

EDINBORO UNIVERSITY OF PENNSYLVANIA

STUDENT ACTIVITY CONTRACTS-Policy No. A044

Supersedes Policy No. A044, Dated 9/14/89 and 2/12/93

Recommended for Approval By Gary C. Jamison, Interim Vice President for Student Affairs

Approved By Frank G. Pogue, President on August 30, 1996

Review Date: As Required

INTENT

The intent of this policy is to ensure appropriate review of all contracts and legally binding commitments entered into by Edinboro University of Pennsylvania for student activities. Such activities are, at times, planned in cooperation with the Student Government Association. This fact stresses the importance of reviewing contracts entered into by the University that may present exposure of risk to the Student Government Association and its members, in addition to the obligations and risks undertaken by the University and its officers, agents and employees.

POLICY

All contracts and legally binding agreements related to student activity fee funding and supported by the University's Student Activity Fund, will be reviewed by the Student Government Association advisor, legal counsel for the Student Government Association, the Vice President for Student Affairs, and the Vice President for Financial Operations. All contracts and legally binding agreements, if approved, will be signed by the President of the Student Government Association as the representative of the corporation.

PROCEDURE

- A. Proposed contracts shall be forwarded from advisor(s), sponsor(s) or directors of sponsored student activities to the Student Affairs Division advisor to the Student Government Association. The advisor will forward a copy to the Vice President for Student Affairs, and will submit the original, for review, to legal counsel for the Student Government Association.

- B. After review by the advisor and legal counsel for the Student Government Association, documents with comments and recommendations will be sent by the Vice President for Student Affairs to the Vice President for Financial Operations and Administration for consideration.
- C. The Office of the Vice President for Financial Operations and Administration will review, consult with the University's regional attorney if necessary, and, if approved, shall forward all contracts to the Student Government Association advisor for signature by the Student Government Association President.
- D. In the case of principal contracts, if approved, the President of the University shall return the document to the Vice President for Financial Operations and Administration who shall forward it to the Student Government Association advisor for signature by the Student Government Association President.
- E. Upon execution, the advisor shall be responsible for appropriate distribution and retention.