



# **Recognized Student Organization Manual**

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*Please note: This manual is subject to periodic revisions, all of which will be reflected on WCU Engage at the time of revision. The manual version currently on WCU Engage will supersede any previous versions, regardless of distribution.*

## Introduction

This manual is intended to be a resource for all Recognized Student Organizations (RSOs) at Western Carolina University (WCU). It includes helpful information for potential and current student organizations and advisors about campus policies and procedures related to RSOs. RSOs are defined as any student-led organization recognized by WCU through the Western Carolina University Student Government Association (SGA) and the Department of Campus Activities (DCA).

Take time to familiarize yourself with the information provided in this manual. It will help answer questions regarding RSO funding, RSO support and development resources, WCU Engage usage (our online organization and event management tool), and more. Our goal is for student leaders and their advisors to understand the services that we offer to you and your organization.

Many RSO resources and processes can also be found online through Engage: [engage.wcu.edu](https://engage.wcu.edu). DCA encourages all students to be active in Engage, especially those who are members of an RSO. Log into Engage often for updates on upcoming events, deadlines (ex: Valley Ballyhoo registration, funding requests, etc.), and messages from DCA.

SGA and the Student Activities Unit of DCA are here to assist you with any questions you may have when creating or continuing your RSO.

## Contact Information

### **Overall RSO Management:**

- Kelsey Jones, Senior Assistant Director for Leadership Programs – [kjones@wcu.edu](mailto:kjones@wcu.edu)

### **SGA RSO Resources and Support:**

- Ethan Page, Director of C.O.R.E. – [ehpage1@catamount.wcu.edu](mailto:ehpage1@catamount.wcu.edu)

### **RSO Budgeting and Finance:**

- Jenea Shuler, DCA Budget Officer – [shulerj@wcu.edu](mailto:shulerj@wcu.edu)
- Catherine MacCallum, Assistant Director for Business Operations – [cmacallum@wcu.edu](mailto:cmacallum@wcu.edu)

### **DCA Space Reservations**

- Assistant Director for Guest Services – [campusactivitiesinfo@wcu.edu](mailto:campusactivitiesinfo@wcu.edu)

### **Club Sports:**

- Josh Rascati, Assistant Director for Sport Programs – [jrascati@wcu.edu](mailto:jrascati@wcu.edu)

### **Greek Organizations:**

- LC Carmody, Director of Greek Student Engagement and Development – [lcarmody@wcu.edu](mailto:lcarmody@wcu.edu)

# RSO 101

## Why Become an RSO?

All WCU students possess the right to freely associate and to have reasonable access to University facilities and properties. So why bother with getting recognized as an RSO?

While the University values the vital contributions to the quality of campus life of student organizations in general, those organizations who, by becoming recognized, agree to and comply with all University policies and procedures applied to RSOs are given higher priority and greater access to WCU facilities and resources. This is because RSOs, though existing and operating independently of the University and without specific endorsement, support more closely the educational mission of WCU.

## RSO Benefits:

RSOs are provided with many benefits, to include:

- Access to WCU Engage for marketing your RSO & for organization and event management
- Direct access to 25Live for facility reservations (Presidents-ONLY)
- Free or Discounted room usage and equipment check-out rates
- Optional WCU email account for your RSO
- Access to supplemental funding from SGA
- Access to RSO Office and RSO Storage space
- Ability to fundraise on campus consistent with [Policy 114](#) and [Policy 134](#).
- Ongoing and direct support from the SGA Director of C.O.R.E.
- Optional WCU 800 - account for managing RSO monies (dues, fundraising proceeds, etc.)
- Use of the University's name at the end of the RSO name

## The 3 Types of RSOs: Club Sports, Greek Organizations, & Student Clubs

All RSOs must comply with University policies and procedures required for recognition, but not all RSOs are alike. Some have a unique purpose and/or function, fall under the advisement and supervision of other departments, and have different recognition steps for starting and maintaining their organization.

The 3 types of RSOs at WCU are:

1. Club Sports
2. Greek Organizations
3. Student Clubs

**Club Sports** at WCU are a group of Registered Student Organizations (RSOs) that have the ability and requirement to represent the university at local, regional, and national competitions. Club Sports are an inclusive group of sport and athletics-based organizations. They are open to any fee-paying student to join, individually or as many club sports as they desire. Club Sports are organizations that have the added benefits of supplemental university funding through Campus Recreation and Wellness (CRW), the utilization of specific university branding for uniforms and apparel, and the ability to represent the university at sanctioned competitions.

The oversight of Club Sports falls under CRW, working in concert with DCA and SGA. Each club sport must compete at the collegiate club level, and many clubs will have the opportunity to join an association or league that will sanction events and competitions; these may qualify clubs for entrance into regional and national competitions. However, Club Sports may also receive recognition and support from CRW even if there is no association or league for that sport, provided they still attend competitions at the collegiate club level.

For more information on Club Sports: <https://www.wcu.edu/experience/campus-recreation/club-sports.aspx>

**Greek Organizations** play an important role at Western Carolina as well as throughout North Carolina and beyond. Scholarship, Community Service, Philanthropy, Life-Long Friendships, Leadership Development, Alumni Networking, and Brotherhood/Sisterhood are the common fraternal principles of our chapters.

The oversight of Greek Organizations falls under the Department of Greek Student Engagement and Development (GSED). Greek Organization governing bodies (IFC, CPC, and NPHC) and Honor Societies (Order of Omega) are advised by the Director and Assistant Director for GSED.

*Greek-Letter clubs* (e.g., Alpha Lambda Delta, Epsilon Tau Pi, etc.) that are **not** under the oversight of GSED are categorized as Student Clubs, NOT Greek Organizations.

Active membership in a Greek Organization provides students opportunities to participate in activities that enhance personal development, promote academic success, and advance leadership skills. Students are welcomed and encouraged to look at the Greek Organizations available at WCU.

For more information on Greek Organizations: <https://www.wcu.edu/experience/dean-of-students/greek-student-engagement/index.aspx>

## **Student Clubs**

Life as a Catamount is full of opportunities to be involved and make a difference. Student clubs allow students to meet others with similar academic, social, service, and spiritual interests. They can be organized around Academic and Professional Interests, Advocacy and Awareness, Community Service and Engagement, Cultural celebration, Health and Wellness, Honorary status, Intercultural activities, Political or Religious/Spiritual interests, Special Interests, or a combination of several of these. Student Clubs are overseen by SGA and supported by DCA. For more information on Student Clubs:

<https://www.wcu.edu/experience/campus-activities/studentorganizations/index.aspx>

## **Non-Discrimination and Shared Beliefs Membership Requirements**

In most cases, RSO membership must be open to all WCU students. However, several exceptions to this rule exist (e.g., single-gender Club Sports or Greek Organizations; Political or Religious/Spiritual organizations with shared-beliefs membership requirements). Although RSOs may include other members of the University community such as alumni, faculty, staff, and guests, 51% of the membership must be currently enrolled students. Alumni, faculty, staff, and guests involved in an RSO will be considered Associate Members and are not eligible to vote on matters regarding the organization. Only currently enrolled students can be voting members. If an RSO falls below the 51% membership requirement, they will be notified by DCA and will have two weeks (10 business days) to return to compliance.

The University has an obligation to comply with federal and state laws, regulations, executive orders, and policies prohibiting unlawful 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. The University also acknowledges that RSOs hold constitutional rights to free association and expression.

Consequently, membership and participation in an RSO must be open to all students without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

However, 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 their race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, and, unless exempt under Title IX, gender.

### **Club Sports**

*Separate Teams* – Club Sports may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. For more information on this allowance, see [65 CFR 52872 at § .450](#) and contact the CRW or the WCU Title IX Coordinator.

### **Greek Organizations**

Greek Organizations are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some Greek Organizations are culturally- and/or community-based. Greek Organizations may select members according to subjective criteria consistent with the University's non-discrimination policies. Greek Organizations are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which

require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954.

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.

## RSO Branding Policies

### **Affiliation of RSOs with the University and Naming/Logo Guidelines**

RSO names, excluding Club Sports, may indicate affiliation by location as “[RSO name] at Western Carolina University”, as opposed to inferring university governance or control over the RSO such as, “the Western Carolina University (WCU) [RSO name]”. Examples are (**Correct Usage**) “Relay for Life at WCU”; (**Incorrect Usage**) “WCU Relay for Life”; (**Club Sports exception**) “The Western Carolina University Bobsledding Club”.

### **RSO University Representation, Logo Creation and Usage**

RSO’s are allowed to recognize and identify themselves as part of the University through logo usage. When using the WCU logo or name, organizations are representing the university and should conduct themselves as such including any slogans or taglines that are developed. RSO’s can use the University’s institutional primary mark on uniforms, signage, website, social media for publicity and recruitment but must not be incorporated into a custom logo and must adhere to the graphic style guide ([branding.wcu.edu](http://branding.wcu.edu)). The University’s institutional primary mark must be used in a standalone fashion.

RSOs may use a self-designed logo which does not incorporate any University trademark, or logo so long as such use does not infringe upon the trademarks, copyrights, or other rights of a third party. RSOs are not permitted to utilize the Athletics logo (stacked cat head logo).

*Special Permission: Club Sport and University Representation with Athletics Logo* – Club Sports teams participate in athletic competitions and represent WCU within local, regional, and national leagues and tournaments. In support of these athletes, the University has authorized the use of the Athletics stacked cat head logo by the Club Sports Program and its Club Sports teams.

The logo by itself may only be used on in-game uniforms and only be worn by the club players in the game. If a club sport chooses to use the Athletics logo on practice, warm-up, and work-out attire/apparel, it must include its team name. A Club Sports team can also use the Athletics logo with its team name on print and digital media, but the logo must not be incorporated into a custom logo and must strictly adhere to the graphic style guide.

- No other sponsor logos may be used on apparel or equipment that uses any university mark or logo.
- No sports club can sell any merchandise with any university mark or logo to anyone.

*Any violations of these guidelines may result in sanctions as defined by the Code of Student Conduct.*

Any items produced using WCU, Western Carolina University, or any official university logos must adhere to the graphic style guide and be ordered and sold through an officially licensed vendor. For information on approved vendors, contact Learfield Licensing Partners ([www.learfieldlicensing.com](http://www.learfieldlicensing.com)) or the WCU Marketing Director.

## How to Start an RSO

Each type of RSO has a unique process for gaining recognition. All RSOs must have a fully compliant constitution, an RSO Agreement accepted by the President of the RSO, and an Advisor agreement accepted by the RSO Advisor(s), when one is required (see below).

### **Club Sports**

CRW reviews new club sport requests to determine if sufficient student interest and resources exist to support the activity. Students who wish to create a club must decide whether they want to be competitive in nature.

To start a competitive club sport, you must first speak with the Assistant Director for Sport Programs in CRW. Once an organization has met all Club Sports requirements, it will be granted RSO status.

**NOTE:** Advisors for Club Sports teams are *strongly encouraged*, but NOT required.

### **Greek Organizations**

Chartering and Recognition of a Greek Organization is handled entirely through GSED. Once an organization has met all requirements of GSED Chartering Policies and Procedures, it will be granted RSO status.

For assistance with starting a new Greek Organization, contact the Director of GSED.

**NOTE:** Advisors for Greek Organizations are required and approved by their respective inter/national governing bodies.

### **Student Clubs**

Here are the steps to start a Student Club:

1. **Plan:** Gather all the required information needed for an RSO:
  - a. Find at least 9 other currently enrolled students who wish to create an RSO with you (a roster of a minimum of 10 students is required for your RSO to be initially recognized)
  - b. Identify the President and Vice President
    - i. The President and Vice President positions cannot be held by the same student.
    - ii. All leadership positions must be held by a currently enrolled WCU student.
  - c. Faculty or Staff Advisor (for Student Clubs and Greek Organizations):
    - i. Student Clubs and Greek Organizations must have an on-campus faculty/staff advisor. With consent of DCA, a WCU Graduate Student may serve as an advisor in place of faculty/staff.



- ii. A Waiver of the Advisor requirement may be requested from the Director of Campus Activities, if reasonable efforts are first made to find a faculty/staff Advisor and those efforts are unsuccessful. Approval of a waiver is at the discretion of the Director of Campus Activities. The waiver expires at the end of each Spring term and a new search for an advisor must be conducted at the beginning of the following fall term.
  - iii. RSOs may have two Advisors, however, one must be signified as the Primary Advisor vs Co-Advisor. To identify the Primary Advisor, contact the Senior Assistant Director for Leadership Programs.
- d. Constitution
- i. Create a club constitution and bylaws, using the [Constitution Checklist](#) that can be found on Engage by searching for 'Department of Campus Activities' and locating the checklist under 'Documents' near the bottom of the page.
2. **Register:** Click the [Register An Organization](#) on Engage. Ideally, the student who will serve as President will be the one who registers the organization, as the registrant will automatically become the Primary Contact for the club.
  3. **Form:**
    - a. Schedule meetings, elect additional officers, and define club mission with reachable goals.
    - b. Market club and begin programming, fundraising, and more.

If any of the required recognition criteria are not met (10 or more members; designated President, Vice President, and Advisor; fully compliant Constitution) you will be contacted through Engage with a request to correct the deficiency. Your organization's application will remain pending until all recognition requirements are met. If all requirements are not met within two weeks of the initial request, your application will be automatically denied.

**If Approved:** The President and Advisor(s) must log into Engage and accept their respective Terms and Conditions for their role. You will receive an email from Engage with a link to do this or you can find it in your Engage account under Memberships. The Terms and Conditions for the President constitute the **RSO Agreement**, which MUST be accepted before the RSO is fully recognized. The Advisor's Terms and Conditions constitute the **Advisor Agreement**, which also MUST be accepted before gaining full recognition. The Advisor(s) must also complete Campus Security Authority training within 30 days of becoming an advisor.

Once recognized, your new Student Club can move forward with planning, recruiting, and fulfilling its mission. The organization is accountable for operating consistent with the approved Constitution, RSO Agreement, SGA Bylaws, and the Code of Student Conduct.

**If Denied:** You will be contacted through Engage with the rationale as to why the request for recognition was denied. If you have questions or wish to dispute this outcome, please contact the Senior Assistant Director for Leadership Programs.

## University Expectations of RSOs

Recognized student organizations are expected to:

1. Adhere to local, state, and federal laws.
2. Operate within the policies and procedures of the University, including the Code of Student Conduct.
3. Not incite or participate in interference or physical disruption of the function of the University.
4. Submit all changes in constitutions, bylaws, and officers within two weeks of the change.
5. Maintain fiscal responsibility with the University, other auxiliary corporations, and community vendors.
6. Each RSO will be held fully liable for its activities and any claims against the organization if found responsible could result in personal liability on the part of its officers and members.

## University Expectations of RSO Advisors\*

At WCU, all RSOs, except for Club Sports, are required to have an advisor to maintain recognition with the University.\*\* This requirement is in place because of the value that advisors add to student organizations. Advisors provide guidance and continuity for organizations and contribute to the overall development and sustainability of the groups they advise.

To serve as an advisor to an RSO, one must be a faculty or staff member of WCU.

### **Expectations of Advisors**

The level of involvement that advisors have with their organizations varies, but there are some basic requirements of an advisor. The minimum expectations of advisors are as follows:

- Maintain regular contact with the organization
- Assist the organization in abiding by WCU policies
- Help the organization to seek out and utilize available resources
- Be familiar with the goals and activities of the organization
- Provide support and guidance as needed

The student organization advisor and student organization officers may also agree upon specific duties and expectations, but those duties and expectations are optional, and should be mutually agreed upon in writing by the student organization advisor and the student organization officers.

RSO Advisors are designated by the University as **Campus Security Authorities** (CSAs). The University Clery Coordinator in the University Police Department will contact advisors with details, including information about the required online training.

CSA training must be completed annually and **within 30 days** of enrollment in the training by the University Clery Coordinator. Failure to complete the training in the required timeframe may result in revocation of one's role as Advisor

[University Policy 116](#) – Clery Act Compliance

NOTE: If a Freedom of Information request is made regarding an RSO roster, the Advisor(s)'s name will be listed on the roster.

*\*Advisors cannot represent more than 3 organizations.*

*\*\* RSOs may have two Advisors, however, one must be signified as the Primary Advisor vs Co-Advisor by communicating with the Senior Assistant Director for Leadership Programs.*

## **How to Maintain RSO Status**

Each type of RSO has a unique process for maintaining recognition. All RSOs must have a fully compliant constitution, an RSO Agreement accepted by the President of the RSO, and an Advisor agreement accepted by the RSO Advisor(s), when one is required (see below).

### **Club Sports**

Ongoing recognition of Club Sports teams is an annual process managed by CRW.

**NOTE:** Advisors for Club Sports teams are *strongly encouraged*, but NOT required.

### **Greek Organizations**

GSED also administers the annual Registration and Recognition (R&R) program for chapter management and ongoing RSO status.

**NOTE:** Advisors for Greek Organizations are required.

### **Student Clubs**

The Re-Recognition Process occurs annually. It is a process where current organizations update their information on Engage. Specifically, we look to see changes in Primary Contact, Presidents, and the club Constitution. The President is the only officer that can submit the Re-Recognition form each year. Presidents must accept their Terms & Conditions (the RSO Agreement) to be listed as the President (with the associated user permissions) on Engage.

If a Student Club does not complete the Re-Recognition Process by the end of the second full week of fall term each year, it's status will be Frozen on Engage until re-recognition is successfully completed. Student Clubs that fail to get re-recognized may be charged a higher rate for space usage and 25Live access and SGA funding will be lost.

Submissions for recognition will be denied for any of the following reasons:

- Failure to have a current approved constitution
- Failure to accept the RSO agreement
- Failure to have an on-campus Advisor (absence of a current annual waiver)
- Failure to accept the Advisor Agreement

## **RSO Dissolution:**

If an RSO elects to Dissolve (according to the process outlined in the RSO's Constitution & Bylaws), the President is expected to inform the Senior Assistant Director for Leadership Programs immediately. As well, all RSO benefits will be lost, all 800 account funds will be frozen, the RSO's Engage page will be

classified as Inactive, and (should they have a Club Office) the RSO will be expected to vacate their Club Office within 5 business days of their dissolution.

Any RSO that fails to seek re-recognition for three consecutive years will be involuntarily dissolved.

# SGA Support

Founded and funded by students, SGA champions the concerns of students and ensures accessibility to a quality education in and outside of the classroom today and tomorrow.

## Clubs and Organizations Reaching Excellence (CORE) Program

CORE provides support and resources to students for the creation and operational success of RSOs. Led by its SGA Director, CORE assists with and approves (with the consent of DCA) recognition requests, provides trainings on operational topics (organization and event management, fundraising, etc.), supports RSOs with the Supplemental Funding process, oversees the Club Hub (in conjunction with DCA), and recommends and advocates for new policies that affect RSOs.

Students are encouraged to contact the Director of CORE within the SGA Office (1<sup>st</sup> floor of the University Center) for information and support of their existing or proposed RSOs.

## SGA Supplemental Funding:

RSOs can request supplemental funding from SGA to hold virtual or in-person events, purchase items for their organization, host speakers, participate in professional engagement opportunities (e.g., an RSO's leadership conference), and more.

Supplemental Funding is an *additional* means for funding. Therefore, when reviewing requests, SGA will inquire what your organization has done to help fund the event/item. More specifically, SGA wants to demonstrate your organization's attempts to raise monies first through dues, fundraisers, etc.

The Supplemental Funding Request form is posted annually on Engage and remains open for most of the academic year. Please read the instructions before completing the form, as it explains the process and due dates. Requests for Supplemental Funding for an event or trip must be submitted a minimum of 25 business days prior to the event/trip (holiday breaks are not factored into this time).

Supplemental Funding determinations are made in a *viewpoint-* and *content-neutral* manner, using the WCU [Core Values & Guiding Principles](#) as criteria. Here are some examples of approved funding requests:

1. *Excellence in Scholarship, Teaching and Learning*: Sending representatives to attend a conference related to your organization.
2. *Collaboration with and Respect for our Communities*: Hosting an event on campus with either another RSO or a department on topics surrounding service projects, collection drives, or improving western North Carolina.

3. *Free and Open Interchange of Ideas*: Opportunity for funds to be used for forums, debates, or an event with focus on sharing opinions and personal viewpoints.
4. *Responsible Stewardship and Organizational Effectiveness*: Funds to be used for taking actions to improve campus concerns or for large-scale items the organization needs to perform.
5. *Organizational and Environmental Sustainability*: Hosting an event on campus in line with your organization's mission that will benefit the student body.
6. *Cultural Diversity and Equal Opportunity*: Programs/meetings dedicated to showcase diversity inclusion or recognizing and celebrating culture's unique differences, religions, and traditions.

## The RSO Club Suite

The RSO Club Suite is managed by DCA on behalf of SGA. The available resources include the Club Hub, Awarded RSO Offices, RSO Storage Space, and the Saluda & Pisgah Conference Rooms.

**The RSO Club Hub** – This SGA-funded resource center is for use by all RSOs. It is filled with office and creative supplies and equipment (e.g., laminator, button-maker, etc.).

**Awarded RSO Offices** – Dedicated offices are awarded annually through SGA to RSOs (except Greek Organizations with houses) for use in meeting, collaborating and fostering their leadership development.

**RSO Storage Space** – Dedicated storage space (approximately 24 cu. Ft.) is awarded annually through SGA to RSOs without an Awarded RSO Office.

**Saluda & Pisgah Conference Rooms** – Two conference rooms are available, when not already reserved, for first-come, first-served, day use by any RSO. They can also be reserved for use on 25Live.

# DCA Support

DCA provides support to RSOs in many forms. DCA operates the RSO Club Suite, manages reservations of UC and affiliated facilities and resources, and administers RSO fund accounts and Student Activity Fee-funded purchasing and travel.

## How to Use the RSO Club Hub

Access to RSO Club Hub supplies and services (e.g., laminating, button-making) is provided by the Office Assistants working in the RSO Club Suite. For more information regarding the RSO Club Hub, please see the 3<sup>rd</sup> Floor Office Assistants.

## How to Get an Awarded RSO Office

Any current RSO, except a Greek Organization with a house, can apply for an Awarded RSO Office, as well as RSO Storage Space. However, they cannot be awarded both. A request for office space can be made any time during the academic year, but a 2-week-long Priority Application Process opens annually two weeks after the annual recognition process opens. RSOs wishing to request an Awarded RSO Office for the upcoming academic year **MUST** first be recognized. Once the 2-week Priority Application Process closes, applicants will be preferentially ranked in order of *Prior Occupant in Good Standing* and *New Occupant*. *Prior Occupant not in Good Standing* applicants will not be eligible for the Priority Application Process.

- *Prior Occupant in Good Standing* is defined as an RSO that consistently complied with the Office Hours Requirements (see Awarded RSO Office Expectations below) as an occupant of an office in the previous academic year.
- *New Occupant* is defined as an RSO that did not occupy an office in the previous academic year.
- *Prior Occupant not in Good Standing* is defined as an RSO that failed to consistently comply with the Office Hours Requirements as an occupant of an office in the previous academic year, or that was evicted from its office.

### **Award Process**

1. *Prior Occupant in Good Standing* RSO applicants will be awarded offices first, in the order in which their applications are received. If any applications remain after office spaces are filled, they will be placed in order at the top of a wait list.
2. If office space is still available, *New Occupant* RSO applicants will be awarded offices, in the order in which their applications are received. If any applications remain after office spaces are filled, they will be placed in order behind the *Prior Occupant in Good Standing* RSO applicants on the wait list.
3. At the end of the award process for Priority Application, a regular application process will open for the remainder of the academic year. If office space is still available, it will be awarded to applicants in the order in which their applications are received, without regard to prior occupancy standing. Remaining applications will be placed in order on a wait list.

All organizations must move out at the end of each academic year and re-apply for space each year.

## Awarded RSO Office Expectations

RSOs awarded an office will be required to sign the Awarded RSO Office Expectations and complete the Office Check-In prior to taking occupancy. The expectations include the Office Hours Requirements.

### **Office Hours Requirements**

1. RSOs must maintain an average minimum usage of their office of 10 hours per week during the academic year. Exceptions are made for calendared breaks and finals weeks.

2. RSO members must log their hours with a DCA student staff member, either a 3<sup>rd</sup> floor Office Assistant (when on duty) or a Building Manager when Office Assistants are not present.
3. Hours can be logged anytime the UC is open.
4. To log hours, an RSO member must present their Cat Card to verify identity and membership on the club roster. Once verified DCA student staff will unlock the office.
5. Hours are logged by the amount of time the office is occupied. Members can only log hours one person at a time. For example: if two people come from noon – 1pm, it will be recorded as 1 hour logged, not 2.

## How to Lose an Awarded RSO Office & Surrendered Property Procedures

Any RSO that fails to meet the Office Hours Requirements during the academic year may be required to surrender their office space for the remainder of the academic year. This space may be awarded to an RSO already on the wait list awaiting space. Any RSO that does not meet the 10-hour per week minimum average will be issued a strike email from DCA.

- **Strike:** An email will be sent to the RSO President and Advisor. It will reiterate the expectations for their club office. This email will also inform them that their organization may lose their office space for the remainder of the academic year and may not be eligible for the upcoming academic year if they fail to meet the requirements a second time.

If an RSO has not fulfilled their minimum requirement for hours logged after receiving a strike email, they will receive a final email from DCA informing them that their office has been forfeited (if RSOs are on the Wait List) and/or that they are no longer in Good Standing. Loss of Good Standing status will negatively impact an application for office space in the upcoming academic year. RSOs that lose their office must vacate within 5 business days.

### **Surrendered Property Policy:**

All property remaining in an RSO Office or Storage Space upon the termination of use will be considered surrendered property. Upon surrender, DCA may enter the space and remove the surrendered property for donation or disposal at DCA's discretion.

## How to Get RSO Storage Space

Storage space is limited and will require an application and approval to be assigned. RSOs will be required to re-apply on an annual basis and will need to confirm their continued need on a semesterly basis. If an RSO fails to confirm or re-apply, the RSO Surrendered Property Policy will take effect. It is the expectation that all RSOs utilizing the RSO Storage Space take time on an annual basis to clean out their assigned storage area to ensure efficiency and cleanliness. Items kept in RSO Storage must fit within the designated space assigned to the RSO.

Please note that the RSO Storage Space is used at the sole risk of the RSO members and the DCA is not liable for any stored property. As well, RSO Storage is only accessible with direct support from Office Assistants, Building Managers, or DCA Staff.

### **RSO Storage Space Process**

1. The RSO Storage Space Application will open two weeks after the annual Recognition Process opens. The form will stay open on a rolling, first-come, first-serve basis.
2. Once storage space is granted, RSOs may access their space anytime the UC is open.
3. The Storage Space room will be unlocked by the 3<sup>rd</sup> Floor Office Assistant and relocked by them once the organization has gotten what they need from the space. When there is no 3<sup>rd</sup> Floor Office Assistant present, the Building Manager will unlock and relock the space.
4. All organizations must move out at the end of each academic year and re-apply each year.
5. The “Priority Club Stage Space” Process will go into effect after the first year Club Storage Space.

### **How to Use Saluda and Pisgah Conference Rooms**

Saluda and Pisgah conference rooms, when not otherwise reserved, are available to RSOs for first-come, first-serve day use. To use Saluda or Pisgah when it is not reserved, and a 3<sup>rd</sup> Floor Office Assistant is on duty:

- RSOs will check-in with the 3<sup>rd</sup> Floor Office Assistant and request a conference room.
- Office Assistant will verify RSO status and document time in. Office Assistant will unlock room and document room condition.
- Office Assistant will check RSO out when done using the conference room and document room condition and time out.

When Office Assistants are not on duty, this process will be conducted by a Building Manager.

### **How to Reserve Facilities and Resources**

RSOs wishing to reserve Dogwood or Cardinal Conference rooms, or any other facility managed by DCA (e.g., all UC spaces, the UC Lawn, the Picnic Shelter, etc.), may do so using 25Live. Room resources (such as laptops/projectors, easels/chart pads, sound systems) can also be reserved through 25Live.

To use 25Live for making reservations, your RSO must first request permission to use the software. This must be done by your RSO President, as ONLY your president can be granted access to 25Live. Once your president has successfully completed the required 25Live training, your RSO will be able, through your president, to reserve DCA facilities and resources. RSO’s without 25Live access can make reservations through their Advisor. Please note that access to 25Live will be removed from all Presidents the final day of exams in the Spring. For Re-Recognized and New RSOs that have been approved, an email will be sent to all Presidents regarding the opening of the Canvas training on July 1<sup>st</sup> (or the next business day following). Once the President has completed the training, a follow up email will be sent by the Associate



Director of Guest Services to notify the President that they are now able to make reservations. For Re-Recognized or New RSOs that are approved after the July 1<sup>st</sup> date, an email will be sent out shortly after they are approved to complete the training and gain access.

## **How to Use RSO Fund Accounts**

If your RSO does not already have an established fund, you can request one through the DCA Budget Officer. Your request will need to provide the name of your organization, the nature of the fund, where the funds will come from, and your advisor's name. The advisor may be a designee for the fund, and they will have access to approve or reject purchase orders. After the fund has been established the RSO President and Advisor will receive an email with the fund name and number.

RSO Fund Accounts are useful for managing dues and other financial processes of the club. The fund is managed by the DCA Budget Officer and other support staff. Money in RSO Fund Accounts can only be used by request of the RSO Advisor or President for purchase orders, check requests, or independent contracts. Once completed, a spending request usually takes up to one week to be fulfilled.

Money for deposit to RSO Fund Accounts should be counted and brought to the Budget Officer for DCA Monday-Friday between 9:00 am and 4:00 pm. Please include your name, name of the RSO, and the amount being deposited. We discourage organizations from holding onto money, as it can be lost. You may request a balance for your fund at any time by contacting the Budget Officer. Before purchases are made, the Budget Officer or support staff will verify available funds. If there are insufficient funds, the RSO President and Advisor will be notified.

### **Inactive RSO Fund Accounts**

Any funds that are left in an inactive RSO's account for more than three academic years will be removed from the organization's account. These funds are at the discretion of DCA. Any tax-deductible gifts (see Fundraising) secured by an RSO that subsequently becomes inactive will be held for three academic years and then will revert to DCA, per Division of Student Affairs (DSA) Principle 2017-03.

### **Judicious Stewardship:**

RSOs are required to adhere to a practice of Judicious Stewardship. This means that an RSO, its membership, and its leadership must do their best to operate within the organization's means. At no time should your RSO spend more than it has or go into debt. If at the end of an academic year your organization has a negative fund balance, DCA will place a hold on the Student Accounts of the RSO President and Vice President. The holds will not be lifted until the negative balance is paid.

## **How to Request and Use a Purchase Order, Check Request, or Independent Contract**

If you need to purchase something for your RSO and you are not sure about how to do it, please reach out to the Assistant Director for Business Operations during normal business hours.

RSOs may purchase goods and services through several means, including by Purchase Order (PO), Check, or Independent Contract.

**PO** – A PO is a way to secure goods or services *before* paying; it is essentially a promise by WCU to pay a vendor. POs allow the University to verify a vendor, order and confirm receipt of goods or services, and then pay a vendor in a timely fashion.

**Check** – A check can be requested if a vendor does not accept purchase orders. Checks can be mailed or hand-delivered to a vendor.

**Independent Contract** – An independent contract is used when hiring a group, company, or individual for a service, such as a speaker, DJ, or band.

## PO Request Process

When requesting a PO, please allow enough time for processing, typically 14 days prior to the date you will need the product in hand. Keep in mind that production and shipping delays can extend this period. The earlier we are aware of your purchase needs, the greater the chance we can guarantee your delivery date. Please send your request via email to the Assistant Director for Business Operations or the Administrative Support Specialist. Orders should be to DCA's administration team to ensure accuracy and proper invoicing and payment.

As we are fulfilling a PO request, if we have any questions or concerns about the vendor or items being purchased, the requester of the PO will be contacted by Assistant Director for Business Operations for clarification at the requestor's WCU email.

Please keep in mind that Western Carolina University has State contracts with certain vendors and certain things must be ordered through specific vendors such as:

- Office supplies must be ordered through FSI.
- Batteries must be ordered through Grainger.
- Catering must go through Aramark.

The following information should be included in the email for better assistance and accuracy:

- Club or Organization name
- Fund #
- Date you need the items by
- Name of pick-up person (if applicable)
- Vendor Name and Information (If it's a new vendor, this will take up to a week longer, as the purchasing department must verify their business before allowing purchases from them.)
- Exact items for purchase (an invoice, estimate, or wish list from a vendor is helpful.)
- Amount to spend

*Purchase Orders for Ingles* – If you know you'll need items from Ingles but don't know the exact quantity or prices at the time, we can create an Open Purchase Order for you to go shopping. We set the limit of how much you can spend but this involves very specific instructions to use the Open Purchase Order.

In addition to the above information, a detailed description of what you will be purchasing helps us to know how much we should set the Open Order limit to and what accounting codes are required.

Some of the categories are:

- Food (chips, hamburgers, buns, drinks, edible food products, etc.)
- Non-food (plates, napkins, forks, cups, disposable cutlery and paper products, etc.)
- Household Items (soap, cleaner, air freshener, sponges, etc.)
- Misc. Items (decorations, craft supplies, etc.)

When utilizing an Open Purchase Order, all receipts (including original register receipt and any other receipts from the company) are required to be submitted **within two business days of the purchase**. This is to ensure the vendor will be paid on time and the funds will be removed in a timely manner from your account, to reflect the most accurate balance.

### **Check Request Process**

If you are making a Check Request to pay a company with your RSO fund (e.g., for a conference registration), please email the Budget Officer or the Administrative Support Specialist a minimum two weeks in advance of when you will need the funds. The email should include the following information:

- Company Name
- Amount
- Address
- Email Address
- Phone Number
- Why you are paying them. What the check request is for.
- Invoice from company
- Per University Policy, an original W-9 from the vendor may also be required

### **Independent Contract Process**

If an independent contract is needed, please let the Budget Officer know the following information a minimum of **90 days** prior to the event:

1. Artist/Company Name
2. Contract owner (a professional staff member)
3. Agent (if there is one)
4. Contact name, phone number, and email for agent
5. Who is sponsoring the event (the WCU department/group/organization)?
6. Amount of the contract
7. Event date
8. Event time
9. Location – Room/Outdoors/Virtual
10. We need a current W9 (within 12 months).
11. If the event is in person, we need a Certificate of Insurance

For events that are in person, the vendor may be able to receive payment the day of the event from a DCA professional staff member. If it's a virtual event, the check will be mailed the next business day after the event. We cannot do independent contracts with any WCU employees or students.

## How to Request Reimbursement

Reimbursements may only be granted to someone who has a WCU 920 number (this would be WCU students, faculty, and professional staff). Please check with the Budget Officer or the Administrative Support Specialist to ensure that what you are purchasing cannot be bought using our usual methods of procurement (i.e.: a Purchase Order or Check Request) and that the item(s) can be reimbursed. Itemized receipts must be submitted to the Assistant Director for Business Operations or the Administrative Support Specialist within 10 business days from the date on the receipt. Receipts that include taxes charged may be reimbursed in full providing the receipt is itemized. Any receipt that includes an **alcohol purchase** will not be accepted. Please note that Western Carolina University has a contract with Pepsi and that Coke products are highly discouraged. Items for which a purchaser cannot be reimbursed include: alcohol, gift cards, tobacco products, and batteries.

## How to Request Travel Support

Please work with the Assistant Director for Business Operations or the Administrative Support Specialist at least one month prior to travelling to determine any additional paperwork that is needed for you or your organization to travel (such as a Chrome River Address Verification form, list of persons in organization travelling, any liability forms, etc.). They will also discuss with you the processes for getting reimbursed for gas or mileage while travelling in your personal vehicle and getting reimbursed for gas while using an Enterprise rental or university vehicle. Meals are paid for by *per diem* (rates pre-determined by the State), only if there is an overnight stay, and after travel has been completed. The amounts are outlined in the WCU Travel Manual (<http://www.wcu.edu/WebFiles/PDFs/TravelManual.pdf>).

\* All receipts must be turned in to DCA within 10 business days of returning from your trip for you to get reimbursed. We cannot reimburse without receipts.

\*\* The university will not process travel advances for students.

\*\*\* If your RSO is using University funding, SGA Supplemental Funding, or your RSO's Fund Account to travel, all students must abide by the WCU Code of Student Conduct while traveling off-campus.

\*\*\*\*Prior to travel, submit a roster of all traveling students and their emergency contact information

## Fundraising & Tax-Deductible Donations

Fundraising is a great way to support your RSO's activities or philanthropic causes and can take several forms. Your RSO can choose to sell goods or services, collect money for a cause, or solicit support from businesses through Donations in Kind (or money), Sponsorships, or Matching Funds.

**Donations in Kind (or money):** Businesses or corporations can be asked for donations of their goods and/or services or for money. These could be items they donate for you to sell or auction, or they may agree to pay for something your RSO needs.

**Sponsorships:** Businesses or corporations can be approached and asked to sponsor your organization. They can also approach you. The sponsor gains advertising and good public relations in return for their donation.

**Matching Funds:** Matching is a great way to double your funds raised. Businesses can match a predetermined amount based on any individual contributions that you raise from a fundraising event or campaign.

Any **on-campus fundraising** must be approved in advance by DCA. Before selling any items or collecting money for any purpose, a **Solicitation Form** must be submitted and approved. This form can be found at the Guest Services desk on the 2<sup>nd</sup> floor of the UC or accessed online here -

<https://wcu.campuslabs.com/engage/organization/westerncarolinauniversity/documents/view/1781688>

### **Tax-deductible Donations**

Any donation received by an RSO, for which a donor wishes to receive a tax deduction, must be reported to the DCA Budget Officer for routing of a request to the Office of Development. Donations, sponsorships, or matching funds must be approved, and funds given directly to the University on behalf of the RSO. Donations will be reconciled at the start of each month for the preceding month and all funds will be transferred to DCA for deposit to the RSO's Fund Account. A report will be created upon reconciliation and sent to each RSO receiving funds.

# Appendices

## University and DCA Policies

All RSOs are expected to comply with [University Policies](#), to include but not limited to:

- For the policy regulating **facility use**, please see [Policy #82](#).
- For the policy regulating **solicitation, assemblies, and public addresses**, please see [Policy #114](#).
- For the policy regulating **Campus Security Authorities**, please see [Policy #116 – Clery Act Compliance](#).
- For the policy regarding **assemblies, public addresses, and political activities**, please see [Policy #134](#).
- WCU [Code of Student Conduct](#)

Additionally, RSOs must comply with **DCA Policies**, to include but not limited to:

- For the policy regulating **solicitation, assemblies, and public addresses**, please see [Policy #1](#).

For information about DCA facility usage and costs, solicitation, free speech, etc. visit the [DCA Room Reservation](#) site.

## RSO Agreement & President’s Terms and Conditions in Engage

### RSO AGREEMENT

#### 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 active members (those members with the rights to vote and hold office) are university students (undergraduate/graduate), and (b) all of its officers currently enrolled 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) They have read the Agreement in full and understand it;
- b) They are an officer of the RSO and 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-Recognition due date set forth from the Department of Campus Activities.

## **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 wholly 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 its use of any University marks, symbols, logos, mottos, or other indicia of the University must comply with all current RSO Branding Policies. These can be found in the current RSO Manual.

## 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. Liability, Insurance, Defense, and Notification

The RSO understands and agrees that the University, University of North Carolina system, 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.

## 6. 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 race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Student organizations 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 their race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, and, unless exempt under Title IX, gender.

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.

## **7. 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. Funding request approval is determined using viewpoint-neutral criteria. An 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 fees. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

## **8. 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 Assistant Director for Clubs and Orgs.

## **9. 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.

## **10. 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 as 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.

## **11. GSED**

Any RSO that is recognized through the Department of Greek Student Engagement and Development shall be defined as a "Greek Organization." Greek Organizations shall receive the additional benefits enumerated in GSED's policies and abide by the provisions of those policies as a part of this document. Organizations that would like to charter a chapter at WCU must complete the process for chartering and recognition through GSED, abide by all GSED policies, and complete the DCA RSO Re/Recognition process.

Some Greek Organizations are culturally- and/or community-based. Greek Organizations may select members according to subjective criteria consistent with the University's non-discrimination policies. Greek Organizations are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954.

## **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 21 business 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. 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.

## **13. Notices**

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

#### **14. 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.

#### **15. Please also visit the Student Government Association Bylaws in regards to RSO's.**

#### **16. Miscellaneous**

When submitting the annual recognition application on Engage, each organization agrees to the following affirmation by a registrant representing the organization:

##### **RSO AGREEMENT**

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 Western Carolina University, the Department of Campus Activities, Student Government Association, and the WCU Code of Student Conduct.

##### **RESPONSIBILITIES**

Every person who has been given portal admin access to or knowledge of confidential or security information or data is held to keep such data confidential.

I understand that confidential/sensitive data includes but is not limited to: databases and records containing student ID numbers and/or non-published telephone numbers.

I will not leave confidential/sensitive data in view of others who do not have a legitimate business reason to view the data and I will only share confidential data with persons having authorized access.

I will not discuss confidential/sensitive information or data in public places and will not remove confidential or sensitive data from my Engage site without university authorization.

##### **NON-DISCLOSURE AGREEMENT**

As a student/employee/etc. of WCU in relation to my position responsibilities or assigned tasks, I may have access to, come in contact with, or reference confidential/sensitive information or data.

Examples of this information and data include but are not limited to: personal records (ie: personal address, unpublished telephone/mobile numbers, university student id number, etc.) This information or data is subject to university policies as well as regulatory and special handling

requirements.

Therefore, the registrant further attests that they are 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 they are responsible for alerting the RSO's executive members of any and all mandatory RSO meetings/trainings.

#### **President's Terms and Conditions in Engage**

You are receiving these position Terms and Conditions because you are currently assigned the role of President for your RSO within Engage. If you are not the currently elected President, **DO NOT** accept these Terms and Conditions. Instead, request that your status be changed by the current officers.

Making a false certification to the University is a violation of the WCU Code of Student Conduct and can result in disciplinary sanctions.

[\[Link to current RSO Agreement\]](#)

By accepting the Terms and Conditions for the role of President of my RSO, I am certifying that:

- a) I have read and understand fully the current RSO Agreement linked above,
- b) I am authorized by the members of my RSO to execute the current RSO Agreement on their behalf,
- c) My RSO is entering into the current RSO 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, and
- d) On behalf of my RSO and all its members, I agree to all conditions and information present in the current RSO Agreement and commit my RSO and all its members to abide by the policies of Western Carolina University, the Department of Campus Activities, Student Government Association, and by the WCU Code of Student Conduct.

## Advisor Agreement and Advisor Terms and Conditions in Engage

### **EXPECTATIONS FOR RECOGNIZED STUDENT ORGANIZATION ADVISORS**

#### **Recognized Student Organization Advisors**

At WCU, all Recognized Student Organizations (RSOs) are required to have an advisor to maintain recognition with the University. This requirement is in place because of the value that advisors add to student organizations. Advisors provide guidance and continuity for organizations and contribute to the overall development and sustainability of the groups they advise.

To serve as an advisor to an RSO, one must be a faculty or staff member of WCU.

#### **Expectations of Advisors**

The level of involvement that advisors have with their organizations varies, but there are some basic requirements of an advisor. The minimum expectations of advisors are as follows:

- Maintain regular contact with the organization
- Assist the organization in abiding by WCU policies
- Help the organization to seek out and utilize available resources
- Be familiar with the goals and activities of the organization
- Provide support and guidance as needed

The student organization advisor and student organization officers may also agree upon specific duties and expectations, but those duties and expectations are optional, and should be mutually agreed upon in writing by the student organization advisor and the student organization officers.

RSO Advisors are designated by the University as **Campus Security Authorities (CSAs)**. The University Clery Coordinator in the University Police Department will contact advisors with details, including information about the required online training.

CSA training must be completed annually and **within 30 days** of enrollment in the training by the University Clery Coordinator. Failure to complete the training in the required timeframe may result in revocation of one's role as Advisor.

University Policy 116 – Clery Act Compliance can be found [here](#).

#### **Advisor's Terms and Conditions in Engage**

You are receiving these position Terms and Conditions because you are currently assigned the role of Advisor for your RSO within Engage. If you are not the current Advisor, please **DO NOT** accept these Terms and Conditions.

By accepting the Terms and Conditions for the role of Advisor of this RSO, I am certifying that:

- a) I have read and understand fully the current RSO Advisor Agreement linked above and agree to abide by its terms.
- b) As an Advisor, I am designated by the University as a **Campus Security Authority (CSA)** and must complete CSA training annually and within 30 days of enrollment in the training by the University Clery Coordinator.

[Link to Advisor Expectation Document](#)