



## **Recognized Student Organization Policies and Procedures Manual**

Written and Distributed by:  
Department of Campus Activities

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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 student organizations and advisors about campus procedures that relate to recognized student organizations. RSO's are defined as any student-lead organization recognized by the Student Government Association (SGA) under the Department of Campus Activities (DCA).

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 funding, available resources to strengthen organizations, information on WCU Engage (our online 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 on Engage: [engage.wcu.edu](http://engage.wcu.edu). DCA encourages all students to be active on Engage, especially those who are a member (or active) with an organization. Log into Engage often for updates on upcoming events, noteworthy due dates (ex: asking for recognition, funding requests, etc.), and messages from the Department of Campus Activities.

Student Involvement within the Department of Campus Activities is here to assist you with any questions you may have in creating a new student organization on campus, or assist with guidance to better an organization already on campus.

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

### **Department of Campus Activities Mission:**

The Department of Campus Activities provides quality curricular and co-curricular programs, services and facilities. We engage and develop the students, faculty and staff of Western Carolina University to foster a vibrant and inclusive campus community.

### **Vison Statement for the Department of Campus Activities:**

Assist students in bridging the gap between curricular and co-curricular activities to enhance students' educational experience and personal growth.

### **Student Government Association**

The Student Government Association (SGA) is housed within the Department of Campus Activities and has an active role with recognized student organizations through the Director of C.O.R.E. (Clubs and Organizations Reaching Excellence). 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.

## **Requirements to Continue Recognition**

The Director of C.O.R.E. serves as the SGA liaison to recognized student organizations. The Director of C.O.R.E. meets monthly with a representative from each organization at a C.O.R.E. Training. There are two tracks to keeping recognition through the year.

- Track one: club president attends the Presidents CrashCORE Training and club attends two CORE Trainings during the year.
- Track two: club attends 4 CORE Trainings during the year.

(Note: Sororities and Fraternities chartered through the Department of Greek Student Engagement and Development are exempt from these tracks.)

Organizations that fail to meet these requirements will face a one-year probation period where they will be required to fulfill these requirements. If they fail to complete these requirements while on probation they will be marked as Inactive and will have to file for re-recognition with the Assistant Director for Student Clubs and Organizations at the beginning of the following semester.

Please read Article X of the SGA Bylaws as they relate to the requirements and responsibilities to recognized student organization members and Advisors. It can be found on Engage within Documents under the SGA portal.

\* Due to Covid-19, we are relaxing this policy for this year and as the university continues to review and adjust its policies based on the current health climate, we will adjust our policy accordingly.

## **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.

## RSO Benefits

Beyond the obvious advantages of being a recognized student organization, there are many other benefits 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. You're encouraged to explore the myriad involvement opportunities available through the Department of Campus Activities and Student Life; if you aren't able to find your community please reach out to the Assistant Director for Clubs and Organizations to get more information on starting a student organization.

Some benefits are:

- Recognition in and usage of an Engage portal (free online calendar, messaging, photo albums, website, and more)
- Access to WCU's 25Live space management tool to reserve rooms and spaces online.
- Receive a discounted room usage and equipment check-out rate in comparison to other non-recognized student groups and other students in general.
- 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 'RSO Email Account Request' form within the Student Involvement portal on Engage.
- Right to request supplemental funds from the Student Government Association.
- Ability to apply for a club office space in DCA for the following semester or academic year.
- Ability to fundraise on campus consistent with Policy 114.
- Receive priorities in participation with campus events, such as Valley Ballyhoo, Homecoming, tailgating locations, etc.
- May be nominated to win an award at the annual Celebrate Excellence Student Leadership Awards for your organization's involvement on campus or as an organization member.
- Access to ongoing and direct support from DCA staff and the SGA Director of C.O.R.E.
- 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 – see pg. 12 for more information)
- 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.

## Club Office Expectations for Fall 2020

Please note, each Registered Student Organization (RSO) that is awarded office space within the University Center acknowledges, prior to occupying the space, that they will:

- Commit to work a minimum of 10 office hours a week while school is in session during the academic year (exceptions made for shortened weeks and Finals weeks)
- Commit to only allowing one person at a time in their office space at any given time to maintain physical distancing guidelines
- Commit to working constructively with their office-mate to schedule office hours collaboratively
- Commit to respecting the shared space and ensuring that all office users work to sanitize all touched surfaces upon their departure (sanitization supplies are available at the office assistant's desk)

Any RSO that fails to meet the above standards three times during the academic year may be subject to losing their office space for the remainder of the academic year and may not be eligible to receive office space the upcoming academic year; this process is outlined below:

- **First Offense:** The first time an RSO doesn't meet the above Expectations they will receive an email from DCA reminding them of the Club Office Expectations. This email will also inform them that they are in jeopardy of losing their office space if they do not adhere to these expectations with each office use. This communication is emailed to the RSO's president, vice president, and faculty/staff advisor of record.
- **Second Offense:** If an RSO doesn't adhere to the above expectations a second time during the same academic year they will receive a second email from DCA. This email will again remind them of the Club Office Expectations and will also inform them that if they fail to adhere to the expectations a third time, during the same academic year, their organization may lose their office space for the remainder of the academic year and may not be eligible for the upcoming academic year. This communication is emailed to the RSO's president, vice president and faculty/staff advisor of record.
- **Third Offense:** If an RSO doesn't adhere to the Club Office Expectations a third time during the same academic year they will receive a third email from DCA. This email will state that the RSO hasn't maintained the expectations a third time during the same academic year and, their organization has lost their office space for the remainder of the academic year and may not be eligible for the upcoming academic year. This communication is emailed to the RSO's president, vice president and faculty/staff advisor of record. The RSO will be given an opportunity to appeal this decision.

**The Appeal Process:** All appeals must be in writing to the Associate Director for Student Programs and Activities, or their designee, within 5 business days of receiving the third email. The Associate Director for Student Programs and Activities, or their designee, will schedule a meeting with that RSO's president and vice president to review the appeal. The meeting will be scheduled within 5 business days of receiving the appeal. If extenuating circumstances prevent the meeting from being scheduled within 5 business days of receiving the appeal, the meeting will be scheduled as soon as reasonably possible. Appeals must include why the RSO believes that they shouldn't lose their office space and their plan of action for adhering to the Club Office Expectations. The decision of the Associate Director for Student Programs and Activities, or their designee, is final. If the appeal is not upheld, the RSO has 6 business days to remove all of their property from the office space and return their key. Failure to return the key within 6 business days may result in the RSO being charged to re-key the office space.

\*Please note that regardless of a response from the RSO, each warning and any subsequent action taken because of the RSO's failure to meet the Club Office Expectations is still in effect up to and/or until the Appeals Process has been completed. The Appeals decision is final.

\* Due to Covid-19, we are relaxing this policy for this year and as the university continues to review and adjust its policies based on the current health climate, we will adjust our policy accordingly.

## How to Start a Recognized Student Organization

Organizations are recognized by the Student Government Association and DCA. 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. Please have all members of your organization join Engage and the newly listed organization. Communication will be sent through email to the student individual who submitted the recognition request through Engage. Once you've submitted your request, you will be considered a pending RSO while being reviewed by the SGA, which takes approximately 2 weeks. Once a decision has been made, you will receive an email from Engage.

Here are the steps to start a RSO:

1. Contact and meet with the Assistant Director for Student Clubs and Organizations with any questions.
2. Gather all required information needed for a recognized student organization.
  - a. Roster of 10 students
  - b. Faculty or Staff Advisor
    - i. Note: All RSOs are required to have a faculty/staff advisor must agree to serve as the advisor for the RSO through the advisor confirmation process with the Assistant Director for Clubs and Orgs before the organization will be recognized.
    - ii. Graduate Students are allowed to serve as Advisors for an RSO with written approval from their supervisor and/or program director.
      1. Graduate Student Advisor Approvals will be confirmed on a case-by-case basis.
  - c. Constitution (Sample Constitution can be found here: <https://wcu.campuslabs.com/engage/organization/office-of-student-involvement/documents/view/1781676>)
3. Submit information through Engage for recognition.
4. Schedule meetings, elect officers, and define club mission with reachable goals.
5. Market club and begin programming, fundraising, and more.
6. Send a club representative to all monthly C.O.R.E. Trainings required for recognized student organizations.

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.

If Denied: SGA/DCA will communicate to you through email with the rationale as to why the request for recognition was denied. This email 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. For more information on denying factors, see page 11.

If Deferred: You will receive an email 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**

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 seeking to empower students by advocating or spreading awareness to support a cause
3. Club Sports (Approved by Campus Recreation & Wellness): Organizations that are competitive in nature who compete against non-WCU clubs. Clubs Sports must follow the policies and procedures outlined in this manual as well as those of the Department of Campus Recreation & Wellness (for more information, see page 8)
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 (for more information, see page 8)
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 (for more information, see page 8)
8. Honorary: Organizations at an honorary recognition status either based on academia, leadership qualities, ideals, or professional achievement
9. Intercultural: Organizations that support, educate, promote, and celebrate diversity and multicultural and intercultural understanding
10. Political: Organizations that have a political focus, may identify with national political parties and/or movements (Democrat, Republican, etc.) and whose members share political ideologies
11. Programming & Performing: Organizations that specialize in providing entertainment or cultural programs
12. Public Media & Communication: Organizations that publish 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 address 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

## **Sororities and Fraternities at WCU**

The Department of Campus Activities works in concert with the Department of Greek Student Engagement and Development (GSED) in the recognition of sorority and fraternity chapters at Western Carolina University. All chartering processes should adhere to the guidelines of the national organization and GSED. GSED administers their annual Registration and Recognition (R&R) program for chapter management.

“The Department of Greek Student Engagement & Development is committed to the achievement and continuous improvement of the fraternity and sorority community. The Registration & Recognition Process (R&R) will serve as the initial recognition of a fraternity or sorority chapter on campus, as well as the community’s assessment process of achievements and areas of improvement. Through R&R, fraternity and sorority members will invest in a robust program that encourages engagement with their chapter, and the campus and the local community in programming that is intended to enhance the co-curricular learning experience. Planning and engaging in values-based programs expose students to diverse perspectives, life skills, building relationships, and identity development.” (R&R Manual 2020, pg. 2)

(Note: For more information on the R&R program, reach out to Miranda Stacey in GSED.)

Chapters will also be required to complete the Recognition/Re-Recognition process annually on the Engage platform to be considered a Registered Student Organization at Western Carolina University. Chapters will not be considered in good standing with WCU until both processes have been completed.

GSED Organization Governing Bodies (IFC, CPC, and NPHC) and Honors Societies (Order of Omega) will be advised by the Director and Assistant Director for GSED.

## **Club Sports at WCU**

Club Sports at WCU are a group of Registered Student Organizations (RSOs) that have the ability and desire to represent the university at local, regional, and national competitions. Club Sports are organizations that have the added benefits of supplemental university funding through 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 within Campus Recreation and Wellness, while working in concert with the Department of Campus Activities (DCA) which oversees the processes of the application and renewal of Club Sports as RSOs, and the governance from the Student Government Association (SGA) on all RSOs.

## **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>.

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, we 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 the Assistant Director for Student Clubs and Organizations 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 ability 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 if found responsible could result in personal liability on the part of its officers and members.

## Advisor Goals & Expectations

The role of the advisor is vital to the growth and development of not only the organization but the members as well. Our ultimate goal for our RSO advisors is to serve as a resource to our organizations.

While we recognize that all organizations and advisors are different and apply different approaches and frameworks to this work, we do hold all of our advisors to this shared collection of expectations:

- Have an understanding of RSO Policies as outlined in the RSO Manual University Policies as they pertain to RSOs, and the Code of Student Conduct
  - A digital copy of the RSO Manual is available by contacting the Department of Campus Activities (DCA).
  - The Code of Student Conduct can be found [here](#).
- Complete the annual training for their role as a “Campus Security Authority” under University Policy #116 – Clery Act Compliance
  - This is a Blackboard test that will be sent out mid-September by Sgt. Jacob Deal
- Communicate with the leadership and members of their advised RSO on a regular basis
  - Monthly check-ins are standard, but more may be needed
- Attend Advisor Meetings (held once each semester)
- Be an active member and user of Engage with the following provisions:
  - Have administrative status for any organization they advise
  - Check and post updates regularly and as needed(Note: if Engage training is needed, please reach out to [bklokey@wcu.edu](mailto:bklokey@wcu.edu) )
- Be aware of all events and business transactions of the organization.
  - A strong emphasis is placed on being aware of the financial transactions (contracting, purchase orders, etc.)
- Be actively aware and involved in any planned travel of the organization
- Motivate and advise the organization in its efforts to uphold the mission, purpose, rules, and regulations of the organization. This includes but is not limited to:
  - DCA RSO Policies
  - University Policies (Found Here)
  - Code of Student Conduct
- Help in progressive goal setting for the organization
- Assist in further development of the organization’s constitution and bylaws as needed
- Provide or facilitate appropriate, applicable trainings for the organization
  - Parliamentary procedures, space reservations, etc.
- Communicate with the Assistant Director for Clubs and Orgs when unclear of possible violations of the Code of Student Conduct

The Assistant Director for Clubs and Orgs is always available as a resource for all advisors of WCU RSOs.

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

*\*\* IFC, CPC, NPHC, and Order of Omega will be advised by the Director and Assistant Director of Greek Student Engagement and Development.*

## **Re-Recognition Process**

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

\* The deadline for organizations to apply for Re-recognition is September 18, 2020. If an organization does not complete the Re-Recognition Process by the due date, it will be marked Inactive and will be stripped 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, DCA may charge a higher rate for space usage and 25Live access 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 Engage**

Due to normal transition between student leadership within organizations (ex: graduation; removal of office, etc.), it is necessary for those on Engage who have Administrator status to help give newly elected executive members Admin rights to their club page so that they can successfully complete the recognition request for the year and apply any other edits to the clubs Engage page as needed. To do this, simply update the Roster on the club portal matching an officer to a created position in Engage; this will automatically grant administrator rights.

## **RSO Branding Policy**

### Affiliation of Recognized Student Organizations with the University and Naming/Logo Guidelines

#### *Recognized Student Organizations and Club Sports Nomenclature*

When referring to a recognized student organization (RSO) excluding club sports please indicate affiliation by location of the RSO at Western Carolina University, as opposed to inferring university governance or control over the RSO such as Western Carolina University (WCU) RSO Name.

- *Examples:*
  - *Correct Usage: Relay for Life at WCU*
  - *Incorrect Usage: WCU Relay for Life*

### Recognized Student Organizations: 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) 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.

### Special Permission: Club Sport and University Representation with Athletics Logo

Club Sport teams participate in athletic competition 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 for use by the Club Sports Program and its club sport 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 Athletic logo on practice, warm-up and work-out attire/apparel, it must include the club sport team name. Club Sport teams can also use the Athletic logo with their club sport 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 club sport 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.

## **SGA Supplemental Funding**

As mentioned in the 'RSO Benefits' 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.

### 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 the SGA portal on Engage within 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 20 business days prior to the event/trip (holiday breaks are not factored into this time period) .

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. Here are some examples off approved funding requests:

- Excellence in Scholarship, Teaching and Learning: Sending representatives to attend a conference related to your organization.
- 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.
- 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.
- 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.
- Organizational and Environmental Sustainability: Hosting an event on campus in line with your organizations mission that will benefit the student body.
- Cultural Diversity and Equal Opportunity: Programs/meetings dedicated to showcase diversity inclusion or recognizing and celebrating culture's unique differences, religions, and traditions.

## **On-Campus Fund Account**

### 812 Fund

This 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 account 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 for deposit should be counted and brought to the Student Involvement Office Manager Monday-Friday before 12:00 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 DCA 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 812 Fund Accounts**

Any funds that are left in an inactive recognized student organization's account through Student Involvement for greater than three academic years will be removed from the organization's account. These funds are at the discretion of DCA and SGA.

### **Division of Student Affairs Donations Protocol for RSO's**

Any donation received by an RSO must be submitted to the Assistant Vice Chancellor for Student Affairs for submission to the Office of Development and Alumni Engagement for donors to receive a tax credit within one business day of receipt. All campaigns soliciting donations, sponsorships, or matching funds must be approved. Donations will be reconciled at the start of each month for the preceding month and all funds will be transferred to the Department of Campus Activities. A report will be created upon reconciliation and sent to each RSO receiving funds.

If an RSO enters inactive status, unspent donation funds will be held for three academic years and then revert to the Department of Campus Activities. Any gifts secured for an inactive RSO, will be held by the WCU Foundation until reactivation paperwork is completed.

### **Purchase Order (PO) Process**

Please fill out the PO Request form (half-sheet) which can be found on the student worker Office Assistant's Desk on the 3rd floor of the UC and turn this form into the DCA Student Involvement Office Manager (whose office is right beside the Office Assistant's desk). If you are asking for a Purchase Order from your student organization's fund, you will need to submit your request at least 10 business 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}
  - Household Items {soap, cleaner, air freshener, sponges, and anything of the sort}
  - 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 3rd Floor DCA Office Manager first to make sure that we work with that vendor. It is much 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 and held by the DCA Student Involvement Office Manager.

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 DCA Student Involvement Office Manager. If the student utilizing the PO loses the receipt, the student will be required to return to the place of purchase to have the receipt reprinted.

### **Check Request Process**

If you are requesting a Check Request to pay a company with your student fund, please submit the following information at least three weeks in advance of when the funds are needed to the 3rd Floor DCA Office Manager:

- Company Name
- Amount
- Address
- Email Address
- Phone Number
- Fund name and 812# (if you do not know your club's 812 number, the DCA Student Involvement Office Manager can get it for you)
- Why you are paying them, with supporting documentation, on letterhead
- Invoice from company
- An original W-9 and/or a New Vendor Form may also be required from the vendor.

### **Independent Contracts**

If you are using a company that does entertainment and requires a contract, please let the DCA 2nd Floor Office Manager know as soon as possible 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 four months (at least) to manage a contract from start to finish.

### **Reimbursements**

The University highly discourages reimbursements for purchases that could, and should, have been purchased using the normal procurement processes (i.e.; Purchase orders and check requests). Also, depending on what you purchase, you may or may not be reimbursed for it. For example, Coke products are highly discouraged due to our contract with Pepsi, office supplies can only be purchased through FSI using a purchase order, etc. This is why it is so important for you to discuss, well in advance of your event with the DCA Student Involvement Office Manager, what your club is wanting to purchase and to plan accordingly.

## **Travel**

Please work with Leigh Hudspeth, the Assistant Director for Business Operations in Campus Activities, to process any travel from funds out of a club 812 account. All students who are travelling are required to fill out a Chrome River Travel Address Verification Form at least once a year, before they leave on their trip. If a student has moved since they last filled out the form, they will need to fill it out again. Checks can only be mailed to students and they will be mailed to the address on the form. Meals are paid for by per diem, (this means you get a set amount for food per meal/day, no matter how much you spent on food), after travel has completed, by the amounts outlined in the WCU Travel Manual (<http://www.wcu.edu/WebFiles/PDFs/TravelManual.pdf>). In State: Breakfast: \$8.60, Lunch: \$11.30, Dinner: \$19.50 Out of State: Breakfast: \$8.60, Lunch: \$11.30, Dinner: \$22.20 . Per university regulations, students are not permitted to receive any travel advancements. All travel planning and paperwork must be completed 20 business days (four weeks) prior to departure.

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 Leigh Hudspeth to determine any additional paperwork that is needed for your organization to travel (such as any liability forms, etc.). Also, please contact Leigh to discuss the processes for using personal mileage and an Enterprise or university vehicle.

## **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 at the Guest Services desk on the 2nd floor of the University Center or accessed online here - <https://wcu.campuslabs.com/engage/organization/westerncarolinauniversity/documents/view/1781688>

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

## **Guidelines to Successful Fundraising**

All fundraisers must be approved by the Director of Campus Activities.

1. **Organization:** Fundraising should not be left up to one organization member but conducted by the entire organization. Establish a committee, a chairperson, a treasurer and a publicity coordinator. Map out a strategy and work together to make a successful fundraiser.
2. **Contingency Plans:** Any fundraising endeavor can be successful if careful planning takes place ahead of time. Establish a realistic schedule that allows ample time for planning, meetings, resource gathering, etc., and always include deadlines. Your schedule should allow for the event to take place in the proper season, i.e., don't try to squeeze in a car wash in December. Have goals and alternative plans (options) ready if the goals are not met on prescribed dates.
3. **Budget:** Set up a budget for all fundraising events and estimate possible expenses. Keep all receipts and record all transactions. You can also approach businesses for sponsorships, prize donations, and discounted services to offset the costs of the activity.
4. **Image:** Make sure that any fundraising enterprise that you undertake is good for your image. Fundraising also advertises your organization, be sure the image you present is professional. Bring in the media on your fundraiser if at all possible. Increasing the amount of attention you receive

- increases your chances of being successful. Recall the Code of Student Conduct when selecting businesses to approach.
5. Reason: If at all possible, fundraise for a specific need. You will get a much better response if the money is actually for something.
  6. Amount: Make sure the fundraiser you're doing fits your needs. If you need to make \$2,000 is having a carwash really the right way to go?
  7. Effort: The key to a successful fundraiser. Pursue projects that will give you maximum return for minimal investment in money and/or person power. Do not pursue a project that is more than you can handle or more than you need.
  8. Facility: If you need facility space, make sure you reserve the space that will meet the needs of the activity prior to planning the event. You do not want to conflict with another campus activity or try to fit too many people into a small facility.
  9. Publicity: Publicize the event. You can contact radio, TV, newspapers with Press releases, or advertise on your own. Social media outlets have proven to be very effective.
  10. Incentives: Where the direct sale of merchandise by individuals is involved, set up prizes for various levels of sales volume. Establish a plan that will maximize the number of winners, and so the number of sales people.
  11. Evaluation: Evaluate the fundraising event from the time you begin planning to the end of the project. Keeping these notes on hand will make it easier to plan activities in the future.
  12. Sales: For sales on campus, the Campus Activities Solicitation form must be completed and turned in before your sale. For food sales the Aramark Approval form must also be completed.
  13. Raffles, drawings, etc. are considered "games of chance" and are prohibited by NC Statute § 14-292.

### **Matching, Sponsorships, and Donations**

All matching funds, sponsorships, and donations must be submitted to the Assistant Vice Chancellor for Student Affairs for approval by the Office of Development. Only solicitations approved by the Office of Development are tax deductible by donors.

**Matching Funds:** Matching is great way to double your funds raised. Businesses can match a predetermined amount based on any individual contributions that you raise from the general public or through special events. You will have to scale your request to the size of the business and the amount that you expect to generate.

**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 monetary/equipment donation.

**Donations:** Businesses or corporations can be approached and asked about donating to your organization. They can also approach you. They may give you money or equipment as the donation. They may also have items they can donate for you to sell or auction. *Nothing is given or done in return for the business unlike a sponsorship.*

## **Department of Campus Activities: Policies and Procedures**

For all information regarding the Department of Campus Activities (DCA) facility usage and costs, solicitation, free speech, etc. please see this website: [dca.wcu.edu](http://dca.wcu.edu).

As a 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 Expectations

1. Posters and flyers should adhere to and reflect the values set forth by the 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 the facility coordinator in all other buildings for their processes.

### Chalking Guidelines

1. All chalking should adhere to and reflect the values set forth by the 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. A limited supply of approved chalk is available upon request in the Department of Campus Activities.
3. Chalking is allowed only on surfaces in which rain will wash away the chalk (this includes all covered surfaces).
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: Name of the RSO; Name of event; Location of event; and 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.

### Expectations of RSOs

As a means of providing open access to organizations and to ensure 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 (cumulative 2.0 or better).
- Submit all changes in constitutions, bylaws, and officers within two weeks of the change. If changes come late, please email [bklokey@wcu.edu](mailto:bklokey@wcu.edu)
- Maintain fiscal responsibility with the University, other auxiliary corporations, and community vendors.

## **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 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) They have read the Agreement in full and understands it;
- b) They are 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-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 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 Development & Alumni Engagement 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, 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.

## 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 fees. 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 Assistant Director for Clubs and Orgs.

## 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 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.

## 12. 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.

## 13. 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.

## 14. 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.

## 15. Notices

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

## 16. 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.

17. Please also visit the Student Government Association Bylaws in regards to RSO's.

## 18. Miscellaneous

When filling out the New Organization form 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 Student Code of 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.

I Agree

I Disagree

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.

**CONTACT INFORMATION**

Do you have questions about the RSO Manual?

Please contact the Assistant Director for Student Clubs and Organizations or visit the Department of Campus Activities in the A.K. Hinds University Center.

Department Website: [dca.wcu.edu](http://dca.wcu.edu)