The mission of the Student Clubs and Organizations subunit through the Office of Leadership and Student Involvement will be to oversee all student clubs and organizations. A variety of resources is provided in order to foster diverse opportunities for student involvement. We strive to enhance social interaction, leadership development, and the development of habits of excellence in order to improve the lives of our students. We support the mission of Western Carolina University and Office of Leadership and Student Involvement.
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INTRODUCTION

This manual is intended to be a resource for all Recognized Student Organizations (RSOs) at Western Carolina University. It includes helpful information for potential and current club members and advisors, about campus procedures that relate to recognized student organizations. RSO’s are defined as any departmental or special interest club, group, or organization recognized by the Student Government Association (SGA) and the Office of Leadership and Student Involvement (OLSI).

We encourage you to take time to familiarize yourself with the information provided in this manual as it will help answer questions as to how to ask for club funding, available resources to strengthen organizations, information on OrgSync our club management tool, and more. Our goal is to help show student leaders and advisors the services we offer to you and your organization.

Additionally, many recognized student organization resources and processes can be found online at www.orgsync.com. OLSI encourages all students to join OrgSync, especially those who are a member (or active) with an organization. Log into OrgSync often for updates on upcoming events, noteworthy due dates (ex: re-chartering, funding requests), and messages from the Office of Leadership and Student Involvement and your peers.

*The Student Clubs and Organizations subunit through the Office of Leadership and Student Involvement is here to assist you with any questions you may have.*

**About OLSI**

The mission of the Office of Leadership and Student Involvement is to "provide intentional opportunities, resources, and programs that facilitate holistic development for students and the university community." At OLSI, we work hard to ensure RSOs are provided the essential tools to successfully meet the great expectations Western Carolina University has for its students. OLSI supports Western Carolina’s Community Creed and encourages students and advisors to use the Creed in their daily actions. The following are just some of the services provided by OLSI to assist our RSOs in meeting their missions and goals.

- Your greatest resource in the Office of Leadership and Student Involvement is the staff. OLSI is here to serve as advisors and ensure you have all that you need. If at any time you have any questions do not hesitate to communicate with a staff member. If they do not know the answer to your specific question they will be more than willing to direct you towards the answer you seek.
- Provides RSOs networking and collaboration opportunities
- Is responsible for the completion of supplemental funding requests once they have been approved by the Student Government Association
- Offers office spaces that RSOs can apply to use. Office spaces are reviewed each academic year; all RSOs are eligible to apply.
- The Club Hub is a designated space for RSOs which has a number of features including an extensive resource library, office supplies, bulletin board materials, and RSO
mailboxes. This space can also be used for small group meetings and can be reserved through the Department of Campus Activities.

- Assistance with advertising and promotional opportunities for your upcoming events, including the OLSI bulletin board at the entrance of the office or request your event be promoted via OrgSync.
- A conference room that may be reserved for larger group meetings
- Paw Print capabilities utilizing RSO or personal costs

OLSI is open from 9am-5pm Monday-Friday, and is located within the AK Hinds University Center on the third floor (Main line: 828-227-7450) or visit the WCU website at http://westerncarolinauniversity.orgsync.com/home or the OLSI OrgSync page. OLSI is part of the Department of Campus Activities within the AK Hinds University Center.

**RSO Staff**

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<td>Associate Director for Fraternity &amp; Sorority Life</td>
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<tr>
<td>(vacant)</td>
<td>Assistant Director for Operations</td>
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### About SGA

The Student Government Association is housed within the Office of Leadership and Student Involvement and has an active role with recognized student organizations through the Director of Inter-Club Council. They hold the responsibilities to accept/deny organizations who want to charter (become recognized), meet monthly with student leaders, and help guide student leaders who have questions and concerns.
The Director of Inter-Club Council (ICC) serves as the student government liaison to recognized student organizations. The Director of ICC meets monthly with an ICC Delegate of each organization. Organizations are only allowed to miss two ICC Meetings or their they may lose recognition for the remainder of the year. For more information, please email sgaicc@wcu.edu.

Please read Article VIII and Article XI of the SGA Bylaws as they relate to the requirements and responsibilities to student organization members and Advisors. It can be found OrgSync within the RSO Documents files or at: https://orgsync.com/27860/files.

**University Policy 82 Definitions**

- “Affiliated Group” means a group or entity that is directly or indirectly controlled by, controlling or under common control with the University.
- “Non-University Group” is a group other than a University Group or Recognized Student Organization that is a legally separate entity from the University, even though some of the members or participants may be University personnel, alumni, or students. A Non-University Group also may be a single individual.
- “Recognized Student Organization” means the Student Government Association and other student clubs and groups that have been officially recognized by the University. A Recognized Student Organization also may be considered an “affiliated group.”
- “University Group” is an administrative or academic unit within the University, staffed by state employees acting within the scope of their employment. A University Group also may be considered an “affiliated group.” A University Group may also be a single University employee.

**BENEFITS OF BEING A RSO**

Beyond the obvious advantages of being a recognized student, there are many other rewards for students who engage in student organization activities. First, RSOs add an important component to campus life at Western Carolina University by allowing the student voice to be heard and seen on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management, respect, responsibility and teamwork. Studies have shown that students involved in a student organization maintain a higher GPA and are more active on campus. Look into the organizations that WCU already offers and if you have an idea for an organization visit the Office of Leadership and Student Involvement to get registered as a WCU recognized student organization!

Some benefits are:
- Recognition in and usage of an OrgSync portal (free online calendar, messaging, photo albums, website, and more)
• Ability to reserve space on campus through the Department of Campus Activities within the University Center, as well as select buildings on campus (Campus Recreation and Wellness, and a few academic buildings; please visit the DCA Info Desk on the 2nd floor of the UC for more information)

• Ability to receive a WCU email account for club usage on campus and with community partners (ex: sga@wcu.edu for the Student Government Association). If interested, please complete the form under 'Forms' on OrgSync

• Right to request supplemental funds from the Student Government Association

• Ability to apply for a club office space in OLSI for the following semester or academic year

• Access to materials inside the Club Hub (OLSI), including a club mailbox

• Fundraise on campus consistent with Policy 114

• Receive priorities in participation with campus events, such as Valley Ballyhoo, Open House, Homecoming, tailgating locations, etc.

• Eligibility to receive club recognition at the annual OLSI Celebrate Excellence ceremony

• Access to OLSI staff and the SGA Director of Inter-Club Council for organizational and OrgSync support

• The privilege to use the university’s name as part of the organization’s name (Note: the phrases “WCU” or “Western Carolina” or some form thereof cannot precede the title of the organization

• Publicizing flyers and chalking consistent with Policy 82

• Opportunity for collaboration with departments and offices across campus

• Ability to have a WCU fund created to collect and manage club fundraiser monies, dues, etc.
Social Greek-lettered organizations are supported through various types of teams: Office of Fraternity & Sorority Life, on-campus faculty/staff advisors, chapter advisors/alumni boards/graduate chapters, regional directors, and Inter/National Headquarters. Each team works together in different aspects for the WCU chapter, based on need and/or activity.

The Office of Fraternity and Sorority Life Staff  
3rd Floor of the UC | 828-227-2783 | gogreek@wcu.edu

Recognized Social Greek-Lettered organizations

National Pan-Hellenic Council (NPHC)  
The National Pan-Hellenic Council is made up of nine ("Divine Nine") historically African-American fraternities and sororities, of which Western Carolina University hosts five. This council strives for unanimity of thought and action as far as possible in the conduct of its chapters and their members. They also pursue the mutual interests of its member organizations.

Alpha Phi Alpha (ΑΦΑ)  
Alpha Kappa Alpha (ΑΚΑ)  
Kappa Alpha Psi (ΚΑΨ)  
Omega Psi Phi (ΩΨΦ)  
Zeta Phi Beta (ΖΦΒ)

Interfraternity Council (IFC)  
The Interfraternity Council is home to ten of the seventy-four member organizations. The council seeks to provide support and aid to the University and its community. It also provides direction in relation to recruitment, philanthropy, community service, and much more. This council is considered to be the governing body for the fraternities within the National Interfraternity Conference.

Alpha Sigma Phi (ΑΣΦ)  
Delta Sigma Phi (ΔΣΦ)  
Kappa Alpha Order (ΚΑ)  
Lambda Chi Alpha (ΛΧΑ)  
Phi Mu Alpha Sinfonia (ΦΜΑ)  
Pi Lambda Phi (ΠΛΦ)  
Pi Kappa Phi (ΠΚΦ)  
Sigma Alpha Epsilon (ΣΑΕ)  
Sigma Chi (ΣΧ)
Theta Xi (ΘΞ)

**College Panhellenic Council (CPC)**
The College Panhellenic Council is home to five of the twenty-six member organizations of the National Panhellenic Conference. The women of the CPC work closely together to plan projects and events that include all member sororities on the Western Carolina campus. This organization was established to foster inter-fraternal relations among member groups and to cooperate with colleges to achieve the highest scholastic, ethical, and social standards. The council works year-round to provide opportunities for member chapters to strive for the highest level of excellence.

- Alpha Chi Omega (ΑΧΩ)
- Alpha Gamma Delta (ΑΓΔ)
- Alpha Xi Delta (ΑΞΔ)
- Delta Zeta (ΔΖ)
- Phi Mu (ΦΜ)

**Joining a social Greek-lettered organization**
All enrolled students must have at least 12 earned collegiate hours, and a 2.5 cumulative GPA. Individual chapters may require the same or more than the minimum.

**NPHC**: Information Sessions are hosted by the organization, and invitations may either be made personally or by an approved flyer. The chapters may, or may not, hold Membership Intake each semester.

**IFC**: During the Fall and Spring semesters, Open Houses are hosted by the organizations, and events may be on or off-campus. Invitations to events are open to all eligible male students, unless the event is by invitation only.

**CPC**: Open Houses are hosted for non-freshman eligible women throughout the Fall semester. In January, the Council hosts "Formal Recruitment", which is a four-day event of visiting with each of the five houses. The recruitment process gives the potential new member (PNM) and the sorority women a chance to learn more about each other through house tours, one-on-one conversations, philanthropic activities, and information gathering.

Additional information about any chapter within the three councils can be obtained by visiting our website goingreek.wcu.edu, or by email at goingreek@wcu.edu.

**Hazing Definition per the Student Code of Conduct**
Hazing – acting in a manner or creating a situation, whether physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to behavior(s) which may, as a component of becoming a member of and/or continuing membership in a student group or RSO, (a) abuse, mistreat, degrade, humiliate, harm, threaten, and/or intimidate, (b) endanger the mental or physical health or safety of another; (c) induce or coerce another to endanger his or her mental or physical health or safety; (d) impede the
academic success of a student; and/or (e) violate the Code, University policies, and/or
Local, State, and/or Federal laws as a component of becoming a member of and/or
continuing membership in a student group or RSO. The expressed or implied consent of
involved parties will not be a defense.

**Pillars of Excellence**
The Pillars of Excellence accreditation at Western Carolina University is to help foster
growth of WCU chapters and the overall Greek system. The Office of Leadership and
Student Involvement and Fraternity & Sorority Life believes in holding chapters
accountable for their responsibilities in the continuation of the principles on which these
organizations were founded. The fundamental purpose of this annual report is to
encourage the fraternal chapters to return to their founding values, which are crucial to the
rich development of fraternity and sorority men and women.

The purpose of the Pillars of Excellence accreditation program is to provide Western
Carolina University’s Fraternities and Sororities with a management tool to measure
overall chapter success. This program provides the fraternities and sororities with the
opportunity to monitor and improve their own activity and performance among all the
chapters in the Western Carolina University’s Fraternity and Sorority community. The
Office of Leadership and Student Involvement and Fraternity and Sorority Life established
this program with incentives tied to chapter performance and participation.

The goals of the Pillars of Excellence accreditation program include:
1. To set basic chapter operation expectations between WCU and its recognized
   fraternities and sororities
2. To aid the chapters in their efforts to improve in the areas of Scholarship, Chapter
   Management, Chapter Leadership, and Service Involvement
3. To monitor, evaluate, provide feedback, and recognize these efforts
4. To identify chapters that may need additional support and guidance
5. To establish measurable outcomes on the progress of sororities and fraternities

The following criteria serve as the foundation for all healthy Greek organizations that align
with the WCU Community Creed and if implemented well, can enhance the Greek
undergraduate experience. **The requirements follow the five Fraternity & Sorority
community core elements: Scholarship, Chapter Operation and Management,
Leadership and Member Development, Service and Philanthropy, and Spirit and
Involvement.** Each of these core elements also includes subcategories: Membership
Intake/Recruitment, Risk Management, Financial Management, Alumni Development, and
Relationships with Advisors.
CLUB SPORTS & INTRAMURALS

Club Sport
A Club Sport is a student organization that has been formed by individuals motivated by a common interest, desire to participate in a favorite sport activity, and who want to enjoy a longer relationship (usually both semesters) with their sport of choice. A club sport may be oriented toward any of the following: competition, teaching, recreation, or socialization. Many clubs compete against other universities across the state and region. WCU currently has 18 active clubs with about 400 participant varying from rugby to ballroom dance.

For more information, please visit: http://www.wcu.edu/student-life/division-of-student-affairs/departments/campus-recreation-wellness/recreation-wellness/club-sports/index.asp.

Intramural Sports
Intramural Sports offers a wide array of recreational sports and activities that cater to virtually any member of the Western Carolina University community. More than 1400 students/faculty/staff participate in over 40 different leagues, events, and tournaments. All intramural sports are FREE to WCU students, faculty and staff. We offer various skill (Recreational and Competitive) and classification (Men's, Women, CoEd) levels. Participants are encouraged to form their own teams within the campus community either with friends, residence halls or clubs/organizations. If an individual does not have a team, he/she may sign up as a "free agent" through that sport.

For more information, please visit: http://www.wcu.edu/student-life/division-of-student-affairs/departments/campus-recreation-wellness/recreation-wellness/intramural-sports/index.asp.

Please visit the Campus Recreation Center or call/email Jonathan Johnston at (828-227-8807) or jdjohnston@wcu.edu if you have any questions or need additional information about Club Sports or Intramural Sports.
HOW TO START A RSO

Requirements
Organizations are recognized by the Student Government Association and OLSI. The primary intent is to permit students the opportunity to join together to meet specific interests and needs. Self-determination, both in governance and program development, is a very important factor. While affiliation with national associations is encouraged where appropriate, student organizations are intended to serve the needs of WCU students first and foremost.

The following are required for any organization wanting a recognized status, or keeping recognition:
1. Ten student members. All interested members and officers must be currently enrolled students of Western Carolina University. In addition, officers must also be in good academic standing (gpa of 2.0) with the university.
2. Roster of current club members.
3. Constitution (Sample can be found in OrgSync Files)
   a. The following selections should be covered in a constitution and is created at the discretion of each organization:
      i. Mission and Purpose
      ii. Membership Roles and Responsibilities
      iii. Meetings (frequency, special meetings, communication)
      iv. Voting process
      v. Elections Process (including timeline)
      vi. Amendments to the Constitution process
4. On campus Faculty or Staff Advisor (Graduate Assistants must be approved by OLSI).
5. Ask one member to attend SGA ICC monthly meetings and share retrieved information to the rest of the organization.
6. Email and phone numbers for club President, Vice President, Advisor, and ICC Delegate.
7. Organizations must be unique and therefore may not duplicate the mission or purpose of any other current recognized student organization. This is to ensure that groups are not duplicating the purpose of another RSO and competing for the same resources and people. Should this occur, the interested group will be directed to the currently recognized group to further their involvement.

How to Register a New Student Organization
OrgSync is an online networking and registration system for all recognized student organizations. All paperwork and communication for RSO's are held within OrgSync.

To complete the "Register New Organization" form, please follow these steps:
1. Sign into www.orgsync.com: Create a user profile if you haven’t already
2. Click ' Organizations' at the top in purple
3. Click the green 'Register New Organization' button
4. Verify that this new organization is for WCU by clicking on 'Western Carolina University' then 'Submit'
5. Fill in and upload all information then click 'Submit' for review
Once you’ve submitted your request, you will be considered a pending RSO while being reviewed by the SGA, which takes no more than 2 weeks. Once a decision has been made, you will receive an OrgSync notification or email through OrgSync depending on your notification settings.

**If Approved:** The organization is now recognized and can move forward in planning, etc. The organization is accountable for operating consistent with the approved Constitution, RSO Agreement, SGA Bylaws, and the *Code of Student Conduct.*

Note: Please have all members of your organization join OrgSync and the newly listed organization.

**If Denied:** SGA/OLSI will communicate to you with the rationale as to why the request for recognition was denied. This communication will include instructions for appealing this decision to the Director of the Department of Campus Activities. The Director will then communicate the final decision in writing.

**If Deferred:** There will be a comment at the bottom for more information that is needed or any concerns that need to be addressed. If we defer the request back to you, the organization will remain pending until we have the needed information to approve/deny it; if no information is given within two weeks, the request will be automatically denied.

**RSO Categories**
WCU RSOs are currently ordered into 15 Categories:

1. **Academic Interest & Professional:** Organizations that have a focus on a subject that may be instructed in a particular college or have a desire for professional preparation
2. **Advocacy & Awareness:** Organizations seek to empower students by advocating or spreading awareness to support a cause
3. **Club Sports (Approved by Campus Recreation & Wellness):** Organizations that are of competitive nature who compete with non-WCU clubs. Clubs Sports organizations must follow the policies and procedures of the Department of Campus Recreation & Wellness
4. **Community Service & Engagement:** Organizations that provide opportunities in giving back to the campus and surrounding community through civic engagement activities or efforts
5. **Governing Bodies:** Organizations which provide support for other recognized student organizations or areas on campus while defining the procedures and expectations for those groups
6. **Greek: Fraternity:** A formal social organization or society for men at colleges and universities that promote companionship and brotherhood through shared values and common bonds
7. **Greek: Sorority:** A formal social organization for women at colleges and universities that share common values and ideals to better themselves and those around them
8. **Honorary:** Organizations at an honorary recognition status either based on academia, leadership qualities, ideals, or professional achievement.
9. **Intercultural**: Organizations that supports, educates, promotes, and celebrates diversity, multicultural, and intercultural understanding

10. **Political**: Organizations that have a political focus, may identify with national political parties and/or movements (Democrats, Republicans, etc.) and whose members share political beliefs.

11. **Programming & Performing**: Organizations that specialize in providing entertainment or cultural programs

12. **Public Media & Communication**: Organizations that publishes or electronically transmit messages to the campus community by providing information related to the exchange of ideas/opinions

13. **Recreational & Sports**: Organizations that are non-competitive teams that addresses the presence of an active lifestyle or physical wellness of the body

14. **Religious/Spiritual**: Organizations that are religious or spiritual in focus with a shared framework of beliefs, values and faith practices

15. **Special Interest**: Organizations that gather members together around a special interest or hobby

**Discrimination and Shared Beliefs Membership Requirements**

The University has an obligation to comply with federal and state laws, regulations, executive orders, and policies prohibiting unlawful discrimination. The University also acknowledges that RSOs have constitutional rights to freedom of expression and assembly.

Membership and participation in the organization must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Title IX Sec. 106.41 Athletics:

“(a) General. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide any such athletics separately on such basis.”

For more information about Title IX regulations, please visit: [http://www.justice.gov/crt/federal-coordination-and-compliance-section-84](http://www.justice.gov/crt/federal-coordination-and-compliance-section-84)

RSOs that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.
For any RSO with membership requirements that include a set of beliefs, OLSI may require additional documentation including a statement of these beliefs, and a description of how the RSO will make membership decisions while avoiding unlawful discrimination. Please contact OLSI for additional information.

In determining cases of alleged discrimination, the University will look not merely to the constitution and other organizing documents of an organization, but to its actual practices and operations.

See University Policies #10 and #53: http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/.

**Organizational Responsibility**

RSOs are expected to follow the Code of Student Conduct and other University policies when operating as part of the University community. Failure to do so may cause the organization to be charged with violations. Such violations can include failure to apply for recognition, absence of an advisor, failure to respond to the international organization (if applicable), any violation of University policy, and/or having a lack of members.

Each recognized organization will be held fully liable for its activities and any claims against the organization could result in personal liability on the part of its officers and members.
ADVISOR EXPECTATIONS

The Office of Leadership and Student Involvement would like to thank you for volunteering your time and efforts to being an advisor to one or more student organizations. The position of advisor is vital to the growth and development of not only the organization but its members as well. As an advisor to one or more of WCU’s Recognized Student Organizations (RSOs) you serve as a resource to the organization/s. We recognize different advisors have different approaches to interactions with organizations; some may be hands on while others serve as more of a background support system. Whichever approach best describes your advising style all RSO Advisors are expected to:

- Have an understanding of RSO procedures found in the RSO Manual, University Policies regarding student organizations, and the Code of Student Conduct
- Must complete annual training for their role as a “Campus Security Authorities” under University Policy #116 – Clery Act Compliance
- Communicate with the students in the organization
  - Regular email correspondence is strongly encouraged
- Attend semester advisor meetings
- Have at a monthly check-in with the organization
  - Attend at least one (1) meeting of the organization per month
- Be members on OrgSync
  - Have administrative status for the organization/s they advise
  - Join the S.O.A.R portal on OrgSync
  - Check for and post updates regularly
- Be aware of all events and business transactions of the organization
- Be aware of financial transactions (such as contracts, purchase orders, etc.) and whenever the organization travels
- Motivate and advise the organization in its efforts to uphold the mission, purpose, rules and regulations of the organization as well as those of the university
- Help in progressive goal setting for the organization
- Assist in the further development of the organization’s constitution and bylaws as needed
- Provide or facilitate appropriate training as it relates to the organization
  - Ex. Parliamentary procedure, space reservations, etc.
- Be trained in the use of OrgSync and should attend scheduled OrgSync trainings as necessary
- Communicate with the Office of Leadership and Student Involvement when unclear of possible violations of the Code of Student Conduct. If the violation is with a club sport, please communicate with the Department of Campus Recreation and Wellness.

If at any time you need any further assistance or clarifications please do not hesitate to contact the Assistant Director for Clubs and Organizations located on the 3rd floor of the A.K Hinds University center in the Office of Leadership and Student Involvement.
Tools you'll need to be a successful advisor include:
1. Organizations Constitution/By-laws (You can find this on OrgSync under the clubs’ Profile)
2. Contact list of officers and members
3. Calendar of events for the club/organization
4. History of the club/organization
5. Club/Organization policies and procedures
6. Knowledge of WCU resources (See 'RSO Documents' under Files on OrgSync).
7. Willingness to assist the group and its members
8. Complete WCU’s “Campus Security Authority” training

Again, we thank you for volunteering your time to help further the development of our students.
RECOGNITION PROCESS

What is the Recognition Process:
The Recognition Process occurs each year at the end of April and ends mid-September. It is a process where current organizations update their information (whether there are changes or not) on the OrgSync profile. Specifically, we look to see changes in President, Vice President, and the constitution. OLSI and SGA need updated contact information for each organization and a current constitution for each club.

How can I Gain Recognition?
OrgSync users who have Administrator rights to a specific group will see this at the top of the group's page:

If you see this... you need to update the organizations profile. Click on the word 'here' which is hyperlinked to your profile and it will prompt you to update it. Make sure you click 'Submit' at the end. After it is received and reviewed, the person who updated the organizations information (as Recognition process), will receive a Notification within OrgSync letting them know if it was approved, denied, or deferred. If it is deferred, please click on the Notification to see what information is still need to finish the process.

*Due dates for organizations to be Recognized will be marketed in various forms through OrgSync. If an organization does not complete the Recognition Process by the due date, it will be marked in-active and will remove all benefits offered to RSO's until your information is updated. The final list will be shared with DCA Administration as it relates to space reservations, funding, etc. (If an organization is inactive, the DCA will remove your current space requests and funds through SGA will be revoked.)

Denying Factors?
Submissions for recognition that are denied are due to one or more of the following reasons:
1. Failure to provide all necessary information (contact information, constitution, etc.)
2. The staff or faculty member who is listed as the clubs' Advisor did not agree to be the Advisor
3. Failure to meet financial obligations to the university  
4. Failure to adhere to WCU's *Code of Student Conduct*.  
5. Failure to adhere to University policy or Local, State, or National laws  
6. Organization has been placed in inactive status, probation, or suspension  
7. Organization is listed as an unrecognized organization on campus  

**Administrator Status on OrgSync**  
Due to normal transition between student leadership within organizations (ex: graduation; removal of office, etc.), it is necessary for those on OrgSync who have Administrator status to give the new leadership Administrator status so that they can successfully complete the recognition request for the year and create any other edits to the clubs OrgSync page as needed.  

Only an Administrator of the current organization or select OLSI staff can grant Administrator status. To gain Admin status, please email kmfarmer@email.wcu.edu with your organization name.  

To give Administrator privileges, click on 'People' on the left-hand side under your organization, click on the individual's name that you want to give Administrator status to and then click the 'Manage' button and toggle Administrator status.
SUPPLEMENTAL FUNDS

As mentioned in the 'Benefits of being a RSO' above, all recognized student organizations can request supplemental funding from the Student Government Association. When creating their budget each fiscal year, the SGA designates a certain amount of funds for RSO requests only. Outside of these funds, recognized organizations do not receive any initial funding from SGA or the Office of Leadership and Student Involvement.

What does 'Supplemental' mean?
Supplemental is an additional means for funding. Therefore, when reviewing all requests, SGA includes a question within the form asking, "What has your organization done to help fund the event?" More specifically, SGA wants to know if your organization has tried any fundraisers, collected dues, etc.

How do I ask for Supplemental Funding?
The Supplemental Funding Request form is located in SGA's Forms on OrgSync, or at: https://orgsync.com/27860/forms. Please read the instructions before completing the form as it explains the process and due dates.

*All entries to the Supplemental Funding Request form need to be entered in 16 business days before an event (20 business days for all requests over $1,000).

Funds beneficial to the student body
Please make sure when you ask for funds that the student body can benefit from your usage. In reviewing the request, it will be determined which WCU Core Values & Guiding Principles the funds will touch (Excellence in Scholarship, Teaching, and Learning; Collaboration with and Respect for our Communities; Free and Open Interchange of Ideas; Responsible Stewardship and Organizational Effectiveness; Organizational and Environmental Sustainability; or Cultural Diversity and Equal Opportunity).
USING ALLOCATED FUNDS

In order to receive funds that SGA has allocated, please read the Purchase Order process below:

**812 Fund**

An 812 is a fund created by the University for a student organization to keep up with dues and other financial processes of the club. The fund is through the school and money can only be taken out by request for a travel advance, check request, or a purchase order. When you request a fund you will be asked who will be the accountable officer (who is a faculty or staff member), the nature of the fund, where the funds will come from, and basic information about your RSO. Once submitted it usually takes up to two weeks to complete. Once the fund has been created you will receive an email with the fund name and number.

Money to be deposited should be counted and brought to the OLSI Office Manager before 2:00 pm., please include your name, name of the RSO, and amount being deposited, separated in cash, check, etc. You may request a balance at this point. We do not encourage organizations to hold onto money as it can be lost. The OLSI Office Manager will manage the funds and track spending for organizations; outside of standard tracking (where something is purchased, how it was paid, how much it cost, etc.), it is up to the organization in recording any additional information on their own.

**Inactive Fund Accounts**

Any funds that are left in an Inactive recognized student organization’s account through the Office of Leadership and Student Involvement for greater than three academic years will be removed from the organization’s account and transferred to the Student Government Association’s operational budget to be used toward recognized student organizations. These funds are at the discretion of SGA which includes providing money for printing and general programming when those needs do not meet the requirements for SGA Supplemental Funding.

**Purchase Order (PO) Process** | Turn into the OLSI Office Manager

Please fill out the PO Request form (half-sheet) which can be found on the student worker desk within OLSI. (If you are asking for a Purchase Order from your student organization’s fund you will need to submit your request at least fourteen days before the due date.) The following information will need to be included on the form:

- Organization name, your name, email, the date you need the PO, name of person who will be shopping, amount needed, and a detailed description of what you will be purchasing. There are different codes that are needed for different items so you will need to be specific as to what you will be buying. Some of the categories are:
  - Food {chips, hamburgers, buns, drinks, and all edible food products}
  - Non-food {plates, napkins, forks, cups, and all disposable cutlery and paper products}
o Household Items {soap, cleaner, air freshener, sponges, and anything of the sort}
o Misc. Items {this can catch things like decorations, and craft supplies}

- If you need an item you are not sure about please ask, we may have to do a single PO for it. You will be contacted for clarification on items as needed.
- If you are planning to turn in a PO request for a vendor (such as a promotional company) please check with the OLSI Office Manager first to make sure that we work with that vendor. It is a lot easier to order from a company already in the Purchasing system.

Once the PO has been received and is approved, you will receive email notification and it will be printed placed in the yellow PO folder outside of the OLSI Office Manager’s office.

When utilizing a PO please return it along with receipts (including original register receipt and any other receipts from the company) within two business days to the OLSI Office Manager.

If you are requesting a Check Request to pay a company with your student fund, please submit the following information two weeks in advance of when you will need the funds:

- Company Name
- Amount
- Address
- Email Address
- Phone #
- Why you are paying them, with supporting documentation, on letterhead

**Contracts**

If you are using a company that does entertainment and requires a contract, please let the DCA 2nd Floor Office Manager know what vendor you’re corresponding with. An independent contract is used when hiring an individual (such as a speaker, Zumba instructor, etc). The DCA 2nd Floor Office Manager needs 26 business days (at least) to manage a completed contract from the company/individual before getting multiple signatures on campus prior to processing.

**Reimbursements**

Reimbursements may only be granted to anyone who has a WCU 920 number (which includes students, faculty, and staff). Although there is no approval needed in advance, an office manager over the fund account will need all itemized receipts. Receipts that include taxes charged may be reimbursed in full as long as the receipt is itemized. The office manager will also make sure there is nothing on the receipt that was purchased in which the university has contracts with. For example, Coke products are highly discouraged due to our contract with Pepsi. Office supplies will only be reimbursed if purchased through Staples.
Reimbursements will be granted to the spender in one of two options; either by a Purchase Order or Check Request. Receipts are due to the office manager within 30 days from the date on the receipt. The university will not complete any travel advancements for students.

Items that are not able to be reimbursed are: alcohol, gift cards, tobacco products, and batteries.

**Travel [this information will be added Fall 2015]**

Please work with an office manager to process any travel from funds out of a club 812 account. Pre-approvals must be completed 30 days before travel occurs. Meals are paid for by per diem after travel has completed by these amounts:

- **In State:** Breakfast: $8.20, Lunch: $10.70, Dinner: $18.40
- **Out of State:** Breakfast: $8.20, Lunch: $10.70, Dinner: $20.90

If using university funding or a club 812 account, students must abide by the Student Code of Conduct while traveling off-campus. Please speak with an office manager to determine any additional paperwork (outside of the Pre-approval) that is needed for your organization to travel (such as any liability forms, etc.).

**PROFESSIONAL DEVELOPMENT**

There are many opportunities for all members and advisors to participate in trainings, workshops, or conferences to learn and strengthened interpersonal knowledge within your organization to help positively impact the community.

**RSO Training**

The RSO Training is an opportunity for recognized student organizations, or any pending organizations wanting to gain recognition, to gather together and discuss topics to help create effective organizations on campus. Some of the topics that will be reviewed is goal setting, utilizing campus resources, and how to motivate members. The RSO Training is open to all club presidents, vice presidents, and ICC delegates.

RSO Trainings will occur in early September and late January. The January training will be held for any organization that received recognition status after the September recognition deadline.

**The Whee Lead Conference**
Whee Lead is an annual event (February) held at Western Carolina University. This great event motivates and energizes student leaders while giving them practical solutions for improving their organizations and themselves and deal with issues facing organization. There are multiple sessions throughout the day dedicated to teaching valuable leadership skills that will be beneficial to the growth and development of each student as they continue their journey at Western Carolina University and beyond. Whether a new leader on campus or a President of an organization, everyone can benefit from the sessions offered at this conference.

Have you already attended the Whee Lead Conference? Be a presenter next time!

**Other Leadership Opportunities**
OLSI and SGA hold regular OrgSync and ICC meetings to help strengthen your knowledge of resources on campus. If you have specific ideas that you would like training on, please email sqaiccc@sqa.edu.

- Read your emails!
- Ask faculty and staff if they know of any opportunities within your major.
- Volunteer at workshops/conferences
- Run for a position in your next club election
- If you are part of a national organization or special interest, research conferences at the national level. *(Don’t forget your organization can ask for Supplemental Funding to help pay!)*

The next section of this manual includes Quick Resources. Over 100 resources can be found under Files on OrgSync such as self-assessments, icebreakers, decision making, organizational structure, etc.
- If you would like to share any resources on improving organizational effectiveness (such as meeting structure), please email a pdf version (you can include your RSO name/logo to promote) to kmfarmer@wcu.edu.
QUICK RESOURCES

More resources (100+) can be found on OrgSync at:
https://orgsync.com/24496/files/239871

Basic Parliamentary Procedure

Eight Steps in Processing a Main Motion:

Step 1: Member rises and addresses the chair when nothing is pending. "Mr. President." Or "Madame President."
Step 2: Chair recognizes member by nodding at the member or stating his name. "Mr. Williams."
Step 3: Member states his/her motion. "I move that we have a canned food drive."
Step 4: Another member seconds the motion (without recognition). "Second."
Step 5: Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"
Step 6: Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e. amendments) may be introduced to help the assembly make a final decision.
Step 7: When discussion is finished the Chair puts the question to a vote. "The question is on the adoption of the motion that we have a canned food drive. Those in favor, say AYE." (Pause.) "Those opposed, say NO." (Pause.)
Step 8: Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ..."

Methods of Voting:

- Unanimous Consent - no member objects to a proposal that meets with general approval; a vote of silent agreement.
- Voice Vote - regular method of voting on any motion that does not require more than a majority vote; most common form of voting.
- Rising Vote - method used when a two-thirds vote is required for adoption; is also used when a member calls for a division of the assembly.
- Show of Hands or Voting Cards - an alternative method for a rising vote.
- Counted Vote - can be ordered by the chair when it appears a voice vote is unclear and it can be ordered by a majority vote of the assembly.
- Ballot or Roll Call Vote - can be ordered by a majority vote of the assembly and is required if specified in bylaws.
The 13 Ranking Motions:

Motions lower on the list cannot be made if anything higher is pending.

1. Fix the time to which to adjourn: This motion is used to set the time for another meeting to continue business of the session. It does not adjourn the present meeting or set a time for its adjournment.
2. Adjourn: This is a motion to close the meeting.
3. Recess: A short interruption which does not close the meeting. After recess, business resumes at exactly the point where it was interrupted.
4. Raise a question of privilege: This device permits a request or a motion relating to the rights of either the assembly or an individual to interrupt business and, because of its urgency, be brought up for possible immediate consideration.
5. Call for the order of the day: By the use of this motion, a single member can require the assembly to follow the order of business or agenda, or to take up a special order that is now due to come up, unless two-thirds of the assembly wish to do otherwise.
6. Lay on the table: This motion is used to place the pending motion aside when something of an urgent nature arises and needs the immediate attention of the assembly.
7. Previous question: This is simply a motion to end debate, allow no further subsidiary motions on the pending motion, and take a vote. It must be seconded, no debate is allowed, and a 2/3 vote is needed to close debate.
8. Limit or extend limits of debate: This motion can reduce or increase the number and length of speeches permitted or limit the length of debate on a specific question.
9. Postpone definitely: Should be used if the body needs more time to make a decision or if there is a time for consideration of the question that would be more convenient. The postponement cannot be beyond the next session in a group that meets regularly.
10. Commit or refer to a committee: This motion sends the main motion to a committee for further examination and refinement before the body votes on it.
11. Amend: The intent of this motion is to modify the pending motion before it is voted on.
12. Postpone indefinitely: This motion, in effect, kills the main motion for the duration of the meeting without having to take a vote on it.

**Goal Setting Action Plan**

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DEPARTMENT OF CAMPUS ACTIVITIES POLICIES AND PROCEDURES

DCA Policies
For all information regarding the Department of Campus Activities (DCA) facility usage and costs, solicitation, free speech, etc. please see this website: http://www.wcu.edu/student-life/division-of-student-affairs/departments/department-of-campus-activities/about-the-uc/dcapolicies.asp.

As an RSO you are expected to abide by the DCA Posting Policy and the following guidelines. These guidelines should be thought of as best practices that will help your RSO be efficient and effective in marketing your organization, events and activities.

Poster Guidelines
1. Posters and flyers should adhere to and reflect the values set forth by Western Carolina University Community Creed.

2. Postings should be clear, legible and include the following:
   a. Name of the RSO
   b. Name of event
   c. Location of event
   d. Date and time of the event

3. Posters reflect directly on your organization and its members. Communications in public areas that rely on good taste and civility are more likely to be successful.

For hanging posters or flyers outside of the University Center, please speak to an office manager in all other buildings for their processes.

OLSI Flyer Policy
If an organization wants to place a flyer on the bulletin board located inside the OLSI office, they will need to turn in two copies to office #323 within the UC to Karen Farmer.

Chalking Guidelines
1. All chalking should adhere to and reflect the values set forth by Western Carolina University Community Creed.

2. Please utilize only water-soluble sidewalk chalk in order to avoid damaging university property. The use of markers, paints, oil-based products, spray chalk, liquid chalk or other products in aerosol containers is prohibited. Approved chalk is available upon request in the Office of Leadership and Student Involvement.

3. Chalking is allowed only on surfaces in which rain will wash away the chalk.

4. Chalking is PROHIBITED on any vertical surface including but not limited to walls, benches, glass, windows, doors, pilings, columns, planters, painted surfaces, trees, traffic signs, light posts, emergency call phones, fixtures, newsstands, ad dispensers, utility boxes, private property, and any other objects, except the area designated above. The Alumni Tower is an example of vertical surfaces, etc. where rain will not wash away chalkings.
5. Chalking is PROHIBITED on any stairs or top levels of staircases.
6. Chalking should be clear, legible and include the following:
   i. Name of the RSO
   ii. Name of event
   iii. Location of event
   iv. Date and time of the event
7. Chalkings reflect directly on your organization and its members. Communications in public areas that rely on good taste and civility are more likely to be successful.

**Fundraising**
Any fundraising must be approved by the Department of Campus Activities. Please complete the Solicitation Form which is required for the selling of any items, collecting money for any purpose, and fundraising. This form can be found on the service desk on the 2nd floor of the University Center. 

*Please see the University Policy #114 in the Appendix for information on solicitation for recognized student organizations.*

**Expectations of RSO’s**
As a means of providing open access to organizations and to insure that organizations operate in a manner consistent with the objectives of the University, specific expectations and guidelines have been established. Recognized student organizations are expected to:

- Adhere to local, state, and federal laws.
- Operate within the policies and procedures of the University including the *Code of Student Conduct*.
- Not advocate, incite or participate in interference or physical disruption of the educational mission of the University.
- Disclose any external affiliations and to provide the constitution and bylaws of the parent organization.
- Have officers in good academic standing (2.0 or better).
- Submit all changes in constitutions, bylaws, and officers within two week of the change. If changes come late, please email kmfarmer@email.wcu.edu.
- Maintain fiscal responsibility with the University, other auxiliary corporations, and community vendors.

**CRC Facility Usage and Resources**
Facility Reservation Request forms are available online at reccenter.wcu.edu. Forms must be completed at least 2 weeks in advance and no requests are guaranteed. Ongoing requests will not be granted in an effort to be fair to all organizations; organizations are only allowed four reservations at a time. If your organization is requesting court space, we recommend you contact the Reid main office to reserve space in Reid Gym.

Campus Recreation & Wellness has an online form where student organizations and campus departments can request a number of presentations. Presentations range from
Stealthy Healthy to Sexual Health Topics to a general Campus Recreation & Wellness presentation. Additionally, the online form can also be utilized to request equipment checkout for your organization. Go to reccenter.wcu.edu, presentations and classes, Campus Recreation & Wellness request form. The organization is responsible for returning all equipment in a timely manner and in the condition with which it left the CRC or the organization will be assessed damage charges. Please complete all forms at least two weeks in advance.
1. Representations and Submissions

The undersigned Recognized Student Organization ("RSO") represents to Western Carolina University ("University") that it is either (a) a corporation or non-profit corporation in good standing with the State of North Carolina or (b) an unincorporated association existing under the laws of North Carolina in accordance with the terms of its constitution. The RSO further represents that for the duration of this Agreement and as a condition of this Agreement (a) 100% of its members are University students (undergraduate/graduate), and (b) all of its officers are full-time, fee-paying University students. The RSO also represents that its activities and the activities of its members, whether or not sponsored or officially approved by the RSO, do not and will not violate local, state, or federal law or the University's policies, including the Code of Student Conduct.

The person executing this Agreement on the RSO’s behalf certifies that:

(a) He/she has read the Agreement in full and understands it;
(b) He/she is an officer of the RSO and is authorized by the members of the RSO to execute the Agreement on the RSO’s behalf; and
(c) The RSO is entering into the Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing.

This Agreement does not become effective until approved by the Director of the Department of Campus Activities or his/her designee. The RSO agrees to provide any information requested by University officials and/or Student Government Association in a timely manner. The RSO further agrees to submit electronically its constitution, any amendments to its constitution or any changes in its officers or their contact information, including telephone numbers and email addresses by the Re-Charter due date set forth from the Office of Leadership and Student Involvement.

2. Relationship between the RSO and the University

The University is a constituent institution of the University of North Carolina (UNC) and an agency of the State of North Carolina. The RSO is not a part of the University, but rather exists and operates independently of the University. The RSO and the University acknowledge and agree that the RSO is not an agent of the University, and neither has authority to act for the other or commit the other to any activity, transaction, or agreement. The University does not supervise, direct, or control the RSO’s activities; provided, however, the University does regulate and control facilities and property in its charge, and to the extent that the RSO seeks to use the University’s public facilities or property to
conduct its private activities or affairs, the RSO may be subject to additional terms and conditions governing uses of the specific facility or property. Furthermore, the RSO, its officers, members, and third parties associated with the RSO, are subject to the University’s policies and procedures when conducting their business on University property.

3. The RSO’s Dealings with Third Parties

The RSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The RSO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described above in paragraph 2 of this Agreement. As one of such steps, the RSO shall, without exception, include the following statement in the RSO’s correspondence, messages, contracts, publications and other written or internet communications:

Although this organization has members who are students of Western Carolina University and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agent of the University. It is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization’s contracts, acts, or omissions.

4. Use of the University’s Name and Symbols

The RSO understands and agrees that it may not use any University marks, symbols, logos, motto’s, or other indicia of the University without the express prior written approval of the University through the Vice Chancellor for Advancement and External Affairs or his/her designee; provided that the University will permit use of its name as part of the RSO’s name exclusively and only in the form of “The XYZ Club at Western Carolina University.” The RSO must obtain the express prior written consent of the University to use the University’s name in any other form.

5. Taxes

The RSO shall not use the University’s taxpayer identification number or the University’s tax-exempt status in connection with any purchases or sales by the RSO, the receipt of any charitable contributions, donations or gifts to the RSO, or any other activity or purpose of the RSO.

6. Liability, Insurance, Defense, and Notification

The RSO understands and agrees that the University, UNC, and their respective governors, trustees, officers, employees, and agents will not be liable for injuries or harm caused to anyone in connection with or arising out of the RSO’s activities or RSO’s recognition by the University, nor will it be liable for any of the RSO’s contracts or other financial obligations, or tortuous acts or omissions, or those of the RSO’s directors, officers, members, advisors,
coaches, staff, activity participants, or any other persons associated with the RSO. The RSO understands and agrees that neither it nor its directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the RSO are protected by the University’s or the State of North Carolina’s insurance policies or self-insurance plans, and that the University and the State of North Carolina will not provide any legal defense or indemnity for the RSO or any such person in the event of any claim against any of them. To ensure that all persons associated with the RSO fully understand these terms, the RSO President is responsible to issue this notification to all of the RSO’s current and prospective directors, officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the RSO or engaged in its activities:

NOTICE: You are either considering or currently participating in activities and/or affairs of a Recognized Student Organization (RSO) at Western Carolina University. Although the RSO has members who are University students, and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agent of the University. The RSO is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization’s contracts, acts, or omissions. The RSO directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the RSO assumes all responsibility for any such risk. All persons associated with the RSO should ascertain whether they have adequate insurance independently or through the RSO to cover any such risk. Neither the University nor the State of North Carolina provides insurance coverage or legal defense for any claims resulting from the affairs or activities of a RSO.

7. Non-Discrimination

The University has an obligation to comply with federal and state laws, regulations, executive orders, and policies respecting discrimination. Additionally, the University has an interest in (1) regulating the use of University funds and facilities; (2) ensuring that leadership, educational, and social opportunities afforded by RSOs are available to all students; and (3) encouraging tolerance, cooperation, and learning among students by bringing together students with diverse backgrounds and beliefs.

Membership and participation in the organization must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

In determining cases of discrimination for purposes of this section, the University will look not merely to the constitution and other organizing documents of an organization, but to its actual practices and operations.
8. Funding

The RSO is eligible to receive student fee funds, which are appropriated by the Student Government Association through its appropriations process. The Student Government Association approves RSO funding requests. A RSO that receives student activity fee funds is required to use the funds as it has requested or petitioned and as approved by Student Government Association. Consistent with the terms of this Agreement, the University is not responsible for and has no control over the RSO’s activities funded with student activity fee funds. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

9. Gambling

The RSO may not participate in or sponsor gambling events or activities. As defined in the Code of Student Conduct: The term "gambling" means operation of any "game of chance" or playing at or betting on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not. A "game of chance" is any game or scheme in which receiving something of value depends on chance rather than skill. (NC General Statute § 14-292). Raffles and charity events with games of chance are a form of gambling and prohibited. When there are questions about gambling, RSOs should consult with the Office of Leadership and Student Involvement.

10. Use of Facilities

The RSO is eligible to use certain University facilities and access the services and resources subject to the policies and procedures or terms and conditions that the University and/or staff set for such facilities, services, and resources. If designated student activity space is assigned to the RSO, that facility's coordinator/space manager shall communicate the description of such space and any special conditions applicable to its use.

11. Club Sports

Any RSO associated with and identified by the University’s Department of Campus Recreation and Wellness (CRW) as a competitive sports team shall be defined a "Club Sport". Club Sport RSOs shall receive the additional benefits enumerated in CRW's policies and abide by the provisions of those policies as a part of this document. Organizations that would like to be categorized as a 'Club Sport' must first be approved by the CRW and adhere to all policies they specify as it relates to a club sport.

12. Term

This Agreement becomes effective on the date it is approved by the Director or Campus Activities or his designee and must be renewed annually. The University may terminate this Agreement under the provisions of the WCU Code of Student Conduct. The University may alter RSO status (probation or removal of recognition) and/or activities for failure to comply with this Agreement or the WCU Recognized Student Organization Policies and
Procedures Manual. The RSO may terminate this Agreement for any reason upon thirty (30) days written notice to the Director of DCA. Absent early termination, this Agreement will automatically terminate in the spring of each year effective on the date of the University’s May Commencement Exercises.

13. Waiver

Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of that provision or any later breach.

14. Notices

Any notice under this Agreement shall be deemed given when sent by electronic mail to the signatory’s primary University electronic mail address.

15. Entire Agreement - Amendments

This Agreement incorporates the parties’ entire agreement concerning this matter, supersedes any prior or contemporaneous understandings regarding its subject matter. The registrant of all organizations acknowledges that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement.

16. Miscellaneous

When filling out the New Organization form on OrgSync, each organization agrees to the following affirmation by a registrant representing the organization:

"As a representative of my recognized student organization, I have read and agree to the conditions and information present in the RSO Agreement and will abide by the policies of the Office of Leadership and Student Involvement, the Student Government Association, and the Code of Student Conduct that have been created for Western Carolina University."

☐ I Agree

Therefore, the registrant further attests that he/she is bound by the University's Code of Student Conduct and is knowledgeable of the responsibilities of the officers of the RSO.

The registrant is responsible for receiving information, announcements, e-mail, and mail from the Student Government Association and other organizations on behalf of the RSO. Further, as the contact person for the RSO, the undersigned is responsible for informing the appropriate individuals within the RSO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as a RSO.
The registrant is also responsible for updating the RSO’s information (e.g. officer changes, constitutional amendments) and for checking all mandatory dates, especially those for Student Government Association’s appropriations process.

The registrant understands that he/she is responsible for alerting the RSO’s executive members of any and all mandatory University meetings, such as scheduled ICC meetings.
SGA Bylaws

Article VIII: Recognized Student Clubs and Organizations

Section 8.1: Recognition

(a) A RSO is defined as a group of students of special interest who has been recognized by the SGA and the Office of Leadership and Student Involvement, and hereinafter may be referred to as RSO. RSO’s will gain full expectations and follow all policy’s as documented by the RSO Manual and Student Code of Conduct, as well as gain all listed Benefits for gaining recognition. Funding to RSO’s are available only by club fundraisers, supplemental funding through SGA, or membership dues.

i. The Office of Leadership and Student Involvement shall be held responsible for maintaining an updated list of SGA recognized student organizations.

(b) All organizations must re-charter as defined by the Office of Leadership and Student Involvement. Annual renewal of recognition will depend on an organization’s demonstration of compliance with the following:

i. It must continue to adhere to all requirements set forth in this document.

ii. It must submit all changes in its Constitution for SGA approval.

iii. It must comply with all WCU regulations concerning the use of the college facilities.

iv. It must comply with all WCU policies and state legislation which govern student organizations.

(c) All organizations must have a full-time Faculty or Staff Advisor.

(d) All organizations must abide by all policies, rules, and regulations of the Student Code of Conduct, Student Government Association requirements, Registered Student Organization Manual, and the Student Guide Book.

(e) New organizations are required to have at least ten students, an Advisor as stated above, a Constitution, and have completed the “Register New Organization” form on OrgSync.

i. The student group's Constitution must reflect democratic procedures for the election of officers; it must conduct an annual election for these positions and shall be limited to WCU students.

ii. Each constitution must include information about general Membership and Elections.

(f) A Potential RSO is defined as a group of students who have submitted the “Register New Organization” form through for RSO status in which lies Pending until review.

(g) A departmental sponsored organization is defined as an organization or unit that is a direct affiliate of the university. These organizations are solely supported by departments providing funds and are not considered to be a registered student organization listed Benefit as defined by the RSO Manual. Departmental sponsored organizations may or may not be managed by students.

(h) An unrecognized RSO is defined as a group of students who have not completed a charter through the Office of Leadership and Student Involvement for RSO status, or have had their
recognition removed by the Office of Leadership and Student Involvement. These organizations also do not receive any on-campus funding, or receive any Benefits as defined by the RSO Manual.

Section 8.2: Regulations of a Registered Student Organization

(a) A student group cannot discriminate on the basis of sex, race, creed, national origin, age, religion, physical disability, or sexual orientation unless otherwise documented by NC legislation; this information is located in the RSO Manual.

(b) A student group must not:
   i. Have illegal aims or goals;
   ii. Participate in an attempt to physically overthrow the United States Government or be affiliated with any organization which plans or participates in an attempt to physically overthrow the United States Government;
   iii. Propose or participate in activities which would violate Regulations of the North Carolina Board of Regents or the College, Federal, State and/or Local Laws and Regulations, or materially and substantially disrupt the work and discipline of the College;
   iv. Advocate incitement of imminent lawless action which is likely to produce such action.

   The purpose, policies, and objectives of an organization must not conflict with the educational goals and functions of the College.

(c) A pending organization's mission and purpose must not be identical to a currently-recognized student organization. An organization may not use a name which is misleading nor one that is the same or similar to that of a currently-recognized campus student organization.

(d) Recognition of student organizations is a privilege that has with it sufficient responsibilities. Any organization found to be in non-compliance with any of the criteria or procedures for procuring and maintaining recognition status will be subject to probation or suspension of recognition.

   i. To accuse an organization of non-compliance with any regulation or regulations, one must file a complaint with the Judicial Court and Office of Leadership and Student Involvement.
   ii. An organization has the right to appeal after a decision of probation or suspension. The organization shall follow procedures set forth in SGA Constitution and this document.

(e) An organization may not use a name which begins with ‘Western Carolina University’ or ‘WCU’. ‘WCU’ may be at the end of a club name but not at the beginning due to branding restraints within the university.

Section 8.3: Regulations of an RSO’s Student Club Officer

(a) A student club officer must:
i. Be a full or part-time enrolled WCU student
ii. In good academic standing, as defined by the WCU’s Registrar’s Office.
iii. Not in any judicial violations, as defined by the Department of Student Community Ethics, Student Code of Conduct, and the UNC Board of Governors’ Policy Manual.

(b) Any student club officer that is not full or part-time enrolled or in good academic standing, or has any judicial violations will be removed from officer standing.

(c) Officers must abide by their approved RSO Constitution on required grade point average. Ineligible grade point average, as defined in the approved Constitution, will result in removal of office status. Grade point averages are checked by the RSO Advisor.

Section 8.4: Probation of Recognition

(a) Probation is defined as a period of review during which the organization must demonstrate the ability to comply with the Office of Leadership and Student Involvement and university rules, regulations, and all other stipulated requirements.

(b) An organization will be subject to be placed on probation for any of the following reasons:
   i. The organization fails to comply with any requirements set forth in these Bylaws, and the guidelines set forth by the Office of Leadership and Student Involvement.
   ii. The organization fails to comply with any future provisions set forth which govern student organizations.

(c) Any organization which is placed on probation may:
   i. Continue to hold campus meetings
   ii. Not sponsor any activity or program
   iii. Not request funding through the Student Government Association

Section 8.5: Suspension of Recognition

(a) Suspension is defined as a period of review during which the organization must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements.
   i. If, during the period of the deferred suspension, the organization is again found responsible for violating any University rule, the organization and its registration, privileges, and chapter status, will be immediately suspended.

(b) The Student Government Association and Office of Leadership and Student Involvement reserve the right to formally place any RSO on suspension and define duration of suspension.

(c) If placed under suspension, notification will be sent to the club President and Advisor by formal letter via email, as well as asked to meet with the Office of Leadership and Student Involvement personnel to review terms of status and regulations.
(d) An organization which is under suspension may not:
   i. Engage in or sponsor any activity or program
   ii. Use any campus facility
   iii. Request funding through the Student Government Association

Section 8.6: Recognized Student Organization Advisors

(a) RSO Advisors must be full-time employees of Western Carolina University, unless otherwise agreed and documented by the Office of Leadership and Student Involvement.

(b) All Advisor positions are voluntary.
   i. If an Advisor has to remove themselves from their position, a written letter needs to be emailed to their RSO President, as well as the SGA Director of ICC and SGA Advisor.

(c) RSO Advisors are requested to communicate with the Office of Leadership and Student Involvement on any witnessed misconduct of their RSO, as well as obtaining pertinent information by attending Advisor meetings when possible.

(d) Responsibilities include but are not limited to:
   i. Provide support, direction, feedback and motivation to all club members
   ii. Informing/educating club members on campus policies as it relates to their involvement
   iii. Maintain an awareness of the activities and programs sponsored by the club
   iv. Attend meetings and club programs as often as possible
   v. Assist in training opportunities
   iv. Know the approved Constitution, help in training members of the document and following procedures outlined in making amendments.

(e) Multiple Advisors may be allowed for organizations; however we will only notify and keep in contact with the one Advisor that is listed on OrgSync for the organization.

Section 8.7: Funding

(a) RSO’s are eligible to receive student fee funds, which are appropriated by the Student Government Association through its appropriations process. These funds are only meant to be used as supplemental funding for the organization.

(b) A RSO that receives student activity fee funds is required to use the based on the specific approved line-items of the request.
ANNUAL DCA EVENTS

Below are the large events that the Department of Campus Activities plan.

**August**
- Valley Ballyhoo

**September**
- RSO Training
- Dance Marathon Frenzy Week

**October**
- Homecoming

**November**
- Dance Marathon

**December**
- Holiday’s at the UC
- Whee Takeover

**January**
- MLK Holiday and Events
- RSO Training

**February**
- Whee Lead Conference
- CAT Fair

**March**
- CAT Tour (Spring Break trip)

**April**
- Relay for Life
- SGA Elections
- Celebrate Excellence Awards Ceremony
- Student Appreciation Week

**May**
APPENDIX
PART II: EXPANSION OF SALES TAX

Effective January 1, 2014

Admission Charges - G.S. 105-164.4(a)(10) imposes a privilege tax on a retailer at the 4.75% general State and applicable local and transit rates of sales and use tax to admission charges to an entertainment activity listed below:

a. A live performance or other live event of any kind.
b. A motion picture or film.
c. A museum, a cultural site, a garden, an exhibit, a show, or a similar attraction or a guided tour at any of these attractions.

An admission charge includes a charge for a single ticket, a multigame ticket, a seasonal pass, an annual pass, and a cover charge. An admission charge does not include a charge for amenities. If charges for amenities are not separately stated on the face of an admission ticket, then the charge for admission is considered to be equal to the admission charge for a ticket to the same event that does not include amenities and is for a seat located directly in front of or closest to a seat that includes amenities. When an admission ticket is resold and the price of the admission ticket is printed on the face of the ticket, the tax does not apply to the face price at the time of the resale of the ticket. When an admission ticket is resold and the price of the admission ticket is not printed on the face of the ticket, the tax applies to the difference between the amount the reseller paid for the ticket and the amount the reseller charges for the ticket. The reseller must retain in its books and records the amount originally paid for the ticket to be able to substantiate the amount of the resold ticket that is to be excluded from the tax at the time of resale.

G.S. 105-164.13(60) provides an exemption from sales and use tax for the sale at retail and the use, storage, or consumption in this State for admission charges to any of the following entertainment activities:

a. An event that is held at an elementary or secondary school and is sponsored by the school.
b. A commercial agricultural fair that meets the requirements of G.S. 106-520.1, as determined by the Commissioner of Agriculture.
c. A festival or other recreational or entertainment activity that lasts no more than seven consecutive days and is sponsored by a nonprofit entity that is exempt from tax under Article 4 of Chapter 105 and uses the entire proceeds of the activity exclusively for the entity's nonprofit purposes. This exemption applies to the first two activities sponsored by the entity during a calendar year.
d. A youth athletic contest sponsored by a nonprofit entity that is exempt from tax under Article 4 of Chapter 105. For the purpose of this subdivision, a youth athletic contest is a contest in which each participating athlete is less than 20 years of age at the time of enrollment.
e. A State attraction. A State attraction is a physical place supported with State funds that offers cultural, educational, historical, or recreational opportunities. The term "State funds" has the same meaning as defined in G.S. 143C-1-1. G.S. 143C-1-1 defines "State funds" as ["a]ny moneys, including federal funds deposited in the State treasury except moneys deposited in a trust fund or agency fund as described in G.S. 143C-1-3."

Service Contracts - G.S. 105-164.4(a)(11) imposes a privilege tax on a retailer at the 4.75% general State and applicable local and transit rates of sales and use tax on the sales price of a service contract. G.S. 105-164.3(36b) defines "service contract" as a warranty agreement, a maintenance agreement, a repair contract, or a similar agreement or contract by which the seller agrees to maintain or repair tangible personal property.

G.S. 105-164.13(61) provides an exemption from sales and use tax for the sale at retail and the use, storage, or consumption in this State of a service contract for tangible personal property that is provided for any of the following:

a. An item exempt from tax under Article 5 of Chapter 105, other than an item exempt from tax under G.S. 105-164.13(32). G.S. 105-164.13(32) provides an exemption from sales and use tax for the sale at retail and the use, storage, or consumption in this State of sales of motor vehicles, the sale of a motor vehicle body to be mounted on a motor vehicle chassis when a certificate of title has not been issued for the chassis, and the sale of a motor vehicle body mounted on a motor vehicle chassis that temporarily enters the State so the manufacturer of the body can mount the body on the chassis.
b. A transmission, distribution, or other network asset contained on utility-owned land, right-of-way, or easement.
c. An item purchased by a professional motorsports racing team for which the team may receive a sales tax refund under G.S. 105-164.14A(6).

G.S. 105-164.13(62) provides an exemption from sales and use tax for the sale at retail and the use, storage, or consumption in this State for an item used to maintain or repair tangible personal property pursuant to a service contract if the purchaser of the contract is not charged for the item. Where a service contract is subject to tax, the seller should issue Form E-595E, Streamlined Sales and Use Tax Agreement Certificate of Exemption, at the time of purchase for items used by a seller to maintain or repair tangible personal property to purchase such items without payment of tax to seller.
University Policy 84

I. POLICY STATEMENT

Recognizing that its support derives in large part from public funds, it is the policy of Western Carolina University (the "University") to make its facilities available for use by groups and individuals in a manner that is (i) consistent with its educational mission and related research, service, and outreach activities; and (ii) consistent with its responsibilities as a steward of the State's resources.

II. SCOPE AND PURPOSE OF POLICY

This Policy applies to the use of facilities located on the University’s campus in Cullowhee and any other instructional sites or facilities under the University’s operational control. It applies to University Groups, Non-University Groups, and Recognized Student Organizations.

The use of Facilities for summer programs, conferences, and events on campus must comply with this policy and University Policy #110, “Conferences and Events”.

This Policy does not address solicitation, assemblies, and public addresses on campus, which are governed by University Policy #114.

III. DEFINITIONS

“University Group” is an administrative or academic unit within the University, staffed by state employees acting within the scope of their employment. A University Group also may be considered an “affiliated group.” A University Group may also be a single University employee.

“Recognized Student Organization” means the Student Government Association and other student clubs and groups that have been officially recognized by the University. A Recognized Student Organization also may be considered an “affiliated group.”

“Non-University Group” is a group other than a University Group or Recognized Student Organization that is a legally separate entity from the University, even though some of the members or participants may be University personnel, alumni, or students. A Non-University Group also may be a single individual.

"Affiliated Group" means a group or entity that is directly or indirectly controlled by, controlling or under common control with the University.

"University Activity" is any function, event or activity sponsored by the University. For purposes of this Policy, the term "sponsored" means having written approval or authorization from the appropriate University official(s).

"Non-University Activity" is any function, event or activity that is not a University Activity.

"Facility Function" means the primary activity for which a particular facility is used.
"University Facility" is any outdoor space, building or structure that is owned or leased by the University or otherwise operated under its control.

"Classroom" is any space that is dedicated and/or routinely used for instruction.

"Senior Administrative Officer" means, for purposes of this Policy, the Chancellor, the Provost, a Vice Chancellor, the Chief of Staff, the Chief Information Officer, or the Athletic Director.

IV. AUTHORITY TO SCHEDULE UNIVERSITY FACILITIES

Authority to schedule the use of a University Facility is vested in the Chancellor who may delegate the authority in writing to another Senior Administrative Officer. A Senior Administrative Officer may further delegate the authority in writing to other University administrators.

When more than one Senior Administrative Officer has delegated authority for a Facility Function or University Facility, they must agree on a procedure for scheduling the use of that facility and document the procedure.

Administrators may issue other policies for the use and scheduling of facilities under their administrative control. Such policies must be consistent in all respects with this Policy and applicable state and federal laws and regulations, and must be made available to prospective users on the University website. All such policies are subject to approval by a Senior Administrative Officer.

V. TERMS FOR THE USE OF UNIVERSITY FACILITIES

A. Priorities for Use and Scheduling

The use and scheduling of University Facilities will be prioritized consistent with the University's mission, and its instructional, student life, research, service, and outreach activities, with attention given to capital and operational funding sources and legislative authority. Subject to the provisions of University Policy #65, "Space Management", the following order of priority generally will govern the scheduling and use of University Facilities:

1. University Groups and University Activities;
2. Recognized Student Organizations; and
3. Non-University Groups and Non-University Activities.

B. General Requirements for the Use of University Facilities

1. Academic classes, research, service, outreach activities, and the activities of faculty and staff groups are central to the educational mission of the University. Use of University Facilities must not interfere with these activities.

2. Use of University Facilities must comply with United States and North Carolina constitutional provisions regarding free speech and public assembly. For public forums (areas consistently
open to public speech and assembly by past practice or by administrative approval), administrators may place reasonable time, place, and manner restrictions on public speech and assembly if they are not based on the content of speech (except that unlawful speech is prohibited) or the viewpoint of participants. For areas not traditionally open for public speech or assembly, administrators may also limit use to further the University's educational mission and operations. For more information on public assemblies and address, see University Policy #114.

3. The University assumes no obligation or responsibility for Non-University Activities and grants no right of access greater than that provided by this Policy or the Standard Facility Use Agreement.

4. Use of University Facilities by Non-University Groups does not imply that the University supports or sanctions the activities.

5. The University reserves the right to limit the use of the University's name and trademarks in connection with advertising or promoting Non-University Activities.

6. Use of University Facilities must comply in all respects with University Policy #114, "Solicitation, Assemblies, and Public Addresses", which addresses, among other things, the use of facility interior and exterior surfaces, the use of bulletin and e-bulletin boards and kiosks, the use of open/common spaces, and the use of University Facilities for political events.

7. Use of University Facilities must comply with applicable provisions of University Policy #110, "Conferences and Events".

8. Use of University Facilities must comply with the University's policies regarding non-discrimination.

9. Use of University Facilities must comply with all applicable local, state, and federal laws, regulations, and ordinances.

10. Material applied to any University Facility exterior surface that results in a public safety concern or damage to the facility may be removed by Facilities Management personnel.

11. No permanent or semi-permanent structure, including but not limited to trailers, or tents with stakes driven into the ground, may be constructed or placed for any activity without the prior approval of the Associate Vice Chancellor for Facilities or his/her designee. This requirement shall not apply to canopies and similar shelters used for football tailgating in approved areas in accordance with the university policy on tailgating: University Policy 103 Tailgating.

12. No semi-permanent structure may be constructed or placed for any activity conducted on emergency access roads, accessible paths or rights of way.

13. In accordance with North Carolina state fire code requirements, placement of any tent or membrane structure over 400 square feet or tents in excess of 700 square feet (without sides) must be approved by the Associate Vice Chancellor for Facilities who is responsible for obtaining proper permits from the fire code official.
14. Generally the University does not allow camping on University grounds and/or facilities due to public safety concerns. "Camping" includes sleeping outdoors, the use of camping tents, or the parking/use of overnight camping vehicles, including but not limited to camping trailers, recreational vehicles, or other vehicles. In special circumstances, requests may be approved as exceptions by the Senior Administrative Officer most closely associated with the related event or activity (e.g., the Provost for Mountain Heritage Day, the Athletic Director for tailgating, or the Vice Chancellor for Student Affairs for student requests). Requests for exceptions must also be cleared prior to the event or activity by appropriate staff in Public Safety and Facilities Management.

15. No individual may take up residence in any University Facility or space not specifically designated for that purpose.

16. Exterior signage related to University Activities must be removed by the sponsoring unit immediately following the event. Unauthorized exterior signage related to Non-University Activities may be removed at any time by Facilities Management personnel.

17. University Groups, Non-University Groups, and Recognized Student Organizations are all responsible for the cleanliness and order of University Facilities following their use.

18. Fires are not permitted except upon prior written approval from the Associate Vice Chancellor for Facilities or his/her designee.

19. In accordance with North Carolina criminal statutes, fireworks are not permitted on campus except upon prior written approval from the Associate Vice Chancellor for Facilities or his/her designee, who is responsible for obtaining proper permits from the fire code official.

20. Persons shall comply with the directions of a University official acting in the course and scope of his/her University responsibilities.

21. No outdoor assembly may be conducted within 200 feet of a childcare playground or facility during operating hours, within 50 feet of any building, or within 50 feet of any other individual's or group's outdoor assembly. The University may place barriers or other boundary indicators that must be respected during an outdoor assembly.

22. Outdoor assemblies may not take place within the confines of any University intramural, recreational or athletic facilities or grounds.

23. Outdoor assemblies may not take place within 50 feet of any residential facility between the hours of 12:00 midnight to 8:00 a.m.

VI. FACILITIES USE AGREEMENTS AND FACILITY USE CHARGES

A Standard Facilities Use Agreement is required if the University Facility is to be used by a Non-University Group for a Non-University Activity; and

1. The proposed use/activity involves minor children; or
2. The proposed use/activity involves summer programs, camps or conferences; or
3. The proposed use is for more than one (1) business day; or
4. The proposed use/activity poses an increased risk of damage to property or personal injury.

The University may require other forms of agreement or documents for uses not listed above. The Standard Facilities Use Agreement should be used without change unless modifications have been approved by Legal Counsel’s Office.

Facility use charges may be assessed where permitted by state law and consistent with University policies and procedures, including University Policy #110, “Conferences and Events”.

VII. ACCESS TO UNIVERSITY FACILITIES; SAFETY AND SECURITY

It is the policy of the University to ensure that University facilities are reasonably secure. Accordingly, building coordinators shall conduct routine and periodic reviews of authorized access to their buildings and any secured outdoor facility to confirm that access is both necessary and appropriate for the conduct of University business during normal hours of operation for the building or facility. For purposes of this Policy, the term “reviews of authorized access” shall include, at a minimum, reviews of building hours and control and accountability for keys.

VIII. ART IN THE PUBLIC REALM

All art installations in the public realm (both interior and exterior installations) are subject to review by the Chancellor’s Executive Council and approval by the Chancellor, typically after full discussion and recommendation by the Public Art Committee ("Committee"). For purposes of this policy, the term "art installations" excludes informational and directional signage; graphics created to display information; information, notices, and promotional materials pertaining to university conferences, events, and programs; informational banners; digital/electronic informational signs; and university maps. For purposes of this Policy, the term "public realm" means any University-owned streets, pathways, right of ways, parking lots, publicly accessible exterior open spaces, and interior common areas in University buildings and facilities (such as lobbies, corridors, stairways, and elevators) located on the University’s campus or other instructional sites. Projects are brought to the Committee by the Chief of Staff.

All art installations in the public realm shall be reviewed by the University Architect’s Office and the Associate Vice Chancellor for Facilities regarding compliance with safety, structural and code requirements. The Office of Safety and Risk Management is responsible for insurance arrangements, if any.

Membership of the Committee shall include:

1. The University architect;
2. The Associate Vice Chancellor for Facilities;
3. The Director of the Fine Art Museum;
4. The Dean of the College of Fine and Performing Arts;
5. The Chief of Staff; and
6. Such other members as the Chancellor determines.
Responsibilities of the Committee are to consider and make recommendations to the Executive Council regarding:

1. Temporary art installations in the public realm. For purposes of this Policy, "temporary installations" are those installed for periods of less than one (1) year in a campus-designated site reviewed periodically with the University Architect and other university officials as needed.
2. Student and alumni works temporarily displayed by the School of Art and Design, which are works installed for periods fewer than six (6) months in a site recommended by the School.
3. Permanent installations.
4. Complaints or other matters referred by the Chancellor.
5. Repair, restoration, or removal of art in the public realm.

IX. ANIMALS

This requirement is intended to minimize the occurrence of offensive odors, noise, excretion, fleas, biological agents, etc., on State property and in State buildings, where these or the animal itself may result in health hazards or other concerns to employees and the public or could interfere with the quality of service to the citizens of North Carolina. This requirement applies to all mammals, birds, insects, and reptiles.

Animals brought on the University's campus must be within the control and supervision of their owners. Owners are responsible for the proper disposal of animal waste, and owners are responsible for any injury or property damage caused by their animals.

Animals are not permitted in any University buildings except in the following cases:

1. Service animals in accordance with federal law. A service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability;
2. Approved therapy animals;
3. Animals used in research and teaching and authorized by the director of the division; or
4. Animals may be permitted in certain residential facilities for employees, subject to any facility specific policies.

For more information: http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/index.asp

University Policy 114
I. POLICY STATEMENT

A. Recognizing that its support derives in large part from public funds, Western Carolina University (the "University") is committed to making its facilities and grounds available for use by all groups, consistent with its educational mission, its duties as a custodian of State resources, applicable state and federal law, and its responsibility to consider the safety and welfare of its students, faculty, staff, and visitors. While the University wishes to be accessible to the public, reasonable regulation of activities on University property is necessary so that the University may fulfill its primary mission of education and ensure the safety and welfare of the campus community.

II. SCOPE AND APPLICATION OF POLICY

A. This policy applies to solicitation, assemblies, and public addresses conducted on the University’s campus.

B. All solicitation, assembly, and public address activities must also comply with University Policy #82, Facilities Use Policy, where applicable.

C. Use of a University facility for solicitation, assembly, and/or a public address does not mean that the University in any way supports, sanctions, or agrees with the policies and activities of the user. The University reserves the right to limit use of the University’s name, registered marks, and other University indicia in connection with promotion or endorsement of events. Except for the purpose of describing location, promotional and advertising materials may not implicitly or explicitly use the University’s name, logo or other indicia without prior approval of the University, which may be obtained from the Brand Manager located in the Office of Creative Services at (828) 227-2077.

III. DEFINITIONS

“Assemblies and Public Addresses” are meetings or gatherings organized for an intended purpose. Public Addresses also may involve speeches to a group of individuals in a structured, deliberate manner intended to inform, influence or entertain the listeners.

“University Group” is an administrative or academic unit within the University, staffed by state employees acting within the scope of their employment. A University Group also may be considered an “affiliated group.”

“Recognized Student Organization” means the Student Government Association and other student clubs and groups that have been officially recognized by the University. A Recognized Student Organization also may be considered an “affiliated group.”

“Non-University Group” is a group other than a University Group or Recognized Student Organization that is a legally separate entity from the University, even though some of the members or participants may be University personnel, alumni, or students. A Non-University Group also may be a single individual.

“Commercial Solicitation” means:
A. Any proposal to sell, solicitation of an offer to buy, or dissemination of information for the purpose of facilitating the sale of goods or services; or

B. Any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, including a Recognized Student Organization; or

C. The dissemination or collection of surveys for a commercial purpose.

“Non-Commercial Solicitation” means:

A. Any distribution of leaflets, brochures or other written material to assemblies or passersby, conducted without intent to obtain commercial or private pecuniary gain; or

B. The solicitation of charitable contributions.

This definition does not include the dissemination of information for purposes of the administrative, academic, research, education, or engagement activities of the University.

“Charitable Organization” means any organization that is organized and exclusively operated for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1986 (the “Code”), as amended, and is exempt from federal income taxation under Section 501(a) of the Code.

“Charitable Contribution” is a contribution to a qualifying Charitable Organization that is deductible under Section 170 of the Code.

IV. COMMERCIAL SOLICITATION

A. Commercial Solicitation is prohibited except as provided in this Section IV.

B. Commercial Solicitation is permitted at designated University events such as Mountain Heritage Day, International Day, Valley Bally-hoo, and such other University events as may be designated by the Chancellor or his/her designee.

C. Commercial Solicitation is permitted when the solicitor has entered into a contract with the University to either (1) provide goods or services that are related to the University’s mission, or (2) to meet students’ needs that are not otherwise available in the local area.

D. Recognized Student Organizations must file all appropriate registration forms with and receive a permit from the Vice Chancellor for Student Affairs or his/her designee prior to initiating solicitation activities. The permit will specify the date(s), time(s), and place of the solicitation. The University may establish reasonable time, place, and manner procedures for such solicitations. Registration forms are attached to this policy as Attachment “A”.

E. A Recognized Student Organization, including individual members of a Recognized Student Organization, may engage in the sale of goods or services as part of legitimate
academic assignments that are sanctioned by the appropriate dean and designed to enhance student learning through engagement. Individuals and groups seeking to engage in the sale of goods and services under this section must obtain a solicitation permit in accordance with this section.

F. Recognized Student Organizations may not sponsor solicitations that require multi-year financial contractual obligations of a student (e.g., credit card applications).

G. Except as otherwise described in the University Policy #81, “WCU General Campus Policy for Alcoholic Beverages”, solicitation, promotion, or sales of alcoholic beverages and/or alcohol-related items is prohibited.

H. Solicitation must be conducted so that campus pedestrians and automobile traffic are unobstructed and members of the University community may proceed with their normal activities.

I. University Groups, Recognized Student Organizations, and Non-University Groups alike may distribute leaflets, brochures or other written materials in any open, exterior campus space; provided, however, that materials may not be placed on parked vehicles consistent with Section XI.E below. Anyone distributing materials must do so in accordance with additional provisions found in Sections VII.C and XI below, and must comply with laws pertaining to defamation, obscenity, littering, and other applicable laws.

J. Door-to-door solicitations are not permitted in any facility on campus.

V. NON-COMMERCIAL SOLICITATION

A. University Groups, Recognized Student Organizations, and Non-University Groups alike may distribute leaflets, brochures or other written materials in any open, exterior campus space; provided, however, that materials may not be placed on parked vehicles consistent with Section XI.E below. Anyone distributing materials must do so in accordance with additional provisions found in Sections VII.C and XI below, and must comply with laws pertaining to defamation, obscenity, littering, and other applicable laws.

B. Solicitation must be conducted so that campus pedestrians and automobile traffic are unobstructed and members of the University community may proceed with their normal activities.

C. Recognized Student Organizations and University Groups may solicit Charitable Contributions to benefit a Charitable Organization provided that the group files all appropriate registration forms with and receives a permit from the Vice Chancellor for Student Affairs or his/her designee prior to initiating solicitation activities. The permit will specify the date(s), time(s), and place of the solicitation.

D. Door-to-door solicitations are not permitted in any facility on campus.

VI. SOLICITATION IN RESIDENCE HALLS AND OTHER UNIVERSITY HOUSING
A. University housing areas are not public forums. No person, organization or agency may engage in commercial or noncommercial solicitation in the residence halls or the on-campus fraternity or sorority houses, except as follows:

1. Residence Hall Councils, Resident Student Association, and the Department of Residential Living may generate funds in the residence halls for programming activities consistent with their purposes. The InterFraternity Council, the National Pan-Hellenic Council, and the College Panhellenic Council may do likewise in the Village with the written permission of the Director of Residential Living or his/her designee. Residential Living may establish rules for these internal fundraising activities.

2. University Groups and Recognized Student Organizations, but not Non-University Groups, may engage in commercial solicitation to generate funds for their programming activities consistent with the stated purpose of the group if the activity is sanctioned by the Vice Chancellor for Student Affairs and the activity is designed to enhance student learning through engagement. This solicitation is subject to the restrictions in subsection VI.A.3.a through VI.A.3.e, below.

3. University Groups, Recognized Student Organizations, and Non-University Groups may engage in noncommercial solicitation only when all of the following conditions are met.
   a. Groups wishing to conduct solicitation must have the written permission of the Director of Residential Living or his/her designee in advance.
   b. Solicitation may occur only within the lobby, parlor or other common area(s) as designated by the Director of Residential Living, but never in individual students' living quarters. No door-to-door solicitation is permitted. Solicitation will not be allowed to disrupt the residence hall environment, and groups engaged in solicitation must conduct their activities so that normal residence hall activities are not disturbed.
   c. The group will be responsible for any damages to the University property or facilities as a direct or indirect result of the solicitation, and must remove any and all refuse or waste that result directly or indirectly from the solicitation, regardless of whether a written use agreement is required.
   d. Pursuant to University Policy #82, Facilities Use Policy, groups may be required to sign a standard Facilities Use Agreement.

4. Charitable solicitation may be carried out in the residence halls, but must comply with Section VII.C below. Charitable solicitation is also subject to the restrictions in Section VI.A.3 above.

5. Students are not permitted to use their rooms for commercial solicitation or to have product demonstrations or parties, or to advertise their room number for
sales purposes, or to regularly conduct a business from their rooms. However, students may sell their used personal possessions, and may advertise their room or phone number for this purpose.

6. The use of exterior and interior surfaces in residence halls are subject to regulations by the Department of Residential Living.

B. Nothing in this section shall prevent a student from inviting anyone into his or her residence hall living quarters for the purposes of that student considering or purchasing the invitee's lawful goods or services.

C. The Division of Student Affairs and/or Department of Residential Living may develop further rules for solicitation in the residence halls. These rules may limit or prohibit solicitation that is inconsistent with University purposes or the purpose of the housing facility, and may place limits on the time, place, and manner of allowed solicitation.

VII. ASSEMBLIES AND PUBLIC ADDRESSES

A. Recognized Student Organizations and University Groups

1. Exterior Space. Subject to Additional Guidelines described below, Recognized Student Organizations and University Groups may conduct Assemblies or Public Addresses without prior approval at any exterior campus location. The use of the Picnic Grounds, however, requires the submission of a reservation form to the Director of the University Center at least forty-eight (48) hours in advance of the Assembly. Groups comprised of eight (8) or more persons should notify the Director of University Police and Parking Services and the Associate Vice Chancellor for Facilities at least forty-eight (48) hours in advance of the Assembly/Public Address so that safety measures may be provided if necessary.

2. Interior Space. The use of any interior space on campus must comply with University Policy #82, Facilities Use Policy, University Policy #65, Space Management, University Policy #110, Conferences and Events, and any other facility-specific facilities use policy (e.g., Ramsey Regional Activity Center policy). Assemblies and Public Addresses will generally be scheduled and/or coordinated by the Office of Conference Services in the Division of Student Affairs. Activities of attendees must not conflict with, disrupt or otherwise interfere with the facility’s normal use or primary function; or disrupt any event, program or activity; or display objects blocking sight lines; or restrict pedestrian flow or create hazardous conditions; or otherwise violate University policy or applicable state or federal law.

B. Non-University Groups

1. Exterior Space. Subject to the Additional Guidelines described in Section VII.C below, Non-University Groups (whether the groups are sponsored by a Recognized Student Organization or University Group or are unsponsored) may conduct Assemblies or Public Addresses at exterior campus locations as follows:
(1) without prior approval/scheduling, on the sidewalks adjacent to Centennial Drive, Forest Hills Road, and Central Drive; or (2) with prior approval/scheduling, on the southeast section of the Hinds University Center lawn, or the Central Plaza as may be determined by the Director of the University Center. These areas are highlighted on the campus map attached as Attachment “B”.

2. Scheduling the use of the Hinds University Center lawn or the Central Plaza shall be handled by the Director of the University Center. Non-University Groups must submit a reservation form to the Director of the University Center at least forty-eight (48) hours in advance of the Assembly or Public Address. The Director of the University Center should notify the Director of University Police and Parking Services and the Associate Vice Chancellor for Facilities at least forty-eight (48) hours in advance of the Assembly/Public Address so that safety measures may be provided if necessary. Administrative review will be limited to reasonable time, place, and manner considerations.

3. The Director of the University Center, in consultation with the Vice Chancellor for Student Affairs and General Counsel, may waive the 48-hour requirement for good cause, which shall include: (1) consideration of the number of people expected to attend the assembly or public address; (2) the availability of space and whether other events are concurrently scheduled; (3) the safety and welfare of the campus community; and (4) whether the activities will disrupt normal University operations. Waivers must be based on neutral criteria and not on the content of the event or the viewpoint of the sponsors.

4. The University may disapprove or retract an invitation, and cancel or postpone a scheduled event based only upon reasonable time, place, and manner considerations or when the situation demands. Any postponed invitation shall be rescheduled as quickly as possible. The University will determine the appropriate venue for the outdoor Assembly or Public Address based only upon reasonable time, place, and manner considerations.

5. Scheduled users will receive a permit indicating the date, time, and location of the event approved by the appropriate University official. The permit must be brought to the event location and available for inspection upon request throughout the duration of the event.

6. A scheduled use shall have priority over any unscheduled use, even when scheduling is not required by this policy.

7. An unscheduled use by a University academic unit for University instructional, research or engagement activities shall have priority over any other unscheduled use.

8. **Interior Space.** Non-University Groups must schedule the use of interior space on campus in accordance with section VII.A.2 above.

C. **Additional Guidelines**
1. Because the use of exterior campus facilities presents the possibility of disturbance to normal University activities and damage to University property, the guidelines governing the use of exterior space shall include, but not be limited to, the following:

   a. No permanent or semi-permanent structure, including but not limited to stakes driven in the ground, tents, or trailers, may be constructed or placed for any activity in these outdoor facilities without approval of the Associate Vice Chancellor for Facilities or his/her designee.

   b. No semi-permanent structure may be constructed or placed for any activity conducted on emergency access roads, accessible paths or rights of way.

   c. No activities may be held if they conflict with a facility’s normal use or primary function or with any previously scheduled activity.

   d. All outdoor Assemblies and Public Addresses must be conducted without sound amplification equipment unless permission for amplification is obtained from the Vice Chancellor for Student Affairs. Indoor Assemblies and Public Addresses may use amplification with the permission of the administrator responsible for the facility.

   e. Assemblies and Public Addresses must be conducted so that campus pedestrians and automobile traffic are unimpeded and members of the University community not participating in the event may proceed with their normal activities.

   f. Users are responsible for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.

   g. Fires are not permitted except upon prior written approval from the Associate Vice Chancellor for Facilities.

   h. Fireworks are not permitted except upon prior written approval from the Associate Vice Chancellor for Facilities.

   i. All proposed activities requiring prior approval must be reviewed to assure compliance with insurance and safety requirements prior to final approval.

   j. Persons may not obstruct, disrupt, interrupt or attempt to physically force the cancellation of any event or activity sponsored by the University or by any users authorized to use University property.

   k. Persons shall not engage in unlawfully harassing, physically abusive, threatening, or intimidating conduct toward any person.
l. Persons shall comply with the directions of a university official acting in the performance of his or her duty.

m. No outdoor assembly may be conducted within 200 feet of a childcare playground or facility during operating hours, within 50 feet of any building, or within 50 feet of any other individual’s or group’s outdoor assembly. The University may place barriers or other boundary indicators that must be respected during an outdoor assembly.

n. Outdoor assemblies may not take place within the confines of any campus recreation facility or athletic facility. No outdoor assembly may take place in residential areas (those areas within 50 feet of any residence hall) between the hours of 12:00 midnight to 8:00 a.m.

VIII. PROTESTS

A. An individual or group wishing to protest at an Assembly/Public Address may do so as long as any speaker’s right to free speech and the audience’s right to see and to hear the speaker are not violated.

IX. FRONTING

A. University affiliated groups and persons may not reserve publicly available facilities on behalf of or for the use of a Non-University Group so that the Non-University Group can use a University facility at no charge or at a reduced rate. This conduct constitutes “fronting” and is prohibited. The University shall not be liable or responsible for financial or other damages incurred by a person or group whose permission to use a facility is denied, revoked or modified (including a rate change) pursuant to this policy.

X. POLITICAL EVENTS

A. The University, while being non-partisan, recognizes that political discussion is an important part of the educational process. Political candidates may be invited to appear on campus by affiliated groups that have reserved space in accordance with University Policy #65, Space Management, University Policy #82, Facilities Use Policy, and University Policy #110, Conferences and Events. The Office of the Vice Chancellor for Advancement and External Affairs should be notified of such an appearance. The Vice Chancellor may assist the facility coordinator and the affiliated group in conducting the event; however, the event remains that of the affiliated group. The event may include the service of refreshments as long as refreshments are provided through the University’s food service contractor. Political candidates may also use outdoor facilities without invitation from an affiliated group as long as the use is in accordance with this policy.

XI. KIOSKS, SURFACES, BULLETIN BOARDS, CHALKING

A. No material may be fastened to any part of a facility except on surfaces provided for that purpose.
B. Subject to Section XI.A above, each administrative and/or academic unit manager may determine how surfaces and bulletin boards within their unit may be used. Any use and/or permission must be made pursuant to this policy.

C. Any outdoor kiosk(s), general purpose surface and/or general purpose bulletin board on campus may be used for informational and commercial purposes by any group, including University Group(s), Recognized Student Organization(s) and/or Non-University Group(s). All materials are subject to removal at any time.

D. Except for student election material, no signs, exhibits, works of art, displays, temporary structures or other materials may be posted or displayed on University grounds or adjacent to University facilities without prior written approval of the respective facility coordinator.

E. No material may be placed on any vehicle parked or stopped on the University campus.

F. Persons responsible for damage to walls or other surfaces resulting from violation of this policy shall pay the costs associated with repair, and may be subject to additional criminal penalties pursuant to N.C.G.S. 14-132.

G. Chalking on the vertical surfaces of any University facility or structure is not permitted.

H. No permanent modification such as painting or the use of other permanent media may be used on any University facility, surface or roadway.

XII. DISCLAIMER

A. In making its facilities available for use under this policy to individuals or groups other than University administrative units, the University assumes no obligation or responsibility for the activities of the person or group. The University reminds all users to be aware of and comply with applicable laws, including those related to safety, libel, slander, defamation, and obscenity.

For more information: http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/index.asp