

SETTLEMENT AGREEMENT AND RELEASE
Solid Rock Christian Club v. Wyatt, et. al.,

This settlement agreement (“Settlement Agreement”) is entered into by Solid Rock Christian Club, Kelsey Reed, and Daniel Spencer (“Plaintiffs”) and Scott Wyatt, President of Snow College; Craig Mathie, Vice President for Student Success at Snow College; and Michelle Brown, Director of Student Life and Leadership at Snow College (“Defendants”).¹

WHEREAS, Plaintiffs filed their Complaint in the United States District Court for the District of Utah on October 22, 2012, captioned *Solid Rock Christian Club, et al. v. Wyatt, et al.*, Case No. 2:12-cv-978-DN (the “Lawsuit”), seeking injunctive, declaratory, and monetary relief for the violation of their rights under the First and Fourteenth Amendments to the United States Constitution.

WHEREAS, Plaintiffs challenged several of Defendants’ policies contained in the *Snow College Handbook for Clubs and Affiliated Organizations 2012–2013* (“*Handbook*”). These policies are attached to this Settlement Agreement as Exhibit 1.

WHEREAS, these challenged policies denied student organizations “associated with a religious institution” privileges extended to other student groups, including the abilities to reserve campus facilities without charge, to advertise their events on campus without charge, and to seek student fee funding. Plaintiffs claimed that these policies also failed to ensure that student fee funding is allocated in a viewpoint neutral manner.

WHEREAS, Plaintiffs also challenged Defendants’ policies and practices governing the homecoming event known as “Paint the Town,” in which Plaintiffs’ display of a religious nature was removed by Defendants or their agents. These policies are attached to this Settlement Agreement as Exhibit 2.

WHEREAS, Plaintiffs and Defendants desire to avoid protracted litigation and the necessity of a trial, they have negotiated a settlement which is memorialized in this Settlement Agreement, which memorializes their release of any claims they have or could have against each other and which compensates Plaintiffs for the release of all claims they could have based on the allegations in their Complaint.

NOW THEREFORE, in consideration of these premises and the agreements described below, Plaintiffs and Defendants agree as follows:

1. Defendants have agreed to change the aforementioned policies in the *Handbook*. Revised versions of these policies are attached to this Settlement Agreement as Exhibit 3.

¹ Plaintiffs also brought causes of action against the individual members of the Utah State Board of Regents and Board of Trustees of Snow College. By agreement of the parties, the Regents and Trustees were not served in the Lawsuit. This Settlement Agreement comprises all claims, including those alleged against the Regents and Trustees.

2. Defendants have already implemented the attached revised policies (*i.e.*, Ex. 3) and have published them to Snow College students on April 1, 2013.

3. Defendants agree not to adopt or enforce the provisions of the old policies (*i.e.*, Ex. 1) that deny student organizations “associated with religious institutions” the privileges afforded other student organizations (*e.g.*, the ability to reserve campus facilities without charge, the ability to advertise their events on campus without charge, and the ability to seek and receive student fee funding) and the portions that grant Snow College employees and students unbridled discretion in allocating student fee funding to different student organizations.

4. Defendants have no current intention to sponsor or coordinate any “Paint the Town” events during future homecoming celebrations. But if they sponsor or coordinate these or any other events that include constitutionally protected student expression (including those that create a student speech forum by inviting any or all students to express themselves), Defendants agree that student expression shall not be restricted based on viewpoint to the extent prohibited by law, and they specifically agree not to prohibit or restrict student organizations from including religious imagery and messages in those events. Furthermore, if they cosponsor or coordinate any Paint the Town events, Defendants agree that all of their employees, sponsors, and agents who organize or sponsor the events shall be instructed on the proper standards of viewpoint neutrality.

5. In satisfaction of Plaintiffs’ claims for damages and attorney’s fees, including all costs and fees available pursuant to 42 U.S.C. § 1988, Defendants agree to pay a sum of twelve thousand dollars (\$12,000).

6. Within ten (10) days of execution of this Settlement Agreement by all Plaintiffs and all Defendants, Defendants shall deliver to Alliance Defending Freedom, the following:

- a. A payment to “Alliance Defending Freedom” (EIN 54-1660459) in the amount of \$11,200; and
- b. A payment to “Solid Rock Christian Club” in the amount of \$800.

7. Plaintiffs agree to release Defendants, the Utah State Board of Regents, the Board of Trustees of Snow College, Snow College, the State of Utah, and their respective agents, representatives, employees, administrators, departments, divisions, agencies, and facilities (in their individual and official capacities) from any and all claims arising out of the facts and circumstances described in the Lawsuit, now and forever, explicit or implicit, whether known or unknown. This Settlement Agreement shall be binding on, and shall inure to the benefit of, Plaintiffs and Defendants and their respective past, present, and future predecessors, successors, subsidiaries, affiliates, officers, directors, employees, attorneys, insurers, agents, representatives, and assigns.

8. It is understood that Defendants, by entering this Settlement Agreement, are *not* admitting any liability whatsoever with respect to Plaintiffs or Defendants’ policies as previously

enacted by Defendants and/or by any person, employee, agent, representative, or trustee of Snow College or member of the Utah Board of Regents. Rather, Defendants are simply compromising to resolve a disputed claim.

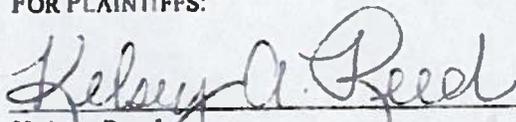
9. It is further understood that Plaintiffs, by entering this Settlement Agreement, are *not* providing any assurance or certification that all aspects of Defendants' revised policies (*i.e.*, Ex. 3) fully comply with the United States Constitution. Rather, Plaintiffs are simply compromising to resolve a disputed claim.

10. Pursuant to this Settlement Agreement, Plaintiffs will file a Stipulation for Dismissal with Prejudice, within five (5) days after Plaintiffs' counsel receives the payments described in ¶ 6 of this Settlement Agreement. Except for the provisions of ¶ 5 of this Settlement Agreement, each party is to bear its own costs and attorneys' fees. At the time of execution of this Settlement Agreement, Plaintiffs acknowledge that the only obligation on Defendants' part that remains outstanding is the payment of attorneys' fees and damages as reflected in ¶¶ 5–6 of this Settlement Agreement.

11. Plaintiffs and Defendants agree that this Settlement Agreement is an integrated agreement and represents the entire understating of the Plaintiffs and Defendants relative to the subject matter described herein. It is understood and agreed that this Settlement Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes. A faxed, photocopied, or electronic signature in Portable Document Format hereon shall be as valid as an original.

12. This Settlement Agreement shall be construed in accordance with, and governed by, the laws of the State of Utah, without regard to its conflict of law rules.

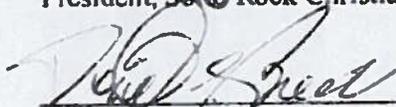
FOR PLAINTIFFS:



Kelscy Reed
President, Solid Rock Christian Club

April 3, 2013

Date

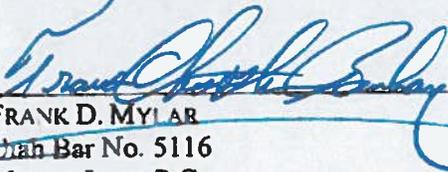


Daniel Spencer
Vice President, Solid Rock Christian Club

April 3, 2013

Date

AGREED TO AS TO FORM AND CONTENT



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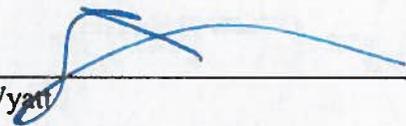
ALLIANCE DEFENDING FREEDOM

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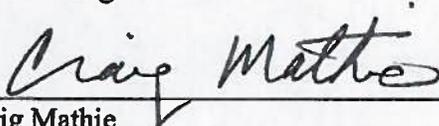
FOR DEFENDANTS:



Scott L. Wyatt
President
Snow College

Date

9/5/2013



Craig Mathie
Vice President for Student Success
Snow College

Date

4/4/13



Michelle Brown
Director of Student Life & Leadership
Snow College

Date

4/4/2013

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KYLE J. KAISER
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Date

Attorney for Defendants

FOR DEFENDANTS:

Scott L. Wyatt
President
Snow College

Date

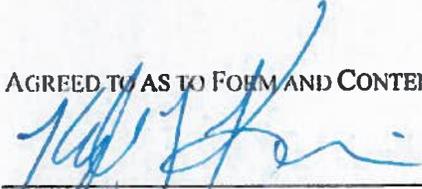
Craig Mathie
Vice President for Student Success
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Date

Michelle Brown
Director of Student Life & Leadership
Snow College

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Date

April 8, 2013

Attorney for Defendants

EXHIBIT 1



**SNOW
COLLEGE**

2012-2013

Handbook for Clubs and Affiliated Organizations

VALUE OF CLUBS AND AFFILIATED ORGANIZATIONS:

In support of the mission of Snow College, students are encouraged to complement their academic pursuits with involvement in extra-curricular activities. One of the best avenues for involvement is to participate in one or more of the student clubs or affiliated organizations. Through such participation, students achieve (1) a strong social network, (2) leadership qualities, (3) appreciation for Snow College and the process of higher education, and (4) a perspective of values which help prepare them for an active and rewarding life.

CLUB REQUIREMENTS AND RESPONSIBILITIES:

The following standards are required of all college chartered clubs. Failure to comply with these standards may affect a club's charter status and/or club funding.

The primary advisor of each club must be a full-time faculty or staff member of Snow College. A part-time employee or non-employee advisor may be approved if a full time employee cannot be found. These part-time and/or non-employee advisors must be approved by the Director of Student Life and the Vice President for Student Success. A Club Advisor Exception Approval form must be turned in with the chartering application to be considered. The advisor must agree to all terms stated in the Snow College Advisor Memorandum of Understanding.

A club must have five or more student members. In this context, a student is defined as being enrolled in the current semester and carrying a minimum of 6 credits. Membership eligibility is without regard to race, religion, ethnicity, sexual orientation, gender, socio-economic status, political affiliation, or disability.

The club president must be a full time, current student. Student body leaders may not serve in club leadership positions without prior approval of the Director of Student Life.

The club president and/or two elected officers must attend club training meetings at the beginning of the fall semester.

The club president (or a club representative) must attend all Clubs/Organizations Communication meetings. These will be scheduled in advance on a regular basis- time, date and location to be determined by the Student Executive Council.

The club must hold a minimum of one meeting per month.

Each semester the student club must participate in one campus-wide service project (held by the Snow Service) and/or submit a Club Service Proposal to the Service Coordinator. All forms are located in Student Life or on the Snow College website.

Club members must abide by all Snow College standards and regulations, which include: the policies of this handbook, the Constitution of the Snow College Student Association, and Snow College's Student Code of Conduct.

When organizing an on-campus activity for the student body (as a whole), a club must fill out and turn in a Campus Event Proposal to the Student Life Office.

The club leaders must follow budget request stipulations.

The club must not be affiliated with any commercial or for-profit organization or religious institution.

Case 2:12-cv-00978-DN Document 2-2 Filed 10/23/12 Page 4 of 7
Chartering of a club by the college does not necessarily represent college approval of the objectives or opinions of the club members. Therefore a student club will neither represent nor imply in any document (i.e. constitution, statement of purpose, letterhead, publication, or contact with the public) that it is speaking for or in the name of Snow College.

Chartering signifies the willingness of the club or organization to accept the same obligations, as a group, as required by the college of its individual members under the authority of the Board of Trustees.

To exercise the privilege to use or schedule campus facilities, vehicles or publicity supplies clubs and organizations must do so according to the policies and guidelines established by Snow College and the Student Life Office.

CHARTERING PROCEDURES: The Legislative Branch of the Student Council and the Director of Student Life shall approve the chartering of student clubs who have completed the following steps.

Initial Chartering:

Club leaders must submit a completed Club Chartering Application to the Student Life Office in GSC 226 by the following deadlines: Fall: September 28th by 5:00 pm or Spring: February 15th by 5:00 pm.

If the application is turned in after these deadlines it may not be approved until the following semester.

The Student Life Office will notify the club leader or advisor by email when their charter has been approved. A Snow College account number will be assigned at that time.

A chartered club is allowed to request semester dues from its members, which are not to exceed \$10/semester. Any club dues above the pre-approved \$10/semester must be approved by the Director of Student Life.

Retention of Chartering

In order to retain a charter for the upcoming academic year, a student club must complete and submit a re-charter form to the Student Life Office by September 28th at 5:00 pm. Forms can be turned in any time before the deadline

Termination of Charter

The charter of a club may be terminated on the following conditions:

1. Failure to comply with the requirements explained in this handbook.
2. Written request of a student club, signed by the group's current president and advisor.
3. Violation of Snow College policy, Student Code of Conduct, the Snow College Associated Student Constitution, and/or Student Life club policy.
4. Failure to renew the charter.
5. Misuse of school funding and/or not keeping proper financial records.

The Director of Student Life will make the determination to terminate a club charter. The Student Body President will, in writing, notify the club president and advisor of that action.

Appeals of charter termination follow the appeal process described under Conduct in this handbook.

AFFILIATED ORGANIZATIONS:

Any club or organization associated with a religious institution, a commercial entity, or a for-profit organization does not qualify for chartering. However, such student related organizations may apply for "affiliate organization" status by submitting an Affiliated Organization Approval form (found on the Snow College clubs web page) by the appropriate semester deadline: Fall: September 28th by 5:00 pm or Spring: February 15th by 5:00 pm .

An affiliated organization will be able to:

1. Schedule and use college facilities at the community rental rate.
2. Attend the Clubs/Organization Communication meetings.
3. Participate in specific college celebrations and or recognitions (i.e. Homecoming).
4. Complete a Campus Event Proposal to have student related events listed on the campus calendar.
5. Advertise events for students on campus, using their own materials or by arranging to use Student Life Office publicity materials at cost.

CONDUCT:

Student clubs shall not conduct activities which interfere with or disrupt the educational or service activities of the college.

Student clubs and their members are accountable for any and all violations of federal, state, or local laws, the Snow College Associated Students Constitution, and Snow College's Student Code of Conduct.

A club is responsible for the actions of its members when participating in club activities and may receive disciplinary action if its member's behavior is not in accordance with the Student Code of Conduct and the regulations outlined in this handbook. Members who violate these standards may be subject to individual disciplinary action. Club participation in a violation of these standards is defined as voting in favor of the prohibited conduct, encouraging such conduct, joining in the preparations of such conduct, and/or actual involvement in the activity.

In the event of alleged violation, a student club may have its case heard by a committee comprised of the Director of Student Life, a Student Advocate and the Student Body President. Appeal to this process may be made to the Student Social Standards Committee through the Vice President of Student Success.

Sanctions which may be imposed for violations include the following:

1. A written reprimand from the Student Advocates and Director of Student Life.
2. A written reprimand with a probationary period of up to one year.
3. Suspension of certain privileges such as expenditures of current budget and/or use of college facilities for a period of time by the review committee.
4. Terminations of the charter (see termination of charter guidelines under the Chartering Procedures section.)

ADVISORS:

As stated in the Club Requirements section, each student club must have an approved advisor to play a supportive role as well as adhere to the standards required in this handbook. ***The success of any club is the responsibility of the members, not the advisor. Ideally, the advisor should train and counsel club members regarding the achievement of club goals.*** Advisor responsibilities include the following:

1. The appointment of a full time faculty or staff member must be approved by his/her immediate supervisor the Director of Student Life.
2. Each advisor must complete and turn in the Memorandum of Understanding form to the Student Life Office.
3. All advisors must attend **one** Advisor Communication Meeting **per school year**.

- Case 2:13-cv-00979-DN Document 3-2 Filed 10/22/13 Page 6 of 7
4. The advisor's primary role and responsibility consists of supporting the mission of Snow College as well as college policy, including the Student Code of Conduct. This includes acting in a responsible and ethical manner in response to student behavior that is not in accord with Snow College policy and/or conducive to an environment of higher education.
 5. The advisor will also interpret, educate and enforce college policies and procedures with the club.
 6. The advisor acts as a resource in planning, organizing, and implementing club events.
 7. An advisor must be in attendance at all club meetings, activities, and special events or arrange to have other approved supervision. The student accident injury insurance is only in effect when a college club activity is supervised by someone other than a student, i.e. an advisor or assistant advisor.
 8. Advisors serve as a liaison between the club and college administration.
 9. Advisors oversee the proper expenditure of monies for club functions and review expenditures and club financial records. Advisors will be required to turn in a budget expenditure report at the end of each semester which should include copies of all receipts. Audit of the club financial record may occur at any time.

FUNDING

Student clubs are required to maintain financial resources following the procedures of the Snow College Business Office.

A club account number is assigned to each chartered club or organization receiving Student Activity funds. All payment forms must have the club account number printed on them, and must have both the advisor and the club president signatures. To obtain a club account number, see the Student Life Office Manager for more information.

All funds are transferred to club accounts via budget transfer forms.

Funding is available for chartered clubs only, and is allocated following recommendations of the elected Student Advocates, Student Body President and the Director of Student Life.

The following requirements and regulations shall govern the disbursement of monies to student organizations:

1. Funds will only be allocated to clubs that are chartered and have submitted a funding request application to the Student Life Office. ***All applications MUST be turned in by the announced deadline for each semester. If the application is turned in after the deadline it may not be funded until the next semester.***
2. To be eligible for funding, clubs must be in good standing by complying with all club requirements. Items that will affect approval of funding include completion of the service project, participation in student activities, holding regular club meetings, attendance at all Clubs/Organizations Communication Meetings, completion of Advisor Training and how much the club currently has in their account.
3. Funding Request Forms can be obtained upon request in the Student Life Office or on the clubs web page.

CAMPUS-WIDE ACTIVITIES:

If a club wishes to sponsor a campus-wide activity, the club president and advisor must complete a Campus Event Proposal. This form may be obtained in the Student Life Office. If desired, two clubs will be allowed to co-sponsor an activity.

The club president must complete and submit the Campus Event Proposal paperwork to the Student Life Office **three weeks prior to the activity date. Failure to meet this deadline will result in the cancellation of the event.** The advisor and club president will then be informed of the activity's approval. Only then will the activity go on the **official** activity calendar held by the Student Life Office. All other calendars and dates are tentative and dependent on the sponsoring group's ability to effectively carry out all the determined steps for sponsoring an activity as outlined on the Campus Event Proposal form.

The club president must inform the Director of Student Life and Student Life Office Manager of any changes to the initial proposal or in the cancellation of the event. If the club president would like to change the date, he or she must request the change through the Director of Student Life and the Office Manager.

A club president will also agree to cancel an activity if at any time the Director of Student Life observes that they are not correctly following the steps provided for the activity in the Standard Operating Procedures (SOPs). Club leaders should Student Life Office with any questions about activity procedures.

ADDITIONAL LEADERSHIP OPPORTUNITIES

GNST (1070F/1080S) Leadership Class:

The Leadership Principles Class is an opportunity for club leaders to further discover and develop their leadership potential. The class is two credits and meets every Monday and Wednesday. For more information or to register, please see the Director of Student Life.

EXHIBIT 2

SNOW COLLEGE
"Paint the Town"
Homecoming 2012
Rules and Expectations for Clubs/Organizations

The purpose of "Paint the Town" is to promote school spirit throughout the community. Snow College Clubs and Organizations are expected to abide by all the rules. Participants from Snow College Clubs and Organization will have limited time to paint their business' windows. Participants will be expected to paint their choice of company between 12:00-4:30 pm on Monday, September 23, 2012. If this assigned time will not work for the participating club/organization, they must contact Maria Reyes at reyes.isabel.maria@gmail.com no later than Monday, September 15, 2012.

Expectations of Clubs Participating in "Paint the Town:"

1. Clubs will be expected to have an advisor or club president present the ENTIRE time. This will ensure that the paint does not damage the companies' property in any way (i.e. sidewalk, brick, wall, or anything other than the window).
2. Clubs must clean-up their painted window cleaned up no later than Tuesday, October 2, 2012 by 4:30 pm.
3. Club participants will be expected to have the store owner read and initial/sign the cleaning information. A minimum of \$50.00 will be charged to the club if the Store Manager/Assistant Store Manager is not satisfied immediately following clean up. This money will only be used for the company to fix the damaged property. No exceptions will be made.
4. Clubs will be expected to only paint their assigned window. Any cheating or damage done to the other participant's windows will automatically disqualify the club from the "Paint the Town" competition.
- * 5. Clubs will be expected to pick up their cleaning buckets in the Student Life Office by 12:00 pm on Monday, September 24, 2012. These buckets will contain the paint and cleaning supplies.

The SOLID ROCK CHRISTIAN CLUB club/organization, will abide by the rules for the "Paint the Town" competition. We agree to have the club advisor or club president present during the entire time that the club is painting. If I do not comply to the above listed rules, the club will be fined with a minimum of a \$50 fine. The store/business owner must sign the cleaning information sheet in order to be qualified for judging. SOLID ROCK CHRISTIAN club/organization agrees to follow all the listed rules and regulations of the "Paint the Town" competition.

Club Representative: Kelsey D. Reed Date 9/14/2012
 Club Advisor: Asadul Kabir Date 9/14/2012

ios Amigos

**SNOW COLLEGE
"Paint the Town" Competition Rules
Store/Business Owners
Homecoming 2012**

The purpose of the "Paint the Town" competition is to promote school spirit throughout the community by advertising the upcoming Homecoming. At any time you may call the Student Life Office of Snow College (435-283-7121) with questions or concerns regarding the window painting contest. Snow College student clubs are expected to arrive between 11:00-4:30 pm on Monday, September 24, 2012. The following are rules and expectations for the competition:

1. The club is expected to have an advisor or club president present the entire time. If this rule is not followed, the club is automatically disqualified.
2. The club responsible must clean my window by Tuesday, October 2, 4:30 pm.
3. The club responsible will be charged of a minimum of \$50.00 charged if the store windows are not properly cleaned. The club is aware that there are no exceptions to this rule. The club is aware that the \$50.00 will be paid out to the store owner for damage (i.e. paint drips on window, brick, wall, or anything else other than the window).
4. In the event that excessive damage is caused and the \$50.00 fee does not cover it, the store owner must call the Student Life Director, Michelle Brown, (435-283-7127) to resolve the matter.
5. The club is expected to ONLY paint the assigned window.
6. The club is expected to be respectful toward the store and its employees.

 have read and understand the Competition Information for "Paint the Town" Homecoming Activity. (store owners please initial and date)

Marica Reyes: (435) 851-0840

*Manti will paint half,
Snow other half!



**SNOW
COLLEGE**

2012-2013

Handbook for Clubs and Organizations

Snow College Handbook for Clubs and Organizations 2012-2013 (Updated 3/13)

VALUE OF CLUBS AND ORGANIZATIONS:

In support of the mission of Snow College, students are encouraged to complement their academic pursuits with involvement in extra-curricular activities. One of the best avenues for involvement is to participate in one or more of the student clubs or organizations. Through such participation, students achieve (1) a strong social network, (2) leadership qualities, (3) appreciation for Snow College and the process of higher education, and (4) a perspective of values which help prepare them for an active and rewarding life.

CLUB REQUIREMENTS AND RESPONSIBILITIES:

The following standards are required of all college chartered clubs to be considered in good standing. Failure to comply with these standards may affect a club's charter status and/or club funding.

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A club must have five or more student members. In this context, a student is defined as being enrolled in the current semester and carrying a minimum of 6 credits. Membership eligibility is without regard to race, religion, ethnicity, sexual orientation, gender, socio-economic status, political affiliation, or disability.

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The club president and/or two elected officers must attend club training meetings at the beginning of the fall semester.

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The club must hold a minimum of one meeting per month.

Each semester the student club must participate in one campus-wide service project (offered by Snow Service) and/or submit a Club Service Proposal to the Service Coordinator. All forms are located in the Student Life office or on the Snow College website.

Club members must abide by all Snow College standards and regulations, which include: the policies of this handbook, the Constitution of the Snow College Student Association, and Snow College's Student Code of Conduct.

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The club leaders must follow budget request stipulations.

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To exercise the privilege to use or schedule campus facilities, vehicles or publicity supplies, clubs and organizations must do so according to the policies and guidelines established by Snow College and the Student Life Office.

CHARTERING PROCEDURES: The Legislative Branch of the Student Council and the Director of Student Life shall approve the chartering of student clubs who have completed the following steps.

Initial Chartering:

Club leaders must submit a completed Club Chartering Application to the Student Life Office in GSC 226 by the following deadlines; Fall: Friday, September 27th by 5:00 pm or Spring: Friday, February 14th by 5:00 pm. *If the application is turned in after these deadlines it may not be approved until the following semester.*

The Student Life Office will notify the club leader or advisor by email when their charter has been approved. A Snow College account number will be assigned at that time by the Snow College business office at the request of student life.

A chartered club is allowed to request semester dues from its members, which are not to exceed \$10/semester. Any club dues above the pre-approved \$10/semester must be approved by the Director of Student Life.

Retention of Chartering

In order to retain a charter for the upcoming academic year, a student club must complete and submit a re-charter form to the Student Life Office by the following deadlines; Fall: September 27th by 5:00 pm or Spring: February 14th by 5:00. Forms can be turned in any time before the deadline.

Termination of Charter

The charter of a club may be terminated on the following conditions:

1. Failure to comply with the requirements explained in this handbook.
2. Written request of a student club, signed by the group's current president and advisor.
3. Violation of Snow College policy, Student Code of Conduct, the Snow College Associated Student Constitution, and/or Student Life club policy.
4. Failure to renew the charter.
5. Misuse of school funding and/or not keeping proper financial records.

The Director of Student Life will make the determination to terminate a club charter. The Student Body President will, in writing, notify the club president and advisor of that action.

Appeals of charter termination follow the appeal process described under Conduct in this handbook.

CONDUCT:

Student clubs shall not conduct activities which interfere with or disrupt the educational or service activities of the college.

Student clubs and their members are accountable for any and all violations of federal, state, or local laws, the Snow College Associated Students Constitution, and Snow College's Student Code of Conduct.

A club is responsible for the actions of its members when participating in club activities and may receive disciplinary action if their behavior is not in accordance with the Student Code of Conduct and the regulations outlined in this handbook. Members who violate these standards may be subject to individual disciplinary action. Club participation in a violation of these standards is defined as voting in favor of the prohibited conduct, encouraging such conduct, joining in the preparations of such conduct, and/or actual involvement in the activity.

In the event of alleged violation, a student club may have its case heard by a committee comprised of the Director of Student Life, a Student Advocate and the Student Body President. Appeal to this process may be made to the Student Social Standards Committee through the Vice President of Student Success.

Sanctions which may be imposed for violations include the following:

1. A written reprimand from the Student Body Advocates and Director of Student Life.
2. A written reprimand with a probationary period of up to one year.
3. Suspension of certain privileges such as expenditures of current budget and/or use of college facilities for a period of time set by the review committee.
4. Terminations of the charter (see termination of charter guidelines under the Chartering Procedures section.)

ADVISORS:

As stated in the Club Requirements section, each student club must have an approved advisor to play a supportive role as well as help the club adhere to the standards required in this handbook. ***The success of any club is the responsibility of the members, not the advisor. Ideally, the advisor should train and counsel club members regarding the achievement of club goals.*** Advisor responsibilities include the following:

1. The appointment of a full time faculty or staff member must be approved by his/her immediate supervisor and the Director of Student Life.
2. Each advisor must complete and turn in the Memorandum of Understanding form to the Student Life Office.
3. All advisors must attend one Advisor Training Meeting per school year.
4. The advisor's primary role and responsibility consists of supporting the mission of Snow College as well as college policy, including the Student Code of Conduct. This includes acting in a responsible and ethical manner in response to student behavior that is not in accord with Snow College policy and/or conducive to an environment of higher education.
5. The advisor will also interpret, educate and enforce college policies and procedures with the club.
6. The advisor acts as a resource in planning, organizing, and implementing club events.
7. An advisor must be in attendance at all club meetings, activities, and special events or arrange to have other approved supervision. The student accident injury insurance is only in effect when a college club activity is supervised by someone other than a student, i.e. an advisor or assistant advisor.

8. Advisors serve as a liaison between the club and college administration.

9. Advisors oversee the proper expenditure of monies for club functions and review expenditures and club financial records. Advisors will be required to turn in a budget expenditure report at the end of each semester which should include copies of all receipts. Audit of the club financial record may occur at any time.

FUNDING

1. Funding will only be allocated to clubs that are chartered and have submitted a funding request application to the Student Life Office. (Funding request applications can be obtained upon request in the Student Life Office or on the Clubs web page.) All applications must be turned in by the announced deadline for each semester. If the application is turned in after the deadline, it will not be funded until the next semester.

2. In determining whether a request for club funds should be granted, and the appropriate amount of that request, the Student Body Legislative Branch will consider only the following viewpoint neutral criteria.

- a. Is the club chartered and in good standing with the College?
- b. Did the club submit a complete funding request application before the deadline?
- c. What is the total amount of funding available to student organizations?
- d. How much is the club requesting in club funds?
- e. What is the club's current account balance?
- f. Does the club's request demonstrate that it has been diligent in determining and expressing its needs?
- g. What is the actual cost of the club's activities, and has it attempted to identify a cost-effective approach?
- h. How much funding does the club receive from other sources?
- i. If the group has received funding in the past, how effectively and efficiently has it used those funds?
- j. Will the event or activity be open to all interested students?

All funding decisions will comply with constitutional requirements of viewpoint neutrality (i.e., they will be based on considerations that do not include approval or disapproval of the views of the club or any of its activities).

3. The Student Body Legislative Branch will evaluate all requests for club funding using the criteria outlined above in the following way:

- a. All Student Body Legislative Branch meetings where club fund requests will be considered will be open to the student body.
- b. Minutes shall be taken of all Student Body Legislative Branch meetings where club funding requests will be considered.
- c.- Should a club funding request be denied, in whole or in part, the Student Body Legislative Branch shall state in writing its reason for denial. All club funding decisions, including the amounts awarded to each club and the reasons for denial of club funding, will be kept on file in the Student Life Office and will be made available upon request.
- d. Club leaders will be notified by e-mail of club funding decisions. In the event that a funding request is denied, in whole or in part, the e-mail will include the recorded reason for denial.

4. A club may appeal a funding decision made by the Student Body Legislative Branch, but only if the club has reason to believe that it was denied funds on the basis of the viewpoint of the club or the viewpoint planned to be espoused by its activities.

- a. A club may appeal in writing to the Vice-President for Student Success, no more than five business days after receipt of the e-mail denying funding and providing the reasons therefor as provided in paragraph 3(d), above.
- b. The Vice President of Student of Student Success may review the written materials provided by the club, along with the minutes, the written reason for denial of funding, funding granted to other organizations, and other materials to determine whether the funding decision was made on a viewpoint neutral basis.
- c. The Vice President of Student Services shall issue a written decision on the club's appeal within ten business days of submission

5. Members of the Student Body Legislative Branch will uphold the constitutional principle of viewpoint neutrality in all funding decisions. If the Vice President of Student Success finds that a member of the Student Body Legislative Branch willfully violated this principle, that member may be subject to discipline which may include but is not limited to removal of the member. Merely casting a vote for a club's funding would not subject this member to discipline.

CAMPUS-WIDE ACTIVITIES:

If a club wishes to sponsor a campus-wide activity, the club president and advisor must complete a Campus Event Proposal. This form may be obtained in the Student Life Office. If desired, two clubs will be allowed to co-sponsor an activity.

The club president must complete and submit the Campus Event Proposal paperwork to the Student Life Office three weeks prior to the activity date. Failure to meet this deadline will result in the cancellation of the event. The advisor and club president will then be informed of the activity's approval. Only then will the activity go on the *official* activity calendar held by the Student Life Office. All other calendars and dates are tentative and dependent on the sponsoring group's ability to effectively carry out all the determined steps for sponsoring an activity as outlined on the Campus Event Proposal form.

The club president must inform the Director of Student Life and Student Life Office Manager of any changes to the initial proposal or in the cancellation of the event. If the club president would like to change the date, he or she must request the change through the Director of Student Life and the Office Manager.

A club president will also agree to cancel an activity if at any time the Director of Student Life observes that they are not correctly following the steps provided for the activity in the Standard Operating Procedures (SOPs). Club leaders should contact the Student Life Office with any questions about activity procedures.

ADDITIONAL LEADERSHIP OPPORTUNITIES

GNST (1070F/1080S) Leadership Class:

The Leadership Principles Class is an opportunity for club leaders to further discover and develop their leadership potential. The class is two credits and meets every Tuesday and Thursday. For more information or to register, please see the Director of Student Life.