

Associated Students of Westminster: Events  
Westminster College  
-ASW EVENTS Approved October 2015  
Senate Approved October 2015

# CHARTER OF THE ASSOCIATED STUDENTS OF WESTMINSTER: EVENTS

## **Charter of the Associated Students of Westminster: Events**

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## Article I:

### OVERVIEW OF THE CHARTER OF THE ASSOCIATED STUDENTS OF WESTMINSTER: EVENTS

The purpose of the official Charter of the Associated Students of Westminster: Events is to serve as a governing document for the Associated Students of Westminster: Events (-ASW EVENTS) and provide information for other branches of the Associated Students of Westminster-Associated Students of Westminster () and other student events, activities, or programs at Westminster College. The official Charter of the Associated Students of Westminster: Events is separate from, but ultimately governed by, the Charter of the Associated Students of Westminster-Associated Students of Westminster.

1. The name of this organization shall be the Associated Students of Westminster: Events (-ASW EVENTS).
2. Power is given to ASW EVENTS by the students and the Board of Trustees of Westminster College.
3. -ASW EVENTS is chartered and presided over by the ASW EVENTS President.
4. -ASW EVENTS shall remain consistent with the Charter of ASW and all other guiding documents.
5. -ASW EVENTS is responsible for planning, organizing, and overseeing all events, activities, and programs for the students of Westminster College and the greater campus community.
6. The ASW EVENTS President, Vice President/Director of Programing, Chairs, and Associate Chairs are responsible for adopting the official Charter of the Associated Students of Westminster: Events with the approval of the Senate.
7. Members of ASW EVENTS have the ability to make amendments to this document with a unanimous vote of the -ASW EVENTS Executive Team. Those amendments will then be presented to the —ASW EVENTS Advisor and Dean of Students for approval. Upon their approval, the Senate will pass the amendments with a two-thirds (2/3) majority vote.
8. The Senate may also propose changes to the official Charter of the Associated Students of Westminster: Events to be ratified by a two-thirds (2/3) majority of the Senate and a unanimous vote of the -ASW EVENTS Executive Team.

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## Article II:

### THE ASSOCIATED STUDENTS OF WESTMINSTER: EVENTS

The Associated Students of Westminster: Events (-ASW EVENTS) shall be responsible for planning, organizing, and overseeing all events, activities, and programs for the students of Westminster College and the greater campus community. In programming these events, -ASW EVENTS members shall also operate under the following specifications:

1. The -ASW EVENTS President shall supervise, oversee, and have the final say on all -ASW EVENTS sponsored events, activities, and programs.
2. The -ASW EVENTS Vice President/Director of Programming and Chairs shall work under the President and be appointed prior to the annual budgeting process and be included in the planning of the -ASW EVENTS budget for the upcoming academic year.
3. Members of -ASW EVENTS should also meet regularly to plan upcoming -ASW EVENTS events and to coordinate the programming of these events.
4. In addition to the responsibilities of individual -ASW EVENTS Chairs, Associate Chairs, and Committees, members of -ASW EVENTS are also responsible for helping staff and coordinate other -ASW EVENTS sponsored events, activities, and programs whenever possible.
5. When publicizing -ASW EVENTS sponsored events, activities, and programs, -ASW EVENTS members shall work with the ASW EVENTS President and the -ASW Executive Director of Communications to coordinate publicity and marketing efforts for the event.

#### A. Executive Team of the Associated Students of Westminster: Events

1. Members of the Executive Team:
  - a. -ASW EVENTS President
  - b. -ASW EVENTS Vice President/Director of Programing
  - c. -ASW EVENTS Chairs

Westminster College.

- ii. The -ASW EVENTS President must have a cumulative GPA of 3.0 or above and be in good standing with the College at the time of being appointed and for the duration of their term in office.
- iii. The -ASW EVENTS President will be appointed by the outgoing -ASW EVENTS President, one (1) previous member of -ASW EVENTS, and the -ASW EVENTS advisor which will then be approved by the Senate.
- iv. If the current -ASW EVENTS President is reapplying for another term in office, they shall be appointed by two (2) previous members of -ASW EVENTS and the -ASW EVENTS advisor which will then be approved by the Senate.
- v. The President must have previous programming experience.

## 2. Powers and Responsibilities:

- i. Be responsible for the planning, overseeing, initiating, calendaring, and implementation of student events, activities, and programs.
- ii. To charter and preside over the -ASW EVENTS.
- iii. To sit as a voting member of and chair the -ASW EVENTS Executive Team.
- iv. To sit as a voting member on the Student Board of -ASW.
- v. To nominate and appoint the -ASW EVENTS Vice President/Director of Programming.
- vi. To nominate and appoint -ASW EVENTS Chairs.
- vii. To appoint -ASW EVENTS Associate Chairs.
- viii. Establish a -ASW EVENTS Events Committee as needed.
- ix. To be solely responsible for the financial oversight of all -ASW EVENTS resources.
- x. To oversee all actions of -ASW EVENTS.
- xi. To submit -ASW EVENTS budgets to the Senate's Budget Committee once per year at the Spring Budgeting Session.
- xii. To notify the Vice President/Director of Programming in case of inability to fulfill any of the above duties.
- xiii. To regularly meet with the -ASW EVENTS advisor.
- xiv. To actively provide support for -ASW and all subsequent branches.
- xv. To be responsible for additional duties and powers expressed herein and as may be requested by the Senate.

## **C. Vice President/Director of Programming of the Associated Students of Westminster: Events**

### 1. Eligibility:

- i. The -ASW EVENTS Vice President/Director of Programming must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster College.
- ii. The -ASW EVENTS Vice President/Director of Programming must have a cumulative GPA of 2.75 or above and be in good standing with the College at the time of being appointed and for the duration of their term in office.
- iii. The -ASW EVENTS Vice President/Director of Programming is selected by the incoming -ASW EVENTS President along with a committee of the -ASW EVENTS President's choosing.

### 2. Powers and Responsibilities:

- i. Help the -ASW EVENTS President in the planning, overseeing, and implementation of student events, activities, and programs.
- ii. To serve as the Interim -ASW EVENTS President in the -ASW EVENTS President's absence.
- iii. To sit as a voting member of the -ASW EVENTS Executive Team.
- iv. To actively assist and carry out the directives of the -ASW EVENTS President.
- v. To nominate and oversee -ASW EVENTS Associate Chairs.
- vi. To be appointed and terminated at the discretion of the -ASW EVENTS President.
- vii. To maintain regular communication with the -ASW EVENTS President.
- viii. To be responsible for additional duties and powers expressed herein and as may be requested by the -ASW EVENTS President.
- ix. To actively provide support for -ASW and all subsequent branches.
- x. To be responsible for additional duties and powers expressed herein and as may be requested by the -ASW EVENTS President.

## **D. Associated Students of Westminster: Events Chairs**

### 1. Eligibility:

- i. Chairs must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster College.
- ii. Chairs must have a cumulative GPA of 2.5 or above and be in good standing with the College at the time of being appointed and for the duration of their term in office.
- iii. Chairs are selected by the incoming -ASW EVENTS President along with a committee of the -ASW EVENTS President's choosing.

### 2. Powers and Responsibilities:

- i. Help the -ASW EVENTS President in the planning, overseeing, and implementation of student events, activities, and programs.



1. President
  - Applications due the First Friday of February.
  - Interviews will be held the following Monday and Tuesday.
  - A formal announcement shall be made the following Wednesday.
2. Vice President/Director of Programming and Chairs
  - Applications due the Friday before Spring Break.
  - Interviews will be held the first Monday and Tuesday after Spring Break.
  - A formal announcement shall be made the following Wednesday.
3. Other -ASW EVENTS Positions
  - Applications will be opened up at the -ASW EVENTS President's discretion and selected and announced when he/she sees fit.

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## Article IV:

### ASSOCIATED STUDENTS OF WESTMINSTER: EVENTS EVENTS, ACTIVITIES, AND PROGRAMS

-ASW EVENTS seeks to provide a variety of events, activities, and programs for all interests and occasions. The rules and guidelines outlined by this document are meant to ensure the safety of the participants as well as to protect -ASW EVENTS and Westminster College. Due to the nature of special events and unforeseen programming, certain items may not be adequately addressed. The following stipulations should help direct any and all -ASW EVENTS events, activities, and programs whenever applicable:

#### 1. Athletics

All athletic events and supporting activities sponsored by -ASW EVENTS should be organized in conjunction with the Athletic Director of Westminster College.

All athletic events and activities fall under the -ASW EVENTS Athletics Chair.

#### B. Concerts

Concerts held on campus at an outdoor venue must comply with noise ordinances for residential areas. Outdoor concerts must also be held at appropriate times that will not distract classes, on campus residents, or residents in the community. Concerts held on campus at an indoor venue must be coordinated with the Office of Campus Scheduling and must not disturb other events on campus.

All concerts fall under the -ASW EVENTS Special Events Chair.

#### C. Dances

Westminster students are expected to follow the student code of conduct and will be held responsible for the actions of their guests at both on campus and off campus dances.

If alcohol is available for sale at the dance (see below, section 7), the venue must be the designated seller. -ASW EVENTS funds may not be used to purchase alcohol. Alcohol must also be restricted to a designated area or "Beer Garden" for students of legal drinking age only. The drinking area must be clearly marked and alcohol will not be permitted to leave the designated limits of the drinking area.

In an effort to keep students and staff safe, to lower the rates of citations, and to protect the reputation of -ASW EVENTS and Westminster College, the following rules and regulations will be used when planning any -ASW EVENTS sponsored dance:

#### 1. Venue

- Venues for both dances will be chosen the spring before each academic year to assure that a space is booked and that all needs are met (listed below)

- Venue Needs:

- Accommodating and helpful/friendly staff and security.
- Clear and open entry way for ticket taking and photos.
- Area for students waiting, smoking, disciplinary situations, and "drunk tank."
- Halloween Dance venue will need to fit 1,000 maximum.
- Spring Dance venue will need to fit 700 maximum.

#### 2. Tickets

- Tickets for both the dance and busses will contain information that will be required for students to know before even coming to the dance or riding the bus.

- Dance Tickets

- Front: Event name, Time, Date, and Location
- Back: Address of location, Ticket number, Price they paid, Rules:
  - A dance ticket does not guarantee entry to the dance.
  - If a person is under the influence they will be asked to leave by security or staff.

and will not be allowed at certain events for a designated period, as decided by Student Life staff.

- Security and police will be at the entrance of the dance to assure that these rules are followed.
- Anyone with a ticket agrees to the above rules.

· Bus Tickets

○ Front: Event name, Time bus will leave, Location of bus pickup, Ticket number

○ Back: Price they paid, Rules:

- A bus ticket does not guarantee entry to ride the bus.
- If a person is under the influence, they will be asked to leave by staff, and will have their dance ticket taken away.
- If a person brings alcohol, drugs, or illegal substances on the bus, they will be asked to leave by staff, and will have both their bus and dance tickets taken away.
- If a person gets sick on the bus, they will have their dance ticket taken away and be sent home immediately.
- Anyone with a ticket agrees to the above rules.

### 3. Selling Tickets

· Students may only buy two (2) tickets per ID card.

· Tickets will go on sale at The Concierge three (3) weeks before the date of the dance.

· Cost of tickets:

○ Three (3) weeks before the dance, tickets will cost \$5.00 each.

○ Two (2) weeks before the dance, tickets will cost \$7.00 each.

○ The Friday before the dance, tickets will cost \$10.00 each.

· Tickets will not be sold after 2:00pm the Friday of/before the dance.

· When students buy tickets, they will be told the rules that are on the back of each ticket.

### 4. Busses

· There will be six (6) bus shifts for students to choose from. The first four (4) will be filled up first.

· Bus shifts:

○ 9:40pm (bus A)

○ 9:55pm (bus B)

○ 10:20pm (bus A)

○ 10:35pm (bus B)

○ 11:00pm (bus A) (A focus on returning students to campus)

○ 11:15pm (bus B) (A focus on returning students to campus)

· Each bus driver will be given a packet of information for them upon arrival, including:

○ Event name.

○ -ASW EVENTS members in charge (President and Dance Chair) and staff members present, including phone numbers.

○ A schedule of pick-up and drop-off times.

○ A map of where to pick up students on campus, route, and where to drop off students.

· Buses will be lined up and ready to go thirty (30) minutes prior to the first take off time.

· Students will congregate on the middle level of the Parking Structure and wait to be loaded onto the bus that they bought a ticket for. No exceptions will be made.

· While in the Parking Structure, students will turn in their bus ticket for a wristband. Each student must have a wristband in order to enter the bus on the way there and back.

· One -ASW EVENTS member will ride each bus to assure that no problems arise (two chairs total).

### 5. At Event

· -ASW EVENTS members and Student Life staff will arrive at the venue 45 minutes prior to the dance.

· There will be a birthday list if a bar is present.

· There will be the "black list" of all students who are ineligible to attend (given to the -ASW EVENTS President one (1) week before the dance).

· Large signs at dance entrance stating the rules that are on each dance ticket.

### 6. Security

· Each dance will have at least four (4) trained security guards to aid Student Life staff.

· Each dance will have two (2) off duty Salt Lake City Police Officers at the entrance to assure that no outside alcohol, drugs, or illegal substances, are brought into the dance, and to maintain control over any intense, violent, or unpleasant situations that may occur during the dance.

○ Students will be given full warning that both security and police officer will be at the entrance.

▪ On the back of each ticket.

▪ Advertisement in The Forum

- o Student Life staff will need to provide a physical copy of their policies to the -ASW EVENTS President, Dance Chair, security, and police officers prior to the dance to assure that everyone is clear about what is expected.
- Thirty (30) minutes prior to the dance, there will be a walkthrough of the venue with the -ASW EVENTS President, Dance Chair, Student Life Staff, security, and police officers to assure that everything is taken care of.

## 7. Alcohol

- Alcohol at dances will be seen at a case by case basis. A meeting will be held at the beginning of each semester between the -ASW EVENTS President, -ASW EVENTS Advisor, and Dean of Students to assess whether alcohol/a bar can be present at any of the -ASW EVENTS sponsored dances.

## 8. Miscellaneous

- Two (2) weeks before the dance, a meeting will be held with the -ASW EVENTS President, Dance Chair, and any Westminster College staff member that will be helping at the dance to go over details and cover any concerns prior to the dance.

All dances fall under the -ASW EVENTS Dance Chair.

## **D. Festivals and Large-Scale Events (Approximately 300+ Persons)**

The following considerations should also be made when applicable:

1. Contact the -ASW EVENTS President to investigate the feasibility and logistics of the event.
2. Safety and risk management precautions such as temporary insurance, participation waivers, licensing agreements, additional security, etc. should be arranged well in advance.
3. Depending on the nature of the event, additional departments on campus should be contacted. This may include academic programs, the Diversity Center, Alumni Relations, the Athletic Department, etc.
4. Logistical issues concerning campus facilities, parking availability, and supplemental utilities (such as audio/visual equipment, additional tables, chairs, and stages) may be required.
5. Arrangements for additional resources typically require ample notice.
6. The designated coordinator of these activities must be present for the event to oversee the process, address any issues that may arise, and clean up after the event.

All Festivals and Large Scale Events fall under the -ASW EVENTS President.

## **E. Films**

Specific copyright laws apply to the "public" or "semi-public" exhibition of movies, videos, DVDs, etc. and must be authorized by license. While there are exceptions for the use of copyrighted material for educational purposes, such provisions must be in a "face-to-face" classroom setting. Even non-profit exhibitions for student activities and school events are not covered by these exceptions.

-ASW EVENTS and Westminster College can be held liable for contributory infringement when events, activities, or programs infringe upon these laws. Non-compliance with The Copyright Act is considered infringement and carries steep and significant penalties of up to a \$250,000 fine and/or five years in prison. Inadvertent infringers are also subject to substantial penalties and charges.

All films fall under the -ASW EVENTS President.

## **F. Hospitality**

The comfort and accommodation of presenters, comedians, and other special guests while they are working with Westminster College is an important aspect of event planning. Arrangements should be made in advance for transportation, lodging, meals, and receptions whenever appropriate.

## **G. Kids Club Activities**

-ASW EVENTS Kids Club events are meant to program activities and events for the children (age 12 and under) of Westminster College students, faculty, staff, and alumni. As such, Kids Club events should be planned accordingly.

While the coordinators of Kids Club activities should take extra caution when planning such events, parents are ultimately responsible for the actions and safety of their children.

All Kids Club activities fall under the -ASW EVENTS Community Chair.

## **H. LIFE 101 Series**

The LIFE 101 series provides a monthly event that is both fun and educational. They cover topics that students genuinely want to talk and learn about. They can range from speakers and comedians, to lectures and interactive workshops. This program allows -ASW EVENTS to directly implement Westminster College and Student Life goals and directives.

All LIFE 101 Series events fall jointly under the -ASW EVENTS Vice President/Director of Programming and Special Events Chair.

## **I. Off Campus Events**

appropriate.

Any off campus location where -ASW EVENTS or a Westminster College organization is present essentially becomes an extension of the physical Westminster Campus. All College rules and regulations apply.

**J. Performers and Presenters**

Performers such as comedians, lecturers, and all other presenters should be made aware of their audience. Any specifications regarding the material presented should clearly be articulated (and documented if necessary) prior to the performance.

All performers and presenters fall jointly under the -ASW EVENTS President and -ASW EVENTS Vice President/Director of Programming.

**K. Publicity and Marketing**

Any event sponsored by -ASW EVENTS or any affiliated organization should be coordinated with the -ASW EVENTS President and the -ASW Executive Director of Communications. Any publicity or marketing item should use the -ASW EVENTS Style Guide (addressed in Section VII of the -ASW EVENTS Charter). Publicity and on campus advertisements must follow the procedures outlined in the Campus Posting Policy.

In the event that external publicity within the community is appropriate, all publicity (including press releases, media contacts, advertisements, and promotional efforts) should be coordinated along with the -ASW EVENTS President and the Westminster College Office of Communications.

All publicity and marketing fall under the -ASW EVENTS President.

**Article V:**

**BUDGETARY ALLOCATIONS**

The -ASW EVENTS President is responsible for submitting the budget proposal for -ASW EVENTS during the bi-annual budgeting process. -ASW EVENTS will present a full year budget during each Spring Budgeting Session.

The Senate will give the Associated Students of Westminster: Events an amount equal to or near 40% (But no less than 35% and no more than 45%) of the total -ASW Budget for the Fall and Spring Semesters to plan, oversee, initiate, and implement student events, activities, and programs.

The final budget allocated to -ASW EVENTS for the upcoming fiscal year must be approved by the Senate. All -ASW EVENTS expenditures shall be overseen and processed by the -ASW EVENTS President and the -ASW Executive Director of Budget and Finance.

For more information regarding specific expenditures and reimbursements, please see the Associated Students of Westminster College Associated Students of Westminster Financial Code.

**Article VI:**

**OUTSIDE FUNDING FOR EVENTS, ACTIVITIES, AND PROGRAMS**

Since -ASW EVENTS possesses limited financial resources, the Associated Students of Westminster: Events and/or its members may wish to independently raise funds so as not to hinder opportunities. However, the following rules and regulations will apply:

**A. Fundraising and Sponsorships**

-ASW EVENTS and/or its members may coordinate fundraising and sponsorship efforts once all other funding options within ASW and the College have been exhausted. Fundraising and sponsorship efforts for -ASW EVENTS and/or its members must first receive authorization from the -ASW EVENTS President.

Once authorization has been obtained, the organizer must contact the Advancement Office to meet with a development officer for the college who will assist with the coordination and strategy. All fundraising efforts must also be approved by authorized Advancement personnel from the college.

**B. Food Sales**

Bake sales are in violation of Salt Lake City/County Health Department Regulations. According to the Bureau of Food Protection, any food served on campus must come from approved and inspected sources. The preparation of food in a private home does not meet these criteria. In addition, even though food may be given away rather than sold, the health department regulations are still fully applicable.

**C. Table Sales**

In order for any product to be sold on the Westminster Campus, the vendor (including -ASW and -ASW EVENTS) must meet the following qualifications:

- The vendor must notify the -ASW EVENTS President for availability, tables, and a space on campus.
- Items sold must not in any way duplicate or compete with what is sold in Follet's bookstore.

**D. Opportunity Drawings**

Opportunity Drawings (i.e. raffles) are frequently in violation of Utah State Law regarding gambling. If you choose to raise



## Article VII: CAMPUS FACILITIES FOR EVENTS, ACTIVITIES, AND PROGRAMS

### A. Scheduling and Setup

-ASW EVENTS sponsored activities are entitled to use Westminster College facilities free of charge. However, space is subject to availability. Reservations for space and audio/visual equipment must be placed through the Campus Scheduling Office, which is responsible for scheduling every event on campus.

All events must be confirmed by the Campus Scheduling Office, and should include the following information:

- Contact person with phone number
- Organization/Department
- Date of Event
- Time event begins and ends, as well as setup time
- Venue
- Type of Event
- Setup needs (i.e. tables, chairs, sound, lighting, etc.)

Any changes in planning for the event (i.e. cancellations, problems, etc.) should be coordinated with the Campus Scheduling Office as soon as possible. For more information regarding successful event planning and setup contact Campus Scheduling Office.

### B. Catering

All catering for Westminster College and associated organizations should go through Sodexo Food Service. However, other catering services may be used. Adequate notice is required for catering an event.

### C. Alcohol

-ASW EVENTS funds may not be used to purchase alcohol. If alcohol is planned for an event held on campus, an alcohol permit must be filled out two weeks in advance of the event and then approved by the Prevention Coordinator and the Dean of Students. Alcohol permits may be obtained in the office of the Dean of Students.

### D. Contracts

Contracts must be gathered for each vendor and/or performer that is to come onto campus and expects to be paid. All contracts on behalf of -ASW EVENTS, ~~ASW~~, or Westminster College must be signed by the Executive Vice President of Westminster College.

## Article VIII:

### ASSOCIATED STUDENTS OF WESTMINSTER: EVENTS OVERVIEW AND STYLE GUIDE

The -ASW EVENTS brand is to be implemented with all communication and advertisements from -ASW EVENTS or its subsequent divisions.

#### A. -ASW EVENTS Vision

We will create unique and memorable experiences for the students of Westminster College through engaging, educational, and social interactions. We will be recognized across campus and the greater community as engaged, committed, and willing to go above and beyond what is expected to provide a true Westminster experience.

#### B. -ASW EVENTS Mission

The Associated Students of Westminster: Events (-ASW EVENTS) is a student group at Westminster College who are dedicated to providing students with the very best, most entertaining, and most lively experience during their college careers through the programming of great events and activities for all to enjoy. We encourage student growth and excitement through fun and engaging programs.

#### C. -ASW EVENTS Slogan

"We have a ball!"

#### D. -ASW EVENTS Colors

- -ASW EVENTS Purple
  - o CMYK: C- 78; M- 100; Y- 0; K- 40

- o RGB: R- 64; G- 15; B-99

· -ASW EVENTS Gray

- o CMYK: C- 0; M- 0; Y- 0; K- 40

- o RGB: R- 167; G- 169; B-172

#### E. -ASW EVENTS Fonts

Century Gothic is the font used for all ASW EVENTS materials.

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**Article IX:**

**APPENDIX**

Additional -ASW EVENTS Documents:

- Organizational Chart of -ASW EVENTS
- -ASW EVENTS Event Planning Form
- -ASW EVENTS Check Requests
- -ASW EVENTS Director of Programing and Chair Contract
- -ASW EVENTS Performer Contract
- -ASW EVENTS Vendor Contract
- -ASW EVENTS Request to Post Form
- -ASW EVENTS President Application
- -ASW EVENTS Director of Programing or Chair Application
- -ASW EVENTS Associate Chair Application