Student Organizations and Activities

1. Student Government

All undergraduate, graduate, and professional students are voting members of the Creighton Students Union (CSU). Representation is based upon 1 (one) representative per 150 (one hundred fifty) students enrolled in each college or school of the University. The executive officers consist of four positions: President, Executive Vice President, Vice President for Finance, and Vice President for Programming. The CSU President and Executive Vice President run for office in a campus-wide election. Selection committees choose the Vice President for Finance and the Vice President for Programming.

CSU is the unified, comprehensive student government at Creighton University and speaks as the official voice of the student body to administration, faculty, staff, alumni, and Board of Trustees. This group of student leaders is also responsible for allocation of student fees to student organizations and school governments. Additionally, CSU provides valuable student services and operates through ad hoc committees, Appropriations Committee and Program Board.

CSU Board of Representatives meetings are open to all students and are held on a weekly basis. The Creighton Students Union offices are located on the second floor of the Student Center and can be contacted at (402) 280-2724 or at csu@creighton.edu.

General Election – is held on the first Tuesday in November. The positions of President, Executive Vice President and representatives for the College of Arts and Sciences, the Heider College of Business, and the College of Nursing are also elected. Representatives from the School of Law, School of Medicine, School of Dentistry, School of Pharmacy and Health Professions, and Graduate School are elected or appointed through their respective school student government.

Candidates – must have a minimum cumulative 2.5 GPA or its equivalent in the Professional Schools. Candidates must not be on disciplinary probation to be eligible to run for a position. Further qualifications and requirements may be determined by the CSU Election Commission.

Campaigning – commences two weeks prior to the General Election and is overseen by the CSU Election Commission.

Campaigning Spending Limit – for an individual campaign, costs cannot exceed $500, for an individual campaigning with another individual the total campaign costs for both candidates cannot exceed $500, and for an individual campaigning for more than one position, the total campaign costs for both positions cannot exceed $500.

All-University Committees

During the Spring of each year, CSU seeks applications from students to serve as representatives on the Presidential Committees and advisory boards for the upcoming year. The students are appointed to the following committees for a one-year term:

- **American with Disabilities Act Committee** – Deals with providing increased to students, faculty, staff, and visitors dealing with accommodations for disabilities.

- **Campus Planning Committee** - Reviews current master plans annually and specific proposals for major renovations and additions to the campus facilities.
Financial Advisory Committee - Works exclusively with University finances, including tuition, loans, etc.

Kiewit Fitness Center Advisory Board – Advises the Kiewit Fitness Center.


Skutt Student Center Advisory Board – Advises the Skutt and Harper Centers

Student Health Advisory Board – Advises Student Health.

Public Safety Advisory Board – Advises Public Safety and provides insight to Transportation.

Lieben Center for Women Advisory Board – Advises the Lieben Center for Women.

University Athletic Board - Deals with concerns of inter-collegiate athletics.

University Committee on Lectures, Films and Concerts - Funds a series of speakers and cultural performances.

University Committee on Public Honors and Events - Decides University awards, honors, etc.

University Committee on the Status of Women - Deals with women's issues as they relate to University policy.

University Committee on Student Discipline - Deals with disciplinary sanctions and enforcement of University regulations.

University Committee on Student Life Policy - Formulates and proposes policies and programs in the areas of student groups, residence halls and off-campus student life, and all areas outside of academics that affect students.

2. Student Organizations

Student organizations are recognized as vehicles that increase a student’s growth and leadership development. Creighton views student organizations as partners in the pursuit of this goal. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in these organizations, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community. Subject to all other University policies, Student Organizations or student clubs are composed of University students; entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group.

Student Organization Requirements

- It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion or sexual orientation. (Restricted membership may be granted if the organization provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).
- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
• A moderator who is a faculty or staff member from Creighton University must agree to advise the organization and participate in moderator training once every three (3) years for the student organization to continue to receive registered student organization status with the Student Leadership and Involvement Center.

• Officers, as defined by the organization’s constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative GPA or its equivalent to be eligible for office and maintain a minimum of 2.5 GPA or its equivalent while serving out their term. If an officer’s cumulative GPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office.

• As part of the initial application, by submitting the application the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines.

• Groups applying for registration must meet a need not presently met by any other organization or department on campus.

• All registered student organizations must create and maintain a student organization site on CU Involved.

• Two (2) members from each registered student organization must attend the CSU Fall Conference or student organization orientation annually to maintain their registered student organization status with the Student Leadership and Involvement Center and University.

• As part of the Annual Registration process each organization will submit the names of two (2) organization members who will be responsible for making all reservations for the organization for their term in office.

• Each registered student organization is responsible for submitting an Annual Registration Form to the Student Leadership and Involvement Center (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up-to-date in the Student Leadership and Involvement Center. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership and Involvement Center.

• Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Leadership and Involvement Center at the end of each academic year. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership and Involvement Center.

• The organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.

• Creighton University does not necessarily endorse the views reflected and opinions expressed by student organization members or during their events. Student organizations must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for student organizations.

• Student organizations/clubs may extend membership to associate members determined by the language provided in the organization/club constitution.

• Leadership and executive boards/officers must be full-time students in good standing with the University with a minimum GPA of 2.5. If membership is open to persons outside of the campus community, all officers must be Creighton students.

• The involvement of faculty and staff is defined in the role of a moderator rather than a voting member.
• Registered student organizations must have and maintain a minimum of four (4) active members to secure approved Registered Student Organization (RSO) status from the University.

Many groups such as faculty-initiated academic interest groups, faculty/student honor societies, University department groups/committees, and student businesses are not student organizations, but rather University organizations/initiatives. As such, they are directed or chaired by a regular University staff member, and responsible to University policies. The University staff member, by virtue of his/her expertise or job duties, is responsible for directing the organization/initiative. Students often participate in the organization/initiative decision-making process. Registration of such groups through the Student Leadership & Involvement Center is not required; however, they are subject to general University procedures; for example, but not limited to, non-discrimination, fund-raising event, and logo/graphic policies.

**Student Organization Review Committee**

The Student Organization Review Committee (SORC) is a group of people who review new student organization applications and interview applicants. SORC then makes recommendations to the Vice Provost for Student Life for approval based on the application and interview.

SORC consists of:

- Director of the Student Leadership and Involvement Center
- CSU Executive Member
- Student representative from the Student Life Policy Committee
- A graduate/professional school representative selected by the CSU Cabinet

Following receipt of the completed application packet, the materials will be reviewed by SORC for consideration. You will then be required to attend an interview with SORC. Interviews typically take place 2-3 weeks after the application packet deadline in the fall and spring.

During the SORC interview, a representative must be present to briefly discuss the purpose and goals of the proposed organization and answer any questions. After the interview, SORC makes recommendations to the Vice Provost for Student Life. The options for SORC recommendations include:

- **Recommend**
  - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable
- **Recommend with Reservations**
  - If group has questionable sustainability or leadership, may be duplicating efforts, etc.
- **Do Not Recommend**
  - Group does not fulfill requirements. May be invited to reapply

**In lieu of the SORC process, in all cases involving interest in forming a new social Greek organization, whether from the general student body of the Panhellenic (PHC) or Interfraternity Councils (IFC), an exploratory committee will be created through the appropriate governing body. This exploratory committee will vote on proposed organizations and share with PHC/IFC, which will make final recommendations to the Vice Provost for Student Life. All students interested in starting a new social Greek organization are required to meet with the Assistant Director of Student Leadership and Involvement Center for Greek Life who will take the lead in communication with any inter/national offices.**
Students who wish to participate in the fraternity or sorority recruitment process must have completed one semester as a full-time student (12 hours) at Creighton or another college or university, and must maintain a 2.5 grade point average to be eligible. Transfer students must be able to produce a transcript for grade point average verification.

Students have the right to know the status of a registered student organization that they are a member of, or that they are interested in joining. Students can access this information through a request to the Student Leadership and Involvement Center staff.

Due to the nature of membership recruitment for social Greek organizations, students engaging in the recruitment process will be notified at the beginning of the process if any of the organizations are on disciplinary reprimand, disciplinary or social probation. Suspended organizations are not eligible to recruit new members.

The University extends certain privileges to each registered student organization. Along with those privileges come certain responsibilities that are expected of each organization. Please see “Responsibilities and Privileges”, found on the Student Leadership and Involvement Center web page, for further details.

While the University respects the right of individual students and student organizations to express their ideas, it is understood that such expressions or views remain those of the individuals or organizations and are not to be construed as necessarily reflecting University opinion or as an endorsement by the University.

The University reserves the right to deny or withdraw official registration for any student group which (a) permits membership therein by persons who are not Creighton University students; (b) does not organize itself and conduct its activities in accordance with the provisions of this Handbook; or (c) has any purpose(s), aim(s), objective(s) and/or philosophy which, in the sole judgment of the University, is or are contrary to or inconsistent with the best interests of the University or the Credo, purposes, mission, or objectives of the University. Only student groups that are officially registered are permitted to use University facilities or services, to identify themselves in any way with the University, and to share in other privileges or support for which student groups registered by the University are eligible.

Event Guidelines

1) Student organizations are prohibited from hosting the following events because they do not fit within the mission of Creighton University.
   - Date auctions, where individuals are being bought for a date. Service auctions are permitted so long as the services are within the University mission (i.e. raking leaves, house work, car washes, etc.)
   - Food and drink consumption contests where competitive consumption is the goal
2) It is required that student organizations contact the Student Leadership & Involvement Center if they wish to host any event/activity on or off campus. All student organization events/activities need to be registered through the Student Leadership & Involvement Center via CU Involved at least two weeks in advance of the event date. This includes but is not limited to the following events:
   - Movie viewing events, both documentaries and fictional movies
     i. Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
   - An event on campus where alcohol will be present (see the “Serving Alcohol on Campus Policy” for more information)
   - A public event that is open to the Creighton community and/or the Omaha community, particularly if the organization will be entering a contract with a speaker or speaking agency
• Potentially controversial events or activities
  
i. The University Student Handbook Speakers Policy and the University Speakers and Artistic/Creative Presenters policy state that student organizations are required to get speakers approved who may have conflicting views of Creighton’s traditions and values. If you are unsure if your speaker has conflicting values with the University, please contact the Student Leadership & Involvement Center for consultation.

  ii. This includes, but is not limited to, speakers, lectures, concerts, films, tabling, fundraisers, philanthropy event/activities, apparel creation, and date parties.

  iii. “Sponsoring organizations are expected to use responsible judgment in selecting speakers/activities. When it is likely that a speaker/activity may espouse or appear to espouse positions hostile to Creighton’s traditions and values, opportunities for expression of alternative viewpoints must be assured. The Vice Provost for Student Life, in consultation with the appropriate academic Vice President and University Committee on Lectures, Films, and Concerts, may require that a speaker/activity planner make the presentation in a debate or panel of discussants format so as to assure expression of other views.”

  iv. “If it is reasonably likely that a potential speaker or other artistic/creative performer will espouse or appear to espouse positions in conflict with Creighton’s traditions and values, the Inviter must inform the relevant Vice President/Provost of the planned invitation and provide the Vice President/Provost with background information about the invitee’s positions, works, published speeches and other relevant information to allow the Vice President/Provost to make an informed judgment as to whether and under what circumstances (including but not limited to the format of the event) the invitation should be extended.”

• If a student organization desires to use food provided from someone outside of the University, the organization needs to apply for Catering Exclusivity and follow the Catering Exclusivity policy.

Fundraising

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student organizations wishing to hold a fundraiser must have a completed and approved Event Form that can be submitted via CU Involved by the Student Leadership and Involvement Center prior to securing room or mall reservations and prior to the event.

• All fundraisers must conform to the Creighton University Code of Student Conduct and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.

• All organizations wishing to hold a fundraiser must have a completed and approved event form on file in the Student Leadership and Involvement Center (via CU Involved) prior to securing room or mall reservations. All reservations may be made by contacting the Centralized Reservations office at (402) 280-1700.

• Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation.

• All door-to-door solicitation and selling within the residence halls by students or commercial salespersons is prohibited. Likewise, no flyers, advertisements, coupons, etc., may be placed
under the doors or hung on doorknobs in any residence hall. In certain circumstances, a student, student group, or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Resident Director. If you witness a solicitor on your floor or in the building, contact the front desk.

- Promotional materials may not be handed out to students on the Creighton campus, either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.

- Any advertising and publicity materials must include: name of the sponsoring organization, contact information for sponsoring organization (creighton.edu e-mail account), product or service being sold, purpose for which the profit will be used, date/time or event/activity, and location of the activity. All advertisements must follow the posting policy guidelines.

- For raffles, participants must be made aware of the prizes offered and of their chances of winning. To do this, limit the number of ticket sales and state “chances of winning are greater than 1 in (# of tickets being sold).”

- If soliciting vendors or alumni for support, either financial or in-kind donations, in addition to the fundraising registration form being completed, a list of the businesses to be contacted and a copy of the letter to be sent must be attached to this form or sent electronically to slic@creighton.edu.

- If a student organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Sodexo Food Services. You must follow proper food-handling guidelines. These guidelines may be found online or in the Student Leadership and Involvement Center.

- If wishing to serve food not provided by Sodexo a catering exclusivity form needs to be filled out and approved prior to the event.

- Upon processing, all approvals will be communicated via CU Mail.

- If you are creating an item to sell, a “T-shirt/Merchandise Design Approval Form” must be completed via CU Involved.

**Waiver of Liability Policy**

Student organizations participating or sponsoring activities/events that are deemed high risk by Risk Management will require all participants (students, faculty, staff, community members) to sign a waiver of liability prior to participating in the event/activity. In the state of Nebraska the age of majority is 19, so anyone under the age of 19 will also need a guardian’s signature to participate in the activity/event. Failure to obtain signed waivers can result in a loss of privileges, fines, and the ability to sponsor events.

**Contract Policy**

Student organizations hosting/sponsoring events that require a contract to be signed by the vendor are required to submit the contract to the Student Leadership and Involvement Center for approval at least three
weeks in advance of the event via CU Involved. Student organization members and moderator are not allowed to sign contracts. The Director of the Student Leadership and Involvement Center reviews and signs all contracts for student organizations. University Dining and Centralized Reservation contracts are exempt from this policy. Failure to submit contracts to the Student Leadership and Involvement Center for approval may result in loss of privileges and organization registration status as a student organization, fines, and the ability to sponsor events.

T-Shirt/Merchandise and Licensing Waiver Policy

- The Student Leadership and Involvement Center must approve any designs for T-Shirts or other merchandise created by student organizations.
- T-Shirt and other merchandise designs must be submitted to the Student Leadership and Involvement Center via CU Involved before any items are made/printed. Please submit design at least 2 weeks before the printing date.
- Any organization that creates and distributes T-Shirts or other merchandise without prior approval will be in violation of this policy and will be responsible for the consequences.
- The Creighton University logos, graphics and Athletic marks are registered and protected trademarks of Creighton University, protected by both the Department of Marketing and Communications and Athletics, as well as the US Patent Office. No alterations are permitted on the University seal, logo or Athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University.
- Registered student organizations, as defined by the University, using the names, marks, logo, seals, and/or symbols of Creighton University in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Student Leadership and Involvement Center and University Communications and Marketing by completing a T-shirt/Merchandise Form [found on CU Involved.]
- Products sold or given away bearing the trademarks of the University and the names or logo of a registered student organization, for the sole benefit of that organization, are exempt from a royalty fee charged for commercial ventures. However, these products must be purchased from licensed vendors.
- If items are to be sold to those outside of your organization’s membership, or for a profit, a Fundraising Registration Form must also be completed.

Seeking registration takes time and forethought. A group must submit a constitution, mission statement, schedule of events, and completed application to be considered for registration as an organization. Once the Student Leadership and Involvement Center receives these materials, the “pending” organization has access to limited services while waiting for approval. The “pending” organization will be asked to meet with the Student Organization Review Committee (SORC), which meets twice per year.