Registered Student Organizations

Policies and Procedures Handbook
Dear Student Organization Leaders and Advisors,

The Office of Student Involvement (OSI) extends a warm welcome as you embark on a new academic year filled with meaningful activity for your student organization. Student organizations are an important part of the educational experience at WSU and are vital to student life.

This resource manual is intended to aid you in successfully leading your student organization, to familiarize you with the available resources, and to provide you with the guidelines for student organizations. We hope that this manual will also serve as a reference in planning and implementing your organization’s activities.

On behalf of OSI, thank you for the time and energy you commit. Good luck as you plan another exciting year of events and activities.

Sincerely,

Michelle McIlvoy
Student Involvement Manager

“The Student Organizations Manual” is updated annually by OSI. Subsequent editions supersede the policies and procedures contained herein. The policies, procedures, statements and guidelines contained herein are subject to continued review and evaluation by relevant University officials. A copy of this publication is posted online at www.vancouver.wsu.edu/osi. OSI strives to maintain the highest standards of accuracy in all its disseminated information.
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WSU Affiliation

Washington State University recognizes that self-governing student organizations can and do contribute to the educational, social, recreational and personal development of its students. WSU further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies, and ensuring that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner that interferes with the rights of others. WSU does not sponsor or accept responsibility for these voluntary student organizations. Student organizations that register with the University may, however, use certain WSU facilities on a space available basis consistent with WSU rules and regulations.

Benefits of Participating in Student Activities

Social and Recreational
Involvement in student activities provides a social outlet for students to experience another aspect of university life and meet new friends with whom common interests are shared.

Skill Building
Active involvement in student groups provides members numerous opportunities to improve skills in decision-making, team building, organizing, event planning, finance management, and communication.

Résumé Builders
Employers value students that can effectively balance academic and extra-curricular commitments. Many student groups on campus offer opportunities to gain valuable assets for which employers seek including teamwork, communication skills and goal achievement.

OSI

Mission Statement
Foster the creation, and continual enhancement, of a holistic, co-curricular college experience at WSU Vancouver. Promote student-centered opportunities for personal development and group interaction. The focus of the student involvement framework is to engage in social, recreational, cultural and leadership experiences while balancing all aspects of student life.

Our work will be conducted in a collaborative environment, inclusive of faculty, staff and the greater campus, in order to promote the necessity of a quality student experience.
Goals

1) Create opportunities for students to provide input and feedback on OSI initiatives and utilize student insights from other sources.

2) Create opportunities for student connections and interactions via student-centered programs that enhance the college experience.

3) Establish collaborative relationships to bolster programming and enrich the student experience.

OSI recognizes that there are five integral aspects of student organizations and activities. These five elements’ functions are interdependent. If all aspects are fulfilled, organizations are likely to find success!
**OSI Staff**

OSI staff is committed to providing opportunities for involvement on campus. Get involved in social, recreational, cultural and/or leadership experiences through OSI.

**PROFESSIONAL STAFF:**

Michelle McIlvoy, Student Involvement Manager  
mmcilvoy@vancouver.wsu.edu, 546-9530  
Michelle’s focus is student leadership development advising student organizations (ASWSUV, Ambassadors, Student Media), growth & development of OSI, and the promotion of student interests across campus.

Vacant, Recreation Coordinator  
cougrec@vancouver.wsu.edu, 546-9532  
Position focus is the recreation program and its staff; program includes fitness center & classes, intramural sports, equipment rental and outdoor recreation trips.

Vacant, Program Coordinator  
546-9527  
Position focus is office management, purchasing & travel, advising RSO’s, assisting with leadership development, and providing assistance to students & staff.

Denise Eyerly, Student Involvement Specialist  
recassistant@vancouver.wsu.edu, 546-9532  
Denise’s focus is rec’s schedule of events, rec trips, and the rentals program.

**STUDENT STAFF:**

Melissa Boles OSI Programming Intern  
osiintern@vancouver.wsu.edu  
Melissa’s focus is on the fall leadership series, and large OSI programs such as the Annual Public Affairs Lecture Series and Women of Distinction.

Phil Babcock, OSI Recreation Intern  
osiarecintern@vancouver.wsu.edu  
Phil’s focus is on the intramural program, rec rentals, and supporting off-campus trips.

Jenny Mockford, OSI Marketing Intern  
osimarketintern@vancouver.wsu.edu  
Jenny’s focus is on promoting OSI programs and events via print, web and in-person. Assistance is also given to OSI supported student organizations.

Sally Thrall, Ambassador Lead  
ambassador@vancouver.wsu.edu  
Sally’s focus is supporting the Ambassador program and assisting in the training and development of the students.

Vacant, Trip Coordinator  
This position will coordinate student trips from idea to inception.

**Fitness Center staff**  
fitnesscenter@vancouver.wsu.edu, 546-9271  
Serena Kandoll (FC Lead), Shawnic Morales, Sami Magallanes, Jonathan Rader, Nick Green, Cecilia Nixon, Kendal Mantzke.

**Front Desk staff**  
osi@vancouver.wsu.edu, 546-9163  
John Won, Golnaz Koloushani, Liz Rosas, Amanda Junker, Tasi Weibling.

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**FOR SPRING 2011**

Liska Stokes, Office Assistant  
osifd@vancouver.wsu.edu, 546-9527  
Liska’s focus is office management, purchasing & accounting, and providing assistance to students and staff.
At-a-Glance Resources Available to Registered Student Organizations

The following is a list of some of the “perks” available to RSOs on the WSU Vancouver campus

**Advertising/Promotion**
Table space at the Involvement Fair held in both the fall and spring semesters of the academic year is available at no cost to help recruit new members and to promote your organization. Informational tables can also be reserved for space in the alcove to serve the same function at any time during the academic year subject to availability. RSOs are also eligible to use the printers and copier in OSI for up to 50 black and white copies or 25 color copies per event.

**Advising**
Faculty/Staff Advisors are a great resource for student organization’s growth and development. Additionally, the Student Involvement Manager is available to assist your group with program planning on campus, organizational questions, to clarify and explain University and State policies and procedures, and most anything else that pertains to your organization and its activities.

**CougSync**
CougSync is a new student organization database management system for WSU Vancouver. All RSOs must register every year on CougSync. Benefits of CougSync include, ease of communication with membership, form creation, file storage, to-do lists, event and calendar listings and more! Visit [http://wsuv.orgsync.com](http://wsuv.orgsync.com) to get started.

**Funding**
RSOs may access $200.00 of “Sustainability Funding” upon their completed registration per year. Active RSOs are also eligible to apply for senate funding for events that are a benefit to all students on campus. RSOs may also have a club account to hold club dues or fundraising money.

**Fundraising**
RSOs can conduct fundraising events on campus after approval from OSI and Alumni and Development.

**Leadership Training and Workshops**
Student organizations can schedule free training sessions with members of the Leadership Committee. Topics include Maintaining Membership, Communication, Team Building and Recruitment Tips. One page documents about these and other leadership topics are available on CougSync under “Files.” Leadership workshops are held throughout the year. See CougSync Calendar for upcoming workshops.

**Mailboxes**
Each club receives a mailbox when they are fully registered, located in the FSC. Clubs receive paperwork, mail, and event information in their mailboxes.

**Scheduling Meeting Rooms/Event Space**
Active RSOs are eligible to reserve classrooms on campus for regular group meetings and special events. Active RSOs are also eligible to reserve the space for events in rooms such as the Firstenburg Student Commons, Administration Building rooms 110, 129/30 and the Undergraduate Classroom Building 1. See Section Four: Event Planning and Safety for more information on how to reserve rooms.

**Student Organization Work Area**
RSOs have access to two computers located in OSI. These computers are equipped with Adobe Creative Suite 5 to assist with flyer creation and other needs.

**Website**
Through CougSync, student organizations have access to a Website Builder tool as well as support to assist in the creation/maintenance of a website. If clubs choose, they can utilize a club website template that can be easily updated and edited to fit group needs.
REGISTRATION STATUS
OSI acknowledges three levels of registration status for Registered Student Organizations.

- **Expired** – Each year, every RSO status expires on July 31st. CougSync re-registration is required.
- **Incomplete Registration** – Indicates group does not yet have all requirements for registration completed.
- **Active** – An RSO maintaining an active status is recognized as a student group by WSU Vancouver. This status is contingent upon meeting all registration requirements.

*RSOs do not have access to resources while in this status

REQUIREMENTS FOR REGISTERED STUDENT ORGANIZATIONS
Registered Student Organizations must fulfill the following annual requirements to register an organization:

1. Each student group must create a group through CougSync and completely fill out the student organization profile at http://wsuv.orgsync.com.
2. A minimum of five (5) students and one (1) advisor are needed to establish an organization. All members and advisors must “join” the student organization through CougSync.
3. Develop or update a constitution for the organization based on input from the members. Each organization applying for registration as a WSU Vancouver student organization must upload a constitution via CougSync to complete the online registration process. *Constitution guidelines and a sample constitution are available (Appendices 1 and 2).
4. At least one member from each student organization must attend the Club Orientation and CougSync Training. Trainings are held every month with the majority being offered in September of Fall Semester and January of Spring Semester. Please check dates and sign up via “FORMS” on CougSync.

Registration will be complete after all registration requirements have been met.

RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS
Student organizations at WSU shall complement the academic mission of the University and enhance the educational experience for students. Organizations will be held responsible for actions of the group membership, guests, and individuals.

An organization is responsible for its own actions. The organization will be held responsible:

- When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.
- When a student organization or an affiliated University group is charged with a violation of the Code of Student Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under this Code as representatives of the group.
• When one or more officers refuse or neglect to perform duties outlined in the Code of Student Conduct.

**Shared Responsibility for Infractions**

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any registered student organization.

**Organizational Responsibility**

A complaint may be filed against an organization under the Code. An organization and its members may be held collectively and individually responsible for violations of the Code by those associated with the organization, including guests and alumni of the organization. When a complaint is filed naming an organization as Respondent, the presiding officer and/or students affiliated with the group shall be required to participate in meetings and hearings as representatives of the group.

**Responsibilities**

• Comply with all university rules and regulations as found in the Student Handbook, this manual and other information provided by WSU Vancouver.
• Prohibit members from practicing any physical or psychological hazing, illegal activity, and violations of university policy.
• Adhere to the purpose of your organization as stated in the constitution.
• Provide programs which contribute to the educational, recreational, cultural, and social environment of the campus community.
• Practice fiscal responsibility and an ethical use of state resources.
• Maintain close communication with your advisor, keeping him/her informed of organization progress towards its goals and objectives as well as reporting any dangerous or prohibited activities engaged in by anyone associated with the organization.
• Maintain communication with WSU to keep OSI informed of planned activities and any potential problems or violations.
PUBLICITY

Trademarks
www.wsu.edu/trademarks

Contact: Student Involvement Manager

All logos, seals, names, symbols, and slogans associated with Washington State University are trademarks and are the exclusive property of the University. Reproduction of these marks for resale or other commercial purposes must have University authorization. WSU’s Trademarks and Licensing Office is responsible for protecting the use of University trademarks and for licensing commercial use of the marks. This policy applies to student groups and organizations that wish to use the University’s name in conjunction with their group’s activities, as well as to private individuals and businesses planning to sell merchandise or memorabilia.

Student organizations are free to use the spirit marks (see below). The logos can only be used in context that reflects positively on the University, and the logos must be reproduced accurately. Student organizations are prohibited from using the university seal in most cases. Student organizations may use the spirit marks on uniforms and promotional or commemorative items, as long as those items are only available to members within the sponsoring organization. Once an item bearing a registered university mark is sold beyond the scope of the membership or team, it becomes a commercial use of the mark and is subject to a license agreement.

You are not permitted to use “WSU Vancouver” or “Washington State University Vancouver” as a prefix to your organization’s name on advertisements (such as “WSU Vancouver Cross Stitch Society”). This implies a sort of ownership or endorsement the University may not have with your organization. Rather, you can use “at WSU Vancouver” or “at Washington State University Vancouver” as a suffix (such as “The Cross Stitch Society at WSU Vancouver”).

Spirit Art available for use

All situations are different. Questions should be directed to the Student Involvement Manager, 360-546-9530.
Proper Use of the Washington State University Vancouver Name
When referring to Washington State University Vancouver, spell the name out completely the first time. For second and subsequent references use WSU Vancouver.

DO USE!
Washington State University Vancouver
WSU Vancouver

DO NOT USE!
WSUV
WSU V
WSU-V
WSU,V
WSU-Vancouver
WSU at Vancouver
WSU, Vancouver
WAZZU

RSO Websites
RSOs are encouraged to develop web sites. A website builder is available through CougSync. A default template can be utilized for student organizations or students may build their own. Training is available. Please contact OSI if you have any questions about creating or updating your RSO web page.

Advertising Disclaimer
Some events may contain material that could be offensive to some audience members. The need to utilize this advertisement disclaimer will be determined during the student event registration process. In such cases, organizations must state the following on all printed advertising and programs.

This event may contain material offensive to some audience members. Viewer discretion is advised. You must exercise your own judgment in deciding whether to attend or remain in attendance at any production. The images, ideas and other content of productions are those expressed by those performing in the production. WSU does not endorse any particular content nor has it reviewed content of the production.

Press Releases
Submitting press releases is an effective means of informing the local media of current events or news within your organization. Issuing a press release will not guarantee its run on television or print, but it will give media outlets the option to run the story. Interesting events are more likely to be covered by local media.
The VanCougar
The VanCougar offers free event listings. The event listings are typically located on the bottom of each page. The VanCougar is always seeking new stories. If you would like to submit an idea or possibly have your event covered, please contact the VanCougar Editor at vancouged@vancouver.wsu.edu for specific details or stop by the office in Classroom Building Room 212. To run an ad in the paper, please contact the VanCougar Ad Manager at vancougad@vancouver.wsu.edu, 360-546-9524. He or she will discuss the costs with you. Ads need to be submitted by Wednesday afternoon of production week. The manager reserves the right to refuse advertisements if they do not meet decency standards.

Radio Advertisement

KOUG Radio
Verbal press releases can be left at 546-9787. The message should contain contact information for the group in addition to who, what, when, where information. In addition, press releases and events can be left on our website, kougradio.com, under the "submit at event" tab or sent to our email at kougradio@gmail.com.

Facebook/Social Media
Creating a Facebook page for your student organization can be an effective way to promote events. When logging into CougSync you can simultaneously log in to Facebook to create posts. It is important to keep passwords in a secure place so they can be passed on to future leaders, such as in your club profile on CougSync uploaded under “FILES.”

Posting

Bulletin Boards
Posting flyers on campus is one of the primary methods of promoting your organization and its events. There are four free speech boards on campus located on the outside of the Classroom Building (VCLS), the inside of the Administration Building (VADM), inside the Multi-Media Classroom Building (VMMC) and outside the Library (VLIB). These boards are open to RSOs and public in general. All flyers are removed at the end of every semester.

General bulletin boards are located inside every building at WSU Vancouver. General boards are open for use by University-affiliated groups including RSOs. Posting directly on walls or doors is prohibited on campus. All postings must clearly state the name of the sponsoring RSO and the posting cannot encourage blatantly hateful activities or behavior which conflicts with university policies (including, but not limited to, policies concerning student conduct and alcohol consumption). No organization can remove or deface any other organizations flyer for any reason. RSOs are expected to remove their own flyers after the event has passed or the information is out-of-date.
A-Frames
OSI and ASWSUV own a limited number of A-frames for advertising student events and opportunities. Occasionally, A-frames may be available for use for RSOs but this is not guaranteed. To check OSI A-frame availability, please email a request to the OSI Marketing Intern at osimarkintern@vancouver.wsu.edu. To check ASWSUV A-frame availability, please email a request to the Director of Public Relations at aswsuv.dpr@vancouver.wsu.edu.

Electronic Reader Board
The Electronic Reader Board (ERB) is located between the Student Services Center and the Firstenburg Student Center facing the Orange Parking Lot. RSOs can request to have event flyers displayed on the ERB by submitting a copy of the flyer in 1080x1920 dimensions to the OSI Marketing Intern, osimarkintern@vancouver.wsu.edu. For more information on the ERB policy and flyer configuration, please see the ERB documents under “FILES” on CougSync.

Table Tents
The plastic 5x7 flyer holders, called table tents, are available for student organization use. Table tents are always located in the cafeteria in the Administration Building. More table tents are available in OSI by special request. Please visit OSI for more information. Please remove flyers after event has passed.
:: SECTION 4 ::  

EVENT PLANNING AND SAFETY

ORGANIZING EVENTS

The success of your event depends on the amount of time and effort put into its planning. It is important to write down your goals and plan of action so that a clear plan can be determined. Some of the questions to ask are*:

1. **WHAT?**  Be specific about what you want to do, and what you are trying to achieve. Define your objectives clearly.
2. **WHY?**  The event you are planning should be in line with your student organization’s mission. To avoid wasting time and unnecessary work, ask why certain tasks are being done. Be able to explain the purpose of the tasks in the chain of action that will culminate in your event.
3. **WHEN?**  Consider the timing of the event. Be aware of other events occurring on campus at the same time. Set a realistic time limit for your event. Keep in mind the desired outcome of the event (the end) and work backwards, establishing deadlines that will fit your timeline.
4. **WHO?**  Involve as many members as possible in the planning and execution of the event. Delegating work makes it more manageable and increases the likelihood of all bases being covered. Assignments should be made according to individual skills and capabilities. Set deadlines that all must adhere to.
5. **WHERE?**  Establish the location for your event in the early stages of planning. Be aware, in advance, of procedures and restrictions involved in reserving rooms. Research the physical factors that may affect your event (bottleneck at the entrance of a room, large enough room for expected number of people). Take into account problems that might be caused by the weather – reserve a rainout room if proposed event is to be held outdoors.
6. **HOW?**  With a positive attitude! If everyone is excited about the event, and everyone puts in as much time and effort as is necessary, the event will be a success.

Start planning early, and be aware of complications that may arise. Remember, you have resources at your disposal. If you have any questions, or you need any help, contact OSI.

*Additional event planning material found in CougSync resources under “FILES.”

EVENT PLANNING CHECKLIST

Students are strongly encouraged to utilize the Event Planning Checklist (see CougSync “FILES”) to plan all events. Regularly scheduled RSO meetings and information tables (unless they involve fundraising, food, or potentially controversial information) usually don’t necessitate the Event Planning Checklist. Students are encouraged to submit the form at least two weeks before the event begin date. However, for many events, more time may be needed and additional approvals required. Earlier is always better!

1. Log into CougSync, go to “FORMS” and click “Event Planning Checklist,” or pick up a paper copy in OSI.
2. Complete the form including date/time/location of event, description of event, and contact information for student leader.
3. Submit form via CougSync or at the front desk in OSI.
4. OSI staff will review submission and use the form as a way to help guide event planning and determine any special approvals necessary. OSI will contact student leader if additional approval is needed.
5. Obtain additional approvals if necessary.
FACILITY RESERVATIONS

Reserving a Location
Student organizations have free use of dozens of areas on campus, dependent on availability. When selecting a venue, keep the following in mind:

- Is the venue the right size for the intended audience?
- If food allowed in the space?
- Can you easily bring in equipment (if necessary)?
- If it’s a popular venue, do you have enough time to offer proper notice?

Remember; do not assume your ideal event space will be available. Always obtain an event space confirmation first before planning details around location, date and time.

To request and schedule facility space on campus visit http://admin.vancouver.wsu.edu/facilities-operations/events-office and fill out the Event Space Request Form. Event Space Request Forms should be submitted at least 2 weeks prior to an event. For a regular meeting room or tabling space, at least 48 hours in advance is required (business days only). For information and follow-up about the event space request, please contact the campus Event Scheduler, Kim Estes, 360-546-9588, scheduler@vancouver.wsu.edu.

Support Services
Facilities and Operations (FacOps)
The Event Coordinator coordinates with Facilities and Operations to provide free set up and tear down of student events. Based on the time of the event, (i.e. late night/weekend events), there may be a charge for custodial services, public safety and/or AV services. The Event Coordinator will arrange set-up/tear down of events. For events that require a different set-up than standard, please provide an event set-up diagram to the Event Coordinator at least 2 weeks prior to the event. For immediate assistance during an event please call the Event Coordinator first at 360-546-9588. Or you may call FacOps at 360-546-9000. For an after-hours event please call Public Safety at 360-546-9001.

Audio Visual Services
For any multi-media needs during an event, students may contact either Scott Fraser, 360-546-9440 or Chris Rhodes, 360-546-9709. They may be able to provide emergency technical assistance for an event during business hours, but it is preferred that you arrange for event assistance in advance. Student may also check out AV equipment such as a podium, speakers, microphones, and laptops.
SAFETY CONSIDERATIONS

Potentially Hazardous Activities or Conditions
Events that involve any potentially hazardous activity or condition require the evaluation and approval of an Environmental Health and Safety (EH&S) staff member. An OSI staff member will contact EH&S to make this determination.

The following is a partial list of potentially hazardous activities or conditions:
- Use of Chemicals
- Powered Tools/Equipment
- Sharp Objects
- Flying Particles
- Fall Hazards > 30 inches
- Contact with animals
- Physical Activities

Fire Safety
Pyrotechnics are prohibited unless used by a licensed operator, and approved by the Fire Marshal. Bonfires shall not be conducted within fifty feet of a structure of combustible material unless the fire is contained in a barbeque pit. Open flame burning (candles, burners, incense) is prohibited. Any exceptions must go through the Fire Marshal, who will evaluate them on a case-by-case basis along with Environmental Health and Safety.

In the Event of a Fire…
- Remain calm!
- Contain the fire (if possible) by closing the door and pulling the fire alarm (if available).
- Notify the Fire Department (911); identify what is burning, and report the building, floor, and your name.
- Leave the building by the nearest stairwell (never use the elevator). Close and latch all the doors behind you.
- Do not attempt to fight the fire unless the fire is small and you are comfortable operating a fire extinguisher.

Everybody is required to evacuate the building when a fire alarm is sounded. Those who refuse may be subject to disciplinary/legal action.

Fire capacity is determined by the square footage of the room and the number of exits. The exact calculations will be determined by the Fire Marshal. If the room only has one exit, the maximum capacity is 49. A blocked door or a door that opens inward is not considered a valid exit.

Decoration Guidelines
Please review decoration plans with your student organization advisor and OSI. Hanging decorations from the ceiling may be allowable on a case-by-case basis. Please arrange any decoration hanging from the ceiling with the campus Event Coordinator when you submit the event layout. Students and staff are not allowed to climb ladders and hang items themselves. Corridor separations and stairwell doors need to be closed at all times (fire doors retard the travel of smoke, heat, toxic gasses, etc). All stairwell doors need to remain closed. No sort of wall hanging can be installed in exit corridors or stairwells. Facility fire equipment (alarms, sprinklers, hoses, detectors, standpipes, extinguishers, etc) must remain accessible. Exit doors cannot be blocked during an event. A 3 feet threshold must be maintained for all doors.
Insurance Policy
WSU provides no liability insurance for student organizations. Students are personally responsible for their negligent acts or omissions. WSU provides no medical insurance for students. It is the student’s responsibility to provide their own health insurance coverage.

Liability Releases and Assumption of Risk
RSOs must develop their own liability forms. If you would like assistance in this process, please contact OSI.

Security for Events
If you are planning for an event, security must be considered. The following list will help determine if your event needs a security presence.

• How many people will be there? Over 50?
• Is the event open to the public?
• Is there live music or a DJ?
• Is there alcohol or the potential for attendees who may be under the influence of alcohol?
• Is the event indoors or outdoors?
• Is the topic or speaker controversial?
• What is the venue?
• What time of day?
• Will there be advisors and/or Event Specialists present?
• Who is the target audience?

After reviewing these questions, meet with OSI staff to determine if security is needed for the event.

ALCOHOL PROCEDURE FOR STUDENT ORGANIZATIONS ON THE WSU VANCOUVER CAMPUS

PLEASE NOTE:
• Contact OSI regarding alcohol policies, procedures and approval requirements
• Chancellor’s permission is required for alcohol service and is always limited to wine and/or beer. Public Safety must be notified as alcohol use is an exception to normal WAC.
• Alcohol and alcohol permits can only be paid for with 17A or 17C funds.*
• If you want to sell alcohol or be open to the public a Special Occasion license is required - which includes and requires a 45 day notice and third-party bartender service.

*Or 09G or 14L not common for students. See also BPPM 70.29.1

Student organizations may request to have alcohol (beer and wine only) provided at an event under the following conditions:

1) All requests for the sale or serving of alcohol beverages for events sponsored by student organizations must be registered through OSI and approved by the Vice Chancellor for Student Affairs or designee prior to obtaining Chancellor approval.
a. Organizations must meet the following requirements prior to hosting an event with alcohol.
   i. At least five (5) student members represented at event and responsible for event.
   ii. At least one (1) advisor represented at event.
   iii. At least one (1) pre-event meeting with an OSI staff; event details must be reviewed and approved. Advisor in attendance at event must also attend pre-event meeting to officially approve plans.
   iv. Be in good standing with OSI.
   v. Adhere to all University policies and procedures regarding campus events.
b. Request must be submitted at least three weeks (21 days) prior to the event but may require more time based on the type of event.
c. Student organizations must demonstrate that alcohol is not the primary focus of the event and that drinking or drunkenness as themes are prohibited. Total amount of alcohol to be available at the event is limited according to the number of guests.
d. Events with alcohol must provide alcohol service in a socially responsible manner by also offering non-alcohol beverages and non-salted food – consuming alcohol cannot be the primary focus or purpose to the gathering. Reasonable quantities of food relative to the size of the group must be provided. Beers shall not exceed 16 oz. Non-alcoholic beverages (besides water) must be available and less expensive than alcoholic beverages and comparable in size.
e. Games involving alcohol are not allowed. Happy hour and discounted alcoholic beverages are not permitted.
f. At the discretion of WSU Public Safety dedicated security officers may be necessary for an event where alcohol is served. The cost of security will be charged back to the student organization hosting the event.
g. Events exceeding four hours in duration must have alcohol service discontinued one hour prior to the end of the event.
h. All students wishing to drink alcoholic beverages must provide picture identification according to Washington State liquor law (i.e. driver’s license, state, military or tribal identification cards or a passport). Persons who appear intoxicated will not be admitted.
i. Only one alcoholic beverage at a time will be dispensed or sold to any individual. Persons who appear intoxicated will not be served and may be asked to leave the event.
j. Alcoholic beverages must remain within the approved area for the event. Persons may not bring alcoholic beverages to the event.
k. Sober transportation information must be made available to those in attendance.
l. Advertising for a function where alcohol is being served may make no reference in written or picture form to alcoholic beverages being served or the cost of such beverages unless approval is granted by OSI/Vice Chancellor for Student Affairs.
m. Organization will be held responsible for property damage, for guests, and ensuring that noise levels do not disturb others.
n. Organizations and individuals found in violation of this requirement could be subject to sanctions by WSU Student Conduct, OSI, and/or Public Safety.

2) Student organizations may request to have alcohol (wine and/or beer) provided at an event under the following conditions:
a. The sale and service/serving of alcohol beverages will be in compliance with all Federal and State laws, and University policies. Existing state laws enforced include, but are not limited to, those concerning the checking of identification cards, minors in possession, furnishing alcohol to minors, serving intoxicated persons, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior. Washington State University Executive Policy #20 http://www.wsu.edu/~forms/PDF/EPM/EP20.pdf

b. If a licensed third-party (caterer) is not used, either a Banquet Permit or Special Occasion License must be obtained. WSU Vancouver catering and/or a licensed and insured third-party vendor will be the service provider for on-campus alcohol events.
   i. Banquet Permits are required to allow the service and consumption of alcohol at a private, invitation only banquet, in a public place.
      1. Alcohol is provided free of charge, provided by the sponsor.
      2. The event is not open or advertised to the public and guests may attend by invitation only.
      3. The appropriate permit form must be presented to a liquor store to obtain a permit (17A or 17C fund ONLY).
      4. Banquet permits carry a $10.00 fee.
      5. All events that include alcoholic beverages require bartender service. Service must be by a bartender who has satisfactorily completed the Mandatory Alcohol Server Training (MAST), and has either a class 12 or class 13 mixologist permit.
      6. Bartender service secured through Dining Services is billed internally; a third-party vendor may require a contract for services.
   ii. Special Occasion License is required anytime alcohol is sold by the drink.
      1. Issued only to not-for-profit societies or organizations.
      2. Must file with the State Liquor Control Board 45 days prior to event.
      3. Special occasion licenses carry a $60.00 fee.
      4. By law, the State Liquor Control Board must send a notice of your application to the city authority. They have 20 days to approve or object your application.
      5. Through a licensed and insured third-party vendor, all alcoholic beverage bars require bartender service. Service must be by a bartender who has satisfactorily completed mandatory Alcohol Server Training (MAST), and has either a class 12 or class 13 mixologist permit.
      6. A third-party vendor may require a contract for services.

AMPLIFIED SOUND
Events held on campus are subject to university policies aimed at minimizing exposure to hazardous noise levels.

- Sound which exceeds the threshold of 8-hour time-weighted average (TWA) of 85 decibels is potentially hazardous to hearing. All sound must remain below this threshold.
- In the case that WSU employees are subject to the above levels of sound, they must be provided with hearing protection (WAC 296-62-09015)
FOOD SERVICE AT EVENTS
All forms and information on food events are available at http://www.ehs.wsu.edu/PH/wsufeodevent.asp

First, determine if your proposed food service event is private or public. A private food service event is defined as a social event with food, regardless of fee, promoted by limited word of mouth or advertising to a limited group of people. For example, word of mouth or an advertisement for a club or department potluck. A public food service event is defined as a social event with food, regardless of fee, promoted by advertising (word of mouth, KOUG Radio, VanCougar, flyers, etc.) inviting the general public to attend.

If your event is advertised across campus inviting the general public to attend, it is considered a PUBLIC EVENT.
• Private event? No permit required. OSI and Environmental Health and Safety (EH&S) recommends that the organization follows the Rules of Operation for Temporary Food Establishment Facilities, uses the Temperature Log for Potentially Hazardous Foods provided below, and utilizes a thermometer to check food temperatures.
• Public event? A Health Permit from any catering business or restaurant is required. Please contact OSI for further assistance and information.

University Catering Services
Washington State University Vancouver has full catering services available for your event. Information and catering packet may be found on the website at http://admin.vancouver.wsu.edu/finance-and-operations/dining-and-catering-services. The Catering Request form MUST be submitted to OSI for approval 7 business days in advance of the event. However, it is preferred 10-12 business days in advance. For questions on the menu or additional food options, please contact the Bill Bontems, Café and Catering Manager at 360-546-9548 or cbontems@vancouver.wsu.edu.

TRAVEL POLICY
All off-campus travel for approved student events must be reviewed and authorized by the RSO advisor. Based on funding, OSI may need to be involved. Contact OSI to begin the travel approval process and to complete the event registration form. Travel is restricted between the hours of 6:00 a.m. and midnight, and no more than 500 miles or 10 hours total in one day. Lodging must be arranged during the midnight to 6:00 a.m. period.

WSU Motor Pool
RSOs cannot reserve WSU Motor Pool vehicles. RSO accounts cannot be used to pay for the rental of University Vehicles directly. It is considered misuse of funds, as RSOs are not state funded.

Private Vehicle Use
When driving a personal vehicle, all liability falls on the personal owner/driver of the vehicle. Personal insurance is the only insurance coverage during personal vehicle use. All state vehicle guidelines apply.

Please see CougSync “FORMS” for steps on How to Travel.
:: SECTION 5 :: FINANCES AND FUNDRAISING

FINANCES

Sources of Funding

Sustainability Funding
Each Registered Student Organization is eligible to receive $200.00 of Sustainability funding from ASWSUV. This money remains in student government’s budget, but each RSO is allowed to request access to $200.00 of the sustainability funding between the time of registration and the end of the fiscal year (always in June). Any funding not utilized by the student organizations rolls over into student governments budget for the next fiscal year. RSOs do not accumulate unused funds from year to year. Please see below section “Procedures for Spending S&A, ASWSUV Funds” for detailed instructions on how to access this funding.

Senate Funding
RSOs are eligible to request funding from ASWSUV Senate. The Senate meets every other Friday during Fall and Spring Semesters. Please see OSI or the student government website, www.aswsuv.com, for exact dates and times. Request Forms for Senate Funding can be found on CougSync “FILES” or in hard copy format by the ASWSUV offices in the Firstenburg Student Commons. Request forms must be submitted by the Friday prior to the senate meeting next senate meeting for the chance to be considered at the upcoming senate meeting. After submission, the senate will contact the requestor(s) with follow up questions and write up the request into a senate bill. The requestor(s) is/are required to attend the senate meeting to present on their bill. The senate will vote on the bill at the senate meeting, unless a motion to table the bill until the next meeting passes. If the senate approves the bill, it will be signed by the ASWSUV President and funding may be accessed immediately. Please see below section “Procedures for Spending S&A, ASWSUV Funds” for detailed instructions on how to access this funding.

Registered Student Organization (RSO) Accounts
Registered Student Organizations (RSOs) are not permitted to have private bank accounts. However, RSOs qualify for RSO accounts. The following are benefits of having an RSO account: no individual tax consequences, daily balance is always available, detailed financial statements emailed once a month and ability to purchase “operational” items for your club above and beyond the Sustainability Funding provided by ASWSUV. Contact OSI if you are unsure whether or not you have a RSO Account. Please see below section “Procedures for Spending Club Account Money” for detailed instructions on how to access this funding.
Procedures for Spending S&A, ASWSUV Funds

Begin planning ahead of time. Some purchases require a contract which takes ~3 weeks to process. All purchases must be completely approved PRIOR to an event, purchase.

1. The first step BEFORE any money can be spent (including reservations, i.e. hotel, rentals) is to complete a purchase request form; available at OSI front desk or on the OSI website under FORMS.

2. Purchasing options: It is the purchaser’s responsibility to check if the vendor takes University Purchase Orders or another method of payment.
   
   a. Purchase Order (PO) – Make sure the Vendor DOES take a PO. You are responsible for contacting a vendor to confirm. (See attached list of frequently used vendors, also available on the OSI website under RESOURCES.)
   
   b. Purchasing Card (P-Card) – Cannot be used to purchase meals or any kind of travel (hotel, flights). Mostly used for online purchases, purchases paid over the phone or the Bookie. If ordering online, you must attach a print-off of all items placed in online "cart" and submit along with Purchase Request Form. This helps ensure accurate purchasing by OSI Program Coordinator.
   
   c. Internal Requisition Invoice (IRI) – This is the university's process for paying for items internally to the WSU system. IRIs are used when purchasing from any WSU department, regardless of campus (i.e. Campus Dining, Athletics, University Publishing, etc…).
   
   d. Contract – NEVER sign any type of an agreement of services between you and a vendor. Regardless of the vendor’s terminology, the university may consider it a contract. Contracts are signed by the University Purchaser. Please attach contract to the Purchase Request form and turn into the OSI Front Desk. If required, reservation fee to be paid via Pcard on Purchase Request. Reservation fee may not exceed 20% of total cost.

3. Completely fill out purchase request (including complete address, phone number and fax number, if applicable). The PURPOSE of the purchase is very important.

4. Authorized Student Signature:
   
   a. ASWSUV- President (Senate Bills do not require student signature)
   
   b. All other student entities- Student Editor or Student Manage
   
   c. Clubs- Clubs designate their own Authorized Student Signature

5. After the Student Signature, turn form into the OSI front desk. The Advisor Signature for all ASWSUV funding is the OSI Manager.
NOTE: This step must be completed at least 3 days in advance of needing the PO, and additional time may be needed for online purchases (account for delivery) and checks. PLEASE PLAN ACCORDINGLY!!!!!!

6. The Student Involvement Manager will forward the signed purchase request form to the Program Coordinator who will then fulfill the purchase request.
   a. Purchase Order (PO) – After PO is created and signed by the Student Involvement Manager, the vendor copy will be ready for you to take to the vendor. If you want the vendor copy faxed to vendor or the purchase is online, please note on purchase request form or make previous arrangements with the Program Coordinator.
   b. Purchasing Card (P-Card) – The Program Coordinator will order the item(s) online or over the phone. The OSI front desk staff will email the requestor when the items have arrived.
   c. Internal Requisition Invoice (IRI) – The Program Coordinator will communicate with vendor department(s) to fulfill the request.
   d. Contract – The Student Involvement Manager reviews the contract and sends it up to Purchasing. The University Purchaser reviews and approves and amends contract and returns the fully executed copy to the OSI Program Coordinator. The Program Coordinator will either inform the student requestor or the vendor that the contract is ready.

7. After event (or purchase), bring **ALL receipts and lists** to the OSI Front Desk within **3 days** of event completion (or receiving merchandise, travel, etc.). If this does not happen, your ability to make future purchases could be jeopardized.
   a. If any prizes were purchased for give-aways or awards you must:
      i. Fill out a prize form with name, prize, and WSU ID number for each prize given. As the event organizer, you are responsible for creating the prize sheet.
         1. If guests win a prize, simply write “guest” under ID number column.
         2. If a prize is a gift card, the recipient must write whether or not they are a WSU employee or student employee on the prize sheet.
         3. There is a $50.00 limit for purchase of a single gift card. Each recipient can only win one (1) gift card.
   b. If any food was purchased and the meeting was not open to the whole campus, you **must** provide a list of attendees.
Procedures for Spending Club Account Money

Signature Cards
- Obtain a new signature card from OSI
- Minimum signatures
  - 2 students, must be currently enrolled
  - 1 advisor, must be WSU faculty, staff, or graduate assistant
- Update anytime there is a change to authorized signers
- New card must be completed upon RSO registration or yearly renewal
- Reimbursements to Individuals and Payments to Off-Campus Vendors
- Complete a Request of Check Issuance Form (available in CougSync under “Files” or a hard copy at OSI)
  - Name of organization
  - Organization account number
  - Name of claimant
  - Complete address of claimant
  - WSU ID number for claimant
    - If the individual doesn’t have a WSU ID number a Social Security number or Tax ID number must be provided
  - Two approving signatures
    - One student AND one faculty/staff advisor
    - Both signers must be on the signature card
    - Neither signature can be the person receiving reimbursement
  - Select and circle one of the check handling options
    - Mail to claimant
      - Mark “ME” next to Mail to claimant if supporting documentation should be included with the check
      - Include an extra copy of the documentation that is to be mailed
    - Hold for pick-up (pick up is at the OSI front desk – requestor will be notified by email upon check arrival)
  - Description of purchase
  - Amount of payment
  - Attach supporting documentation for the payment
    - Itemized receipt or invoice
- Submit the form to OSI for processing
- It is recommended that you keep a photocopy of the documentation for organization records
- Please allow at least 2 weeks for check processing as checks are cut in Pullman.

Common Problems and Additional Information with the Request of Check Issuance Form
- Missing or lost documentation (receipt/invoice)
  - Try to obtain a new copy from the vendor
  - If a new copy cannot be obtained complete a Affidavit of Lost Receipt and submit with Check Request form to serve as the documentation (Affidavit of Lost Receipt available online on CougSync under “Files”)
• Donations – when there is no receipt/invoice
  o Include a copy of the minutes where the student organization approved the expenditure
    OR a detailed memo to serve as the supporting documentation that includes:
      ▪ What charity will be receiving the funds
      ▪ Complete details of the purpose of the payment
      ▪ Indicate that the organization has voted and agree to contribute the funds
• Travel Grants – prepayment to individuals traveling as organization representatives
  o Include a copy of the minutes where the student organization approved the expenditure
    or a detailed memo to serve as the supporting documentation that includes:
      ▪ Complete details of the purpose of the payment
      ▪ Complete details about the travel
        • Who is traveling
        • Where will they be traveling
        • When will they be traveling
        • Why are they traveling
      ▪ Indicate that the organization has voted and agree to help defer travel costs
• Gift Card Purchases
  o The name, WSU ID #, and amount received must be noted on the Check Request form for all gift card recipients
• Alcohol Purchases
  o Alcohol purchases are strictly prohibited unless University procedures are followed - please contact OSI for instructions

Payments to On-Campus Vendors (WSU Marketing, Athletics, Facilities, etc…)
• Complete an IRI form (available in CougSync under “FILES” or a hardcopy is available in OSI).
  o Organization name
  o Organization account number
  o Vending department name
  o Description of purchase
    ▪ Reference the invoice or account number so the vending department can easily identify what the organization is paying for
  o Total Amount
  o Two approving signatures
    ▪ One student AND one advisor must sign
    ▪ Both signers must be on the signature card
  o Submit to the OSI front desk for processing
  o Recommended to make a copy for organization records

Making Deposits
• University Cash Handling policy requires that all persons handling cash complete the Cash Handling Training
  o See Human Resources Services website (www.hrs.wsu.edu/Video+Streamed+Training) for video-streamed training
• Within 3 days of receipt, bring all money (cash or check) to the front desk in OSI. The money will be deposited in the RSO account within 5 business days.
Cash Till Funds
Petty cash for RSO use must be supplied by the RSO. However, RSOs may check out a locking cash box from the OSI front desk. Cash box must be returned immediately after sales.

Bookkeeping and Record Retention
- Organizations should always maintain complete account records
  - Photocopies of all Check Requests and IRI’s
  - Log all check and cash payments as they are received. Utilize the checkbook function in CougSync
- Reconcile account balance regularly
  - Account registers should be reconciled with the budget statements or transaction printouts each month at the minimum
    - OSI will email budget updates monthly
    - Transaction printouts and balances are available upon request from OSI
  - For assistance with your reconciliation please contact the OSI Program Coordinator

Abandoned Registered Student Organization Accounts
- A group that has not registered for four or more consecutive semesters (2 academic years) will be deemed disbanded/abandoned.
- OSI will review all RSO’s annually and initiate the process of formal disband for those groups that have been inactive for four or more consecutive semesters.
  - Funds held in the account of a disbanded/abandoned group will be deemed abandoned.
  - Finance and Operations will review all RSO accounts annually at fiscal year end and work with OSI to compare to disbanded/abandoned groups - abandoned accounts will be closed.
  - RSO’s who register annually and maintain a current status may or may not have financial transactions in their account. Only accounts that have been deemed disbanded/abandoned will be closed.
- Redistribution of abandoned funds in 6683-3601
  - Finance and Operations will review abandoned account balance on an annual basis. If the balance is $5,000 or greater the amount will be transferred to the S&A pool of funds for redistribution via the S&A allocation process.

Account Questions or Concerns
Contact the OSI Program Coordinator, 546-9527.
GRANTS/FUNDRAISING

Grant Opportunities
Information about these grant opportunities, along with details and applications, may also be found on CougSync “FILES.”

Several University departments offer grants or scholarships to student organizations. In general, funds are available for programming which benefits the public rather than just the organization, and RSOs will have more success gathering grants if they seek multiple sources.

CougParent Grant
The Parents Program Fund is administered by the WSU Foundation with contributions raised annually from parents of WSU undergraduate students. The WSU Alumni Association’s Parents Program Executive Board has allocated $50,000 each year from the Parents Fund to a variety of student organizations and programs that submitted grant requests. It is the Executive Board’s commitment to serve as good stewards of these funds on behalf of all parents, embracing and supporting a wide variety of activities and interests within the student body. CougParent Grant applications are usually due in September of each year. Please begin working with your advisor and OSI at least 2 weeks before the grant submission deadline.

Diversity Grant
The Diversity Council administers the Diversity Grant that accepts rolling submissions during the entire year. The Diversity Council requires four weeks for application review. Grant applications should demonstrate how the project or activity will contribute to the promotion of diversity at WSUV. The Diversity Council accepts applications for up to $1500. Typical awards are in the $300-$500 range. Questions about Diversity Council funding should be directed to the chair of the Diversity Council, Dana Lee Baker. Dr. Baker can be reached at bakerdl@vancouver.wsu.edu.

Student Fundraising Via Corporations and Community Partners
The number of WSU Vancouver led special events and projects held each year is growing. Many groups are turning to corporate sponsors and community members to help defray the cost of events. The WSU Vancouver Development and Alumni Relations office has developed guidelines to help coordinate these student fundraising efforts. These guidelines will help ensure that: 1) companies and individuals receive appropriate acknowledgement of their donation, 2) new solicitation efforts do not jeopardize proposals already being considered, and 3) help preserve and develop long-lasting positive relations between individual and corporate donors, WSU Vancouver, and the WSU Foundation.

The policy of the University is that all departments, programs and groups (including student groups) have their solicitation prospects reviewed by the Office of Development and Alumni Relations before the solicitation process begins. All requests should be sent 2 weeks prior to soliciting your sponsor. This will allow time to review your application, approve it and give you helpful tips on securing your gift. In order to process your request please fill out the “Fundraising Request Form” found on the Forms page on CougSync “FILES.” Please submit to the front desk in OSI.
Important things to remember when seeking donations:

1) Checks from the sponsor need to be made out to the WSU Foundation
2) All donations need to be processed through the Office of Development and Alumni Relations
3) The donation needs to be in the office for processing no more than 24 hours after issue date
4) Stewardship after the gift has been received needs to come from the students club
5) Sending a thank you is required
6) If a donor needs the Tax-Identification number for processing of the gift please contact us
7) A separate request form needs to be done for each event
8) If you are EVER seeking funds that require an online application, someone from the Development office must do this

Priority for requests will be given to fundraising activities that are (a) educational in nature or directly related to the curriculum, (b) for philanthropic purposes, or (c) for the benefit of the University population. Fundraising requests will not be granted for the personal benefit of an individual.

CONTACT: Program Coordinator of Development and Alumni Relations at 360-546-9600 or van.alumni@vancouver.wsu.edu.

Raffles
A raffle is an event where an organization sells tickets and awards prizes based on a drawing conducted by the sponsoring organization. Only charitable or non-profit organizations can use raffles as a fundraising without first having to obtain a gambling license. Based on the qualifications to obtain a gambling license, most RSOs do not qualify and the process is time consuming. Please see OSI for more details.
:: SECTION 6 :: LEADERSHIP AND GROUP DYNAMICS

LEADING A STUDENT ORGANIZATION

Congratulations on the opportunity to lead a student organization. Leadership can be both challenging and rewarding. Leadership experiences are different for everyone; however, the following are some hints of what you might expect while being a group leader as well as tips and resources.

What to Expect

Growth - As a student leader you will be constantly challenged to “move outside your comfort zone.” You will most likely be challenged in ways you never thought possible, but you will also reap the rewards of personal development.

Time Commitment – Leading a group requires commitment. Expect to dedicate time to your group efforts. Please contact OSI for resources on time management as an RSO leader.

Building a Network - As an RSO leader you have the opportunity to make connections with staff, faculty, students and community partners. The relationships you build may prove to be invaluable. Always act professionally and put your best foot forward.

Conflict - Conflict is a natural component to the group process. It is important to be proactive in handling issues that arise and to address controversy with civility. Please contact OSI for more resources on conflict management.

Gain Skills and Confidence – From everything from facilitating effective meetings to event planning, if you put in the effort and seek support, you will develop skills and confidence as a leader. Even if you have had previous experiences running groups and planning events, don’t expect to know everything. Your role as a leader at WSU Vancouver will differ from previous experiences given the different context, policies, procedures and most importantly people! Good leaders are always looking for ways to learn and grow through their experiences.

Processes – As in any organization, in OSI and WSU Vancouver there are processes in place to help promote success. If you do not understand a process, policy or procedure, or simply would like to know why one exists, please contact OSI. OSI is always looking for ways to improve the student experience.
Leadership Tips

*Set Group Expectations Early* – The first few weeks of leading a group are crucial to establishing group expectations. What expectations does club leadership have of one another? What expectations does leadership have of membership, and vice versa? It would be wise to document these expectations in the beginning of the year and mid-way through review them again in order to keep the group on track and accountable.

*Time Management* – Academics should be your number one priority as a student. Balancing school work, club management and personal commitments is imperative. Think about what is most important to you and the hours of the day you are most productive. Schedule your time accordingly. Also, don’t be afraid to say no. Part of effective time management is not overloading your schedule.

*Delegation* – Good leadership involves effective delegation. Communicate tasks that need to be accomplished to team members and ask for their support. Be willing to accept feedback and different ways of accomplishing tasks. Follow up on delegated tasks.

*Know yourself and know your team* - What is your leadership style? How do you communicate? How does your team communicate? What do you expect of one another? Take the time to reflect on these questions on your own and as a group.

*Communicate!* – Develop channels of communication for your RSO. CougSync is a great resource for group communications. In addition to face-to-face communication, news posts, discussion boards, texts, and phone calls can also be effective. Over communication is better than a lack of communication.

*It’s Okay to Ask Advice* – You don’t have to take it all on by yourself. If there is group issue or problem you are struggling with, the staff members in OSI are here for you. Chances are you aren’t the only one who has dealt with similar issues.

*Visit Career Services* – The skills you gain as a student leader are very marketable to employers. Please visit the Career Counselor Christine Lundeen, clundeen@vancouver.wsu.edu, 360-546-9155 for more information on how to market your student leadership experience.
Responsibilities of the Organization

- Discuss with the advisor the needs of your group, and outline your organization’s expectations of an advisor.
- Arrive at a mutual understanding of the advisor’s level of involvement in your organization.
- Keep your advisor informed on the organization’s plans, problems, and successes.
- Make use of the advisor’s background and experiences.
- Allow the advisor to help solve problems. The advisor should be the first contact when problems arise.
- Take the initiative to arrange regular meetings with the advisor.
- Invite the advisor and his/her family to all events. His/her attendance should not be taken for granted; be understanding of the possible prior commitments.
- Make the advisor feel like an integral part of your organization.
- Extend appropriate courtesies to the advisor and his/her guests at special functions.

Responsibilities of the Advisor

- Registration as an administrator on CougSync.
- Belief in the organization and the enthusiasm necessary to help the organization reach its potential.
- Understanding of the organization, awareness of its purposes and assistance in formulating goals.
- Assistance in the development of procedures and methods for maintaining an effective organization.
- Assistance in matters of university procedures.
- Assistance in improving leadership skills.
- Serving as a liaison with the department/college/school when necessary.
- Guidance in planning activities and programs.
- Encouragement and support in periods of turmoil.
- Serving, when needed, as an arbitrator or impartial observer.
- Participation in the meetings and events of the organization to the greatest extent possible.

WORKING WITH AN ADVISOR

Now that you’re part of the leadership of your organization, you have the opportunity (and responsibility) to work with your group’s advisor. In order to develop an effective working relationship, it is helpful to understand the roles and advisor fulfills within the organization, what they can provide, what they’re not, and some things you can do to ensure that you work well together.
WHAT ADVISORS ARE NOT
An advisor’s job encompasses many different roles, but they are NOT: an officer in your organization, a runner of meetings, a preventer of failures, or a decision-maker for the group. It is unreasonable to expect your advisor to be responsible for everything or to know all the answers.

WHAT ADVISORS CAN BE:

Teacher/Coaches: Advisors teach techniques of good leadership and followership. They can work with the organization and individuals to develop effective group behavior and leadership.

Consultants: Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.

Continuity: Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don’t have to “reinvent the wheel” from year to year.

Link: An advisor often serves as the bridge between the university administration and the student organization. The advisor can represent student needs and interests to university officials, and can interpret policies, share information regarding university decisions and actions to the organization.

Navigator: An advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.

Observer: Advisors can sit back and observe group process—why things are working or what can be done to improve group operations. Because they aren’t involved in the running of meetings, or the day-to-day operations, they can see the interactions and relationships more objectively.

Resource: An advisor will either have the information you need, or they will be able to refer you to the appropriate office or persons to help you.

Financial Advisor/Supervisor: An advisor will make sure that you know how to manage your budget responsibly and within the guidelines for use of state funds.
In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help you identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect that they will challenge you, by asking questions like “What are your reasons for doing this,” “How does this fit in with the organizations purpose,” or “Is there a better way?”

WHAT ADVISORS NEED:
In order to serve you and your organization, advisors need to know the goals and purpose of the group, the members of the organization and their needs, the issues facing the organization, and what the organization is doing and planning to do.
WHAT STUDENTS CAN DO:
To develop a good working relationship with your advisor, try doing the following:

- Set up a meeting at the beginning of the year to discuss expectations.
- Have regular meetings with your advisor.
- Discuss all financial matters with your advisor before acting.
- Give your advisor copies of letters, memos, goals, etc. Make sure your advisor knows about upcoming meetings, events, activities, and issues.
- Use your advisor’s expertise and knowledge so you don’t reinvent the wheel.
- Use your advisor as a sounding board before presenting ideas to the whole committee.
- Ask for regular feedback about your performance and the committee’s performance.

FACULTY ADVISOR GUIDE TO WORKING WITH STUDENT ORGANIZATIONS

Current University regulations require each student organization to have a faculty, staff, or graduate assistant as an advisor. Advisors are members of the Washington State University faculty, staff, or graduate school whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the University and the organization. They do not directly control the group’s programs and activities. Advisors are expected to know and uphold RSO policies and procedures.

The role of advisor is an influential position with our students. An advisor’s primary concern should be to assist in the development of our students as the group and individual levels. The advisor will also be asked to meet the University’s expectations as well as have the opportunity to develop relationships with students as friends, counselors, allies, and liaisons. Student organizations provide a chance for students to implement the knowledge they are obtaining in class - an opportunity for them to develop leadership skills, ethical decision-making skills, and creativity. Each year offers new challenges to the advisor as the activity level; student commitment and leadership skills will vary from year to year. The total scope of the advisor is determined in part by the advisor. He/she must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations.

The OSI staff appreciates the time and energy that advisors volunteer to the student organizations. OSI is available to assist you as an advisor. Please do not hesitate to contact us, if we can be of support to you.

Responsibilities may include the following:

- Creating an account through CougSync and staying updated by reading pertinent news posts and emails from the club and OSI.
- Attending the organization’s meetings.
- Assisting in planning programs, as well as attending when possible.
- Supervising the handling of funds and approving all club account expenditures and contracts.
- Assisting in arranging for University facilities and equipment. (WAC 504-28-020)
- Functioning as a consultant to help with organization’s growth and development.
- Providing continuity to student organizations whose composition changes from year to year as new students arrive and others graduate.
- Assisting the organization in the successful achievement of its goals through knowledge of WSU policies and operations.
• Serving as an authorized signature for the RSO account and other WSU services, such as equipment.

Enhance your experience as an advisor by:
• Getting to know students on an individual level. Learn what they want to get out of the organization and their experience at WSU Vancouver.
• Attending the organization’s meetings and events.
• Reaching out to other advisors or departments for assistance and support. Please contact OSI for an updated list of Student Organization Advisors. You may also look at CougSync under “FILES.”
• Participating in any advisor roundtables and luncheons when available.
• Empowering students to take action and taking satisfaction in seeing the student organization succeed.

University Expectations of Advisors
What the University expects of advisors:
• Uphold the best interests of the University and organization.
• Work with the organization to ensure the organization takes reasonable precaution in its activities in order that policies and laws not be violated, and the welfare of individuals are not endangered.
• Participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.
• Attend activities of the student organization as a resource for the students and to act in the event of an incident.
• Assume the role of advisor as a volunteer, but uphold the best interests of the University and organization.
• Maintain employment as faculty, staff, or a graduate assistant of WSU Vancouver.
• Oversee the management of club funds.

Advisor Rewards
There are many rewards for an individual who serves as an advisor to a student organization:
• Facilitating and observing the growth and development of student leaders.
• Recognition from the institution, the organization, and the students.
• Developing a mentoring/teaching relationship with students.
• Observing the intricate series of fads, cultures, and changes within student life.
• Establishing networks with peers/colleagues who serve in similar capacities.
• Serving the institution.
• Participating with an organization with a purpose one can appreciate.

Advisor Challenges
There are also ways in which advising can be a challenging experience. It is important to be aware of what challenges may arise so that you can be prepared on how to best deal with them. Remember that challenges are not bad things. Challenges can help us to grow and develop new skill sets.

Time Management
It is important to find a suitable balance between over-committing and under-committing.

Lack of Training
It is not unusual for many advisors to never have had any kind of formal advising training. OSI can serve as a valuable resource to assist you in your advising endeavors.
Clarification of Roles
It is imperative to establish clearly defined expectations at the beginning of the year so that all parties understand what role they play.

Allowing the Students to Run the Organization
Sometimes it is very easy to want to step in and make decisions for the organization. However, you have to remember that this is their organization and you are there as a resource. You should inform them of relevant policies and procedures, advise them on decisions when necessary, and have a presence so that they know that can count on you.

Staying Informed of the Organization’s Decisions and Actions
It is very important to have strong communication with the organization so that you know what their plans are.

Things to Remember:

Quality over Quantity!
Ask yourself if you are engaging in meaningful interactions with the students in the organization as opposed to just being around a lot. It is very important to have a presence, but it is more valuable to have a meaningful presence.

Motivation is Key!
Sometimes students will burn out and lack the motivation to continue to work for the organization’s success. As an advisor, you can help to determine what will motivate the students (recognition, achievement, value, approval, etc.)

Don’t Over-Commit!
It is okay if you cannot attend every meeting and program! Once you set clearly defined expectations with the organization, adhere to them. This organization is for the students. You are there to advise their decisions and to assist them in their processes.

Advising Strategies
There are a number of strategies that advisors can use in order to help their groups function effectively and attain their goals. Advising can be a very comfortable practice once you determine what strategies you will use to achieve success with your organization.
Good Practices
Certain practices that you adopt and share with your group will assist in developing your relationship with them as well as promoting their organizational success. It is important to discuss these ideas with the organization and come to a mutual decision of what practices will work best.

Teambuilding
This should take place at the beginning of the year when the group comes together. It encourages a cohesive group that will work together. A retreat or a teambuilding workshop scheduled for the beginning of the year is a good idea. Using teambuilding activities, a group will be able to understand:

- The group’s developmental stage
- Various leadership styles
- Individual and group strengths and challenges
- The concept and practice of teamwork

Performance Planning
During this phase, the organization should be encouraged to define executive positions, set expectations advisor/organization), and establish goals. This is important, as officers need to understand their role and the role of other group members as well as the advisor. Setting expectations are critical so that the organization is clear on what to expect from members and the advisor, and the advisor will be clear on what to expect from the organization. In order for the group to have a productive year, goals must be established along with stated objectives for attaining those goals.

Communication
Many organizations fail due to a severe lack of communication. It may be a good idea to help the group to understand verbal/non verbal communication techniques as well as written communication (memos, letters, agendas, minutes, resolutions, etc.). Enhanced communication skills will help the organization to function more smoothly. It is also important for the organization and the advisor to maintain steady and clear communication.

Recognition
As an advisor, you should try to be in tune with the emotional responses of the students that you advise as well as the way in which you respond to them. If you can recognize signs of distress or frustration with any of the students in the organization you advise, you will be better prepared to acknowledge them and deal with them accordingly. However, recognition may also speak to recognizing and acknowledging students’ efforts and success. Students need to feel appreciated and recognized for the great work that they do!

Self-Assessment
Students should be encouraged to assess their academic and extracurricular progress. It is very easy for them to get caught up in all of their classes and activities and not take the time to think about whether they are putting out quality endeavors. They may be suffering from burnout or they may not have realized that they have acquired new skills. Perhaps they are ready for additional responsibilities or are overwhelmed by too many. This is a process that an advisor can challenge a student to go through.
Evaluation
Students and advisors should evaluate one another as well as programs. It is important to evaluate one another, so that any feelings/misunderstandings about performance or expectations can be addressed. Programs and events should also be assessed so that the organization will know what worked well and what did not work well and why.

Resignation
There may come a time when you, the organization, or both parties determine that another advisor would better serve the organization. There may be several factors considered in this decision. Whatever the reason, once this decision has been made it is important to have a discussion with the leadership of the organization. You may even be able to assist them with the process of finding a new advisor. The group profile on CougSync should be updated to reflect any changes and OSI should be notified. As all organizations are required to have a WSU Vancouver faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

Thank You!
Washington State University would like to extend gratitude to you for serving in such a worthy capacity. Advisors are an integral part of the development of student organizations and student leaders. We count on you as the students that you advise count on you. Thank you for the wonderful job that you do!
CONSTITUTION AND BY-LAWS

A group’s constitution is an important document that governs its purpose and future actions. Anticipate the future and ensure that your constitution does not limit the organization’s options for growth and change.

Constitution vs. Bylaws?
The constitution of an organization contains the fundamental operating principles that govern its operation. The bylaws establish specific rules by which the group is to function. All registered student organizations must have their basic structure and methods of operation in writing. The constitution is the essence of the overall purpose of the organization and is not changed unless the purpose changes. Bylaws detail the procedures a group must follow to conduct business in an orderly manner. They provide further definitions to the articles of the constitution and can be changed more easily as the needs of the organization change.

Why Have a Constitution?
By definition, an organization is a “body of persons organized for some specific purpose as a club union or society.” The process of writing a constitution should serve to clarify the organization’s purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

What should be Included in a Constitution?
The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I. The name of the organization
Article II. Affiliation with other groups (local, state, national, etc.)
Article III. Purpose, aims, and functions of the organization
Article IV. Membership requirements (how determined, who’s eligible, etc.)
Article V. Officers (titles, term of office, how and when elected, responsibilities, removal process).
Article VI. Standing Committees
Article VII. Meetings (frequency, special meetings and who calls them)
Article VII. Quorum (how many votes needed to pass something)
Article IX. Advisor (term of service, how selected, removal process)
Article X. Amendments (means of proposal, notice required, voting requirements)

What Should Be Included in the Bylaws?
By-Laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

- Membership (requirements, resignations, expulsion, rights, and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Budget (procedure for approving, reviewing, amending, etc.)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
- Order of Business (standard agenda for conducting meetings)
- Parliamentary Authority
- Amendment Procedures (means of proposals, notice required, voting requirements)
• Other specific policies and procedures unique to your organization necessary for its operation

Once We Have Them – What Do We Do With Them?
The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and by-laws are kept up to date to reflect the current state of affairs. Make sure every new member of the organization has a copy. This will help to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member.
APPENDIX 2

Sample Constitution

The________ (insert organization name here)_____ Constitution

Article I – Name of Organization
The name of the organization shall be _______________________________.

Article II – Affiliation
[If an organization has any national, state, or local affiliation, include that information here.]
This organization shall be affiliated with (insert name of national, state, or local organization) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU policies and procedures shall take precedence over the constitution and by-laws of (insert name of affiliation).

Article III – Purpose
The purpose of ______________ shall be ... [Organizations should be certain to include a complete statement of purpose. Activities and programs sponsored by the organization will be expected to fulfill the organization’s stated objectives. The purpose of the organization should also be related to the promotion of student learning and shall not conflict with the mission, goals, and policies of Washington State University.]

Article IV – Membership
Section 1: Regular membership. Voting members of this organization shall consist of regularly enrolled full-time undergraduate and graduate students of Washington State University (may further qualify by any specific skills, GPA, requirements, or interests a member should have).
Section 2: Honorary or associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group’s constitution will need to be upheld. Only current students may be voting members of the organization].
Section 3: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran’s status, sex, national origin, sexual orientation or disability in its selection of members.
Section 4: Dues. If members of the organization pay dues, include information regarding when the organization determines the amount of dues and the approval process or membership support to increase the dues.

Article V – Officers
Section 1: Officers of the organization shall be as follows: (titles, terms of office, duties). Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that it hinders the organization’s ability to be effective and efficient. 
Section 2: Election of officers. (Include how officers are elected/selected, method of nominations, and how balloting is used). The Executive Board of the student organization will be elected between March 15th and April 15th for the following academic year. 
Section 3: Officers shall take office on April 30th and shall serve for a period of one full academic year.
Section 4: Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)
Section 5: Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.

Section 6: The removal of an officer requires a majority vote of (two-thirds, three-quarters) organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

Article VI – Advisor

Section 1: Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, administration, or qualified Teaching and Graduate Assistants.

Section 2: The advisor must take an active role in assisting the student organization achieve its mission and purpose.

Section 3: List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Campus Involvement and the organization he/she is advising.

Article VII – Meetings

Section 1: A regularly scheduled general meeting shall be held at least (specify an amount which is at least once a semester). The officers may call additional meetings when the need arises.

Section 2: A quorum shall consist of (x) voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)

Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions.

Section 4: Parliamentary Authority (Roberts Rules of Order is typically used.)

Article VIII – Standing Committees (if needed)

Section 1: Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity)

Section 2: Appoint of committees by president, chairperson, or council.

Article IX – Quorum

Section 1: Quorum is defined as 50% of the organization’s total membership plus one.

Section 2: Quorum is necessary for any voting that occurs within the organization.

Article X – Method of Amending Constitution

Section 1: All amendments to this constitution require notice of (specify time) prior to being discussed and voted upon.

Section 2: The constitution may be amended by a vote of (two-thirds or three-quarters) majority membership at any regular or special meeting.
WSU Vancouver’s Office of Student Involvement is located in Firstenburg Student Commons. Come visit us and find out how you can get involved. www.vancouver.wsu.edu/osi