

Pacific Union College

STUDENT ORGANIZATION AGREEMENT

A. Purpose of Pacific Union College

PUC is a Christian liberal arts college sponsored by the Seventh-day Adventist Church which seeks, through its high-quality education program, to create an awareness of human need, encourage commitment to compassionate human service, and provide opportunities for leadership development.

B. Purpose of student organizations

- To contribute to the educational mission of the College.
- To enhance the quality of student life.
- To contribute to the spiritual and personal development of students.
- To involve students in service to the campus and the community.
- To enhance and support the College's co-curricular programs.

C. Role of student organizations

- To promote shared student interests.
- To provide opportunities for the development of leadership skills.
- To provide structured opportunities for self-government.
- To provide an atmosphere that recognizes individual achievement.
- To provide opportunities for social interaction.

D. Support for student organizations by Pacific Union College

- Use of College facilities for programs and meetings at no charge.
- Utilization of College business support services.
- Programming assistance from the Office of Student Life.
- Opportunities for approved fundraising events.
- A student nominated and College administration approved advisor.

E. Conditions of affiliation

- Present a request for recognition to the Dean of Students/Student Life.
- Present a statement of purpose to the Dean of Students.
- Receive authorization from the Dean of Students to organize.

- Nominate an advisor approved by the Dean of Students.
- Present active membership and officer list to the Dean of Students.
- Negotiate and sign the relationship statement.
- Sign and comply with the Guidelines for Political Involvement.
- Club officers must have a good citizenship record and no record of citizenship probation; each officer must submit a completed Student Leadership Eligibility form to the Dean of Students/Student Life.

F. Obligations and affiliation

- Maintain an accurate membership list of at least 10 members.
- Participate and report on annual service and outreach activities. All clubs need to have a Religious Vice President and a Social Vice President who will be present at campus club meetings.
- Deposit organization funds in the College’s student bank.
- As set by the policy of Student Financial Services, club fees must be paid directly to the club or organization by cash, check, or credit card. Club fees cannot be charged to the student tuition account.
- Maintain a simple accounting system.
- Include signature of advisor for fund disbursement.
- Financial records are subject to audit by the Dean of Students.
- All activities, including general club meetings, shall be cleared through the Student Life office. Club advertising (Announce messages, flyers, and all social media) may only be sent out once an activity has been approved.
- Off-campus activities requests shall be submitted 5 days in advance.
- Overnight activities shall include a written schedule of activities.
- Overnight activities shall include appropriate chaperonage.
- Off-campus activities shall include proper transportation arrangements.
- Advisors shall be notified and invited to all meetings and activities.
- Reimburse the advisor for any directly related expenditure.

Compliance with and adherence to this relationship statement is necessary for the maintenance and support of a student organization that is compatible with and in support of the educational mission of Pacific Union College. Non-compliance with or disregard for the provision of this statement will jeopardize the privilege of affiliation.

 Pacific Union College and the _____ Club/Society/Forum (circle one) will recognize and adhere to this relationship statement for the purpose of promoting and maintaining excellence in student organizations compatible with the mission of the College.

_____ Date _____
 Student President

_____ Date _____
 Advisor

PACIFIC UNION COLLEGE
 PETITION TO ORGANIZE A NEW CLUB/MAINTAIN CLUB STATUS

ORGANIZATION'S NAME: _____

PURPOSE OF PROPOSED CLUB: _____

PROPOSED SERVICE ACTIVITY: _____

MEMBERSHIP REQUIREMENTS: _____

DUES REQUIRED: _____

TYPICAL ACTIVITIES: _____

CLUB FACULTY/STAFF ADVISOR: _____

ORGANIZATION'S OFFICERS:

<u>NAME</u>	<u>OFFICE</u>	<u>NAME</u>	<u>OFFICE</u>
1. _____	President	7. _____	_____
2. _____	Vice President	8. _____	_____
3. _____	Religious VP	9. _____	_____
4. _____	Social VP	10. _____	_____
5. _____	_____	11. _____	_____
6. _____	_____	12. _____	_____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING:

1. To have a faculty/staff advisor at all organizational meetings and events.
2. To serve Pacific Union College students and the College community.
3. To cooperate with other clubs in working for the good of the College.
4. To inform ourselves of school policies as they relate to clubs and to observe these policies in all activities of our club.

 Signature Student Club President Date _____

 Signature Club Advisor Date _____

Please do not write below this line:

(circle one) Approved Denied

 Signature Dean of Students Date _____

Pacific Union College

Guidelines for Political Involvement

Pacific Union College consciously pursues a nonpartisan stance and is legally prohibited from endorsing candidates for political office or making any contribution of money, goods, or services to candidates. The College stresses certain regulations on politically-focused events because the College is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, which states that Pacific Union College is prohibited from “participating in, or intervening in (including the publishing or distributing of statements), any candidate for public office.”

The following guidelines have been established so as not to jeopardize the College’s non-profit status, to ensure civility, and to avoid possible disruption of the educational process. Additionally, all activities must be in compliance with the mission and values of the Seventh-day Adventist Church and Pacific Union College.

1. The college is legally prohibited from endorsing candidates for political office or making any contribution of money, goods, or services to candidates; therefore, it is important that no person intentionally or unintentionally cause the college to make such an endorsement or contribution.
2. Approval of a student organization in no way implies consent or endorsement of the positions or points of view espoused publicly or privately by members of the organization.
3. While students and student groups are free to express political opinions and engage in political activities, it is imperative that they clearly indicate, by words and actions, that their positions are not those of the College and are not being taken in an official capacity on behalf of the College, including the use of the name, Pacific Union College (PUC).
4. All authorized clubs and/or individuals representing clubs must develop and follow rules of civil discourse in all their actions as represented of the club in person or online.
5. Authorized clubs may set up tables for solicitation of political interest, pursuant to guidelines consistent with those applying to other clubs. These clubs may send announcements and mail to students who sign up to receive them. Campus announcements must be strictly descriptive, providing dates and times, locations, and the nature of the events, and may not contain editorial content or attempts to persuade recipients to vote for (or oppose) particular candidates or issues. All material for message boards, forums, and public discussion areas affiliated with the college must bear the disclaimer* which states that the opinions are neither those of the college or sanctioned by the college. Campaign posters that support a specific candidate or issue are limited to the Campus Center.

6. Authorized clubs may bring candidates to speak on campus. However, in order to aid the educational process invitations should, whenever possible, be extended to candidates of more than one political party to ensure that both sides of an issue have equal access and opportunity to speak. Clubs would still be in compliance with the guidelines if only one person accepts the speaking invitation.
7. No institutional dollars can be spent on fundraising, endorsing a candidate, or fundraising activities that would endorse a candidate. Club bylaws verifying this should be routed to Student Life.
8. Clubs and club activities shall at all times meet and maintain certain standards that are in keeping with the mission and goals of Pacific Union College, outlined in *The Student Handbook*, the *General Catalog*, and the Student Organization Agreement.
9. Political solicitation by outside groups is not allowed on campus.
10. Non-compliance with college policy, standards of conduct, conflict with the mission, policies, practices, or goals of PUC may be subject to disciplinary action, including the loss of authorized club status.

On behalf of the _____ club, I agree to abide by the PUC Guidelines for Political Involvement. (name of club)

Club President Signature, date

Club Sponsor/Advisor Signatures(s), date

*Disclaimer will be provided by the office of Student Life.

(January 2012 policy update to Student Organization Agreement and Student Handbook)