Student Groups & Activities Committee Guidelines

I. Purposes
A. The purposes of the Student Groups & Activities Committee (SGAC) will be:
   1. To register and/or recognize undergraduate student groups (clubs or organizations) on the Shippensburg University campus except social fraternities & sororities, and intercollegiate athletic teams, and to establish policies concerning the formation and operation of clubs and organizations. Sports clubs will be chartered upon approval of the Athletic Committee.
   2. To establish policies and to regulate solicitation and/or fundraising activities.
   3. To assist student groups with their functions and activities when requested.
   4. To keep records of existing student groups and to inform them of any revisions that must be made to update their respective constitutions.

II. Meetings of the SGAC
A. The Vice-President of the Senate of the Student Association shall serve as Chairperson of SGAC.
B. Meetings will be held at least once a week, unless a meeting for the particular week is felt unnecessary by the chairperson(s) or by two-thirds of the committee.
C. Minutes of the meetings will be posted outside the Senate Office (CUB 201).
D. The official medium of communication between the Student Senate and those enrolled or employed in Shippensburg University will be via SU email.
E. The advisor for SGAC shall be the Assistant Director for Student Group Services and Leadership Development.

III. Ratification and Amendment
A. These Standing Rules will be ratified and amended upon approval by a 2/3 vote of the SGAC and the Senate of the Student Association.

IV. Campus Registered and Student Senate Recognized Groups
A. Campus Registered Groups are those that currently function on the Shippensburg University campus. These groups include, but are not limited to, academic co-curricular groups, academic and social fraternal associations and Student Senate Recognized Groups. These groups must be willing to subscribe to Section VII and would therefore benefit from the privileges listed in Section IX.
B. Student Senate Recognized Groups are those that currently function on the Shippensburg University campus and do not restrict membership (see Section VIII). As such, they are eligible to receive the benefits listed in Section X.

V. Policy For The Formation and Operation of a Club
A club is an association of persons for the purpose or the promotion of some common interest whose general activities are internally directed. All clubs, except social fraternities & sororities, and intercollegiate athletic teams, pertaining to student life of the University will be chartered by the Senate of the Student Association of Shippensburg University. Chartered student groups may be given space on the University Activities Calendar, may request funds to be allocated from the Student Association Treasury, and may request the use of the University facilities.

A. In order to be recognized as a club, individuals must submit a petition to the Vice President of Student Senate for approval. This petition may be obtained in the Senate Office (CUB 201) or online at ssi.ship.edu/senate/forms and will include:
1. Proposed name of club.
2. Statement of purpose and function of the club.
3. Signatures of a minimum of fifteen (15) undergraduate students; four (4) individuals must indicate their intention of serving as officers.
4. Signature of at least one (1) member of the faculty or staff who has indicated his/her willingness to serve as an advisor to the club.
5. If a club is planning to be affiliated with a national, state, or regional organization, proof of affiliation must be submitted to the Vice President of Student Senate.

B. A sample constitution is available on the Student Senate website: http://ssi.ship.edu/senate/forms or upon request at the Senate Office (CUB 201).

C. A representative of the club must submit the proposed constitution to the Vice President of Student Senate for consideration and approval. A representative of the club may attend the meeting of the SGAC at which their constitution is considered upon invitation of the Vice President of Student Senate. A representative may attend the Student Senate meeting at which their constitution is up for approval.

1. It shall be SGAC’s prerogative to deny recognition to proposed groups if their purpose is largely the same as a group already recognized by the SU Student Senate.

D. SGAC shall have the prerogative to make recommendations for changes in the constitution and by-laws of the proposed student group. The petitioning group must present a rewritten constitution and by-laws to the committee or face rejection.

E. SGAC will consider each constitution and submit its recommendations to the Student Senate for official approval or rejection.

F. The Vice-President of Student Senate will notify the student group of the Senate’s action on the issue of its charter via SU email.

G. The prospective group will have the right to appeal to the Senate President, up to two (2) weeks after disapproval of the chartering group has come from either SGAC or the Student Senate.

H. Club sports shall follow the established guidelines in the Sports Handbook and shall also follow standard chartering procedures of SGAC. Club sports are those that are not sponsored by SU at the NCAA level. A club sport is a group that is involved in competition of a physical nature against other institutions or organizations. The Vice President of Student Senate shall collaborate with the Coordinator of Club Sports to ensure appropriate approval of Club Sport status.

I. **Inactive campus-registered student groups are defined as falling into one-(1) or more of the following categories:**

   1. Absence of advisor (contract unsigned).
   2. May receive privileges of campus registered groups, as listed in Section IX.

J. **Unrecognized student groups are:**

   1. Student Senate recognized groups that have failed to register, and have thus been considered “inactive” for longer than one academic year.
   2. Not given space on the University events calendars/listings, may not request funds from the Student Association Treasury, may not use University facilities and may not request fundraising permits.
   3. Not recognized as a chartered group by the Student Senate.
   4. Less than four (4) officers have been registered with the Student Senate Office (CUB 201).
   5. No meetings held in one (1) academic semester.
   6. Constitutions have not been updated and re-approved within four (4) years.
7. Membership is less than fifteen (15) students.

VI. Policy for the Formation of an Organization
An organization shall be defined by the Senate, as a student group holding special importance to the Student Association in providing a service to the university community beyond the specialized purposes of traditional clubs. In addition, the financing of an organization differs from the financing process of traditional student clubs (See Budget & Finance standing rules). An organization shall be designated as such by a special meeting of the Executive Rules Committee (ERC) of the Student Senate. Any Student Senate recognized club is eligible to petition to become an organization.

VII. Rights and Responsibilities of Campus Registered Student Groups
A. Each student group must submit the contact information of its officers, advisors, and its departmental affiliation (if applicable) by the last business day of September. Failure to comply may result in inactive status or action taken by the SGAC.
B. Each student group must send their representatives to the annual Student Group Training Day. Not having two representatives present will result in the student group’s budget being frozen for one academic year.

VIII. Rights & Responsibilities of Student Senate Recognized Groups
A. To be recognized by the Student Association, a student group shall be required to apply for recognition within the guidelines established by the Student Senate. Assistance concerning recognition of student groups can be received from the Student Senate Office (CUB 201).
B. The membership, policies, and actions of a student group shall be determined by vote of only the student membership.
   1. Student groups shall not discriminate in forming or choosing their membership. Performing arts organizations and other groups as deemed by the Student Senate are exempt from this rule, as their membership is largely talent-based.
   2. Student groups’ purposes are to serve undergraduate students. However, graduate students, faculty, staff and SU community members shall be able to be members of Senate-recognized groups, but shall not be permitted to hold executive office positions.
      a. All SU community members shall be at least 18 years old or shall have documented parental permission (case-by-case basis).
   3. Student groups shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the goals and objectives of the group and to meet its stated obligations.
C. Each group shall be free to recommend a member of the faculty or staff to serve as their advisor(s).
   1. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration, or University affiliate.
   2. Advisors shall advise student groups in the exercise of responsibility, but they shall not have the authority to control the policy of a student group.
   3. Advisors should possess knowledge of the rules, regulations, policies, and structures of the University, as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the student group they advise.
   4. To change an advisor(s), the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify
the Student Senate Vice-President in order to make note of the change and submit a new advisor contract.
5. A student group may request to have more than one advisor approved by the Student Group & Activities Committee; however, one advisor must be designated as available for financial advisement.

D. Volunteers who are not employees of Shippensburg University, or its affiliates, are required to register as volunteers at the Office of Human Resources, have background checks and must be approved by the Vice President for Student Affairs.

E. Consistent with the guidelines established by Shippensburg University Student Services, Inc. (SUSSI), recognized student groups shall have control over the expenditure of their SUSSI Restricted Account, an account established to hold funds generated by the group from all sources other than fiscal year Student Senate allocation. The group treasurer will provide detail to the SUSSI fiscal office staff of the source of monies when deposited, and will maintain detailed financial records for examination of membership, or authorized SUSSI and University personnel.

F. Affiliation with an off-campus group shall not disqualify a student group from University recognition provided that the off-campus group is not in violation of federal or state law.

G. No individual or student group shall have the right to officially represent, or speak on behalf of, the University without the expressed written authorization of the University President (or designee) except to identify the University affiliation of the individual or group.

H. No student group member, officer, advisor or volunteer shall sign a contract or make a verbal agreement committing funds, originating from Student Senate allocations. If assistance is needed reviewing a contract, student groups can request a meeting with members of the University Union Student Activities (CUB) and all contracts using Student Senate allocations may be signed only by the SUSSI Fiscal Officer, or his/her designee. Contracts include written agreements for transportation, performers, venues, speakers, vendors, or promotional items, e.g., clothing.

1. Group officers may enter into contracts committing funds from their SUSSI Restricted Account, provided SUSSI Fiscal Office Staff has verified that sufficient funding is present in the account. Contracts include, but are not limited to, any written or verbal agreement for transportation, performers, venues, speakers, vendors, or promotional items, e.g., clothing.

2. In the event a contract or verbal agreement is made by a representative of a student group in violation of established SGAC policy, the group is subject to action including reclassification as an inactive or unchartered group.

I. Each student group must submit a list of officers and advisors by September 30th of the fall semester of each year. Failure to comply will result in action taken by SGAC. If student groups fail to resubmit an SGAC Information Sheet after electing new officers, this will result in the group being unchartered.

J. Student groups, officers, and advisors are responsible for monitoring their e-mail on a daily basis as this is the official form of communication at Shippensburg University.

K. Student groups should be aware that the Chairperson of the Student Group and Activities Committee (SGAC)/Student Senate Vice President shall be free to attend any student group meeting (general or executive) at his or her discretion.
L. Student groups that are seeking Senate recognition shall not advertise themselves via chalking, table tents, flyers, posters, on SHIP News and Events or any other form of advertising without the Senate Vice President’s approval.

IX. Privileges of Campus Registered Student Groups
A. Registered groups are eligible to:
   1. Reserve facilities for programs and meetings. Room reservations are made virtually, on events.ship.edu.
   2. Host fundraising events after applying to fundraise by submitting an SU Fundraising Application to the Student Senate Office (CUB 201).
   3. Use the predefined amount of resources in the Project Center/Student Group Work Room (CUB 218), free of charge.
   4. Participate and host a table in the annual Student Involvement and Services Fair.
   5. Request funds for a campus-wide event, within reason.
   6. Request the assistance of the University Union & Student Activities (CUB) if programming support is needed.

B. Recognized student groups may reserve facilities for programs and meetings.
C. Recognized student groups have the privilege to use the resources in the Project Center/Student Group Work Room (CUB 218), free of charge.

X. Privileges of Student Senate Recognized Groups
A. Student Senate Recognized Groups are able to receive the services and benefits of Campus Registered Student Groups, as Senate Recognized Groups are registered as well.
B. Recognized student groups may request a mailbox in the Ceddia Union Building (CUB). Mailboxes are located on the second floor of the CUB. Mailbox keys should be signed out at the beginning of the fall semester after submitting proper SGAC paperwork and attending the mandatory Student Group Training Day meeting.

   Student groups who lose their mailbox key or fail to return it at the conclusion of the spring semester should face a fine of $10.00 to replace the key, as well as a 2% reduction of the following year’s budget.

   Student group mailboxes are a centralized location for student groups to receive official University correspondence or off-campus entities. Student groups are encouraged to check their official mailbox on a weekly basis. Mailboxes that have not been emptied for at least one (1) month will receive notice to empty their box within one (1) week. Failure to remove mail after official notice will result in mail being discarded.

   Student groups may obtain access to mailboxes for mass mailings through the Senate Administrative Assistant. The Administrative Assistant will be responsible for distributing all mailings. Mailings must be related to the student group wishing to distribute the mail.

   Any packages or mail that is too large to be placed in your official mailbox will be kept at the Student Senate Office (CUB 201) and a package slip will be placed in your mailbox for pickup.

   The mailing address for recognized student groups should read as:
   
   Student Group Name
   CUB Box #
   Shippensburg University
   1871 Old Main Drive
   Shippensburg, PA 17257-2299
C. Recognized student groups have the privilege to request funds from the Student Association. Recognized student group status does not guarantee that groups will receive an annual budget or allocations from the Student Association Treasury. The Budget & Finance Committee of Student Senate shall oversee all budget allocations.

D. Recognized student groups have the privilege to request use of a Student Association van for field trips, conferences, etc.

E. Recognized student groups shall be able to request a Shippensburg University Webspace Account.
   1. Student group websites shall be found under clubs.ship.edu.
   2. Student groups shall determine at least one member who shall be given permission to edit the website in conjunction with the student group advisor.
      a. Student group websites should be updated on an ongoing basis. They shall include a minimum:
         - Purpose
         - Executive officer contact information
         - Advisor contact information
         - Meeting time and location(s)
         - An approved and updated copy of the student group constitution
      b. Student groups shall not establish or use external websites unless otherwise approved by the Chair of the SGAC.

XI. Policies for the Usage of Chalk in Publicizing Events*
    A. Chalking is permitted for use by recognized student groups and University departments only to publicize campus events on sidewalks.
    B. Use of chalk for any purpose other than announcing the time and place of an event and the specific topics or title of the event is prohibited.
    C. Message(s) must be written on horizontal sidewalks and fully exposed to the weather elements.
    D. Message(s) shall not be written on any vertical surface which includes buildings, signs, walls, posts, benches, planters, doors, windows, fountains, bridges, trashcans, and receptacles.
    E. Water-soluble chalk must be used.
    F. Failure to abide by these standards should result in an email notification and a disciplinary fine. If it is a Student Senate Recognized Group, this should result in a reduction of 5% of the following year’s budget in addition to a $25.00 per location fine.

XII. Policies for the Usage of Table Tents*
    A. All table tents must be approved by the University Union & Student Activities Information Desk (CUB) by completing the Table Tent Request Form.
    B. Table tents may be displayed for one-(1) calendar week (Sunday-Saturday).
    C. Table tents may be placed in the following locations: CUB (Great Hall, Raider Room, McFeely’s Coffeehouse), Reisner Dining Hall, Kriner Dining Hall, Century Café, and MCT Lounge.
    D. Table tents may only be used to promote events and services; they may not be used to advertise meetings or fundraisers.
    E. Student groups, University offices/departments, and individuals/local community members who display table tents are responsible for removing them from their respective locations at the end of their reservation.
F. Table tents should not exceed a height of 11”. It is preferred that an 8 ½” x 11” piece of paper be folded in half or into quarters in order to stand upright.

G. Table tents cannot contain any reference to the sale or service of drugs/alcoholic beverages.

H. Violations to the above guidelines will result in suspended table tent privileges for one-(1) academic semester.

XIII. Policies for the Posting of Materials on Campus Bulletin Boards*
A. Posters/Fliers/Advertising Materials should not exceed 18” x 18”, with the exception of commercially printed items.

B. All posters/fliers/advertising materials must be stamped before being posted. All posters for campus buildings and the Ceddia Union Building (CUB) will be stamped at the CUB Information Desk with the official CUB approval stamp. All posters/fliers/advertising materials for Residence Halls are to be stamped at the individual halls.

C. All posters/fliers/advertising materials will be approved for posting for two-(2) weeks.

D. No more than one-(1) approved copy of a poster/flier/advertising material may be hung on an individual bulletin board; duplicate copies will be removed.

E. The group/person placing the posters/fliers/advertising materials is responsible for removing them within two-(2) days after the event or meeting is over, or the material has passed the approved by date.

F. No political announcements, other than that of student group meetings, will be placed on bulletin boards. Solicitations, except those approved by the Student Senate SGAC, are prohibited.

G. Posters/Fliers/Advertising Materials cannot contain any reference to the sale or service of drugs/alcoholic beverages.

XIV. Policies for the Student Association Vans
The Student Association Vans must be reserved through the University Union & Student Activities Information Desk (CUB). Any one requesting to drive the Student Association Vans must complete the Driver Authorization Form prior to reserving the vans.

A. All drivers must be at least 21 years of age with a valid driver’s license.

B. All drivers must complete a Student Association Driver Authorization Form (Driver Authorization Forms are valid for only one-(1) semester.)

C. Driver’s may not request/drive a van if they have received a violation within the last twelve-(12) months.

D. Student groups & University departments will be charged $0.75 per mile and this will be charged to your allocated budget or you will need to submit payment upon the completion of your trip.

E. Student Association Van Request forms are to be submitted no later than ten-(10) business days prior to travel dates.

F. Vans are allowed to travel a maximum of 300 miles one way to reach destination.

G. Student groups using vehicles will assume ALL responsibilities for damages to vans while in their possession. Student groups accept responsibility for providing transportation back to the University in the event of an auto accident or breakdown. The University Union & Student Activities (CUB) Office is not responsible for providing transportation back to the campus.

H. Gas tanks should be filled upon return to SU. Vans should be returned to assigned parking areas behind the Physical Plant (Reed Operation Center) upon return from
trip. Keys should be returned immediately to University Police upon return to campus.

XV. Limited Enterprises
All groups or individuals engaged in solicitation and/or fundraising activities on the campus of Shippensburg University are required to conform to the regulations of this section.

A. The operations of solicitation and/or fundraising activities shall be divided into two (2) categories which are Limited Enterprises and General Enterprises.

B. Limited Enterprises shall refer to the operations of those individuals or groups which either singly or collectively engage in solicitation and/or fundraising activities and are students at Shippensburg University.

C. Limited Enterprises must apply through a permit application in the Student Senate Office (CUB 201). Any solicitation and/or fundraising activity on campus must be approved through an application to the Student Senate Office.

1. The Senate Administrative Assistant will immediately post approved permits.

2. The Senate Administrative Assistant will maintain a record of all approved permits.

3. All permits will be granted within the current academic year or in the case of applications in May for the first month of the ensuing year.

4. Possession of a permit at a previous time will in no way guarantee continuation of the privilege. Permits shall be forfeited at any time upon the action of the Senate for violations listed in these guidelines. The individual or group will have the right to appeal the revocation before SGAC or the Student Senate as a whole.

5. If a Limited Enterpriser desires to engage in additional activities, or to make a change in activities, they must submit a new application for a permit and have outlined the original activity as well as the additional or changed activity.

6. If questioned, individuals or groups must produce their permit when selling. Photocopies of issued permits are allowed to facilitate the activity.

7. Groups sponsoring outside vendors shall complete a Solicitation Agreement to be handed in with the permit application.

8. If rejected, the individual or group must again reserve the dates for the facility and go through the process again.

D. Permit Application Process

1. Food Products*
   a. Permits for food products will be approved for a period not exceeding one (1) calendar month.
   b. Only one (1) type of any food product may be sold at any one (1) place at a given time. This will be left to the discretion of the Senate Administrative Assistant.
   c. All food for sale/distribution/giveaway (fundraisers i.e., bake & candy sales) must be commercially labeled & packaged and purchased from retail store or through Campus Dining Services prior to selling. Failure to comply will result in the immediate revocation of a group’s permit.

   All student groups, University offices/departments, and individuals must present receipts verifying purchases to the Student Senate Office.

   All University student groups should contact Campus Dining Services to create menus or purchase food items that work for their respective events.

   d. Student groups or individual students may apply for food product sales.
e. Food for sale/distribution/giveaway at campus events & fundraisers is not allowed to be prepared by members of the University community. Please contact the Director for Campus Dining Services or their designee at (717) 477-1619 to make arrangements or discuss options for events/fundraisers.

f. Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including:
   - Campus Vending (Snacks & Beverages)
   - Campus Dining Services

   a. All food for catered events in campus facilities must be coordinated through Campus Dining Services (Chartwells Catering).
   b. Chartwells, as per its contract, has first right of refusal for all campus dining events.

2. **Non-Food Products**
   a. No gambling of genuine currency is permitted on the University campus.
   b. Raffles or games-of-chance are restricted by Pennsylvania state law.
   c. Only sales of residence hall t-shirts; class, sorority/fraternity and residence hall dinner dance tickets; Cumberland Yearbook sales; and individual Resident Assistant programs, done on a hall-wide basis, are exempt from these guidelines.
   d. The following groups are exempt from these guidelines only when selling advertising:
      - Cumberland Yearbook
      - Homecoming Committee
      - SLATE
      - SUTV
      - WSYC
      - Act V Productions

   e. All permit applications for non-food products (with the exception of flowers) may be scheduled for no longer than one-(1) academic semester. These applications shall be submitted for the semester in which the sale shall take place.
   f. Only one-(1) group/individual may take orders and/or sell one-(1) type of flower or balloon on one-(1) date.
   g. The following groups are exempt from these guidelines only when selling tickets to an event:
      - ACT V Productions
      - Activities Program Board (APB)
      - Madrigals

3. **Credit Card Sales**
   a. Any person, corporation, financial institution, or business entity that promotes, offers, or accepts applications for a credit card, hereafter referred to as “credit card marketer” will be required to register with the Student Groups & Activities Committee (SGAC) and follow all written rules and regulations.
   b. All on-campus credit card marketing will be limited to areas in, or directly adjacent to, the Ceddia Union Building (CUB).
   c. Credit card marketers are prohibited from offering gifts or incentives to students in exchange for completing credit card applications at on-campus locations unless credit card debt education literature is simultaneously provided. The Shippensburg University Student Association will prepare and provide the credit card debt education brochure which must be distributed. Credit card marketers will be charged a fee to cover the printing costs for these brochures.
   d. Nothing in this policy shall be construed to impose civil or criminal liability on Shippensburg University, Shippensburg University Student Services, Inc.
SUSSI), or the Shippensburg University Student Association for any claim involving student credit card debt.

4. **General Provisions**
   a. Permits must be submitted to the Senate office during regular office hours, (Monday – Friday 9 a.m. – 4 p.m.) where the Senate Administrative Assistant will stamp the date on the permit.
   b. Each student group will be responsible for picking up their permits, either rejected or accepted from the Senate Office by the proposed date of their sale. If this is violated, the student group will receive an official warning. After a second violation, a fine of $25.00 will be imposed or reduction of 5% of the following year’s budget. Repetitive violations may result in suspension of soliciting rights for at least one month.
   c. Authorized signature for permission to sell at a location and/or for the use of university facilities must be on the permit application. The buildings and authorizations are as follows:

   CUB: University Union & Student Activities (CUB) Staff
   Old Main & Dining Halls: VP Student Affairs Administrative Assistant
   Any Indoor or Outdoor Athletic Facility (Ship Rec, Heiges Field House, Henderson Gym, Student Rec Complex, Robb Sports Complex, Seth Grove Stadium Complex, Eckels Field): Director or Assistant Director of Recreation
   Residence Halls: Respective Associate Dean or Residence Director
   Classroom Buildings: Respective Academic Dean of College
   Memorial Auditorium: Director of Technical Services for Performing Arts
   H. Ric Luhrs Performing Arts Center: Director of the PAC
   Campus Community, Memorial Auditorium & Academic Quad: University Union & Student Activities (CUB) Staff
   Lehman Library Patio/Plaza: Library Secretary

   No sales or solicitations may occur in front of or near campus building or facilities without the above respective authorized signature. The respective name for each facility can be found on the back of the permit application.

   d. All solicitation and/or fundraising will be in accordance with established Student Association and University regulations, i.e., Student Housing Agreement (residence hall rooms may not be used as warehouses or storerooms).
   e. If two-(2) or more groups apply to sell the same item on the same date, where a limit has been placed on the type of sale due to products, dates, times or places being duplicated, approval shall be given to the application submitted first. Alternative dates shall then be given to the other applicant(s) to hold their respective sale(s). An exception to this is when any individual group exceeds four-(4) sales in one month, priority shall be given to the second applicant.
   f. No items may be sold if in conflict with the University Store and with University concession or a contracted vendor with the exception of t-shirts, candy, posters, and Greek merchandise.
   g. All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00 p.m. These hours include the Seavers Apartment Complex, where door-to-door solicitation is permitted.
   h. Vendors must stay to their assigned tables and may not approach students with the purpose of solicitation. If solicitation rights are violated, appropriate action will be taken.
5. **Permit Violations**
   Violation of selling regulations may include the following:
   a. Failure to pick up an approved permit.
   b. Selling without a permit.
   c. Selling at a location or time not specified on the permit.
   d. Selling a product other than the product stated on the permit.
   e. Selling door-to-door in residence halls (with the exception of the Seavers Apartment Complex) between the hours of 12:00 p.m. and 11:00 p.m.
   f. Falsifying application information.
   g. Any violation of the general guidelines for profit making permits found on the back of the permit application.

6. **Penalties**
   a. An official warning by the Senate Administrative Assistant may be given on a first offense; however, a more severe penalty may result if the Senate deems it appropriate.
   b. A second violation occurring within the same academic year should result in a reduction of 15% of the following year’s budget. Any fine that is not paid within a seven (7) day period should result in the third offense penalty to occur.
   c. Third offence action should result in Inactive Status and/or loss of charter.
   d. SGAC has the right to revoke privileges and to take any other action deemed appropriate by the SGAC.

7. **Appeal Procedure**
   a. All groups must submit a written appeal to the Student Senate Vice-President, chair of the Student Group & Activities Committee, within fourteen-(14) days of notification of the fine.
   b. If an Appeal is denied, then payment is due to the Student Senate within seven-(7) days after the decision has been stated in writing.
   c. The decision of SGAC is final.
   d. All funds collected as revenue for fines will be returned to the Student Association Treasury.

XVI. **General Enterprises (Off-Campus Vendors, Product Services, and Information Tables)**
General Enterprises shall refer to all agencies/individuals engaged in distributing information and product services and/or sales/profit making on merchandise outside of the jurisdiction of the Student Association and the Administration of Shippensburg University and who are not students or members of the University. General Enterprises shall be defined as Off-Campus Vendors, Products, Services and Information Tables. The following policies & procedures apply to all General Enterprises wishing to conduct business at Shippensburg University.

A. General Enterprises shall apply for date(s) using applications available through the University Union & Student Activities (CUB) Office. The categories for General Enterprises along with the appropriate fees are as follows:

1. **Profit-Making Businesses $200.00 (August – May)**
   a. Off-Campus Housing Agencies
   b. Solicitation of Professional Services
2. **Vendors** (Sells Merchandise & Products) $100.00 (August – May)
   a. In addition to the General Enterprise Fee, the following fees are applicable per date requested for **Vendors Only** *(All fees & commissions collected as revenue shall be deposited and contributed to the Student Association Treasury)*:

Submit a detailed typed listing of all merchandise and products to be sold with your application and will be verified to avoid selling conflicts with our bookstore and the following information below. Applications and/or dates will not be scheduled until the typed listing is submitted.

~ General Enterprise (Vendor Business) Name
~ Contact Person, Email and Phone
~ Detailed list of Merchandise and Products

15% Commission Fee on Sales for each date scheduled.

Vendors will be required to record ALL SALES each date they are on campus on a General Enterprise Sales & Commission Form.

Payments are to be paid immediately at the conclusion of business each day to a representative in the University Union & Student Activities (CUB) Office located behind the Information Desk.

   b. Textbooks & Shippensburg University apparel may not be sold by vendors.

3. **Exempt Organizations** NO FEE
   a. Financial Services or Community Organizations

B. Each application will require the appropriate General Enterprise Fee which covers the application, license, & table rentals for sixteen-(16) dates (eight-(8) dates per semester with no more than two-(2) consecutive dates in a row). **Each additional date requested outside of the sixteen-(16) allotted dates will be $100.00 per date based upon availability.**

C. **All FEES ARE NON-REFUNDABLE** and checks should be made payable to: **Shippensburg University Student Services Inc. or SUSSI**. All applications shall be returned in duplicate to:
   
   Connie Gruver, Administrative Assistant
   University Union & Student Activities (CUB)
   Shippensburg University
   1871 Old Main Drive
   Shippensburg, PA 17257-2299

D. General Enterprises will be provided with one-(1) six-(6) foot table for each date on campus in the CUB Vending Area. Additional tables may be provided upon request based upon availability and a $5.00 fee per table may be assessed.

E. General Enterprises shall be approved and licensed by the University Union & Student Activities (CUB) Office and shall be subject to the review of the SGAC (Student Group & Activities Committee) Chairperson/ Senate Vice-President and/or the Student Senate at any time. All applications and licenses shall be signed by the administrative staff for the University Union & Student Activities (CUB) Office.
F. The University Union & Student Activities (CUB) Office shall maintain detailed General Enterprise information for each agency/individual which shall include the following:
   1. Agency/Business Name
   2. Contact Person’s Name, Mailing Address, Phone & Fax Numbers and E-mail
   3. Drivers License Number
   4. Motor Vehicle Registration
   5. Any other information required or deemed necessary

G. One-(1) copy of the completed application materials will remain on file with the University Union & Student Activities (CUB) Office. Upon arrival to campus the General Enterprise representative(s) will be required to have their license to conduct business on campus.

H. If the cost incurred with licensing a General Enterprise exceeds the $200.00 General Enterprise Fee, all additional costs and fees shall be billed to the appropriate General Enterprise.

I. Licenses for General Enterprises shall be valid for one-(1) academic year (August through May) and are valid only during the academic year in which the application is submitted.

J. Licenses may be withdrawn at any time by the administrative staff of the University Union & Student Activities (CUB) Office or the SGAC Chairperson/Student Senate Vice-President. In such cases, fees are non-refundable.

K. Credit Card vendors are allowed on campus only when sponsored by a recognized student group and these vendors must be contacted by the student group. Credit Card companies are not allowed to solicit student groups.

L. General Enterprises are only allowed to conduct business within the Ceddia Union Building (CUB) and its immediate surroundings.

M. Any entity engaging in a fundraising and/or profit making activity or solicitation without a permit/license will be fined and made to discontinue from participating in the activity until the correct procedures have been followed to obtain a permit/license. Violators falling under the category of General Enterprise will be charged with a $100.00 fine per offense.

N. All applications to license a General Enterprise must be submitted at least ten-(10) business days prior to the date(s) being requested.

O. Door-to-door solicitation within University Housing (residence halls & apartments) is not allowed.

P. SUSSI reserves the right to deny the selling of any merchandise or products which may be in direct conflict with University policies, bookstor or other contracted entities.