Lewis-Clark State College
Student Activities
Clubs and Organizations
Policies and Procedures

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I. INTRODUCTION

The policies and procedures stated herein are intended, in part, to clarify the college’s relationship to recognized student clubs and organizations. They are also intended to reflect the college’s concerns and interest for promoting awareness, values, and responsible behavior. It is important to note that when persons are functioning in the capacity of members of a recognized student clubs or organizations, they will be held accountable for their conduct individually and collectively.

Administrative clarification and interpretation of policies administered by the Student Activities Department can be obtained by submitting a written inquiry or request to the Student Activities Coordinator. The Student Activities Coordinator will furnish a written response within fifteen business days. The Vice President of Student Services can review the Student Activities Coordinator’s response, upon written request by the original individual and/or student clubs or organizations, within fifteen business days of receiving the Student Activities Coordinator’s response.

II. DEFINITION OF STUDENT CLUBS OR ORGANIZATIONS

A. Any group of Lewis-Clark State College (hereby referred to as college and/or LCSC) students acting together, electing officers and/or assessing dues or fees for their mutual benefit is defined as a student club or organization.

B. Furthermore, those groups of students meeting the definition of a student club or organization must be officially recognized by the Student Activities Department.

   1. Students are defined as those individuals who are enrolled and have a final admission status.

III. RECOGNITION OF STUDENT ORGANIZATIONS

A. Conditions for Recognition of all Student Clubs and Organizations

   1. All recognized student clubs or organizations will be held responsible by the college for abiding by federal, state, and local laws and ordinances, as well as all college’s policies, procedures and regulations including but not limited to Clubs and Organization Policies and Procedures, LCSC Student Code of Conduct (www.lcsc.edu/Catalog/ss/code-of-conduct.htm), and LCSC Policies and Procedures Manual (www.lcsc.edu/policy).
2. No student club or organization which discriminates on the basis of age, race, gender, religion, sex, color, nationality, ethnic origin, national origin, marital status, disability, sexual orientation, socio-economic background, or veteran status with respect to its membership will be granted official college recognition. Attendance and participation in programs and activities that are sponsored by a student club or organization which are open to all students and/or the public at large must comply with the college’s non-discrimination policies.

3. Only currently employed faculty, staff and currently registered students shall be eligible for active membership status in student clubs or organizations. All other persons may be admitted as an associate member.
   a) Students are defined as those individuals who are enrolled and have a final admission status.

4. Only full-time officially registered students shall be eligible to serve as appointed or elected officers except under special circumstance as approved by the Student Activities Coordinator. Student clubs and organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.
   a) Full-time students are defined as those individuals who are enrolled for 12 or more credit hours per semester.

5. The purpose(s) of a student club or organization must not conflict with the educational functions or established policies, procedures, or regulations of the college. It is incumbent upon any person presenting objections to the application for recognition or continuance of a club or organization to demonstrate how and in what manner the registration or continuance of that club or organization would conflict with the educational functions or established policies of the college. These concerns should be directed to the Student Activities Department.

6. The purpose(s) and/or functions of a student club or organization seeking recognition status are encouraged not to duplicate those of an existing recognized student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in their constitution. The Student Activities Department may rescind the official recognition status of a club or organization upon determination that the recognized club or organization is no longer fulfilling the purposes and/or functions described in its constitution.

7. Recognized student clubs or organizations may not engage in hazing activities.
   a) Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property
for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.

b) Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a recognized student club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

c) Any recognized student club or organization that commits hazing is subject to disciplinary action by the Student Activities Department.

B. Relation of the College to Student Clubs and Organizations

1. Recognition of student clubs and organizations shall not be construed as an agreement, support, or approval by the college, but only as acknowledgement of the rights of the organization to exist at the college, subject to the conditions enumerated herein.

C. Rights and Privileges of Student Clubs and Organizations

1. Recognized student clubs and organizations may use the name of the college in their official titles.
   a) Lewis-Clark State College actively enforces the ownership of its college name, seals, logos, school colors and other indicia. The discretion of the use of these is up to the discretion of the Office of College Communications.

2. Recognized student clubs and organizations may advertise and/or promote their club or organization and its activities and programs on campus.
   a) A student club or organization that LCSC does not recognize may not advertise and/or promote activities and programs in a manner that suggests it is recognized by the college.
   b) Programs, activities, items, and services that intend to utilize the college name, seals, logos, school colors and other indicia that are representative of the College may be used solely with the permission
of LCSC. Programs, activities, items, and services in the promotions of a student club or organization (i.e. LCSC Club) will require permission from the Office of College Communications.

3. Recognized student clubs and organizations may apply for Associated Students of Lewis-Clark State College (ASLCSC) and/or other institutional funding.
   a) Funding policies for student clubs and organizations are subject to change annually. Contact the Student Activities Department at 208-792-2256 or 208-792-2804 or SUB 220 or SUB 208 for the most current funding processes.

4. Recognized student clubs and organizations may reserve campus facilities when available (in accordance with LCSC policies regarding facilities). Contact Events and Campus Cards Services at 208-792-2060 or the SUB Information Desk for the most current scheduling processes.
   a) All events meeting the description of a concert or dance must be pre-approved via the Concert/Dance Request Form (Appendix A).

5. Recognized student clubs and organizations may sponsor speakers and events on campus (in accordance with LCSC policies governing such events).
   a) All events meeting the description of a concert or dance must be pre-approved via the Concert/Dance Request Form (Appendix A).
   b) All Off-Campus events, programs, or activities sponsored by a recognized LCSC club or organization must be pre-approved by the Student Activities Coordinator, and Vice President of Student Services via the Off-Campus Activity Permit (Appendix B).

6. Recognized student clubs and organizations may apply for SUB student club and organization office space.
   a) The SUB Advisory Board makes student clubs and organization office space assignments. Each spring student clubs or organizations interested in acquiring space must complete an application. Applications are available in early March at the SUB Information Desk.
   b) Contact Events and Campus Cards Services at 208-792-2060 or the SUB Information Desk for additional information.

D. Delegation of Authority for Recognition

1. The authority to recognize student clubs and organizations has been delegated by the President of LCSC to the Student Activities Department.

2. The Student Activities Department shall be the governing body over recognized student clubs and organizations.
3. The college through the Student Activities Department must officially recognize all groups of students fitting the definition of a student club or organization.

4. The Coordinator of Student Activities is responsible for the implementation and administration of policies for student clubs and organizations set forth by the Student Activities Department.

E. Procedures for Obtaining Recognition

1. Any student group seeking recognition with LCSC must first complete the “Intent to Organize” form (Appendix C) with the Student Activities Department (this includes, but is not limited to, undergraduate, academic, social, recreational, religious, and club sports organizations). Upon completion, the student group or organization will receive an information packet, and will be given temporary status for 60 academic days in order to complete the recognition requirements. The recognition requirements are:
   a) Develop a constitution for the organization based on fifty-one percent (51%) of voting members. Officers must be full-time currently enrolled students at LCSC and reflect minimum college academic requirements. The constitution must follow the guidelines established by the Student Activities Department and must be submitted online at http://www.lcsc.edu/studentclubs/applications/login.asp. If the student club or organization is affiliated with a community, state or national organization, a copy of the parent organization’s constitution must be submitted with other recognition forms. The Student Activities Department requires that the following items be included in the student club or organization’s constitution:
      1) Name of organization
      2) Statement of purpose and objectives
      3) National or local affiliations and any financial obligations (to an affiliate) resulting there from.
      4) Affirmative action statement stating that your group will not deny membership to any student because of age, race, gender, religion, sex, color, nationality, ethnic origin, national origin, marital status, disability, sexual orientation, socio-economic background, or veteran status.
      5) Qualifications for membership
      6) Frequency of meetings
      7) Description of officers including qualifications, duties, and methods of election.
      8) Grounds for removal of officers and members.
      9) Sources of financial support
      10) Parliamentary authority and method of amending the constitution, adoption, and amendment procedures.
11) Date the constitution with month and year in which it was ratified by student membership.

b) Elect officers in accordance with the constitution. The student club or organization’s officers shall include the President, Vice President and Secretary and must be degree seeking students. Complete a Current Officers Card, listing officers and advisor(s), their addresses and phone numbers, and then submit it to the Student Activities Department. Form is submitted online at http://www.lcsc.edu/studentclubs/applications/login.asp

c) Submit a membership roster (membership roster should include officers) with a minimum of 4 active members enrolled in a minimum of one credit. Form is submitted online at http://www.lcsc.edu/studentclubs/applications/login.asp

d) Establish a college advisor (must be a full-time faculty or staff member employed at LCSC).
   1) Exceptions may be considered on a case by case basis by the Student Activities Coordinator.

e) Establish a Student Clubs and Organization’s account with the college for all organization funds in the Controllers Office, Administration Building. **Funds cannot be deposited in a private bank account.** Contact Student Activities for guidance and approval to set up this account.
   1) Each recognized student club or organization shall anticipate, provide for, and promptly meet its financial obligations in a business-like manner that is fair and equitable to its current and future members.
   2) A club officer AND advisor must sign any and all receipts, requisitions, IDG, etc before funds can be released by the Controller’s Office. This shall include petty cash funds receipts under $50.00.
      (a) Paperwork should be routed through the advisors current reporting line.
      (b) Expenses over $500 shall also have the approval of the Student Activities Department.

2. Until a club or organization has been officially recognized or given approval from the Student Activities Department, it cannot hold meetings on college property, except for organizational purposes.
   a) Meetings using college facilities for organizing purposes will be limited to two in number.
   b) Participation at such meetings is to be limited to currently enrolled students and members of the faculty and staff.

3. Once the required materials have been reviewed and approved by the Student Activities Department, the student club or organization, via the advisor, will be notified in writing of the organization’s status.
4. Decisions made within these processes can be appealed within 3 business days of the original decision by any party in the original grievance or by an individual group within the college community by requesting an appeal in writing to the Student Activities Coordinator.
   a) Appeals will only be granted in cases where new evidence is discovered after the decision was made, procedures were not followed, or the sanction is not justified.
   b) If the Student Activities Coordinator determines that there are grounds for the appeal a three person panel of students will be chosen to review and rule on the appeal. The decision of the panel will be made within 10 business days of receipt of the appeal request and will be final.
      1) The student panel shall be chosen by the Student Activities Coordinator and shall consist of students of other currently recognized clubs’ membership.

F. Procedures for Maintaining Recognition

1. All recognized student clubs and organizations must file a renewal application with the Student Activities Department. This application is due each year on October 1st. If October 1st falls on a non-working day, it will be the next following working day. Also, applications must be updated within ten days of any officer or advisor change. Failure to do so could result in the student club or organization losing one or more privileges of recognition, including status.
   a) The renewal application shall contain a current Officer’s Card and Roster of Membership.
   b) Submission of forms shall be done electronically at http://www.lcsc.edu/studentclubs/applications/login.asp.

2. Recognized student clubs and organizations must maintain a minimum of 4 active student members. Exceptions may be granted by the Student Activities Department for demonstrated cause.

3. Recognized student clubs and organizations shall be subject to organizational, operational, and financial review by the Student Activities Department to ensure compliance with Clubs and Organization’s Policies and Procedures and the LCSC Policies and Procedures Manual.

4. When a recognized student club or organization changes its name, constitution and/or bylaws, those changes are to be submitted to and approved by the Student Activities Department prior to the changes becoming official.
   a) Submission is available online at http://www.lcsc.edu/studentclubs/applications/login.asp.
b) Additionally, constitutions must be reviewed every three years to ensure compliance with any new changes to the Clubs and Organization’s Policies and Procedures and/or the LCSC Policies and Procedures Manual.

c) The most recently approved version of a student club or organization’s constitution on file in the Student Activities Department is the official constitution for the organization.

5. When instructed to do so by the Student Activities Department or ASLCSC Judiciary, the student club or organization must amend its constitution to reflect current Lewis-Clark State College policies and local, state, and federal laws.

6. The advisor and student officers must attend the Fall Clubs and Organization’s Training Program in the Fall semester of each academic year to receive updates on policy changes and general information.

   a) Failure to attend this meeting may lead to the loss of recognition and privileges.
   b) Failure to meet the terms and conditions of a group holding recognized status could result in the organization being classified as inactive. Inactive student clubs or organizations may have to surrender all funding and equipment to the Student Activities Department to be reallocated for other use.

      1) The Student Activities Department shall determine how the equipment shall be reallocated.
      2) The Student Activities Department shall determine the reallocation of funds after consultation with the Budget Director and Vice President of Student Services.

G. Judicial Process

1. Any student club or organization violating the Clubs and Organization Policies, Student Code of Conduct, College Policies or Procedures, student rights, or any accused misconduct will be investigated and after evaluating evidence, disciplinary action may be taken. Additionally, clubs failing to do the following may lead to student club or organization’s disciplinary action.

   a) Failure to hold any meetings over a twelve-month period.
   b) Failure to submit an Officer Card by the October 1st deadline.
   c) Failure to submit a club roster by the October 1st deadline.
   d) Failure to submit an officer card within 10 days of the student club or organization’s election regardless of the month of election.
   e) Failure to maintain a membership, in the student club or organization, of a minimum of 4 members over a six month period.
   f) Failure to have at least one student from the student club or organization, preferably an elected officer but may be a designated club member attend the monthly Club and Organization Council.
g) Failure to correct a negative balance in the student club or organization’s LCSC account within two (2) months time.

h) Failure to abide by the minimum Eligibility Requirements for Extracurricular Activities for officers or enrollment standards for membership.

i) Failure to comply with the Student Activities Department and/or ASLCSC Judicial Office’s written request to amend the student club or organization’s constitution within two (2) months time;

j) Failure to complete requirements imposed by the Student Activities Coordinator and/or Vice President of Student Services

2. Disciplinary action may include, but not limited to:
   a) Fines;
   b) Loss of certain privileges;
   c) Probation;
   d) Suspension;
   e) Withdrawal of recognition status and/or
      1) Loss of existing funds
         (a) Probation: A trial period for a student club or organization in which it is permitted to redeem failures, misconduct, etc. Probation is automatic suspension of all privileges granted to a recognized club. Misuse of funds or a violation of the travel policy is automatic probation and/or suspension.
      2) Suspension of certain privileges for definite period of time, include but are not limited to:
         (a) Expenditure of previously allocated funds;
         (b) Use of college facilities;
         (c) Application of funds;
         (d) Inability to use existing funds;
         (e) Inability to travel on student club or organization business;
         (f) Inability to hold student club or organization events, programs, etc.
         (g) Inability to publicize or promote the student club or organization’s activities
   f) Withdrawal of Recognition may be imposed for failure to follow College Policies and Procedures, local and state laws, and/or federal laws, and/or a notice of dissolution from officer(s) and/or advisor. In addition, individual student clubs or organizations’ members may be subject to disciplinary actions under the Student Code of Conduct.
      1) The student club or organization will be notified in written form via the last known advisor of record that withdrawal of recognition has been imposed and their financial account has been frozen.
2) The student club or organization may appeal the decision in order to maintain official recognition as an LCSC student club or organization.

3) If, after the appeals process, the Withdrawal of Recognition is upheld, the student club or organization’s financial accounts will be terminated and the funds, if any, will be surrendered to an account determined by the Student Activities Coordinator, Vice President of Student Services and Budget Director.

H. Appeals

1. Allegations of misconduct by any student club or organization at Lewis-Clark State College should be directed as follows:
   a) Complaints made to the Student Activities Department.
      1) Disciplinary actions made within these processes can be appealed within 5 business days of the original decision by any party in the original grievance by requesting an appeal in writing to the Student Activities Coordinator. Appeals will only be granted in cases where new evidence is discovered after the decision was made, procedures were not followed, or the sanction is not justified. If the Student Activities Coordinator determines that there are grounds for the appeal a three person panel selected by the Student Activities Coordinator will be chosen to review and rule on the appeal. The decision of the panel will be made within 10 business days of receipt of the appeal request and will be final. A written copy of the finding shall be provided to the Advisor, Student Activities Coordinator, and Vice President of Student Services.

   2) The decision of the Appeals Panel shall be final except in those cases when withdrawal of recognition is imposed or requested.

   3) Subsequent appeals may be made when loss of recognition has been assigned or requested. Final appeals must be submitted to the Vice President of Student Services in writing within five business days of the decision by the Student Activities Coordinator. The Vice President of Student Services can review the records of previous Appeals Board and the written and oral arguments as required.

   4) The Vice President of Student Services, Provost, or the President of the College may overturn all decisions of the appeals panel.

b) Complaints made to the Judicial Office.
   1) Will be handled in accordance with the Student Code of Conduct.

I. Student Clubs and Organizations Advisors
1. All recognized student club organizations are required to have a full-time college Faculty or Staff advisor.

2. Faculty and staff who volunteer to advise recognized student clubs or organizations must be approved by the Student Activities Coordinator.

3. Faculty and staff advisors to unrecognized student clubs or organizations shall not be covered under College insurance for liability associated with their activities.

4. When more than one advisor is named, one must be designated as the principal advisor to whom primary responsibility is assigned.

IV. FUNDING POLICIES AND PROCEDURES

A. Use of College Funds of Recognized Student Clubs and Organizations

1. Funds for student clubs or organizations may come from a variety of sources including but not limited to, ASLCSC start-up funding, ASLCSC matching funds, ASLCSC grant, fundraising, club dues, institutional grants, and donations. Please refer to [http://www.lcsc.edu/studentclubs/files/FundingOpportunities.pdf](http://www.lcsc.edu/studentclubs/files/FundingOpportunities.pdf) for current information.

2. Distribution of funds to recognized student clubs or organizations for those activities, which are eligible for funding, shall be carried out in a non-biased manner.

3. No funds derived from the College may be used to support the following activities:
   a) Appropriations in furtherance of a political campaign or activity by any candidate (or candidate’s representatives).
      1) LSCS prohibits political activities through the use of forms, trademarks, logos, or official stationary of any kind or in any way that might involve LCSC in partisan political activity or controversy. (See LCSC Policy 3.101, Conflict of Interest/Ethical Conduct)
   b) Appropriations to a legislative lobby or to a club or organization whose primary purpose is to influence legislation.
      1) LSCS prohibits political activities through the use of forms, trademarks, logos, or official stationary of any kind or in any way that might involve LCSC in partisan political activity or controversy. (See LCSC Policy 3.101, Conflict of Interest/Ethical Conduct)
c) Appropriations to organizations or activities that discriminate on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.
d) Hiring of legal services or providing bail bond funds.
e) Appropriations for personal, non-contractual gain of any student, faculty member, staff member, or citizen.
f) Grants-in-aid, scholarships, salaries, wages, loans, or other such personal compensation to organizational officers or appointed or elected voting members.
g) The purchase of, or reimbursement for the purchase of, alcoholic beverages.
h) Donations, charitable contributions, and philanthropic activities.
i) Appropriations for any events where funding has been committed before being notified or approved by appropriate college official.
j) National association memberships on a per person basis, except for group memberships to national affiliates.
k) Membership dues to fraternities or sororities.
l) Appropriations for any activity whose primary purpose is to engage in the willing act of attempting to convert another person to accept the religious beliefs or faith of any individual or group, or whose primary purpose is to engage in a religious celebration or ceremony or other worship service, except when such activity is for educational purposes.

4. All recognized student clubs and organizations are required to maintain a financial account with the college. NO OUTSIDE OR PRIVATE ACCOUNTS ARE ACCEPTABLE.

5. All recognized student club and organizations must conduct their financial affairs according to the policies and procedures of Lewis-Clark State College.

6. All recognized student clubs and organizations must maintain a positive balance in their account.

7. All student clubs and organizational accounts may be subject to an annual audit performed by the Controller’s Office and/or Student Activities Department.

8. Any student club or organization found: misusing, overspending, not accounting for spent funds, or not turning in required receipts, or when brought to the attention of the Controllers Office or Student Activities Department will be billed for the excess amount spent or used funds accounted for;
   a) All privileges will be suspended until the bill is paid.
   b) Every effort will be made to hold the student(s) responsible for the misuse of funds accountable for the bill.
B. Tangible Goods

1. All Tangible goods (e.g. equipment, tools, supplies, electronics, etc.) purchased by or for a student club or organization, donated to a club or organization, acquired by a student club or organization, or the purchases of tangible goods which are reimbursed with student club or organization funds will be the property of Lewis-Clark State College. These items will be marked and registered with the Student Activities Department.

2. In the case of loss or withdrawal of recognition, all tangible goods will remain in the possession of Lewis-Clark State College and must be returned to the Student Activities Department or returned to the advisor with written notification to the Student Activities Department.
   a) The Student Activities Department will form a 3 member panel selected by the Coordinator of Student Activities Coordinator. The panel will be selected from club officers from other recognized clubs. The panel shall identify whether the surrendered tangibles goods can be most effectively used by other clubs and/or departments.

3. The President of the student club or organization shall be the trustee of all tangible goods within the student club or organization and shall be held responsible for their return or replacement.
   a) The President of the student club or organization should provide an inventory of all tangible goods by the recognition deadline for clubs and organizations.
   b) If not returned or replaced, a transcript/diploma hold shall be placed on the Club or Organization President’s record in the amount of the tangible goods not returned or replaced.
   c) If a chain of custody can be identified for the tangible goods, the transcript/diploma hold shall be placed on the responsible student(s)’ record.

C. Use of Funds Raised By Recognized Student Organizations

1. Funds raised by recognized student clubs and organizations may be expended consistent with the stated purposes of those organizations.

2. Such funds may be subject to local, state, and federal laws, and to financial accountability. Financial accountability may include an annual audit conducted by the Controller’s Office and/or Student Activities Department.

D. Fundraising on Campus

1. Student clubs or organizations, within parameters established by the college, may sell materials (please refer to PRODUCT SALES ON CAMPUS)
related to the purpose of the student club or organization and may collect dues, initiation fees, donations, and admission charges for their activities.

2. All funds raised are to be used for the ongoing support of the student club or organizations’ activities.
   a) Fund raising activities shall be defined as (a) donations without products or services being rendered or (b) activities that raise funds through direct sale of merchandise or service for the benefit of recognized student organizations with all funds to be used for the ongoing support of the organization’s (non-charitable) activities.

3. Fund raising activities are subject to the following restrictions:
   a) No recognized student clubs or organization shall have the right to disturb or infringe upon the privacy of the residents of college residence halls (in their rooms, study lounges, dining halls, etc.) or disturb or interrupt the conduct of classes or extracurricular activities for the purpose of raising funds.
   b) Commercial liaisons between college organizations and off-campus agents must be articulated in a contract. All contracts must approved by the student club or organizations advisor’s appropriate signatory approval and/or the Student Activities Department and appropriate signatory approval. All contracts must be signed by Vice-President of Administrative Services or his/her designee.
   c) No individual can use college facilities in such a manner as to be performing on his or her own commercial behalf, outside the context of a recognized student club or organization’s program.
   d) Funds representing a portion of the value of individuals’ property may be returned to those individuals by the sponsoring organization, according to a predetermined formula agreed upon by the sponsoring organization and the participating individuals.
   e) All recognized student clubs and organizations must promptly deposit all funds in their account the first college business day after the event.
   f) A proposed fund raising program of student clubs and organization will not be approved if it is determined that the program is in direct conflict with the ongoing business operations or business interests of the college.
   g) All student clubs and organization fundraising activities must be scheduled in advance with College Advancement and the Student Activities Department.
   h) Lectures, concerts, demonstrations, displays, or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.
   i) Chain letters are not permitted.
   j) Raffles, lotteries, games of chance or the use of premiums are permitted only after determining the raffle, lottery or game of chance
complies with stipulations set forth by Idaho State Gaming Commission and Idaho State Law

1) Final approval must also be obtained from the College Advancement Office and Student Activities Department.

k) All food sales on college property by recognized student clubs and organizations must receive approval from the College’s catering contractor (Sodexo).

1) All food sales must comply with local, state, and federal laws, standards, and regulations.

l) Fund raising activities of recognized student clubs and organizations shall be conducted at locations authorized by the Office of Campus Events and Card Services.

V. PUBLIC ENTERTAINMENT/ LECTURES

A. Student clubs and organizations planning events or programs in which they will be reserving space through the Office of Campus Events and Cards Services are required to complete a program planning form in the Student Activities Department. The purpose of this form is to gather information about the program a group is sponsoring and provide guidance on planning their event.

B. The following types of activities will require completion of the program planning form:

1. Events/programs in which a contract is required.

2. Events/programs in which groups have to reserve space through Office of Campus Events and Cards Services.

3. All events/programs, sponsored by a recognized student club and organization, which contain sexually explicit or graphically violent material will need to be reviewed in advance by the Vice President of Student Services or her/his designee.

4. Student clubs and organizations planning regular organizational meetings are not required to complete the program planning form.

VI. USE OF COLLEGE FACILITIES AND GROUNDS

A. Event Scheduling

1. A recognized student club or organization may reserve campus facilities only through an advisor, officer, or a designated active member authorized to apply for such reservations.
2. To schedule an event, please contact 208.792.2060 or visit the Student Union Building Information Desk. For the most recent policies governing event scheduling, please visit http://www.lcsc.edu/ecc/events.htm

3. Posters, Notices, Handbills, Banners
   a) Except as permitted herein, no poster, handbill, banner or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as doors, windows, sides of buildings, the surface of walkways or roads, fountains, posts, waste receptacles, trees, or stakes.
   b) An individual or student club or organization may have noncommercial announcements posted on the college’s general purpose bulletin boards. General purpose bulletin boards are those bulletin boards not specifically labeled for or dedicated to a specific purpose. The names of all employees, students, and/or recognized student club or organizations must be prominently displayed on all announcements and banners.

VII. PRODUCT SALES ON CAMPUS

A. The college holds contract with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus; therefore; student clubs and organizations may be prohibited from selling some items and/or services. Please check with the Student Activities Department, Purchasing, Sodexo, and the Bookstore before making arrangements to sell any products or services.

VIII. TAX REPORTING

A. The college and related activities are subject to sales tax and related business income tax regulations under certain circumstances. Prior to engaging in any fundraising, clubs and organizations’ officials should consult the LCSC Controllers Office concerning possible tax liabilities.

1. Student club and organization officers and/or advisor will be held responsible for non-compliance. Please contact the Controller’s Office for any questions or concerns.

B. Donations to your Club are considered tax deductible.

IX. FILMS/MOVIES

A. All recognized student clubs and organizations sponsoring movies and/or films are subject to the following information and/or restrictions:
1. Please refer to “Film & Video Copyright Infringement,” in Appendix D.

2. All films must be ordered with a college purchase order or college P-card. When reserving a facility to show films, a receipt indicating the public performance has been purchased needs to be provided to the Student Activities Department.

3. After submittal of the receipt, the Student Activities Department will provide the student club or organization with a release form or letter giving the student club or organization approval to show the film in public.

4. This letter must be provided to the Office of Campus Events and Card Services prior to the release of the room.

X. ALCOHOL/DRUGS

A. On-campus

1. Illegal possession or consumption of alcoholic beverages is prohibited in College or College-owned, leased or operated facilities and on campus grounds.

B. Off-campus

2. For off-campus LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Vice President of Student Services or the appropriate academic or vocational associate vice president to assure adherence to this policy. The following information will need to be provided to assure adherence:
   a. Names and ages of individuals designated as bartenders or servers to check identification.
   b. Means to inform participants of applicable state and federal laws regarding alcohol consumption.
   c. Non-alcoholic beverages and food provided.
   d. Designated driver program.

C. Policy

1. Student clubs and organizations are required to follow all institutional policies and procedures regarding alcohol. This includes the Student Code of Conduct and Policy and Procedure Manual.

   a) The Student Code of Conduct is located at http://www.lcsc.edu/Catalog/ss/code-of-conduct.htm

   b) The Policies and Procedures Manual is located at http://www.lcsc.edu/policy
XI. TRAVEL

A. The opportunity to represent Lewis-Clark State College throughout the state and nation is one of the many benefits of being a recognized student club and organization. The college has established a travel policies and procedures for all travel. An activity that is sponsored by the college, funded in part or wholly by the college, undertaken using a college vehicle, or undertaken under the scope of the organization, would be considered traveling on official college business.

B. Student Clubs and Organizations that travel for official club or organization business must adhere to LCSC’s policies and procedures regarding travel. As stated in the policy, “Group field trips and team travel must have one LCSC employee designated as the leader or sponsor for each group.”

1. For exceptions to this rule or additional information, please contact the Coordinator of Student Activities. Student Organizations are required to follow all institutional policies and procedures regarding travel. This includes the Student Code of Conduct and Policy and Procedure Manual.

2. It should not be assumed that Clubs and Organizations may use personal vehicles for Club and Organization business. Special permission should be obtained from the Club and Organization Advisor, respective Director/Division Chair, and respective Dean/Vice-President for the use of personal vehicles for club and organization purposes.

C. The policy also states, “Student Clubs Travel is allowable when necessary to the organizational purpose, approved by the advisor, and within the guidelines of group travel. Rental vehicles can be arranged, but insurance coverage provisions should be closely examined, with additional insurance purchased when necessary to protect the travelers, the organization, and L.C.S.C.”

1. The policy in its entirety can be found in the LCSC Travel Policies and Procedures Manual.

The Student Code of Conduct is located at http://www.lcsc.edu/Catalog/ss/code-of-conduct.htm


The Policies and Procedures Manual is located at http://www.lcsc.edu/policy


**APPENDIX A – CONCERT/DANCE REQUEST FORM**

**Concert/Dance Request Form**

This form must be submitted a minimum of two weeks prior to the proposed event (The College reserves the right to require more time if necessary). Complete form and return it to SUB 208. After submission of form with verifiable signatures, the club/organization may proceed with any necessary scheduling.

### A. Student Organization Contact Information – Contact person must complete Section A

Please print clearly and in ink.

<table>
<thead>
<tr>
<th>Club/Organization:</th>
<th>Contact Name:</th>
<th>Local Phone:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>Email:</th>
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</table>

### B. Activity Information

Name of event/activity: ____________________________

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>End date:</th>
<th>Expected Attendance:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Demographic of Attendees (e.g. LCSC Students)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Event Description (use back if necessary):</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Set-up time:</th>
<th>Event Starting Time:</th>
<th>Event Ending Time:</th>
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<table>
<thead>
<tr>
<th>Location:</th>
<th>Alternative location:</th>
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</table>

### C. Responsible Signatures

By signing below, you agree that you are responsible for the event/activity and associated charges and damages as a result thereof. You must comply with all College rules and regulations. Your campus advisor must sign this form in order for this process to proceed.

<table>
<thead>
<tr>
<th>Student’s Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Print Student’s Name:</th>
<th>Phone number:</th>
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<table>
<thead>
<tr>
<th>Advisor’s Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Print Advisor’s Name:</th>
<th>Phone number:</th>
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</table>

### D. Authorizing Signatures

By signing below, you indicate that you are aware of the event and approve of the event being held.

<table>
<thead>
<tr>
<th>Department Director’s Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Print Director’s Name:</th>
<th>Phone number:</th>
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<table>
<thead>
<tr>
<th>Vice President’s Signature:</th>
<th>Date:</th>
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</table>

<table>
<thead>
<tr>
<th>Print Vice President’s Name:</th>
<th>Phone number:</th>
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<table>
<thead>
<tr>
<th>Campus Event’s Signature:</th>
<th>Date:</th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Print Campus Event’s Name:</th>
<th>Phone number:</th>
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</thead>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Security’s Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Security’s Printed Name:</th>
<th>Phone number:</th>
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</table>

### E. Please return a completed copy to Student Activities, SUB 208
## Off-Campus Activity Permit

**APPENDIX B – OFF-CAMPUS ACTIVITY PERMIT**

<table>
<thead>
<tr>
<th>Off-Campus Activity Permit</th>
<th>Lewis-Clark State College</th>
</tr>
</thead>
</table>

This form must be submitted a minimum of five working days prior to an off-campus event (The College reserves the right to require more time if necessary). Complete form and return it to SUB 208.

### A. Student Organization Contact Information – Contact person must complete Section A

Please print clearly and in ink.

<table>
<thead>
<tr>
<th>Sponsor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

### B. Activity Information (Any event submitted for Risk Management Review requires 15 days)

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>End date:</th>
<th>Expected Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up time:</td>
<td>Event Starting Time:</td>
<td>Event Ending Time:</td>
</tr>
<tr>
<td>Location:</td>
<td>Alternative location:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Information:</th>
</tr>
</thead>
</table>

### C. Authorizing Signatures

By signing below, you agree that you are responsible for the event/activity and associated charges and damages as a result thereof. You must comply with all College rules and regulations. Your campus advisor must sign this form in order for this process to proceed.

<table>
<thead>
<tr>
<th>Student’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Student’s Name:</td>
<td>Phone number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Advisor’s Name:</td>
<td>Phone number:</td>
</tr>
</tbody>
</table>

### D. Financial Information

Are you going to charge for this event?  □ Yes  □ No  If so, how much? _______________

<table>
<thead>
<tr>
<th>Fundraising Agreement Form submitted:</th>
<th>□ Yes  □ No  Source of funding:</th>
</tr>
</thead>
</table>

If you are charging, you must submit a Fundraising Agreement Form.

### E. Insurance:

Who is assuming liability?  □ Venue  □ LCSC (if so, has certificate been issued?)  □ Yes  □ No

A certificate of liability insurance can be obtained for off-campus events (Contact Administrative Services).

### F. Alcohol Related Event:

Is this an alcohol related event?  □ Yes  □ No

### G. Advertising:

□ On-campus  □ Off-campus  □ Type of Advertising: _______________

### H. Administrative Services (Risk Management):

□ Approved  □ Not Approved  □ Not applicable

Date and recommendation of risk management: _______________

### J. Student Activities:

□ Approved  □ Not Approved  □ Stipulations: _______________
APPENDIX C – INTENT TO ORGANIZE FORM

Date________________

Intent to Organize

The following is a statement of purpose for which this organization is to be formed, similar to a mission statement.

This Organization will have complete club privileges and responsibilities for a limit of thirty (30) school days from the date this form is returned to the Student Activities Office.

During the first thirty (30) days the new organization is required to develop and adopt a draft constitution, complete a Intent to Organize form, officer’s card, roster of membership, constitution and arrange a meeting with the Coordinator of Student Activities for final approval.

Name of Club: __________________________________________

Statement of Purpose: __________________________________

Club Membership

Campus Clubs must have a minimum of four (4) student members, including club officers. In addition, clubs are required to have a faculty member serve as the club’s primary advisor.

Name of student completing this form. Please print.

Name: ___________________________ Phone: ___________________________

E-mail: ___________________________ Date: ___________________________

Signature: _________________________

Advisor’s Name: ___________________________ Phone: ___________________________

Office: Rm____ Bldg____

Email: ___________________________ Date: ___________________________

Advisor Signature: ___________________________ Date: ___________________________

Category: Please indicate the one category which best describes your student group:

_____ ACADEMIC/HONORARY

_____ PROFESSIONAL

_____ COMMUNITY/CIVIC SERVICE

_____ SPECIAL INTERESTS

_____ CULTURAL/ETHNIC

_____ SPORT

_____ RELIGIOUS/SPiritual

_____ OTHER ___________________________

Intent to Organize Form — Officers Card + Roster + Club Constitution — Meet with Coordinator = APPROVED

(All three) (pre-fill in this step)

For office use only

☐ Approved  ☐ Denied  Signature: ___________________________ Date: ___________________________

Rev. 12-2009
FILM & VIDEO COPYRIGHT INFRINGEMENT

What Your College or University Needs to Know About the Public Performance of Movies.
What the Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit, or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Studios Swank Represents for Public Performance Licensing

- Walt Disney Pictures
- Warner Bros.
- Columbia Pictures
- Paramount Pictures
- DreamWorks Pictures
- NBC Universal
- United Artists
- Hollywood Pictures
- Lions Gate Films
- Focus Features
- Sony Pictures
- ThinkFilm
- Metro-Goldwyn Mayer (MGM)
- Miramax Films
- Touchstone Pictures
- And several independent studios

(Formats available: 16mm, 35mm, DVD, VHS)

Swank is the exclusive licensor for outdoor showings of all of the studios we represent.
The “Educational Exemption”
Under the “Educational Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

Unauthorized Public Exhibition of Movies
The concept of “public performance” is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there would be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

Those Who Violate Copyright Law Can be Prosecuted —
Consult Your legal Copyright Advisor or Attorney
The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, illegal downloading, etc. The motion picture companies can go to court to ensure their copyrights are not violated.

To avoid the possibility of embarrassing publicity and fines, consult your legal copyright compliance advisor or attorney if you are uncertain about your responsibilities under copyright law.
Frequently Asked Questions

What constitutes a public performance?
Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

Do we need a license even if we don’t charge admission?
Yes! A license is required for all public performances regardless of whether admission is charged.

What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?
These stores rent and sell movies for “Home Use Only” and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc.), not from a third party.

Who bears the responsibility if a film is shown without a license?
The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material should seek compliance.

I own the movie. Do I still need a license to show it outside my home?
Yes! Neither the rental, purchase or lending of a videocassette or DVD carries it with it the right to exhibit movies publicly outside the home.

I want to show an old movie, from the 1930’s or 40’s. Do I still need a license?
Absolutely. Copyright pertains to all movies regardless of the year it was produced.

If I purchased a license to show a movie, can I show that movie whenever I want?
No. Licenses are for a specific, designated time frame. There are no annual licenses available to colleges and universities.

A small group is having an informal gathering in our facility. Do we still need a license?
Yes! A license needs to be obtained regardless of the number of people attending the screening, if the movie is being shown outside the home.
Other Sources For Information on Copyright

The Library of Congress,
United States Copyright Office
www.copyright.gov
U.S. Copyright Office
101 Independence Ave. S.E.
Washington, D.C. 20559-0001
(202) 707-3000

The Motion Picture Association of America (MPAA)
www.mpaa.org
Office of the Chairman and CEO
Washington, DC
1600 Eye St., NW
Washington, DC 20006
(202) 293-1966 (main)