be purchased by the organization for your advisor(s). Additionally, gifts of monetary value have to be reported as part of their total compensation to the IRS.
- Student thank you gifts, which includes graduating seniors, should be no more than \$25 in value. This includes gift cards. Regalia including honors cords and stoles cannot be purchased for graduating students (see next section).
- Please note, it is also not required or suggested that you purchase a thank you gift.
- Regalia for graduating seniors, such as honors cords or stoles, should not be purchased by the organization. Individual seniors will need to purchase their own regalia to be used for Commencement or related purposes. Your organization can coordinate the purchase as a group but individual students will need to pay for their regalia; student org funding should not be used for this purpose.
  - Barnes & Noble is the official partner for Xavier University Commencement and all regalia is required to be purchased through the All For One Shop.
  - Purchases made from Amazon or other vendors are prohibited unless the regalia is licensed and sold directly by a national organization of which your student org is a chapter. An example would be Delta Sigma Pi Fraternity produces their own regalia for graduating members and requires chapters (and students) to purchase directly from their website.

## Apparel Purchases

As a reminder, all apparel purchases must follow the steps listed on the [apparel site](#), including the use of one of our university-approved vendors for apparel and promotional materials. The University has established a limited number of primary vendors where a student organization can purchase promotional materials and apparel – see above site link for detailed information. Apparel purchased by an organization for an individual student should not exceed \$35 in total. Expenses beyond \$35 per individual should be supplemented by the individual student. If the intended apparel surpasses \$35 in



cost per person, students can either contribute partially or wholly toward their individual apparel purchase using a storefront in EngageXU. For example, your student organization could decide to purchase short sleeve t-shirts for members and later want to purchase fleece sweatshirts for members as well. If the t-shirts are \$10 each and the fleece sweatshirts are \$30 each, individual students should be asked to contribute at least \$5 toward the sweatshirt.

The total value of what a student receives from apparel with their organization should not exceed \$35 per organization per student. This particular rule does not apply to competition uniforms for a team/club sport where a specific branded competitive uniform is required to participate in the sport.

Please note, student organizations are also prohibited from purchasing apparel for individual students that may be required or suggested attire for either initiation into the organization or professional functions (such as buying suits, dresses, or business attire for your members). Xavier has several services that support students who may see this type of purchase as a financial barrier. Please contact a member of our staff for more information or a referral to one of these services if the need arises.

## **Equipment Purchases**

Purchases made for equipment (hardware such as audio / speaker systems, software, digital cameras, lighting systems, computers / tablets, wagons/carts, bulletin boards, sporting equipment, or outdoor furnishings such as furniture and fire pits) are prohibited. Nearly all of these items are available for use and checkout with various campus departments.

If you believe your organization could benefit from access to equipment, please communicate your need with [xuinvolverment@xavier.edu](mailto:xuinvolverment@xavier.edu) and our office can assist with referring you to a campus department or office who may be able to loan or rent these items to you.

## **Tax Exempt Spending**

Per the Ohio Department of Taxation, Xavier University is exempted from sales and use tax. When student organizations are traveling or spending funds with a vendor, they should carry copies of Xavier's Tax Exempt Form, found [online](#). This form, when presented to a business, should require the business to remove tax, saving your organization money. Many businesses may only require the university's tax exemption number to be provided, 31-0537516.

Please note, this exemption does not apply to hotel rooms, which incur an occupancy tax. Also, student organization members that request reimbursement from a student organization will not be given reimbursement for sales taxes.

## **EngageXU Accounting Book**

The Accounting Book feature on a group's EngageXU page shows student org officers and advisors the organization's current balance, according to university records. From your EngageXU group, click *Accounting Book*, and then *Banner Fund Checkbook (Read Only)*, containing all of the transactions that have officially posted (or cleared) for your organization this fiscal year.

A best practice would be for your Treasurer to keep a separate record of all expenses and income that can be reconciled against the Checkbook, since many items may take 1-2 weeks to post based on processing time from university financial departments.

## **Making Donations**

Student Organizations are only permitted to donate funds that have been raised for a charitable cause; allocations from the Student Activity Fee are not permitted to be donated. Organizations may use their annual allocation to host philanthropic events or fundraisers for charity but the monies from the activity fee cannot be donated.

It is the responsibility of a student organization's treasurer to track funds raised to be donated and to ensure that the organization is only donating raised funds.

## **Working with Contracts and Riders**

Xavier students cannot sign any agreement or contract on behalf of their organization or the university. All contracts and agreements must be signed by appropriate University employees. To contract a non-student performer, the two preferred methods are using a Xavier Independent Contractor Form or a Xavier Performance Agreement. These documents include language to protect the university's legal interests and also to protect the organization and campus from liability. Please note, contracts requiring a signature should be submitted via the Student Organization Purchase Form for review, routing, and approval. For assistance with contracting performers and vendors, please contact the Senior Associate Director for Student Involvement (Dustin Lewis) at [lewisd6@xavier.edu](mailto:lewisd6@xavier.edu).

### **Performer Riders**

When working with a performer, in particular bands and musicians, a rider or technical rider may be incorporated into the agreement at the performer's request. A rider is a document that "rides" along with the agreement specifying additional technical needs (audio, visual, stage) or hospitality requests (stocking food, water in a dressing room) in addition to transportation, travel and hotel requests from the artist. For assistance with performer riders, please contact the Senior Associate Director for Student Involvement (Dustin Lewis) at [lewisd6@xavier.edu](mailto:lewisd6@xavier.edu). Please note, some items requested by a performer will not be approved, such as alcohol, modification to facilities, etc.

## **Publicizing Events**

### **Outdoor Posting**

Student organizations requesting to post or install signs, flags, or an outdoor display should follow the [Outdoor Posting Policy](#) and submit their request as an Event in EngageXU, indicating *Outdoor Posting* on the Event Form. Chalking is not permitted on any outdoor surfaces.

### **Campus Events Calendar**

Submitting an event or activity in EngageXU requests approval to include the event on the EngageXU [Campus Events Calendar](#). Xavier students and employees can also view this calendar to find events and activities they may be interested in attending. The University frequently accesses event content from the EngageXU calendar to promote on official communications and the institution's social media accounts.

### **Printing with FedEx Office**

Student organizations are permitted to submit designs and print promotions and materials associated with approved activities online through FedEx Office. FedEx Office provides free, weekday deliveries to campus and items purchased can be charged directly to the organization's fund. For more information, visit the [Copy & Print Options](#) page.

## **Distributing Flyers / Print Materials**

Student organizations may distribute and hang flyers promoting approved activities in various campus locations, see [\*Campus Promotional Locations\*](#) for a resource on locations and quantities. Please note, flyers and other materials should only be posted in approved posting areas such as public corkboards and not on doors, windows, or other walls.

## **Social Media**

Student organizations that have been recognized or have begun the recognition process are able to create a social media account for their organization. Please note that organization's social media accounts are subject to the same policies and expectations outlined in this manual and in the Student Handbook. Abuse, threats, acts of violence, hate speech, inappropriate content, promoting unapproved events and activities, or other behaviors outlined in the Student Handbook are all subject to report, investigation, and penalty both for an individual student involved in the incident as well as the student organization. Discretion is highly advised with access controls and posting content using social media. Organizations that are political in nature or may post political content should include a disclaimer referencing that the opinions and content shared by this organization do not reflect the views of Xavier University.

## **Loss of Privileges and Recognition**

When a student organization does not meet the expectations set forth by the university, either by policy, practice, or at the direction of university administrators, the organization may be held accountable and face the loss of privileges and/or recognition. Dependent upon the severity of an infraction, individual members of an organization may be referred to a student conduct process with the Office of the Dean of Students. When multiple members of an organization, or namely the organization's student leadership are involved, a process may also involve educational outcomes and sanctioning related to the organization itself.

Privileges lost can range from denial or cancellation of a planned program, to ongoing educational requirements for the betterment and health of the organization, to even a probationary period where the organization has been formally warned about their violation of expectations. An example of a probationary period could include an organization that does not meet the minimum Baseline expectations for a semester. As explained in the *Baseline* section of this manual, an organization on a probationary status due to Baseline receives a formal warning but continues normal operations with the expectation that the group works to meet the requirements for the following semester.

There may be a resolution of accountability where an organization would lose their recognition and status on campus. Outside of a formal conduct investigation by the Dean of Students, the loss of recognition would be deemed appropriate by the Office of Student Involvement and the Division of Student Affairs. The intention of such outcome would be considered a necessary function to maintain the healthy integrity of the student experience as well as protecting the greater interests of the institution. This decision is never made lightly but in the event of recognition-loss, the organization would immediately forfeit all privileges associated with their recognized student organization status, including access to funding and their EngageXU page. The decision could be made indefinitely or for a termed amount of time, at the discretion of the University.

## **Student Organization By-Laws**

Xavier student organizations are required to use a Xavier-provided By-Laws template and are required to update and maintain their By-Laws document at all times, accessible via EngageXU. Required modifications and future updates to By-Laws will be directed by the Office of Student Involvement. The By-Laws template includes clear instructions about required content that should be included and applies to all organizations as well as suggested content for creating By-Laws that best serve the unique needs for each organization. By-Laws are meant to provide structure and guidance to a student organization while also providing a basis for how the organization should operate. The more detail a group can include while also maintaining realistic rules for their group, the better.

When student organization By-Laws are incomplete, insufficient, or otherwise unable to guide an organization's decision making, the Office of Student Involvement may intervene to assist the organization with determining the best path forward to support the students involved with the organization and protect the integrity of the organization.

In alignment with Xavier University's Non-Discrimination Statement, an organization cannot discriminate or prohibit participation from students on the basis of their race, color, religion, sex, age, marital status, sexual orientation, gender identity, disability, military status, parental status or any other characteristic protected by applicable law. Additionally, membership in undergraduate student organizations is limited to Xavier University undergraduate students and does not include employees, alumni, or non-Xavier students. Members of the organization are required to maintain good standing, as defined in the Xavier Student Handbook, which includes a 2.0 GPA and cannot be on University Probation.

Following the university's ongoing commitment to Ignatian Belonging, the meetings and activities of each organization should reflect a nondiscriminatory approach and be open to the entire Xavier undergraduate student community. Our organization welcomes participation from any undergraduate student interested in topics, issues, or activities that fit within the mission of our organization.