The meeting was called to order at 7:00 pm in the Murray Boardroom.

Call to Order
Members Present: Senator Caskey, Handick, Porter, Staver, Parone, Lipsett, Cariño, Molgaard, Johnson, Gladhart-Hayes, Goodell, President Noble, Dean of Students Representative Comstock, Staff Representative Johnson, Faculty Representative Morris
Excused: Vice President Inouye (proxied), Senator Piorier
Unexcused: 0

Minutes
The minutes of the April 12th meeting were approved.
Vote:
- Yay: 13
- Nay: 0
- Abstentions: 2

Executive Reports
- President’s Report from President Colin Noble
- Open sessions for VP of student affairs. It is very critical to attend. Lumbershoot is the last day of classes and it should be great fun
- Vice President's report from Vice President Samantha Inouye
- Sorry she could not be here tonight. Be mindful of conversations regarding budget. I believe in all of senate to make good decisions. Would also like to call a moment of silence for the student who passed away.
- Faculty Representative Report from Representative Gerard Morris
- No Report
- Staff Report from Representative Sarah Johnson
- Tomorrow is last day to submit nominations for staff excellence awards
- Dean of Students Report Representative Sarah Comstock
- Lost a student Monday night. It is a tragedy and staff has been working to support students and other staff who knew the student. Authorities who responded to the event did not find evidence of harm done by self or others. It is the choice of the
family to tell the school the cause of death, different support resources available for the whole community.

Senate Reports
- Senate Chair Report
  - It’s been a hard week for all, please practice self care. Senate hangout this weekend
- Club Liaison Director Report
  - It’s been a difficult week, be there for the students who are having a hard time and watch out for each other
- Club Sports Liaison Director Report
  - No Report

Committee Reports
- Media Board
  - Hired Wetlands Editor in Chief
- Governance
  - Have to vote on bylaws next academic year, multi ethnic based union had its first meeting, Senator Lipsett will share the constitution with them

Senate Project Reports
- Handick
  - Have proposal for rendezvous room and will bring it to Union Board
- President Council
  - No Report

Old Business

New Business

➤ **18-137: Budget Allocation to Men’s Ultimate Frisbee**
The ASUPS Senate hereby allocates $2,477.40 to Men’s Ultimate Frisbee for the fiscal year 2017-2018 for operational and related expenses.
- Discussion
- No discussion
  Vote:
  - Yay: 14
  - Nay: 0
  - Abstentions: 1
➢ **18-138: Finance Allocation to Men’s Ultimate Frisbee**
The ASUPS Senate hereby allocates $4,500.00 to Men’s Ultimate Frisbee for travel costs and related expenses.
- Discussion
- None

Vote:
- Yay: 14
- Nay: 0
- Abstentions: 1

➢ **18-159: Budget Allocation to Women's Ultimate Frisbee**
The ASUPS Senate hereby allocates $2,641.00 to Women’s Ultimate Frisbee for the fiscal year 2017-2018 for operational and related expenses.
- Discussion
- None

Vote:
- Yay: 14
- Nay: 0
- Abstentions: 1

➢ **18-160: Finance Allocation to Women’s Ultimate Frisbee**
The ASUPS Senate hereby allocates $4,500.00 to Women’s Ultimate Frisbee for travel costs and related expenses.
- Discussion
- Wanted to know if they can ask for more
- Yes, they can come to finance

Vote:
- Yay: 14
- Nay: 0
- Abstentions: 1

➢ **18-162: Expressions Fund Allocation to APIC**
The ASUPS Senate hereby allocates $500.00 to APIC for catering for the APIC NW Conference and related expenses.
- Discussion
- None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0
➢ **18-133: Budget Allocation to Jewish Student Union**
The ASUPS Senate hereby allocates $3,272.80 to Jewish Student Union for the fiscal year 2018-2019 for operational and related expenses.
- Discussion
- None

Vote:
- Yay: 14
- Nay: 0
- Abstentions: 1

➢ **18-161: Approval of the proposed amendments to ASUPS Governing Guidelines and Policies***
The ASUPS Senate hereby approves the proposed amendments to the ASUPS Governing Guidelines and Policies proposed by the ASUPS Governance Committee.
- Discussion
  - If you want to be a rollover club and are not currently on the list of rollover clubs, the club will have to apply
  - Much more to be amended

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

**Call to Order**
Members Present: Senators Caskey, Handick, Porter, Piorier, Staver, Parone, Lipsett, Cariño, Molgaard, Johnson, Gladhart-Hayes, Goodell, President Noble, Dean of Students Representative Comstock, Staff Representative Johnson, Faculty Representative Morris
Excused: Vice President Inouye (proxied)
Unexcused: 0

**New Business**
➢ **18-140: Budget Allocation to J Street U**
The ASUPS Senate hereby allocates $1,174.96 to J Street U for the fiscal year 2018-2019 for operational and related expenses.
- Discussion
- None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 1
➢ 18-164: Budget Allocation to ASUPS Special Events Programmer

The ASUPS Senate hereby allocates $12,000.00 to ASUPS Special Events Programmer for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
  - None

Vote:
  - Yay: 16
  - Nay: 0
  - Abstentions: 0

➢ 18-165: Budget Allocation to Kids 4 Music

The ASUPS Senate hereby allocates $250.00 to Kids 4 Music for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
  - None

Vote:
  - Yay: 16
  - Nay: 0
  - Abstentions: 0

➢ 18-167: Budget Allocation to Campus Films Programmer

The ASUPS Senate hereby allocates $21,247.32 to Campus Films Programmer for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
  - Request the budget go up to allow for more flexibility in choosing films that the campus wants to see
  - Senator Handick: how much
    - $25,000.00
  - Senator Molgaard: what is efficiency versus benefit
  - Post and pre films just pick from a catalog but it is limited and harder to find smaller films, had to tell future programmer to be aware of budget constraints and would prefer not to
  - Senator Handick: other club had come in looking to up budget, after tonight finance will be at $5,000, a lot of other clubs are in the red and we save money to help them
  - President Noble: although money would come out of finance for next year we would be in the same situation next year
  - ASUPS Films: Doesn’t think contract is best, planning on renegotiating contract or cancelling contract, has access to indie theaters who have access to film studios
  - Dean of Student Representatives Comstock: you would cancel?
  - It’s largely up to the future programmer, current programmer felt restrictions through the current supplier of films
• Senator Caskey” perhaps we should vote on this budget now as we don’t know how the future programmer will feel, can update when the programmer takes over
• Senator Molgaard: when will it be renegotiated
• She can do it when she wants

Vote:
• Yay: 16
• Nay: 0
• Abstentions: 0

➢ **18-134: Budget Allocation to Intervarsity Christian Fellowship**

The ASUPS Senate hereby allocates $600.00 to Intervarsity Christian Fellowship for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- None

Vote:
• Yay: 16
• Nay: 0
• Abstentions: 0

➢ **18-135: Budget Allocation to Puget Sound Women’s Rugby**

The ASUPS Senate hereby allocates $1,439.97 to Puget Sound Women’s Rugby for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- Question about line item about dues- pay about 700 to two individual leagues last year ASUPS pad for all, this year it is $400 less, cause us to raise our dues, dues are currently $66, $300 additional will cause to raise dues
• Senator Handick: how much fundraising
• This year is currently on going, last year was $1,100.00
• Senator Molgaard: how much would the dues increase
• Per member it would be an additional 30-40 dollars
• Senator Handick: would it be possible to raise more
• It’s a bit too optimistic to get more
• Senator Caskey: can you recycle uniforms from those who have graduated
• Some of it is some of the uniform like the cleats come out of players own pocket
• Senator Poirer: is there some of the $300 that you could fundraise
• Fundraising is already quite optimistic
• President Noble: if the $300 is removed as the expectation is there room in the budget that has been over budgeted
• Trying to bring on field side EMTs for games, cutting it close this year, don't see any place to cut back right now
• Senator Poirer
• Issue is big with women’s sports because there is not a lot of support
• Senator Poirer moves to amend to $1,639.97
• Vote The ASUPS Senate hereby allocates $1,639.97 to Puget Sound Women’s Rugby for the fiscal year 2018-2019 for operational and related expenses. 
  Vote:
  • Yay: 15
  • Nay: 0
  • Abstentions: 1

➢ 18-136: Budget Allocation to Pre-Law Society
The ASUPS Senate hereby allocates $300.00 to Pre-Law for the fiscal year 2018-2019 for operational and related expenses.
  • Discussion
  • None
  Vote:
  • Yay: 16
  • Nay: 0
  • Abstentions: 0

➢ 18-139: Budget Allocation to Climbing Club
The ASUPS Senate hereby allocates $1,782.45 to Climbing Club for the fiscal year 2018-2019 for operational and related expenses.
  • Discussion
  • None
  Vote:
  • Yay: 16
  • Nay: 0
  • Abstentions: 0

➢ 18-141: Budget Allocation to Model United Nations
The ASUPS Senate hereby allocates $1,043.96 to Model United Nations for the fiscal year 2018-2019 for operational and related expenses.
  • Discussion
Went to budget to discuss getting more money and has become a P&G academic credit, doesn't know how much money P&G will give them. Require $1,820.00 to keep the club going to two conferences, otherwise it will kill the club

Senator Handick finance requests are very feasible for next year

Senator Porter: are you comfortable with current amount and coming back to finance

Feels comfortable coming back if need be

Senator Johnson: thank you for being so understanding

Vote:
- Yay: 16
- Nay: 0
- Abstentions: 0

**18-166: Budget Allocation to Entrepreneurship Club**
The ASUPS Senate hereby allocates $0.00 to Entrepreneurship Club for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
  - Club this year was funded out of club president’s own pocket. Would like to appeal to somewhere between $250.00 to $500.00
  - Would like to appeal to students to be more cognizant of entrepreneurship as a career path, many students have gone on to run their own businesses
  - Senator Handick: club did not submit a request
  - Senator Molgaard: any opportunity for you to get money from the business department
  - Most money goes to scholarships
  - Senator Molgaard: has the club talked about fundraising
  - Club wants to incorporate entrepreneurial endeavors into club
  - Senator Parone moves to amend the budget to $250.00
  - President Noble would be more comfortable with a budget of $100.00 because it’s for fixed annual costs and the club doesn’t know what the costs are yet and they can come into finance for speaker funds
  - Senator Johnson: lack of clarity in what the club will be doing next year, how much has the current faculty advisor spent on speakers
  - Not sure, will be one exec next year, food is a fixed cost
  - Vote on The ASUPS Senate hereby allocates $250.00 to Investment Club for the fiscal year 2018-2019 for operational and related expenses.

Vote:
- Yay: 9
- Nay: 6
- Abstentions: 1

- Discussion
  - Senator Piorier: club deserves a budget but can come in to finance
• Senator Lipsett: there are other costs besides food to plan for
• Senator Staver: this is will come out of next year’s budget
• President: Noble will you feel comfortable with a budget of $100
• If we do decide to host an event next year we would hit the $100.00 pretty quickly, not enough for snacks all year
• Vote: The ASUPS Senate hereby allocates $250.00 to Investment Club for the fiscal year 2018-2019 for operational and related expenses.
  Vote:
  • Yay: 15
  • Nay: 0
  • Abstentions: 1

 ➞ 18-142: Budget Allocation to Math Club
 The ASUPS Senate hereby allocates $234.43 to Math Club for the fiscal year 2018-2019 for operational and related expenses.
  Discussion
  • Senator Molgaard: next year plans?
  • Finding our way, more student presentations, more advertising
  Vote:
  • Yay: 16
  • Nay: 0
  • Abstentions: 0

Call to Order

Members Present: Senators Caskey, Handick, Porter, Piorier, Parone, Lipsett, Cariño, Molgaard, Johnson, Gladhart-Hayes, Goodell, President Noble, Dean of Students Representative Comstock
Excused: Vice President Inouye (proxied), Senator Staver (proxied), Staff Representative Johnson (proxied), Faculty Representative Morris
Unexcused: 0

New Business

 ➞ 18-146: Budget Allocation to Yoga Club
 The ASUPS Senate hereby allocates $275.00 to Yoga Club for the fiscal year 2018-2019 for operational and related expenses.
  Discussion
  • Can we still use budget this year
  • Yes
  Vote:
  • Yay: 15
  • Nay: 0
• Abstentions: 0

➢ **18-147: Budget Allocation to Figure Drawing Club**

The ASUPS Senate hereby allocates $349.00 to Figure Drawing Club for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

➢ **18-144: Budget Allocation to Crosscurrents Magazine**

The ASUPS Senate hereby allocates $13,400.00 to Crosscurrents Magazine for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

➢ **18-168: Budget Allocation to ASUPS Lectures Programmer**

The ASUPS Senate hereby allocates $25,019.00 to ASUPS Lecture Programmer for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- Wants to appeal for $1,000.00 more to $26,019.00. Lecturers that bring community members in are more expensive and need more advertising
- Senator Molgaard: ASUPS lecturers is very importance
- Senator Molgaard moves to amend budget to 26,019.00. Only a decrease from last year, will have to come back to finance or work around the budget constraints. More collaboration, more revenue in that way, also satisfied with anywhere between a $250.00 to $1000.00 increase
- Dean of Student Comstock: can you follow the pierce model and only charge for non-school individuals
- That is also a possibility
- President Noble: more willing to change to $500.00
- Dean of Student Comstock: how much is charged
- Depends on individual lecturer
- Senator Handick moves to amend to $25,519.00
• Vote on 18-168: Budget Allocation to ASUPS Lectures Programmer. The ASUPS Senate hereby allocates $26,019.00 to ASUPS Lecture Programmer for the fiscal year 2018-2019 for operational and related expenses.
  Vote:
  • Yay: 10
  • Nay: 2
  • Abstentions: 2

• Discussion
• Senator Handick moves to amend to $25,019.00
  Vote:
  • Yay: 9
  • Nay: 2
  • Abstentions: 2

• Discussion
• None
• Vote on 18-168: Budget Allocation to ASUPS Lectures Programmer
• The ASUPS Senate hereby allocates $25,519.00 to ASUPS Lecture Programmer for the fiscal year 2018-2019 for operational and related expenses.
  Vote:
  • Yay: 12
  • Nay: 1
  • Abstentions: 2

➢ 18-143: Budget Allocation to Visible Spectrum
  The ASUPS Senate hereby allocates $600.00 to Visible Spectrum for the fiscal year 2018-2019 for operational and related expenses.
  • Discussion
  • Senator Molgaard: any plans
  • Wrapping up, tomorrow there will be a stem people of color event to talk about issues
  • Club serves to aid students of color in the field of stem. Won the award for spirit programming
    Vote:
    • Yay: 15
    • Nay: 0
    • Abstentions: 0

➢ 18-150: Budget Allocation to Northwest Sounds
  The ASUPS Senate hereby allocates $6,500.00 to Northwest Sounds for the fiscal year 2018-2019 for operational and related expenses.
  • Discussion
  • Responsible for bringing local music to campus
Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

➢ 18-151: Budget Allocation to Garden Level A Capella
The ASUPS Senate hereby allocates $509.50 to Garden Level A Capella for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  ▪ None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

➢ 18-152: Budget Allocation to Beta Coders
The ASUPS Senate hereby allocates $500.00 to Beta Coders for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  ▪ None

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

Call to Order
Members Present: Senator Caskey, Handick, Porter, Piorier, Parone, Lipsett, Cariño, Molgaard, Johnson, Gladhart-Hayes, Goodell, President Noble
Excused: Vice President Inouye (proxied), Senator Staver (proxied), Staff Representative Johnson (proxied), Dean of Students Representative Comstock (proxied), Faculty Representative Morris
Unexcused: 0

New Business

➢ 18-149: Budget Allocation to Elements Magazine
The ASUPS Senate hereby allocates $12,360.00 to Elements Magazine for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  ▪ None

Vote:
- Yay: 15
• Nay: 0
• Abstentions: 0

➢ 18-153: Budget Allocation to Writer’s Guild
The ASUPS Senate hereby allocates $200.00 to Writer’s Guild for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  • Senator Poirer: when do you meet
  • 4-5 on tuesday
  Vote:
  • Yay: 15
  • Nay: 0
  • Abstentions: 0

➢ 18-154: Budget Allocation to Men’s Rugby
The ASUPS Senate hereby allocates $670.00 to Men’s Rugby for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  • None
  Vote:
  • Yay: 15
  • Nay: 0
  • Abstentions: 0

➢ 18-157: Budget Allocation to Needlecrafters
The ASUPS Senate hereby allocates $75.00 to Needlecrafters for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  • None
  Vote:
  • Yay: 15
  • Nay: 0
  • Abstentions: 0

➢ 18-158: Budget Allocation to ASUPS Photo Services
The ASUPS Senate hereby allocates $7,300.00 to ASUPS Photo Services for the fiscal year 2018-2019 for operational and related expenses.
  ▪ Discussion
  • None
  Vote:
  • Yay: 15
  • Nay: 0
Abstentions: 0

18-155: Budget Allocation to Forestry Club
The ASUPS Senate hereby allocates $400.00 to Forestry Club for the fiscal year 2018-2019 for operational and related expenses.

Discussion
None

Vote:
• Yay: 14
• Nay: 0
• Abstentions: 1

18-156: Capital Allocation to Forestry Club
The ASUPS Senate hereby allocates $400.00 from the Capital Reserve Expenditures Account to Forestry Club for the purchase of axles and repairs and related expenses for the fiscal year 2018-2019.

Discussion

Vote:
• Yay: 14
• Nay: 0
• Abstentions: 1

The ASUPS Senate hereby allocates $250.00 to Investment Club for the fiscal year 2018-2019 for operational and related expenses.

Discussion

Vote:
• Yay: 15
• Nay: 0
• Abstentions: 0

18-169: Budget Allocation to LiveWell
The ASUPS Senate hereby allocates $0.00 to LiveWell for the fiscal year 2018-2019 for operational and related expenses.

Discussion
They do not need a budget

Vote:
• Yay: 15
• Nay: 0
• Abstentions: 0
18-148: Budget Allocation to Peer Allies
The ASUPS Senate hereby allocates $600.00 to Peer Allies for the fiscal year 2018-2019 for operational and related expenses.

- Discussion
- We have hired 11 new peer allies

Vote:
- Yay: 15
- Nay: 0
- Abstentions: 0

Announcements
- Theta food sale to support local chapter of cosa
- Curtain call in Rausch on Sunday
- Student market
- Senator Parone is not coming back next year

Adjournment
The Senate stands in adjournment until 26 April 2018. Session ended at 10:20 pm

Respectfully submitted,
Chloe Simon, Senate Secretary

Appendix
ASUPS GOVERNING GUIDELINES AND POLICIES
Article I: Introduction/Purpose Associated Students of the University of Puget Sound (herein known as ASUPS) clubs and organizations exist to serve the student body by providing services and events, leadership, and opportunities for involvement. Failure to comply with the following regulations will result in a formal Honor Court hearing and a potential liquidation of the club/organization and its assets. Section 1: Definitions 1. The University of Puget Sound herein shall be referred to as the University. 2. Club/organization: a group formed by University students that have a particular purpose or goal usually centered on a topic, issue, activity, philosophy, or event. These groups may be event specific, short-term, or on-going in nature; however their existence is dependent upon the continued interest of student members. 3. Registered ASUPS club/organization: a club/organization that is approved by the ASUPS Senate after having fulfilled all requirements for Registration. This official Registration grants clubs and organizations the rights and responsibilities stated herein. 4. Sports Club: ASUPS registered student groups that intend to participate in physical activities with associated competitive leagues, usually accompanied by league fees. 5. Religious Organizations: ASUPS registered student groups whose purposes include or who intend to conduct religious worship, exercise, or instruction as part of their regular
activities. These organizations are subject to all of the benefits, requirements, and regulations of organizational Registration and must be pre-approved by the University Chaplain/ Director for Spiritual Life and Civic Engagement. 6. Rollover: ASUPS registered groups can apply so that year-end funding balance rolls over at fiscal year end. These organizations tend to raise their own funding rather than rely on ASUPS budgeted funds to operate. Organizations can be approved to be rollover clubs whose balances will automatically rollover each year; these clubs are listed in Article V, Section 1, b. For full information on rollover organizations, consult Article Section 1, on rollover clubs/organizations. 7. Limited Membership Organization: ASUPS registered student groups that are chapters or colonies of national associations whose by-laws require certain limitations on membership. Membership limitations must be contained within the parent organization's by-laws and are limited to: class standing, academic standing, and/or major. These organizations are subject to all the benefits, requirements, and regulations of organizational Registration except as noted within this policy. 1. Honorary Societies are student groups that are chapters or colonies of national organizations whose purposes are to recognize academic achievement. 2. Pre-professional Organizations are student chapters of professional organizations that offer unique opportunities & benefits to undergraduate or graduate students. Section 2: Statement on Equal Opportunity and Diversity 1. ASUPS and the University will not recognize any campus organization that categorically denies membership based on consideration of sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, veteran status, or gender identity, or which engages in discriminatory practices based on such considerations. This policy is consistent with the University’s Equal Opportunity Policy, which states, “The University of Puget Sound does not discriminate in education or employment on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws. This policy complies with the spirit and the letter of applicable federal, state and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions about the policy may be referred to the university’s affirmative action officer (253.879.2827) or the Office of Civil Rights, Department of Education, Washington, D.C. 20202.” This policy is also consistent with the University’s diversity statement, which states, “We acknowledge the richness of commonalities and differences we share as a university community; the intrinsic worth of all who work and study here; that education is enhanced by investigation of and reflection upon multiple perspectives. We aspire to create respect for and appreciation of all persons as a key characteristic of our campus community; to increase the diversity of all parts of our University community through commitment to diversity in our recruitment and retention
efforts; to foster a spirit of openness to active engagement among all members of our campus community. We act to achieve an environment that welcomes and supports diversity; to insure full educational opportunity for all who teach and learn here; to prepare effectively citizen-leaders for a pluralistic world.”

Article II: Legal and Policy Requirements for Gaining Club/Organization Registered Status Section 1: Registered clubs and organizations are not permitted to: 1. Use the name “Associated Students of the University of Puget Sound,” “ASUPS,” “University of Puget Sound,” “UPS,” or any other reference to the ASUPS or the University in a slanderous or libelous manner. 2. Directly or indirectly utilize ASUPS or University resources in support of any candidate for public office except as permitted by ASUPS or University policies. 3. Apply for and/or maintain separate legal organizational, or tax registration status from the ASUPS and the University. 4. Hold and maintain a bank account outside of the ASUPS and the University. 5. Utilize space or resources of ASUPS or University for the sole benefit of external affiliates, individuals, or other entities, except as permitted by ASUPS and University policy for approved fundraising activities for the benefit of charitable organizations. 6. Utilize the organization for the financial enrichment of any officer, member, individuals, or affiliates. 7. Utilize ASUPS funds to make donations or contributions to any outside organization, unless with the explicit approval of the Vice-President and in accordance with the “Policy Governing Student Fundraising Activities.”

Section 2: Requirements of Registered ASUPS Club/Organizations 1. All ASUPS clubs and organizations must adhere to all ASUPS and University policies, codes, and procedures, and to all local, state, and federal laws. 2. All ASUPS clubs and organizations must submit an ASUPS Club Registration Application to the ASUPS Vice President. The application must include: a. A constitution adopted by the group at the first meeting. The purpose of the constitution is to set guidelines for the club/organization, the hierarchy of officers, membership, meetings, committees, and the rules governing voting, membership and fundraising. b. An ASUPS Student Organization Registration Application form filled out in its entirety including contact information for all club/organization officers. c. A membership list, including signatures, of at least six (6) University students in the club/organization. All officers must sign this document and may be included in the stated six (6) signature minimum. d. A signed statement of understanding from the club/organization advisor. e. A signed statement of financial understanding from the club/organization President and Treasurer. 3. Registration is contingent upon final ASUPS Senate approval. a. Applications for registration must be presented to the ASUPS Senate in the form of a docket, prepared by the ASUPS Vice President and approved by the ASUPS Senate. b. A representative of the group must be present to explain to the ASUPS Senate in greater detail the group’s purpose. 4. Students must comprise 75% of the total membership at all times. 5. All club officers must be current members of the ASUPS. 6. All ASUPS clubs and organizations must
have an advisor. For further information about advisors, consult Article II, Section 4. 7. Capital assets purchased with ASUPS funds is the property of ASUPS. The organization that the materials were purchased for are merely the caretakers of the property. If any other organization or ASUPS wishes to use the equipment, and it is not being used by the caretaker, it must be made available to the other entity with the understanding that if the property is damaged while in their care they are responsible for the current market replacement cost of the item. 8. All capital assets that the club/organization purchases or holds on behalf of ASUPS must be reported to the ASUPS Director of Business Services. 9. All published materials of the club/organization must identify the club/organization as publisher and designate that the group is a “Club of the Associated Students of the University of Puget Sound (ASUPS).” 10. Disclose any external affiliations and, where necessary, provide required liability insurance, the constitution, and by-laws of the organization with which it is affiliated, and certify that all conditions of affiliation meet the standards of the University. 11. Before entering into a contractual obligation, authorization from an ASUPS Executive and the Associate Dean of Students is required. Contractual obligations must be executed in a manner that is consistent with University policies and procedures. 12. Non-sports clubs must have generic liability release and/or acknowledgment-of-risk statements signed by members if the club engages in events that would be consistent with a sports club (e.g. a trip out of state). 13. Non-sports clubs that are perceived to contain an aspect of high risk (e.g. use of chemicals) must undergo the same process for registration as sports clubs.

Section 3: Additional Requirements for Sports Club Registration While ASUPS and the University cannot guarantee safe participation in activities, they wish to do what they consider is reasonable to encourage safe participation. Therefore, sports clubs are required to follow these additional guidelines. 1. Prior to the application process, meet with the University’s Director for Outdoor Programs to assess possible risk and set guidelines to minimize risk within the activity. 2. Prior to the application process, arrange and attend a meeting with the University Associate Vice President for Business Services, Associate Dean of Students, Assistant Director of Outdoor Programs, and the ASUPS Vice President, gaining their approval for registration. 3. Have a signed ASUPS contract for any coach or assistant coach (refer to Section IV, e, iii). 4. Have acknowledgement of risk/liability release statements signed by participants before participation in activities. 5. Conduct pre-activity training to instruct participants regarding activity plans and ways of minimizing risks associated with those plans. Safety instruction must be documented. 6. At least one organization member must have a valid certificate of completion for a basic first aid training course, or equivalent, and said member must be present during any club/organization’s high risk activities. 7. Appropriate first aid supplies must be made available during club activities. 8. Annually (at the time of student organization renewal) submit a list, or hold a meeting with the
ASUPS Vice President, of planned physical activities (including an estimated number of outings, practices, etc.), safety instruction plans, estimated number of participants, description of equipment used (particularly safety equipment), and other information as required by ASUPS and the Associate Dean of Students. Section 4: ASUPS Club and Organization Advisors 1. ASUPS clubs and organizations must have an active and knowledgeable advisor. The advisor commits him/herself for one academic year. At the completion of one year, the student organization may retain the advisor for the following year or they may select a new advisor. The ASUPS Vice President will review the advisor’s qualifications. The advisor will: a. Sign a statement of understanding. b. Co-sign a Student Organization Registration Application. c. Be a University faculty or staff member unless an application for an outside advisor is filed and approved by the ASUPS Vice President. d. This request will consist of a document in the form of a letter written by the potential advisor explaining related qualifications, reasons for requesting involvement, and any external affiliations stated as necessary. e. Act as a liaison between the club/organization executives and University departments when necessary. f. Participate in or review activity plans. 2. In addition to the requirements outlined in Section IV.F, advisors of Sports Clubs will: a. See that club/organization equipment, if any, meets registered safety standards for activities b. Screen qualifications or abilities of participants before allowing participation in club/organization activities. Minimum participation qualifications will be established for each organization. c. Provide or see that activity instruction (if any) is conducted in a registered and documented manner and includes the teaching of minimal risk participation. Ensure that liability release forms are signed by all participants prior to each event. Article III: Privileges of Registration by ASUPS Section 1: Registered student clubs/organizations shall be eligible to: 1. Use University and ASUPS facilities, equipment, and services according to fees, policies, and procedures prescribed for registered organizations. 2. Receive professional advising and other services from the University. 3. Collect reasonable dues, sponsor fundraising events, and solicit funds according to the University policies and procedures. 4. Receive awards and honors from ASUPS and/or University clubs/organizations and members. 5. Be listed in ASUPS and University publications. 6. Sponsor program activities consistent with the purpose of the club/organization. 7. Distribute literature and organizational materials according to established policies and procedures. 8. Request assistance from the ASUPS Publicity Office, ASUPS Director of Business Services, and the ASUPS Director Technology Services. 9. Declare itself a group “Registered by the Associated Students of the University of Puget Sound.” 10. Maintain a club/organization mailbox in the Wheelock Student Center. 11. Post materials on controlled ASUPS and University bulletin boards according to the established policies and procedures. 12. Be assigned a liaison from the ASUPS Senate. 13. Maintain a club/organization webspace on the ASUPS website.
Apply to the ASUPS Vice President for student organization storage space in the Clubs and Organizations room. 15. Receive discounted rates for services or products when applicable. 16. Apply for funding from the ASUPS under the policies set forth in the ASUPS Constitution, By-Laws, Financial Code, and by the ASUPS Senate. Registration is a prerequisite for application for funds, but registration shall not entitle groups to funding. 17. Benefit from the University's status as a non-profit organization. Registered clubs/organizations, as part of the ASUPS and the University, are subject to federal, state, and local laws that regulate non-profit and tax-exempt organizations. Article IV: Requirements for Continued Registration Failure to fulfill any of the following requirements by the established date will result in revocation of the registered club status and a liquidation of any ASUPS accounts held by the club at that time. Section 1: In order to continue registration, student organization shall: 1. Submit the following between the start of the academic year and the first business day of November each year: a. “ASUPS Student Organization Registration Application” along with a current member list with signatures (member list must contain at least 6 members). b. A signed statement of understanding from the club advisor. c. A signed statement of financial understanding from the club President and Treasurer. d. Any changes to the club constitution. e. Proof of outside any affiliations. 2. Maintain any ASUPS and University financial accounts as required. Article V: Alternative ASUPS Organization Types Section 1: Rollover Accounts 1. Clubs may apply for a rollover of the balance in their financial account (a "rollover") to the following fiscal year during the spring budgeting period by way of a letter to the ASUPS Vice President. a. To qualify for a "rollover," a club must meet one of the following requirements: i. Actual club revenues exceed club expenditures and transfers for the current fiscal year because of club fundraising activities. ii. Outline a long-term fundraising plan to put towards a capital expenditure or a campus program. iii. Is a Sports Club (as defined above) that demonstrates their actual club revenues (not including transfers) exceed the ASUPS budget allocation for the current fiscal year. b. Clubs that wish to maintain a rollover account without the need to reapply annually may be added to the list below, with consultation of the Vice President, through the procedure outlined in Article VII, Section 1 of this document. Clubs under this clause are as follows: i. Hui O Hawaii ii. Habitat For Humanity iii. Phi Eta Sigma iv. Repertory Dance Group v. Bare Bones Theatre Collective vi. Adelphian Concert Choir vii. Kayak Club viii. Ski Team ix. Student Occupational Therapy Association x. Student Physical Therapy Association c. The approval of any rollover of a club financial account balance, including those clubs identified in section 1.2. above, is contingent upon the ASUPS operating budget ending the fiscal year in question in a positive or balanced position (i.e. ASUPS revenues, in the aggregate, either exceed or are equal to expenditures and transfers, including any proposed rollovers and required funding of ASUPS contingencies. Expenditures and transfers do not include
approved expenditures or transfers from ASUPS capital or other contingency reserves). Article VI: Grievance Process for Clubs and Organizations Section 1: Process to handle grievances 1. Clubs or organizations that have a grievance with the decisions of the ASUPS Vice President or the ASUPS Senate may seek a review by submitting a written statement to the ASUPS Honor Court. Following the review by the ASUPS Honor Court, a Justice will forward the Court’s decision and reasoning to the club or organization, the ASUPS Vice President, and ASUPS Senate Chair. Article VII: Amending the Governing Guidelines and Policies Section 1: Procedure 1. A proposed amendment to the ASUPS Governing Guidelines and Policies must be presented to the ASUPS Senate and then given to the ASUPS Governance Committee for evaluation. Their recommendation will be sent back to the ASUPS Senate for approval. 2. Any member of the ASUPS may offer amendments to the ASUPS Governing Guidelines and Policies. 3. An amendment must be passed by a 50 percent plus 1 majority of the ASUPS Senate.