Student Involvement

Student Organization and Advisor Handbook
2019-2020

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This handbook is subject to revisions throughout the academic year by the Assistant Director of Student Involvement and is not available in printed format. The most current version of the Handbook is accessible online at this URL.
https://wichita.edu/student_life/involvement/forms_policies.php
Dear Shocker,

Thank you for taking time to review the policies and procedures for recognized student organizations at Wichita State University. The Office of Student Involvement believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 300 recognized student organizations on campus. These organizations play a vital role at Wichita State as the primary source of co-curricular involvement. Co-curricular involvement supplements traditional education, helping to prepare students for life after graduation. The Office of Student Involvement believes that involved students are more likely to graduate; feel more connected to the University, the campus, people and community, as well as promote a well-rounded educational experience.

The Office of Student Involvement recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to enhance the success of each student organization. This handbook serves as a resource for students and advisors trying to start new student organizations and for already-established student organizations. It provides information on student organization recognition and funding, fiscal responsibility, and event planning. Also included are commonly referred to policies and commonly used forms. The Office of Student Involvement hopes this handbook will increase your knowledge of the world of co-curricular involvement and provide tools needed for organizational growth.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, the Office of Student Involvement is available to help student organizations achieve their goals.

Best wishes to a successful year and Go Shockers!

Gabriel A. Fonseca, M.Ed.,
Assistant Director of Student Involvement, *Student Governance and Organizations*
Section 1. STUDENT INVOLVEMENT

1.1 Vision Statement
We strive to become the leading resource for Student Development and Involvement.

1.2 Mission
Student Involvement is committed to students and the WSU Community by intentionally creating co-curricular experiences through student engagement and development, resulting in a vibrant campus culture that enhances their journey as a Shocker.

1.3 Core Values
Guiding principles that define who we are and how we approach our job while maintaining a productive, fun and healthy work environment.

- Citizenship
  - Developing Shockers into globally aware, engaged and contributing citizens.

- Development
  - Fostering growth, learning, leadership and academic opportunities.

- Inclusion
  - Sustaining a safe environment where all are welcome and respected.

- Innovation
  - Promoting excellence and adaptability while exploring new ideas.

- Integrity
  - Behaving consistently in an ethical, safe, honest and lawful manner.

- Service
  - Providing intentional, excellent experiences, programs and services.

- Teamwork
  - Supporting one another through compassion, encouragement and collaboration.
1.4 Department Units

- **Civic Engagement**
  - Strives to coordinate the needs of the community with Wichita State University students who are interested in volunteering. Community Service Board coordinates opportunities for students to volunteer in the Wichita metro community and beyond.
  - Some events include: Mentoring Mondays, Wednesdays at the Diner, Food Bank Fridays, Senior Saturdays, Wu's Big Event and more.
  - Check out VolunteerICT if you are looking for volunteer opportunities in the local community for your organization to participate in. Visit wichita.edu/volunteerict.
  - For more information, go to wichita.edu/csb or contact csb@wichita.edu.

- **Fraternity and Sorority Life**
  - The Greek community is full of tradition, brotherhood, sisterhood and pride. We have three Greek councils that comprise all of our different organizations: Interfraternity Council (IFC), Panhellenic Council (PC), and Multicultural Greek Council (MGC).
  - Some events include: Hump Day with MGC, Walk a Mile in Her Shoes, Chapter-specific events and more.
  - For more information, go to wichita.edu/greeklife or contact greeklife@wichita.edu.

- **Leadership**
  - Intently focused on developing the leadership abilities of WSU students, Student Involvement has a three-tiered leadership program beginning with Emerging Leaders (open to freshmen/first-year students) and ending with Engaging Leaders (open to all students through the graduate level). Leadership programs offer students the chance to learn more about their own and their peers’ leadership abilities and aim to help students grow and strengthen those abilities.
  - Some events and programs include, Leadership Book Club, WSU Student of the Year, Summer Leadership Institute, the Institute by LeaderShape, and more.
  - For more information, go to wichita.edu/involvement.

- **Wilson K. Cadman Art Gallery**
  - Showcasing annual competitions, rotating student exhibits and alternating features in the outer display; the Cadman Art Gallery gives students the chance to exhibit professionally for a large audience. Students of any major may apply to exhibit in this space.
  - Some events include, Elements Multi-media Art Competition, Exposure Photography Competition, rotating exhibits and more.
  - For more information, go to wichita.edu/cadmangallery.

- **Service-Learning**
  - An experiential learning method that integrates community service with instruction and reflection to improve student civic-mindedness and build community capacity.
  - A major event in this area are Alternative Breaks.
  - For more information, go to wichita.edu/servicelearning.

- **Student Activities Council**
SAC is one of the largest student-run organizations at Wichita State University and brings a variety of events and programs to campus each year from comedians, to road trips, to nationally recognized speakers/artists and more in an effort to educate, entertain, and enhance the Shocker experience of those who attend events and participate as a volunteer in the organization.

Some annual SAC events include: Shocker Resource Fair, Tie-Dye Tuesday, Trunk or Treat, Drag Show, and Family Carnival.

For more information, go to wichita.edu/sac or contact sac@wichita.edu.

**Student Government Association (SGA)**

- SGA is governed by students and is committed to student issues and concerns.
- SGA seeks to empower students to voice their opinions through campus committees and weekly public Senate meetings.
- For more information, go to wichita.edu/sga

**Student Organizations**

- There are more than 300 clubs and organizations on the WSU campus, engaging in out-of-the-classroom experiences that provide opportunities to interact with other students, faculty and staff.
- Some events include, Student Involvement Fair, Springfest, training workshops and more.
- For more information, go to www.wichita.edu/studentorgs or shockersync.wichita.edu.

1.5 **Functional Efforts of Student Involvement**

- Provide workshops and programs for students and organizations to support successful co-curricular development
- Provide resources for the effective operation of Recognized Student Organizations (RSOs)
- Provide advisement to Wichita State University’s Fraternity and Sorority Life community and support to over 240 RSOs
- Support the formal and informal recruitment process of the University’s Fraternity and Sorority Life community
- Coordinate student organization recognition programs, such as the Order of Omega Greek Awards Program and Shocker Leadership Awards
- Coordinate Civic Engagement efforts such as the Volunteer Fair, Service Days and volunteer matching services to build community awareness
- Assist new and returning organizations with the recognition and renewal process for organizational and constitutional development
- Provide support to advisors of RSOs
- Coordinate leadership development opportunities on campus and in the region
- Advise the Student Activities Council, with oversight of their events and membership development
- Oversee the Wilson K. Cadman Art Gallery including gallery artists and supervision of gallery attendants
- Facilitate students’ holistic development and worldly awareness through civic engagement and service-learning initiatives
1.6 **Student Organizations’ Theoretical Framework**

Student Involvement seeks to develop students through meaningful programs and a combination of advising techniques focused around increasing students’ self-actualization. Students and organizational programs will be concentrated around the growth of members and leaders using the Kolb’s Experiential Learning Model.¹ "Learning is the process whereby knowledge is created through the transformation of experience." ² Students will be engaged and challenged in the process of program and leadership development and then supported in the improvement of themselves. Student organizations will expose students to a variety of “High Impact Practices” (HIP) to foster the development of critical thinking.

Student organizations foster teamwork and collaboration, but most importantly, provide an avenue for student-to-student cooperation. This HIP allows students to learn and grow from shared knowledge and experiences. Involvement in student organizations should foster personal, academic, professional and social growth. Through this outlet for experiential learning, student organizations should provide students with critical personal and life skills.

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Section 2. RECOGNIZED STUDENT ORGANIZATIONS

2.1 What is an RSO?
The designation of a Recognized Student Organization means that the organization has been approved as a student-led organization in accordance with policies of the Wichita State University Student Government Association, allowing the organization to utilize certain specified University resources to support its approved purpose and mission. At all times the organization must have a WSU faculty or staff advisor and its president must be a WSU student in good standing. All RSOs are managed by Student Involvement, which reserves the right to adjust an organization’s status.

Recognized Student Organizations are those organizations that are sponsored by a university department or entity and are provided with advisors and/or financial support. They are considered part of the University and may use University controlled benefits and resources, such as facilities and equipment, are accountable to the University for compliance with University policies, regulations and rules and may seek funding from the Student Government Association.

2.2 Organization Status

- **Recognized Student Organization (RSO)**
  - A student-led organization with a minimum of five members that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled Wichita State University students.

- **University/Departmental/Community Organization**
  - An organization in which at least fifty (50) percent of the total members are currently enrolled students. This organization is directly funded and supported by a university department or unit and it is clearly defined in a staff member’s job description to advise and oversee operations.

- **Provisional Organization**
  - An organization in its first year of existence or in which less than fifty (50) percent of total members are Wichita State University students. Organizations which violate RSO policy may be placed on provisional status as a sanction.

- **Secondary Organization**
  - An organization in which eighty (80) percent of total members are currently enrolled Wichita State University students but do not pay student fees.

- **Probation**
  - This status is defined by the Office of Student Conduct and Community Standards, in conjunction with Student Involvement. Any organization placed on this status will be immediately transitioned to provisional status and must meet the defined expectations.

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3 Good Standing is defined as an undergraduate student with a minimum cumulative GPA of 2.5 or a graduate student with a minimum cumulative GPA of 3.0. The president of an organization must have at least a 2.5 GPA. There must be no holds on the student's account and no active conduct cases. Any variation from these requirements must be documented in the organization’s file in Student Involvement.
2.3 Classification of RSOs

- **Academic & Professional (A/P)**
  - Organizations related to an academic discipline/college or professional field available at Wichita State University.

- **Cultural/International (C/I)**
  - Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.

- **Community Service (CS)**
  - Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.

- **Departmental (D)**
  - Organizations that receive a majority of their funds from a departmental budget, are advised out of the same department by a staff member whose job description includes the advisor role, and that support the departmental mission and goals.

- **Fraternity/Sorority (F/S)**
  - Organizations affiliated with the Interfraternity Council, Multicultural Greek Council or Panhellenic Council.

- **Governing/Representative Councils (G/R)**
  - Organizations which coordinate and/or govern a specific population or member organization. This classification is only granted by Student Involvement.

- **Graduate Interest (GI)**
  - Organizations solely focused on the advancement and development of graduate students.

- **Honorary (H)**
  - Organizations formed to recognize or honor excellence in a specific field and which have selective membership; i.e. requirements for membership.

- **Political (P)**
  - Organizations affiliated with or promoting a particular party, individual or issue in local, state, national or international politics.

- **Recreational Clubs (RC)**
  - Recreational Clubs are sports-related interest organizations that meet all Recognized Student Organization (RSO) policies and focus around self-exploration for its members. Recreational Clubs are deemed high risk organizations and must have every member sign a waiver absolving Wichita State University, its staff and designees from any liability due to member negligence.

- **Sports Clubs (S)**
  - Organizations established for a competitive recreational purpose. Organizations wishing to obtain Sports Club status must contact Campus Recreation. These organizations are not eligible for RSO funding through Student Government Association other than what is allocated to the Sports Club program. These organizations will also be governed by this Handbook and the Sports Club Manual.
• **Religious (R)**
  o Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.

• **Residence Hall (RH)**
  o Organizations whose members reside in university student housing facilities or their associates.

• **Special Interest (SI)**
  o Organizations promoting or related to a specific, defined interests

• **Deans Advisory Board (DAB)**
  o Organizations whose purpose shall be to act as a liaison between the students and the College’s faculty and administrators. This classification is only granted by Student Involvement after consultation with each respective College.

### 2.4 Benefits of Becoming a Recognized Student Organization (RSO)

Benefits of Becoming a Recognized Student Organization (RSO) Organizations with the status of Recognized Student Organization (RSO) or University/Departmental/Community Organization have:

- Opportunities to apply and use available resources in Student Involvement (SI), including mailboxes, locker, event equipment, workroom and computer workstations.
- Access to leadership development opportunities and resources for individual and organizational development including access to leadership resources, such as books and program guides.
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
- Access to post announcements on university bulletin boards and appropriate campus structures.
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Authorization to utilize the university departments in the management of financial operations. For example: The Office of Research and Technology Transfer, The WSU Foundation and Financial Operations and Business Technology.
- Printing allocation in Student Involvement of $5.00 per month; $.15 for color prints and $.05 for black and white.
- Ability to have posters, brochures and other printed pieces designed (limit 2 items/events per semester per group) by the Rhatigan Student Center (RSC) Graphics Department.
- Access to the button maker in Student Involvement (100 free buttons per semester).
- Access to helium for balloons. The organization must provide the balloons, string and personnel. The first 25 balloons filled (per semester) are free and $.25 each thereafter.
- Connection to other Student Affairs departments and their resources for events and programs.
• Utilization of ShockerSync to send out announcements and manage RSO operations.
• Ability to utilize the Wichita State University (WSU) name and logo in accordance with Visual Standards.
• Assistance from the Assistant Director, Student Involvement (Student Organizations) in starting and maintaining a student organization and consultations to help in organizational development.

Organizations with the status of Provisional Organization have:
• Opportunities to apply and use available resources in Student Involvement (SI), including mailboxes, lockers, event equipment, workroom and computer workstations.
• Access to leadership development opportunities for individual and organizational development including access to leadership resources, such as books and program guides.
• The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
• Access to post announcements on university bulletin boards and appropriate campus structures.
• Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
• Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
• Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
• Authorization to utilize the university departments in the management of financial operations. For example: The Office of Research and Technology Transfer, The WSU Foundation and Financial Operations and Business Technology.
• Printing allocation in Student Involvement of $5.00 per month; $.15 for color prints and $.05 for black and white.
• Ability to have posters, brochures and other printed pieces designed (limit 2 items/events per semester per group) by the Rhatigan Student Center (RSC) Graphics Department.
• Access to the button maker in Student Involvement (100 free buttons per semester).
• Access to helium for balloons. The organization must provide the balloons, string and personnel. The first 25 balloons filled (per semester) are free and $.25 each thereafter.
• Connection to other Student Affairs departments and their resources for events and programs.
• Utilization of ShockerSync to send out announcements and manage RSO operations.
• Ability to utilize the Wichita State University (WSU) name and logo in accordance with Visual Standards.
• Assistance from the Assistant Director, Student Involvement (Student Organizations) in starting and maintaining a student organization and consultations to help in organizational development.

Organizations with the status of Secondary Organization
• Opportunities to use Student Involvement (SI) computer workstations
• Access to leadership development opportunities for individual and organizational development including access to leadership resources, such as books and program guides
• The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances
• Access to post announcements on university bulletin boards and appropriate campus structures
• Utilization of ShockerSync to send out announcements and manage RSO operations.
• Assistance from the Assistant Director, Student Involvement (Student Organizations) in starting and maintaining a student organization and consultations to help in organizational development.
• Secondary Student Organizations are expected to follow the outlined recognition process, policies and requirements to be an RSO contained in the Recognized Student Organization Handbook.

2.6 Expectations & Liability
• RSOs must host meetings on a monthly basis to execute the business of the organization.
• Executive members should keep their advisor(s) knowledgeable about all of the operations of the organization.
• Any officer changes or significant events in the organization must be communicated to Student Involvement.
• Organizations are required to update their constitution every two years to reflect any new requirements by the university and address the needs for efficient operation.
• All organizations must define their decision-making process and keep minutes to show that their constitution and university policies and procedures are being followed.
• All RSOs must utilize Organizational Safekeeping Accounts in the management of their funds. Any group who maintains an outside account must have written permission from Student Involvement.
• All RSOs must utilize ShockerSync for website development to promote their organization. Any group who maintains an outside website must have written permission from Student Involvement.
• RSOs should note that they may be responsible for the action of members if that behavior could be interpreted as representing or being affiliated with the organization. Members and organizations are to note that they are subject to the Student Code of Conduct.
• RSOs are not subject to the provisions or protections of the Kansas Tort Claims Act and should consider purchasing liability insurance for social events or activities which involve risk for personal injury.
• RSOs should note that when traveling or representing the university off campus, the Student Code of Conduct, and university policies and procedures govern the actions of the members.
• Any document, contract or agreement signed by the organization must have the signatures of the advisor, president and/or treasurer.
• It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It therefore, stands that any suspicious activity or questionable behavior should be reported by any member who becomes aware.
• No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.
2.7 **Sanctioned RSO Travel**
Effective April 1st, 2014, any RSO traveling to an activity, whether or not that event is sponsored by the recognized student organization or utilizing university funds or resources, must complete a Sanctioned Travel Form. “Travel” is defined as any time a student organization leaves Wichita for organization-related business. The necessary forms can be accessed through the university website [8.13 / Student Travel](http://wichita.edu/involvement) or by going to wichita.edu/involvement and clicking “Forms and Policies.”

Student organizations should start with the Travel Event Planner and Trip Information forms. These forms will provide information to Student Involvement such as travel logistics, activities, length of travel, funding, contact information and more. After completing these forms, all those traveling on behalf of the organization must fill out a Health and Insurance form. All of these forms must be returned to Student Involvement no later than 10 business days before the scheduled travel. Then, RSOs will be required to turn in a Travel Registration Form to the Vice President for Student Affairs’ (VPSA) Office. The form must be filled out in its entirety and be signed by the group’s advisor. Then, it must be turned in to the VPSA’s office on the RSC 2nd floor for final approval. If all forms are turned in ten days prior to travel and approved by the Assistant Director of Student Involvement, the RSO will be allowed to travel.

Recognized Student Organizations are reminded that travel should generally not be required of the organization's members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Please note students will be held to all institutional policies, state & federal laws while traveling and representing the organization and university. For example, if the RSO, WSU Fun is traveling together for Spring Break, a Travel Form is not needed if they are just going somewhere and the common thread is they are all in the same organization. However, if the group is traveling on Spring Break and attends a conference or conducts a game watch, the Travel Form would be necessary. Student organizations traveling with minors should note that additional approvals will be needed from parents or guardians.

2.8 **Mediation and Reporting of Concerning Behavior**
As a resource to student organizations, Student Involvement can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incidence to the University by ways of Student Involvement. To request mediation of any issue please contact the Assistant Director of Student Involvement.

2.9 **Gender Identity Policy for Recognized Student Organizations**
Student Involvement and its functional areas aim to give support and understanding to individuals who wish to take, or have taken steps, to present themselves as a gender different from their legal sex. Student Involvement recognizes that the period of transition can be very complex and difficult for the individual and wishes to act in a supportive and sensitive way to ease any transition period.

Students are eligible for membership in recognized student organizations, including fraternities or sororities, at Wichita State University based on the gender with which they identify at the time of recruitment. If a student joins a single sex organization and then transitions, at the point the student begins identifying as another gender, they would no longer be part of that single sex organization.
Membership in that organization would be void and the student would be eligible to join another single sex organization appropriate to their gender identity.

Student Involvement aims to create an inclusive, and welcoming culture and learning environment, free from discrimination, harassment or victimization, where all students are treated with dignity and respect in the gender with which they identify and/or present themselves, irrespective of their legal sex.

For questions about this policy, the following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity and Title IX, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186.

2.10 Roster and Membership Updates

The purpose of this new process is not only to aid the University in managing student organization information better, but also to provide organizations with a centralized membership roster that will accurately portray all students participating.

Update organization membership rosters by the announced deadline in winter and spring semesters, respectively.

A. Rosters
   a. On ShockerSync, each organization executive officer must be listed as such. Each organization is required to have a President, Treasurer and On-Campus Advisor. Those three positions must be designated on the organization’s ShockerSync portal.

B. Semester Membership
   a. All Recognized Student Organizations are required to update their ShockerSync portal membership roster each semester by the last business day in September and the first business day in March.
   b. The membership roster should include a minimum five (5) currently enrolled undergraduate and/or graduate Wichita State University students.

C. Changes to Rosters
   a. Roster information must be updated by updating the Rosters tab of the organization's ShockerSync portal throughout the academic year whenever the membership or officers change.

D. Student Involvement will declare organizations with less than five members for two consecutive semesters inactive. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from Student Involvement.

E. Failure to Update Rosters
   a. An organization’s recognition is granted and governed by Student Involvement and the Student Government Association. This recognition may be terminated for failure to update your ShockerSync roster each semester.
Section 3. CHARTERING AND RENEWAL PROCESS

3.1 Guidelines for Chartering
Student Involvement assists students in starting new recognized student organizations that address areas of interest which are not offered through other RSOs. The following steps are required in establishing a new recognized student organization at Wichita State University:

1. Determine name and purpose of the RSO.
   Think about and select the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the WSU community.

2. Check for duplicity.
   Review the list of RSOs at shockersync.wichita.edu to ensure no other organization has a similar name or purpose. If there is another organization with a similar purpose, we encourage you to contact this organization about joining them.

3. Find other interested students.
   Cultivate interest and recruit other students to become members in order to meet the five (5) member minimum requirement. Exceptions can be made and recruitment events, programs or efforts must be approved by Student Involvement.

4. Organization must have a president who is a current WSU student in good standing.

5. Find a full-time faculty or staff advisor (employed by Wichita State).
   Asking someone in person is the best way to approach this step. Think about faculty or staff members whom you have interacted with and feel comfortable talking with. They will be your best choice. If your organization is more skills-based, try to find someone who will be a good resource, teacher or coach. Organizations without an advisor will not be approved. If at any time an advisor resigns, the student group has one month to find a replacement or risks being made inactive.

6. Draft a constitution and fill out the RSO Chartering Form and Advisor Statement.
   Guidelines for creating a constitution as well as a sample constitution can be found in this handbook. Writing the constitution may raise several questions. Attempt to answer the ones you can and save the rest for the meeting with the Assistant Director of Student Involvement. The RSO Chartering Form and Advisor Statement can be found on ShockerSync.

7. Schedule a meeting with the Assistant Director of Student Involvement.
   Call (316) 978-3022, or visit Student Involvement, to set up a meeting. Bring all of the information gathered in steps one (1) through six (6) with you to the meeting. During the meeting you will:
   A. Jointly determine the category of the RSO
   B. Discuss responsibilities and benefits of being an RSO
   C. Review your constitution
   D. Address any questions or concerns
8. Return all required paperwork to Student Involvement including the constitution and the RSO Chartering Form and Advisor Statement. The paperwork will then be passed along to the Student Government Association Senate and be voted upon for recognition as a student organization.

9. Complete the online registration process. Update the organization roster and complete the additional requirements of the process at shockersync.wichita.edu. Please ensure that you indicate if you own or control any off-campus property.

**PLEASE NOTE:** Wichita State University reserves the right to deny the chartering, recognition or continuation of an organization based on their inability to meet guidelines, violation of university policies or inability to maintain good standing.

10. Become a new RSO!
    Once you fully complete all of these steps, your organization will receive a recognition email and will officially become a Provisional Recognized Student Organization at Wichita State University. Congratulations!

11. All Provisional Student Organizations chartered after the Nuts & Bolts Conference must complete a minimum of three (3) Student Organization Workshops in the semester of their chartering.

### 3.2 **Renewal for All Recognized Student Organizations**

All Recognized Student Organizations must…

1. Renew status between April 1 and September 15 each year to receive full RSO benefits. Any group which renews after this time or is chartered during the fiscal year will be on provisional status. Late organizations will only receive provisional status after meeting all the requirements set for the year.

2. Maintain a minimum of five (5) members. Organizations with at least three (3) members can register provisionally. Exceptions can be made by communicating with Student Involvement.

3. Maintain a President who is currently enrolled as a student at Wichita State University in good standing.

4. Not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.

5. Abide by all policies, rules and guidelines of Wichita State University, and Student Involvement in addition to federal, state and local laws.

6. Have no outstanding debts to Wichita State University or affiliated corporations.
7. Have an advisor who is a full time WSU faculty, staff or administrator. If at any time an advisor resigns, the student organization has one month to find a new advisor while on provisional status. If they cannot find an advisor they will be placed on the inactive list.

8. Report use of off-campus facilities. RSOs which use non-campus property (property owned or controlled by the RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, proof of insurance, certificate of building inspection and proof of fire inspection must be provided when registering as a student organization. It is the expectation of Wichita State University that non-campus property will be inspected by the appropriate local and state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August-July.

9. Comply with Wichita State University policies, including the Student Code of Conduct, Section 8.05.

**Required Steps for Renewal each year**

1. Update ShockerSync each year with contact information for primary officers and advisors. Update roster and organization constitution. This should be duly updated if any changes are made. Constitutions must have:
   - The name of the organization.
   - Purpose statement – Goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising the organization.
   - Qualifications of membership – what does it take to be a member of the RSO?
   - A statement that the President must be a WSU student currently enrolled and in good standing.
   - Officer positions and structure – How are the officer positions selected and organized?
   - Ratification date – When did the RSO ratify their constitution?
   - Inclusion of WSU faculty or staff advisor information.
   - Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
   - Information on how to remove a member, officer or advisor from the organization.
   - Officer qualifications and duties.
   - Information on how to amend the constitution.
   - Information on meetings of the organization, how often meetings are held and how meetings are run.
   - Statement defining the specific executives and advisor with signatory power.
   - An anti-hazing statement.

2. Send at least two (2) delegates to Nuts & Bolts Renewal Conference each year in September.
3. Complete all required trainings.
Section 4. SOCIAL FRATERNITIES AND SORORITIES

4.1 Definition
A Fraternity/Sorority is defined as a social, values-based organization. The four pillars that Greek Organizations are built upon are Scholarship, Leadership, Brotherhood/Sisterhood, and Community Engagement. All Fraternities and Sororities at Wichita State University are affiliated with an Inter/National Organization.

Fraternities and Sororities at WSU may select members according to subjective criteria consistent with the University’s nondiscrimination policies and National Headquarters’ guidelines. Fraternities and Sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under the Title IX of the U.S. Education Act of 1972, which requires that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Service Code of 1954.

4.2 Member Expectations
Students at Wichita State University are expected to conduct themselves in a manner supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to members in WSU’s Fraternity and Sorority Life community. Fraternity and Sorority members are expected to:

(a) Acknowledge that the primary purpose for being at Wichita State University is to pursue a higher education and to maintain high academic standards.
(b) Know and understand the ideals and values of the chapter and incorporate them into daily life.
(c) Live their values and operate under the guidance of university, chapter, regional, and national chapter policies.
(d) Continuously support a positive new member education program that is alcohol-free.
(e) Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct and the laws of Kansas.
(f) Adhere to the Student Code of Conduct and the Sexual Misconduct, Relationship Violence, and Stalking Policy for Students.
(g) Conduct themselves as ambassadors for Wichita State University.
(h) Practice bystander intervention when risky behavior is displayed.
(i) While on active status, commit to all financial obligations to chapters and councils
(j) While on active status, commit to attending chapter, council and FSL specific events

4.3 Requirements for Chapter Recognition
Recognition is the process by which Wichita State University determines whether a social Fraternity or Sorority may take advantage of certain privileges within the University. This policy constitutes the University procedure for the conferral or withdrawal of recognition of Fraternities and Sororities. It applies to all social Fraternities and Sororities, whether residential or non-residential.

(a) Full Recognition Requirements:
   a. Registration as a Recognized Student Organization (RSO).
   b. Provide updated Bylaws and Constitution, every two years.
   c. Provide current information on the size of the chapter, membership statistics and names of officers.
d. Submit current proof of general liability insurance, including both a copy of the actual policy of insurance and a Certificate of Insurance evidencing the coverage.

e. Membership Status:
   i. As stated in Section 2.2(1) of this Handbook, a chapter must maintain a minimum of five members
   ii. The chapter president is required to be a student at Wichita State University in good standing, with Wichita State University and their chapter.
   iii. If a chapter falls below the minimum five member the chapter will become an affiliate chapter and will have three semesters to increase chapter size.
      1. If a chapter falls under moratorium and goes below the minimum requirement, the chapter will have two semesters once the ban has been lifted to meet the minimum requirement.
      2. When a chapter surpasses the minimum requirement, the chapter will once again become a fully recognized chapter at Wichita State University.
      3. If a chapter does not meet the minimum requirement after the three semesters, it will no longer be a recognized Greek-lettered organization at Wichita State University.

   (b) Council: Each organization is required to maintain membership with a council in order to be considered a social fraternity or sorority within Fraternity and Sorority Life and Wichita State University. These councils are the:
      a. Interfraternity Council
      b. Multicultural Greek Council
      c. Panhellenic Council

   (c) Benefits of Full Recognition
      a. A Fraternity or Sorority is eligible for the following privileges and benefits as a fully recognized chapter:
         i. Identification of the chapter with Wichita State University and use of the University's name along with, but not in place of, identification with the sponsoring body.
         ii. Eligibility for participation in a self-governing council (Interfraternity Council or IFC, Multicultural Greek Council or MGC, Panhellenic Council or PC) of the Greek system at Wichita State University.
         iii. Eligibility to vote on council matters affecting the community.
         iv. Participation in University membership recruitment/intake programs or separate membership recruitment/intake programs, as articulated and monitored by Student Involvement within the terms of University policies.
         v. Participation in the educational, social and athletic programs and activities of the University which are provided for fraternal organizations.
         vi. Access to and use of University facilities for official functions as approved by the University offices under whose jurisdiction utilization of a particular University facility is regulated and controlled.

   (d) Affiliate Recognition:
      a. Affiliate Recognition constitutes a conditional recognition for a specified period, no longer than two semesters, during which the chapter will be eligible for the Benefits of Full Recognition under this policy, but will not have voting rights within the Council.
      b. Student Involvement will:
i. Notify all levels of the inter/national organization of the status change via email to the executive director and/or inter/national president, regional director, state director, and chapter consultant.

ii. Set up a conference call with the designated inter/national official that directly oversees the chapter.

iii. Set up a meeting with both the on-campus and off-campus advisors.

c. Affiliate Chapter Requirements:

i. Develop and submit a strategic plan that includes the chapter’s goals and action steps to increase chapter membership over the next two semesters.

ii. Increase president one-on-one frequency with Fraternity and Sorority Life staff by meeting at least every two weeks.

iii. Host a recruitment/intake workshop in coordination with the Fraternity and Sorority Life staff.

iv. Complete a status report at the conclusion of the first semester as an affiliate chapter that addresses progress made on the strategic plan.

### 4.4 Chapter Disciplinary Status

The table below outlines the chapter status that results from the outcome of the Student Conduct and Community Standards process and how chapters can operate and function in Fraternity and Sorority Life and Student Involvement under each status. Please note that the below table is simply guidelines and is subject to change at any point during the semester at the discretion of the Assistant Director of Student Involvement.

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<tr>
<th>STATUS</th>
<th>CONDUCT DEFINITION</th>
<th>STUDENT INVOLVEMENT POLICY</th>
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</table>
| Written Warning          | Written Warning – Official notification of unacceptable behavior and violation(s) of Section 8.05/Student Code of Conduct. Any further misconduct may result in more serious disciplinary consequences. | **Fraternity and Sorority Life Fee**  
  - Attend a meeting with Chapter Coach and Council Advisor to discuss violation  

  **Council Notification**  
  - Notification will be issued to the Council |
| Disciplinary Probation   | The chapter is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the resolution body, established by Student Conduct and Community Standards, on a case-by-case basis. Any further violations of University policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student group or organization. | **Fraternity and Sorority Life Fee**  
  - Required to pay semesterly a $5 Fee per person.  

  **Fraternity and Sorority Life Marketing**  
  - Remain on website, brochures, hot cards, and in individual chapter brochure stand.  

  **Fraternity and Sorority Life Training**  
  - Must attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Trainings.  

  **Fraternity and Sorority Life Programming** |
during the probationary period include, but are not limited to: **ability to host a party or philanthropy event**, eligibility to receive any University award or honorary recognition, participation in intramurals, representation of the University and any travel in connection with such representation, participation in recruitment/intake efforts or receipt of a new member class, maintenance of membership or representation of the organization on the governing council, utilization of University facilities/grounds, participation in competitions, or receipt of future institutional funding.

- Eligible to attend all events, including Meet and Greek, New Member Greek Academy, Greek Retreat, Greek Week, All Greek Mixer, HiStory/Kallistei Retreats, Greek Awards Ceremony, and Step Show.
- Eligible for membership in Order of Omega

**Student Involvement Programming**
- Eligible to participate in Shocktoberfest, Songfest, Hippodrome, and Step Show.

**Council Dues**
- Required to pay semesterly council dues per person.

**Council Officers**
- Individual members can serve as officers on the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega.

**Greek Awards**
- Chapters are eligible for chapter awards
- Chapters eligible to be recognized as a silver/gold level chapter but not as a recipient of the Rhatigan Legacy Award for Fraternity Life or Sorority Life.
- Individual members eligible to apply and receive individual Greek Awards.

**Fraternity and Sorority Life Reporting**
- Academics, Philanthropy and Service counted toward Greek Awards.

### Suspension

The chapter is no longer recognized by the University for a designated period of time. During the suspension period, a chapter may not conduct any formal or informal business, or participate in University-related activities, whether they occur on or off campus. This includes, but is not limited to: **ability to host a party or philanthropy event**, eligibility to receive any University award or honorary recognition, participation in intramurals, representation of the University and any travel in connection with such representation.

**Fraternity and Sorority Life Fee**
- Suspended Weeks 1-8: Not Required to pay semesterly $5 Fee per person
- Suspended Weeks 9-16: Required to pay semesterly $5 Fee per person.

**Fraternity and Sorority Life Marketing**
- Chapter information removed from website, brochures, hot cards, and individual chapter brochure in stand.

**Fraternity and Sorority Life Training**
- Will not attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Training.

**Fraternity and Sorority Life Programming**
| Recommendation for Charter Revocation | - Not eligible to attend and participate in events, including Meet and Greek, New Member Greek Academy, Greek Retreat, Greek Week, All Greek Mixer, HiStory/Kallistei Retreats, Greek Awards Ceremony, and Step Show.  
- Not eligible for membership in Order of Omega.  
**Student Involvement Programming**  
- Not eligible to participate in Shocktoberfest, Songfest, Hippodrome. |
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<td><strong>Council Dues</strong></td>
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|                                      | - Suspended Weeks 1-8: Not required to pay semestral council dues per person.  
- Suspended Weeks 9-16: Required to pay semestral council dues per person.  
- Required to pay yearly chapter dues (MGC). |
|                                      | **Council Officers**                             |
|                                      | - Individual members CANNOT attend the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega meetings as a representative of the suspended chapter.  
- Individual members CANNOT serve as officers on the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega. |
|                                      | **Greek Awards**                                 |
|                                      | - Chapters are not eligible for chapter awards  
- Individual members are not eligible to apply and receive individual Greek Awards. |
<p>|                                      | <strong>Chapter Recruitment/Intake</strong>                   |
|                                      | - Chapters cannot conduct recruitment, intake, or new member education. |
|                                      | <strong>Chapter Events</strong>                               |
|                                      | - Chapters cannot host or co-host any events (socials, mixers, formals, semi-formals, date parties, philanthropy events, etc...) |
|                                      | <strong>Fraternity and Sorority Life Fee</strong>             |
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Chapter Operational Guidelines & Expectations

Due to the nature of social fraternity and sorority organizations, there are additional requirements for these organizations at Wichita State University.

(a) President's Meetings: Each chapter president must attend monthly one-on-one meetings with their designated Chapter Coach (i.e. Coordinator of Fraternity and Sorority Life), as well as attend all monthly president's meetings.

(b) President’s Training: In addition to the Nuts and Bolts Conference, each president must attend the semesterly training held at the beginning of each semester.

(c) Rosters: Chapters are required to have the most updated rosters on file with Student Involvement throughout the entire year.
   a. In compliance with the Office of Planning and Analysis, rosters will be submitted four times a year for the assessment of the semesterly FSL Fee, Council Dues, and Grade Report.
      i. The Tuesday of the 3rd week of classes in the Fall
      ii. November 15th
      iii. The Tuesday of the 3rd week of classes in the Spring
      iv. April 15th
   b. Chapters will be provided with the most updated roster at the beginning of each semester to verify with the Fraternity and Sorority Life Staff and throughout the entire semester
   c. All new members and transfer students will be placed on the chapter roster once a membership card (IFC-Red, MGC-Yellow, and PC-Green) has been completed.
   d. Members will be classified on the roster as either active, new member, or inactive.
   e. Roster Change Forms:
      i. Any new member or active member that completes a membership card and either drops, withdraws, or goes inactive must complete the online Roster Change Form via ShockerSync,
      ii. This must be completed by the actual member, if possible, or by the Chapter President, within 48 hours of leaving or going inactive to keep the most updated information on file.
      iii. Members that denote inactive status will remain inactive for one (1) semester and will then be automatically placed back on the active roster the following semester, unless otherwise stated by the Chapter President
   f. Chapter Rosters will be assessed for the FSL Fee, Council Dues, and Grade Report on November 15 (Fall) and April 15 (Spring).
   g. At the conclusion of each semester the chapter must submit a list of graduating seniors and any members that take alumni status to the Fraternity and Sorority Life Office Assistant.

(d) Live-in Chapters: These chapters must submit emergency contact information on a semesterly basis to Student Involvement for all members living in the facility. Organizations will also provide annual copies of fire and property inspections.
(c) Calendar: In order for the organization’s events to be marketed to the Greek and campus communities, all events should be submitted electronically on the Greek calendar by the dates designated by the Fraternity and Sorority Life staff each semester. It is also encouraged for all members of each organization to join the Wichita State Greek Life Facebook group. Events submitted for the calendar must include the following information:
   a. Event Name
   b. Event Date
   c. Event Time
   d. Event Cost, if applicable

(f) Organizations that are not affiliated with any of the above-mentioned councils may not present themselves as members of the WSU Greek community, which includes using terminology such as “Go Greek” or “Greek Life.”

(g) Officers in any FSL organization are expected to complete additional trainings as identified by Student Involvement throughout the year. These trainings will be identified based on community need, previous challenges and campus priorities. These trainings currently include but are not limited to:
   a. Care Team training
   b. Title IX training
   c. Diversity and Inclusion training
   d. Mental Health First Aid or equivalent
   e. Standard Board/Accountability training

4.6 Procedures for Membership Recruitment/Intake
To conduct intake/recruitment all chapters must be in good standing with WSU and abide by the following guidelines to ensure processes are efficient and meet best practices.

- Formal recruitment events for the Panhellenic Council will be single-gender events with the exception of university staff or their designees.
- All Recruitment/Intake events will be alcohol-free
- All Recruitment/Intake activities and events will take place on campus when possible. On or Off-campus events must be registered and approved via ShockerSync
- All members of recognized Greek organizations must be registered students at Wichita State University
- All organizations must be in compliance with their policies, locally, nationally and/or internationally to be eligible to participate in recruitment/intake.
- All organizations’ new member classes must meet as a group with the Fraternity and Sorority Life staff that directly advises the chapter before new member education may begin to discuss expectations and policies.
- For IFC Organizations and Panhellenic Organizations participating in Continuous Open Bidding, signed bid cards must be turned into Student Involvement no later than 72 hours after they are signed.
- All organizations within the Multicultural Greek Council, including members of the National Pan-Hellenic Council, must follow the Intake Policy as set forth by Fraternity and Sorority Life Staff
  o At all times, chapters are required to explicitly follow the Membership Intake Program developed and disseminated by their respective (Inter) National Headquarters.
All MGC chapters are responsible for educating undergraduate and graduate members regarding all intake policies, procedures, and appropriate activities.

Initiation of the chapter intake process is “open,” where chapters may choose any time throughout the calendar year to begin the process with candidates, provided they have sought and received proper approval from the respective (Inter) National Headquarters. The process should start and end in the same semester, unless approval has been granted by both the (Inter) National office and the Chapter Coach (i.e. Fraternity and Sorority Life staff).

When a chapter plans to conduct intake, the following must be completed with Student Involvement:

- Notify Chapter Coach (i.e. Fraternity and Sorority Life Staff) of their intent to conduct intake by completing and submitting the MGC Intake Form, located on ShockerSync, by September 1 in the fall semester and February 1 in the spring semester. All fields of the document must be fully completed and signed by the chapter president, on-campus advisor, AND off-campus advisor. Incomplete forms WILL NOT be accepted by Fraternity and Sorority Life.
- Notify Fraternity and Sorority Life of the selection of candidates by submitting the Yellow MGC Membership Cards found in Student Involvement within seven (7) calendar days of distributing bids or receiving approval from your (Inter) National Headquarters. This cannot be done any later than midterm (End of the 8th Week of Classes) unless approved by Fraternity and Sorority Life.
- Intake programs may begin once the yellow membership cards are submitted and an intake meeting with the Fraternity and Sorority Life has been conducted.

Any chapter wishing to host a presentation of their new members must follow the university space reservation procedures and inform Fraternity and Sorority Life staff through the completion of the MGC Chapter Membership Intake Form. Presentations must be completed in the same semester as intake.

For chapters who meet the above requirements, the Fraternity and Sorority Life staff agrees to keep all intake information confidential until the program is completed by the chapter and the new members have completed a new member presentation.

To articulate the policies of Wichita State University and Student Involvement, a Fraternity and Sorority Life staff member must attend a meeting with the prospective members. This meeting must be scheduled with Fraternity and Sorority Life at least seven (7) calendar days prior to the beginning of the new member intake process through the completion of the MGC Chapter Membership Intake Form. The Intake process will be halted until the intake meeting takes place.

Chapters failing to meet these requirements, and/or failing to notify Fraternity and Sorority Life prior to the Intake process are subject to sanctions.

New Member Presentation

- If chapters decide to host a new member presentation, it must be done the same semester that the intake process was held.
- The dates for new member presentations must be turned in with the intake forms in order to prevent any overlap in dates of other chapters.

Initiation Policy
The initiation of new members must take place during the same semester as their new member education process.

It should be noted that if a student has been initiated into any WSU chapter in the FSL community they are ineligible for membership in another organization in the FSL community on WSU’s Campus, unless the individual falls under the Title IX and Gender Identity Policy.

If a student is initiated into a FSL organization at another campus, it is up to the discretion of the organization to consider the Potential New Member (PNM) for membership. This should only be considered after proof of membership cancellation has been provided.

Any organization conducting intake or recruitment must submit a detailed schedule of new member education to the Fraternity and Sorority Life staff by September 1 and February 1.

4.7 Title IX and Gender Identity Policy

Title IX of the Education Amendments of 1972 protects all people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Student Involvement and its functional areas aim to give support and understanding to individuals who wish to take or have taken steps, to present themselves as a gender different from their legal sex. Student Involvement recognizes that the period of transition can be very complex and difficult for the individual and wishes to act in a supportive and sensitive way to ease any transition period.

Students are eligible for membership in recognized student organizations, including fraternities or sororities, at Wichita State University based on the gender with which they identify at the time of recruitment. If a student joins a single sex organization and then transitions, at the point the student begins identifying as another gender they would no longer be part of that single-sex organization. Membership in that organization would be void and the student would be eligible to join another single-sex organization appropriate to their gender identity.

Student Involvement aims to create an inclusive, gender-friendly culture and learning environment, free from discrimination, harassment or victimization, where all students are treated with dignity and respect in the gender with which they identify and/or present themselves, irrespective of their legal sex.

For questions about this policy, the following person has been designated to handle inquiries regarding nondiscrimination policies: Director of Equal Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186

4.8 Hazing

Hazing is defined as any act or action which has the potential to endanger the mental or physical health or safety of any individual as it relates to an individual’s initiation, admission into, or affiliation with any student group or organization. It is not necessary that a person’s initiation or continued membership is contingent upon participation in the activity, or that the activity was
sanctioned or approved by the student group or organization, for a charge of hazing to be upheld. The actions of alumni, active, new, and/or prospective members of a student group or organization may be considered hazing. Hazing is not confined to the student group or organization with which the individual subjected to the hazing is associated. Allegations of hazing are considered under the reasonable person standard. Hazing includes:

a. Acts that endanger the physical health or safety of an individual including, but not limited to, whipping, beating, paddling, caning, forced calisthenics, forced consumption of alcohol, drugs, food, or any other substances, exposure to the elements, sleep deprivation, kidnapping, abandonment, forced or coerced poor hygiene, or mutilation or alteration of parts of the body.

b. Acts that endanger the mental health or safety of an individual including, but not limited to personal servitude, forced or coerced exclusion from social contact, forced or coerced wearing of apparel which is conspicuous, out of character, and/or inappropriate, line-ups and berating, morally degrading behavior, or conduct that demeans, disgraces, degrades, humiliates, or embarrasses an individual.

c. Acts that interfere with an individual’s academic attendance, performance or other obligations including, but not limited to, religious or employment responsibilities.

d. Acts that explicitly or implicitly encourage or require participation in activities that would constitute a violation of law or University policy.

Every organization in the FSL community should have a non-hazing statement or equivalent in their bylaws for operation. See sample below:

NON-HAZING STATEMENT
This organization will not conspire to engage in hazing, or commit any act or action which has the potential to endanger the mental or physical health or safety of any individual as it relates to an individual’s initiation, admission into, or affiliation with any student group or organization. Said acts are considered hazing regardless of an individual’s willingness to participate in the activity. This organization is in accordance with all university policies regarding hazing, including the Wichita State University Student Code of Conduct and the Kansas Hazing Law Statute 24-5418.

4.9 Academic Performance Standards
It is imperative that fraternities and sororities remember that education is the primary purpose of attending Wichita State University. Fraternities and sororities who sustain this commitment do so by exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential. Commensurate with this ideal, Student Involvement has established academic performance standards for all social fraternities and sororities.

(a) Grade Release Form: As a condition of membership in a recognized fraternity or sorority, each member is required to sign a bid card authorizing the release of grades to the Student Involvement Office for the purpose of monitoring the academic performance of chapters and members and other appropriate purposes. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, and inter/national headquarters, but may not be re-released by them.

(b) Minimum GPA Standards:
   a. New Member: As a minimum standard a potential new member must have a cumulative college GPA or high school GPA (in the case of new freshmen) of at
least a 2.50/4.0. If a student’s GPA falls below the 2.50 minimum, they will be ineligible to participate in a recruitment/intake cycle until their GPA surpasses the requirement.

b. Current Member: As a minimum standard, a fraternity or sorority member must maintain a cumulative GPA and semester GPA of at least a 2.50.

c. Chapter: As a minimum standard, a fraternity or sorority must have an average cumulative GPA of at least a 2.50. Those organizations that fall below a 2.50 will be subject to loss of privileges until their GPA meets or exceeds the minimum standard.

(c) Academic Improvement
a. Current Members:
   i. Individual chapter members that fall below a 2.50 GPA must meet with the council advisor to develop and submit a strategic plan designed to significantly improve their academic performance.

b. Chapter:
   i. Chapters that fall below a 2.50 GPA will be placed on an Academic Evaluation status and will be required to adhere to an academic improvement plan developed by Fraternity and Sorority Life staff.
   ii. Chapters that fall below a 2.00 GPA will be placed on Academic Probation.
      1. Academic Probation Sanctions:
         a. Required to meet with a council advisor, on-campus advisor, and off-campus advisor to develop and submit a strategic plan designed to significantly improve their academic performance.
         b. Chapters will not be able to host social events or participate in intramurals, Shocktoberfest/Songfest, Hippodrome or Council events.
         c. Must host an academic programming workshop hosted by a campus official.
   iii. Significant improvement can be defined as meeting and/or exceeding the minimum requirements of chapters.
   iv. If significant progress is not made, the chapter may lose recognition at Wichita State University.

4.10 Expansion/Extension Policies and Procedures
The following shall serve as a guide for individuals and organizations interested in forming a university-recognized social fraternity or sorority at Wichita State University. For the purpose of this document, “expansion/extension” shall refer to:

(a) Any local social organization wishing to become recognized as a fraternity or sorority at Wichita State University, and

(b) Recruitment of new students for chartered organizations that have been granted colonization status by the University.

(c) Panhellenic Council
   a. Extension
      i. Extension is the addition of a National Panhellenic Conference chapter to the Panhellenic community at Wichita State University.
      ii. National Panhellenic Conference (NPC) Extension Committee
         1. The NPC Extension Committee serves as a clearinghouse for college and university, Panhellenic and individual sororities in the area of
extension. The Extension Committee chairperson is always available to advise and assist.

iii. The Panhellenic Council at Wichita State University is required to follow all additional policies and procedures in conjunction with the National Panhellenic Conference Manual of Information.

(d) Interfraternity Council
   a. Expansion
      i. Expansion is the addition of a single-gender male chapter that is not categorized as multicultural, or that are affiliated with the North-American Interfraternity Conference or associated groups to the Interfraternity community at Wichita State University.
      ii. The Interfraternity Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.

(e) Multicultural Greek Council
   a. Expansion
      i. Expansion is the addition of a culturally-based or National Pan-Hellenic Council chapter to the Multicultural Greek Council community at Wichita State University
      ii. The Multicultural Greek Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.

The University will only recognize those organizations that will contribute positively to the overall experience of students, will espouse values and ideals that are consistent with the University mission, will promote and uphold all University policies, procedures, and expectations, and will assure through human and financial resources, the ability to achieve success and high ideals.

(a) Open for Expansion/Extension
   a. A recommendation for expansion/extension will be made to the appropriate council executive board by the Assistant Director of Student Involvement and Fraternity and Sorority Life staff after discussing the feasibility of expansion/extension with alumni and appropriate university officials reviewing the:
      i. FSL Growth and Strategic Plan
      ii. Growth of the University population
      iii. University demographic data
      iv. Sustainability and status of current chapters
   b. The executive board will discuss the opportunity to open expansion/extension and, if approved, the council officer responsible for recruitment/intake will sponsor a motion to open expansion/extension to the full council.

(b) Expansion/Extension Exploratory Committee
   a. If the motion to open expansion passes through the full council, an expansion/extension exploratory committee will be established to review interest of inter/national organizations and to coordinate the process.
      i. The Panhellenic Extension Committee must include the following positions:
         1. Assistant Director of Student Involvement, chair
         2. Coordinator of Fraternity and Sorority Life (Council Advisor)
         3. One (1) representative per active chapter (either undergraduate student or alumni)
4. One (1) University employee affiliated within Panhellenic
5. One (1) University employee affiliated outside of Panhellenic
6. The Panhellenic President, non-voting and Committee’s Assistant

ii. The Interfraternity Expansion Committee must include the following positions:
   1. Assistant Director of Student Involvement, chair
   2. Coordinator of Fraternity and Sorority Life (Council Advisor)
   3. One (1) representative per active chapter (either undergraduate student or alumni)
   4. One (1) University employee affiliated within IFC
   5. One (1) University employee affiliated outside of IFC
   6. The Interfraternity Council President, non-voting and Committee’s Assistant

iii. The Multicultural Greek Council Expansion Committee must include the following positions:
   1. Assistant Director of Student Involvement, chair
   2. Coordinator of Fraternity and Sorority Life (Council Advisor)
   3. One (1) representative from each affiliation based group of chapters (i.e. one NPHC, one Latina/o representative, one Asian fraternity/sorority representative, etc.)
   4. One (1) University employee affiliated within MGC
   5. One (1) University employee affiliated outside of MGC
   6. The Multicultural Greek Council President, non-voting and Committee’s Assistant

b. This committee will submit a letter of interest to inter/national affiliated Greek-letter organizations, inviting them to submit a letter of interest to the Assistant Director of Student Involvement

c. The committee will send notice to inter/national chapters that have met the guidelines below for inter/national organizations. Special consideration may be given to Greek organizations previously colonized and/or chartered at Wichita State University who have previously withdrawn but remain in good standing.
d. Once materials have been collected, the committee will invite up to three inter/national Greek-letter organizations to make campus presentations. These presentations should include information on the following subjects:
   i. Services available to undergraduate members of the inter/national Greek organization;
   ii. Specific, unique reasons why the organization would enhance the Greek community at Wichita State University;
   iii. Why the organization should be allowed to colonize at Wichita State University;
   iv. New Member Education Program timeline and curriculum
   v. Details of the membership development program.
   vi. The presentation should also detail policies related, but not limited to, the following:
      1. Academic Achievement and Scholarship
      2. Alcohol Abuse
      3. Substance Abuse
      4. Hazing
5. Health Issues
6. Sexual Harassment, Assault, and Rape
7. Legal Liability
8. Risk Management
9. Financial resources, support, and commitment
10. Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Wichita State University
11. Timetable, guidelines, and requirements for colonization and chartering.

c. Once all campus presentations have concluded, the Expansion/Extension Committee will issue a recommendation to the appropriate council for one of the organizations to colonize at Wichita State University.
   i. The appropriate council shall conduct their vote following procedures in their governing By-laws to accept the recommendation.
   ii. Once the vote has been cast, the Council President shall notify the Assistant Director of Student Involvement and jointly will issue a formal invitation to the new chapter.

(c) Local Greek-Letter Organization Expansion and Recognition Procedures
   a. Any group of students at Wichita State University who wish to establish an organization under the category of “fraternity or sorority,” which is not affiliated in any way with a national or international Greek-letter organization, must follow the procedures outlined below prior to receiving recognition by the University.
      i. All members of a local Greek-letter organization must be full-time students of Wichita State University, in good standing.
      ii. Organizations wishing to maintain single-sex membership must obtain tax-exempt status with the Federal Government.
      iii. An organization must be a Recognized Student Organization (RSO) and follow all policies and procedures associated with that process.
         1. Local, national, and international chapters are required to abide by the policies and procedures outlined in Student Involvement’s Student Organization Handbook. Failure to meet minimum standards may result in removal of University recognition.
         2. Local chapters must be affiliated with one Greek Governing Council according to its type (i.e. Interfraternity Council, Multicultural Greek Council, or Panhellenic Council). A vote in that Governing Council must take place to determine whether the local chapter will be permitted membership. An affirmative vote will result in immediate Associate Membership in the council and the privileges associated therein; a negative vote would deny the local chapter permission to function as a social Greek-letter organization on campus.
         3. Local organizations, as with national and international organizations, must provide proof of liability insurance of no less than $1 million coverage.

(d) National Greek-Letter Organization Expansion and Recognition Procedures
   a. Preference will be given to Greek-letter organizations submitting a letter of interest that is a member of the National Panhellenic Conference, National Pan-Hellenic Council, National Interfraternity Council, National APIA Panhellenic Association, or National Association of Latino Fraternal Organizations.
b. No contact with potential new members may be established prior to receipt of an inter/national Greek-letter organization’s letter of interest.

c. The organization’s letter of interest should be accompanied by a packet of materials, which include the following:

i. Section 1: HISTORY AND VALUES
   1. A brief outline of the inter/national history, values, structure of governance

ii. Section 2: ORGANIZATION GROWTH
   1. Inter/national chapter growth including a number of new chapters, recolonized chapters and disbanded chapters, average chapter size, average chapter GPA.

iii. Section 3: PROGRAMS
   1. New Member Education Program timeline and curriculum
   2. Policies and procedures for academic and scholarship programs
   3. Policies and procedures on educational programming on the subjects of hazing, alcohol and other drug abuse, health education, sexual harassment and sexual assault;
   4. Membership Development Programs and Objectives
   5. Leadership Development Programs and Objectives

iv. Section 4: CHAPTER SUPPORT
   1. An outline of provisions of support for the proposed new colony to be established at Wichita State University, including the number of alumni within a one hundred (100) mile radius and a list of chapters in close proximity to Wichita State University.
   2. Information pertaining to the organization, colonization, and chartering procedures.

d. Greek-letter organizations may not be permitted to colonize until these guidelines are followed.

e. If an organization is issued an invitation of colonization, that inter/national organization must submit a written timeline and guidelines of expansion program through the chartering process, which also includes financial obligations of first-year members. A deadline must be established for chartering.

f. No recruitment efforts may begin until Wichita State University receives and approves these written materials. A final approval including the start date for colonization efforts must come from Student Involvement. An immediate withdrawal from campus is required of any colonized organization that does not meet its chartering deadline, including not reaching:

i. The five-person minimum to become a chapter in the Multicultural Greek Council, or

ii. The council chapter average size for the Interfraternity Council and Panhellenic Council set by each Council

g. All University recognition procedures, as outlined by Student Involvement and the Student Government Association, must be followed and successfully completed. All inter/national Greek organizations wishing to colonize at Wichita State University must require, as written in their constitution and bylaws, campus recognition for a charter to be awarded. Should removal of such campus recognition occur, the inter/national organization must remove the charter and withdraw from campus?
h. Any inter/national Greek organization requesting colonization or chartering at Wichita State University must be an organization in good standing of all risk management and liability policies or have proof of current liability insurance.

i. All questions regarding expansion procedures should be directed to Student Involvement.

4.11 Chapter Facilities Environmental Health and Safety

The following shall serve as a guide when addressing any local, state or federal entity that conducts a safety or wellness inspection at any chapter residential facility owned and operated by an officially recognized Fraternity or Sorority at Wichita State University.

A. Notification of Violations

I. When any local, state or federal entity conducts a safety or wellness inspection at any chapter residential facility, the entity will notify the Wichita State University Department of Environmental Health and Safety of any violations and an appropriate deadline for the violations to be addressed (see 4.11 C)

   i. The payment of any and all fines issued by a local, state or federal entity resulting from violations reported in a safety or wellness inspection are the sole responsibility of the owners of the chapter residential facility.

II. Upon the receipt of a notification of violations and appropriate deadlines for the violations to be addressed, the Wichita State University Department of Environmental Health and Safety will notify the Assistant Director of Student Involvement responsible for Student Organizations (hereafter referred to as Assistant Director of Student Involvement) who will work with Fraternity and Sorority Life staff to communicate the violations and timelines to the chapter leadership, chapter advisors, and if applicable, the chapter organization(s) responsible for the management of the chapter residential facility (i.e. House Corporation).

III. Once all pertinent parties have been notified of the violations as reported by the local, state or federal entity, the Wichita State University Department of Environmental Health and Safety, the Assistant Director of Student Involvement, Fraternity and Sorority Life staff and chapter leadership will meet within ten (10) business days to develop and initiate an action plan to address the violations.

B. Notification of Compliance

I. Once violations have been addressed, the chapter is responsible for communicating compliance to the Wichita State University Department of Environmental Health and Safety and the Assistant Director of Student Involvement or designee from Fraternity and Sorority Life.

II. The Wichita State University Department of Environmental Health and Safety will review the violations, confirm compliance, and will notify the appropriate local, state or federal entity of compliance.

C. Timeframe of Compliance

I. Unless specifically noted to be completed within a shorter, specified time frame, violations must be completely addressed within 30 days from the date the violation was issued.

II. Should a chapter be unable to address the violations within 30 days from the date the violation was issued, the chapter leadership must provide Wichita State University
Department of Environmental Health and Safety and the Assistant Director of Student Involvement or designee from Fraternity and Sorority Life with a plan of action to remedy the violations.

III. A chapter may request that Wichita State University Department of Environmental Health and Safety make the necessary steps to address the reported violation.
   i. The cost of all materials and labor will be the sole responsibility of the owners of the chapter residential facility.
   ii. Failure to pay for work completed by Wichita State University Department of Environmental Health and Safety to address report violations will result in, but is not limited to:
       1. a referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies
       2. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment
       3. a referral to Wichita State University Accounts Receivable for the collection of the debt

D. Failure to Comply
   I. Failure to address the violations within an approved timeframe, with or without communication to the Wichita State University Department of Environmental Health and Safety and the Assistant Director of Student Involvement or designee from Fraternity and Sorority Life may result in, but is not limited to, any or all of the following:
       i. a shutdown of the property by the local, state or federal entity
       ii. the referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies
       iii. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment.
Section 5: CONSTITUTIONAL REQUIREMENTS

5.1 What is a constitution?
A constitution is a document that describes an organization and how it operates. All attempts should be made to articulate all the variables, which may affect the operation of the organization. Please email student.orgs@wichita.edu for a Sample RSO Constitution.

5.2 Constitution Guidelines
A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group. Every organization is required to have a constitution on file. Newly ratified constitutions must be submitted to Student Involvement via ShockerSync. Below is a list of both required and recommended components for RSO constitutions.

5.3 Required Items
- The name of the organization
- Purpose Statement
  - Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
- Qualifications of membership
  - What does it take to be a member of your RSO?
- State that the President and Executive members must be a WSU student currently enrolled in good standing.
- Officer position and structure
  - How are your officer positions selected and organized?
- Ratification date
  - When did you ratify your constitution?
- Inclusion of WSU faculty or staff advisor information
- Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
- How to remove a member, officer or advisor from the organization
- Officer qualifications and duties
- How to amend the constitution
- How often meetings are held and how they are run
- Statement defining specific executives and advisor with signatory power
- Non-hazing Statement

5.4 Roles and Responsibilities of an Executive Board
Just as advisors have specific roles and responsibilities within the organization, so do the executive board members. It is important for officers to understand these roles and responsibilities in order to better serve the organization. These roles can include, but are not limited to, the following:

President
- Preside at organization meetings
- Facilitate executive board meetings
Student Organization and Advisor Handbook

- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

Vice President

- Preside at organization meetings in the absence of the President
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the President

Treasurer

- Prepare organizational budget
- Prepare budget/fee requests for Student Government Association
- Audit books twice per term with advisor
- Maintain a financial history of the organization
- Inform executive board of all financial matters
- Coordinate fundraisers
- Make quarterly reports of all receipts and disbursements
- Perform other duties as directed by the President

Secretary

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the President for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and email directory of all members
- Reserve meeting rooms for the term and year
- Gather and document historical information pertinent to the RSO
- Perform other duties as assigned by the President

On the following pages, you will find a SAMPLE constitution. Use the sample as a guide to create your own constitution.
Section 6. PARLIAMENTARY PROCEDURE

What is Parliamentary Procedure?
Parliamentary procedure is a set of rules for conducting meetings. It allows everyone to be heard and to make decisions without confusion. There are two recommended means of conducting a meeting: Robert's Rules of Order & the Consensus Model. Students may decide what form of governance is used for the operation of their organization, but this must be clearly documented.

6.1 Abridged Version of Robert's Rules of Order
Today, Robert's Rules of Order, Newly Revised Edition 12 is the basic handbook of operation for most clubs and organizations. Robert's Rules can be found in most libraries or online. The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rules of Order, which may be helpful for Organizations that need a degree of normality in conducting business.

The Motion
You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc.

Introduce the motion by saying, “I move that…” followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the group is interested.

The Amendment
Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion that has been made, but want to make some changes before it is adopted.

Amending the Amendment
Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Substitute Motion
The substitute motion is sometimes used when there is a motion and two amendments on the floor in order to save time in the meeting. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair.

Note: If you disagree with a motion or an amendment, you do not defeat it by trying to change the context of the motion through amendment. You speak against the motion or amendments and urge the membership to vote against them. Then new motions calling for a different action may be made and considered.

Speaking on Motions and Amendments
When you want to speak at a meeting, you raise your hand and ask the chair (often the organization’s president) for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendment being considered.

When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:
1. The President/Chair should show preference to the one who made the motion.
2. A member who has not spoken has first choice over one who has already spoken.

If the chairperson knows the opinions of members discussing the measure, they should alternate between those favoring and those opposing it.

**Motion to the Table**
If you wish to postpone or end debate on an issue, you may make a motion to table the motion. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the chair. The chair may discuss the reason for tabling with the member.

**Calling a Question**
In order to speed up the meeting and eliminate unnecessary discussion, a member can “call the question.” The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

**Voting**
Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of yays and nays. Only members present at the time may vote unless the rules of the organization allow for proxy or absentee ballots. Quorum must be met to conduct business.

A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality (75% or more) is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

**When the President Can Vote**
Assuming that the chairperson is a member of the organization, they have the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, they should vote only when it will change the outcome; for example in the case of a tie.

**Point of Information/of Order**
If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may raise to ask the chairman for a point of information. After you are recognized, ask for the explanation which you desire.

If you disagree with any of the chair’s rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.
6.2 Consensus Decision-Making

Consensus decision-making is a group decision-making process that seeks the consent, not necessarily the agreement, of participants and the resolution of objections. Consensus is defined by Merriam-Webster as, first, general agreement, and second, group solidarity of belief or sentiment. It is used to describe both the decision and the process of reaching a decision. Consensus decision-making is thus concerned with the process of reaching a consensus decision, and the social and political effects of using this process.

Please Note: Consensus should not be confused with unanimity or solidarity.

Objectives
As a decision-making process, consensus decision-making aims to be:

- **Agreement Seeking:** A consensus decision-making process attempts to help everyone get what they need.
- **Collaborative:** Participants contribute to a shared proposal and shape it into a decision that meets the concerns of all group members as much as possible.
- **Cooperative:** Participants in an effective consensus process should strive to reach the best possible decision for the group and all of its members, rather than competing for personal preferences.
- **Egalitarian:** All members of a consensus decision-making body should be afforded, as much as possible, equal input into the process. All members have the opportunity to present, and amend proposals.
- **Inclusive:** As many stakeholders as possible should be involved in the consensus decision-making process.
- **Participatory:** The consensus process should actively solicit the input and participation of all decision-makers.

Decision Rules
The level of agreement necessary to finalize a decision is known as a decision rule. Possible decision rules for consensus vary within the following range:

- Unanimous agreement
- Unanimity minus one vote
- Unanimity minus two votes
- Super majority thresholds (90%, 80%, 75%, 2/3, and 60% are common).
- Executive committee decides
- Person-in-charge decides

Some Organizations require unanimous consent (unanimity) to approve group decisions. If any participant objects, he can block consensus according to the guidelines described below. These Organizations use the term consensus to denote both the discussion process and the decision rule. Other Organizations use a consensus process to generate as much agreement as possible, but allow decisions to be finalized with a decision rule that does not require unanimity.

Process
There are multiple stepwise models of how to make decisions by consensus. They vary in the amount of detail the steps describe. They also vary depending on how decisions are finalized. The basic model involves

- collaboratively generating a proposal,
- identifying unsatisfied concerns, and then
• modifying the proposal to generate as much agreement as possible.
After a concerted attempt at generating full agreement, the group can then apply its final decision
rule to determine if the existing level of agreement is sufficient to finalize a decision.

Consensus Decision-Making with Consensus Blocking
Organizations that require unanimity commonly use a core set of procedures depicted in the above
flow chart. Once an agenda for discussion has been set and, optionally, the ground rules for the
meeting have been agreed upon, each item of the agenda is addressed in turn. Typically, each
decision arising from an agenda item follows through a simple structure:

- **Discussion of the item:** The item is discussed with the goal of identifying opinions and
  information on the topic at hand. The general direction of the group and potential proposals
  for action are often identified during the discussion.
- **Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue
  is presented to the group.

**Call for consensus:** The facilitator of the decision-making body calls for consensus on the
proposal. Each member of the group usually must actively state their agreement with the proposal,
often by using a hand gesture or raising a colored card, to avoid the group interpreting silence or
inaction as agreement.

- **Identification and addressing of concerns:** If consensus is not achieved, each dissenter
  presents his or her concerns on the proposal, potentially starting another round of
  discussion to address or clarify the concern.
- **Modification of the proposal:** The proposal is amended, re-phrased or reordered in an
  attempt to address the concerns of the decision-makers. The process then returns to the call
  for consensus and the cycle is repeated until a satisfactory decision is made.

Roles
The consensus decision-making process often has several roles which are designed to make the
process run more effectively. Although the name and nature of these roles varies from group to
group, the most common are a facilitator, a timekeeper, an empath and a secretary or notes taker.
Not all decision-making bodies use all of these roles, although the facilitator position is almost
always filled, and some Organizations use supplementary roles, such as a Devil's advocate or greeter.
Some decision-making bodies opt to rotate these roles through the group members in order to build
the experience and skills of the participants, and prevent any perceived concentration of power.

The common roles in a consensus meeting are:

- **Facilitator:** As the name implies, the role of the facilitator is to help make the process of
  reaching a consensus decision easier. Facilitators accept responsibility for moving through
  the agenda on time, ensuring the group adheres to the mutually agreed-upon mechanics of
  the consensus process, and, if necessary, suggesting alternate or additional discussion or
decision-making techniques, such as go-arounds, break-out organizations or role-playing.
  Some consensus organizations use two co-facilitators. Shared facilitation is often adopted to
diffuse the perceived power of the facilitator and create a system whereby a co-facilitator can
  pass off facilitation duties if he or she becomes more personally engaged in a debate.

- **Timekeeper:** The purpose of the timekeeper is to ensure the decision-making body keeps
  to the schedule set in the agenda. Effective timekeepers use a variety of techniques to ensure
the meeting runs on time, including giving frequent time updates, ample warning of short time, and keeping individual speakers from taking an excessive amount of time.

- **Empath or 'Vibe Watch':** The empath, or 'vibe watch' as the position is sometimes called, is charged with monitoring the 'emotional climate' of the meeting, taking note of the body language and other non-verbal cues of the participants. Defusing potential emotional conflicts, maintaining a climate free of intimidation and being aware of potentially destructive power dynamics, such as sexism or racism within the decision-making body, are the primary responsibilities of the empath.

- **Note taker:** The role of the note taker or secretary is to document the decisions, discussion and action points of the decision-making body.
Section 7. RECRUITMENT AND RETENTION OF MEMBERS

7.1 Recruitment

The key to an outstanding organization is excellent members. Recruitment of new members should be an ongoing goal of an organization. All members of an organization should help with recruitment.

Know your Organization

Potential members know nothing about your organization. They are relying on current members, who are knowledgeable, to answer their questions. You need to clearly present who you are and what you do. A simple fact sheet with the following information may be helpful:

- Organization’s purpose
- Past successes
- Types of activities
- Future plans
- Expectations of members
- Benefits to members

Develop a Recruitment Plan

You should attempt a variety of ways to attract members. Know what types of people you want to recruit for your organization. As you develop a recruitment plan consider the following questions:

- **WHO?** Are there any specific types of students you want to reach? Is there any set of criteria one must meet to belong to your organization? Publicize to the population you want joining your organization.
- **WHAT?** What is your goal? How many students do you want in your organization? Make sure to set a reachable goal.
- **WHEN?** When are you going to recruit? Recruitment is a full-time commitment. All members of your organization should be involved. While recruitment is ongoing, fall is the best time to recruit new members.
- **WHERE?** Where is your target population located? Where you are going to recruit is determined by who you are recruiting.
- **HOW?** Have your members discuss all the ways in which they were attracted to join. Everyone has a different reason why they joined.

Other things to keep in mind while recruiting:

- Know what sets your organization apart from the others. What makes it special?
- Escort people to their first meeting. Remember, it can be intimidating to meet with a new group for the first time!
- Make a good first impression. Help new members feel like they are a part of the organization.
- Get their attention! Use different marketing techniques to sell your organization. Be creative.

7.2 Retention
A goal for any organization is to keep their members. Retention of members is an ongoing, daily process. You are not going to please everyone and occasionally a member may decide that the organization is not a good match or they simply want to experience another type of involvement. Here are a few ideas to keep your members interested and excited.

**Orientation**
The faster they get to know what the organization does, the sooner they will become effective, contributing members. Have a special orientation for new members. Help them get to know the organization and what is expected of them as members. Fit jobs to people, not people to jobs. Individuals have different talents. Let them do a job they are going to like and succeed at. Get them involved right away. Give them responsibility.

**Rewards**
Positive reinforcement is very important to maintain motivation, both for individuals and the group. Have social gatherings as a reward for accomplishing your goals. Make the organization a fun, positive environment.

**Group Relations**
Get to know new members, not just as members, but as friends. A big reason people join organizations is to meet others. Listen to everyone's ideas and opinions. Treat each member equally.

**Teambuilding**
Social events, retreats, icebreakers and team builders are a great way to make the organization stronger.

**Feedback**
When a member does leave the group, ask if your group could be granted an "exit interview." Conduct the conversation in a low-key, friendly manner and discuss the reasons why the individual is leaving. Departing members may give you excellent information to improve your organization.

### 7.3 Student Organizations Personal Identifiable Data Request Policy

Any Recognized Student Organization may request student information once a semester for the purpose of recruitment and membership development. The Registrar's Office will not release data that can identify a student or employee without the expressed approval from Student Involvement and the university divisional owner of such data. For this purpose, student organizations interested in getting student data may request the information by completing an Office of Planning and Analysis (OPA) Personal Identifiable Data Request Form and submitting it to the Assistant Director of Student Involvement who will be responsible for approving all requests and submitting it accordingly. Personal identifiable data (PID) includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing and test scores, employment status and aggregate data in which cell counts are low enough to make it possible to identify a person. **Please allow up to 2 weeks for processing.**

Requests for personal identifiable data are to be submitted to the Assistant Director of Student Involvement and require a *statement of intent* that includes a declaration of:
Student Organization and Advisor Handbook

- The reason for the data request and how the data will be used or deployed?
- The target population and parameters for the data (i.e., undergraduate/graduate students, time period, certain majors)
- The data fields you would like to see in the file (i.e. major, student ID, E-mail)?
- Who will have access to the data?
- Where and how the data will be stored.
- The procedure for deleting the data once the project is complete.

In addition to the statement of intent, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). Office of Planning and Analysis (OPA) will review and send to the appropriate data custodian for approval. Once the statement of intent has been approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

Only data/lists that include **and** are generated based on directory information (as defined by WSU) can be shared with any third-party. Directory information includes a student’s name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, degrees, honors and awards received, and the most recent educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) allows that an institution may release directory information but does not require it. All determinations as to the release of directory information are made by Wichita State University. No non-directory information can be provided.

Once the statement of intent has been approved by Student Involvement, the appropriate data owner(s) and the Registrar’s Office or Office of Planning and Analysis, data will be delivered via the University Drop Box. Please email getinvolved@wichita.edu for the required form.

Please note that violation of policies or mismanagement of data is a sanction-able offense.

### 7.4 Sidewalk Chalking Guidelines

Recognized student organizations and campus departments are permitted to chalk on University sidewalks in order to publicize a University event they are sponsoring, a component of the event to promote student participation, or to market the sponsoring group or organization. For chalking on campus, the following guidelines have been established:

1. **Student organizations and campus departments MUST obtain approval from Student Involvement prior to chalking.**
2. **Only water-soluble dry stick sidewalk chalk may be used. Aerosol spray chalk is not permitted.** If the University has to clean any permanent materials used, the group responsible will be billed for the cost of removal.
3. **Chalk advertisements may be no larger than 4 feet by 4 feet, and each organization /department is allowed a maximum of six (6) chalking squares on campus at a time.**
4. **Chalking is only allowed on the main campus (including the Hughes Metropolitan Complex).**
5. Chalking is permitted only on horizontal, paved/concrete, uncovered campus sidewalks. Chalking is not permitted on covered sidewalks, stairways, curbs or stair risers, on brick surfaces, parking lots, buildings, windows, benches, planters, trash containers, signs, pillars, light poles, trees, any other vertical surfaces, or anything other than the paved/concrete, uncovered sidewalks mentioned above.

6. Chalking must be at least twenty (20) feet from the entrance of any building.

7. All chalk advertising MUST clearly identify the sponsoring organization’s name.

8. Chalking may not be used for commercial purposes by non-university groups, including advertising or other promotion.

9. Chalking must adhere to WSU Policy 11.10 and the Student Code of Conduct. Chalking cannot contain any obscene, derogatory or defamatory words or images, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.

10. All other chalking not approved by Student Involvement is subject to immediate removal and the individuals or groups responsible may be charged for the cost of cleanup.

11. Overwriting, erasing, defacing, altering or removing the chalking of another organization is prohibited except by University personnel.

12. The University may remove, without notice, any chalked messages that do not comply with University policies and regulations.

13. Student organizations which violate these chalking guidelines will be referred to Student Conduct and Community Standards.

7.5 Yard Sign Guidelines

Recognized student organizations and campus departments are permitted to post yard signs on the property of the University in order to publicize an event they are sponsoring, a component of the event to promote student participation or to market the sponsoring group or organization. “Yard Sign” refers to a temporary sign placed in the ground in an outdoor space. For posting yard signs, the following guidelines have been established:

1. Recognized student organizations and campus departments MUST obtain approval from Student Involvement prior to posting yard signs.

2. Sign panels may be no larger than 24 inches by 24 inches, must be placed in metal “H” stands, and may contain content on both sides. RSO’s must provide their own yard signs. These cannot be checked out from Student Involvement.

3. All wording on signs must be written in and/or have a translation in the English language.

4. All yard signs MUST clearly identify the sponsoring organization’s name.

5. Signs may not be placed within five feet of trees, flower beds, fire hydrants or impede the flow of traffic.
6. All signs must be placed at least five (5) feet apart and at least three (3) feet from the edge of sidewalks.

7. Yard signs are only allowed on the main campus (including the Hughes Metropolitan Complex).

8. Up to ten (10) signs are permitted per event, per organization.

9. Reservations to use signs on campus must be made one month in advance of anticipated placement. Signs may be left in place for a two (2) week period and must be removed by the end of the reservation date.

10. If weather conditions destroy or damage a sign, the sponsoring organization must remove it.

11. Yard signs may not be used for commercial purposes by non-university groups, including advertising or other promotion.

12. Signs must adhere to WSU Policy 11.10 and the Student Code of Conduct. Signs may not contain any obscene, derogatory or defamatory words or images, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.

13. The University may remove, without notice, any signs that do not comply with University policies and regulations.

14. Signs placed in compliance with these guidelines cannot be removed or relocated without prior permission from the sponsoring organization unless done so by University personnel.

15. Student organizations which violate these yard sign guidelines will be referred to Student Conduct and Community Standards.
Section 8. FINANCES AND FUNDING

8.1 Organizational Safekeeping Account

Each RSO has the option of collecting dues from members or holding fundraisers in order to pay for supplies for events, meetings, or to attend conferences. If a group needs an account, they must establish an Organizational Safekeeping Account (OSA) through WSU. OSAs, formerly known as Service Funds, operate just like bank accounts, only WSU serves as your bank.

Advantages to having an OSA include:

- SGA can directly deposit money into the account if they are providing an organization with funding through the funding approval process.
- Campus departments will bill this account as default for expenses.
- Easier transition of officer names on accounts.
- WSU advisor has online access to account balance at any time.
- If applicable, WSU will assist with sales tax preparation and payments.
- There are no maintenance fees charged to the account and organizations are allowed to make deposits and withdrawals.

Students are not allowed to open outside accounts for an RSO using personal social security numbers because this leaves those individuals liable for the accounts until they are closed. This would also obligate the individual and organization to file taxes on the account each year.

To establish an OSA, visit the office of Financial Operations and Business Technology located in Room 201 of Jardine Hall or call (316) 978-3070. Please note that it is the responsibility of the organization to update the information on the account each year.

After two full years of being inactive, any money in an RSO safekeeping account will be transferred to a general use RSO fund. That money can then be applied for and used by any RSO to aid them in buying food, resources, sponsoring events, etc.

Safekeeping Prepaid Visa

In order to aid student organizations in the purchasing process, Wichita State University Financial Operations and Business Technology has a prepaid Visa program. The prepaid Visa can be directly loaded with funds from the organization’s Safekeeping account. Any organization wishing to take part in this program must adhere to the following stipulations:

- Organizations must have a Safekeeping account set up with the university.
- Organizations must have adequate money in their Safekeeping account to cover money transferred to the prepaid Visa.
- Organizations must request the use of a prepaid Visa from Financial Operations a minimum of three (3) business days prior to the proposed date of check-out.
- Only students and advisors named as signatories on the Safekeeping account may request the use of a prepaid Visa.
Organization advisors must approve and sign-off on any use of the prepaid Visa.

- Organizations may load up to $500 onto the Visa for any event or travel expenses. Additional funds may be loaded with pre-approval from Financial Operations.
- Any funds not used by the organization will be transferred back to their Safekeeping Account when the card is checked in.
- All purchases made with the prepaid Visa must be in compliance with all university policies and procedures, including those written into the Student Organization and Advisor Handbook.
  - Any purchases made violating university policies and procedures or the Student Organization and Advisor handbook will be charged back to the student or staff member that checked out the card from Financial Operations.
- In some circumstances, receipts must be turned in to Student Involvement within two (2) business days of purchase for event expenses or within two (2) business days of the date of return for travel expenses. Be sure to take this into consideration when stating the check in date for the prepaid card.
  - The circumstance would be when SGA funding has been approved.
- The university has blocked certain types of retailers like liquor stores, casinos and adult entertainment locations.
- Careful attention should be given to over-the-phone purchases. Make sure the merchant uses the correct zip code, otherwise, it could be declined.
- The organization will reimburse Financial Operations the full cost of replacing any card(s) should they become damaged, lost or not returned.

Procedures for Handling Money at Meetings and Events

Money may be handled for various reasons within a RSO. Below are some guidelines to protect your organization when handling money:

- A record should be kept of all sales and admission fees.
- If a cash box is needed, they may be requested through Student Involvement.
- Two (2) people should be with any money at all times.
- Money should be deposited as soon as possible. If an individual (advisor or member) holds organizational funds, this can result in personal liability.
- If taking checks, make sure the address and phone number are on the check and that it is current. If the patron is affiliated with Wichita State University, write their MyWSU ID on the check.
- If credit cards are taken, PCI standards must be followed. You may not use a SQUARE or similar app for credit card sales. University policies regarding credit cards can be found under WSU Policy 13.14 / Security of Credit Card Data.
8.2 SGA Organization Funding Guidelines

The Wichita State University Student Government Association (SGA) grants funding to RSOs based on classification and eligibility. RSOs must apply for funding through the SGA Budget and Finance Committee (BFC).

Privileges are as follows:
- Recognized Student Organizations are eligible to receive SGA funding up to $2000 per fiscal year.
- Provisional RSOs are eligible to receive SGA funding up to $700 per fiscal year.  

This section represents an outline of the process. As SGA regularly updates their procedures, please check with the SGA Treasurer (SGATreasurer@wichita.edu) for the most up to date policies and procedures regarding allocated fund requests.

Funding Request Process:
1. RSO files a funding request with SGA through ShockerSync. The Funding Request Application can be found on the ShockerSync funding module, and must be submitted (with all required documentation) to the SGA Treasurer 45 days prior to any event date or prior to the date of travel.  
2. The SGA Treasurer may schedule a meeting with the RSO to review and request any germane information.
3. The SGA Treasurer determines, regarding adherence to S027, whether to accept or decline the request.
   a. Upon acceptance, the SGA Treasurer shall set a date to hear the request before the BFC.
   b. Upon declination, the Treasurer shall communicate the decision to the RSO.
4. The BFC will meet with the RSO, and the RSO is expected to present their funding request and answer any questions the BFC may have. If the RSO cannot be present, a phone meeting will be arranged.
5. The BFC decides whether or not to recommend the funding bill for the following week’s SGA Senate meeting.
6. The RSO is notified of the decision of the BFC. If needed, the RSO may choose to appeal this decision directly to the SGA Vice President and Treasurer.
7. If the funding bill is submitted to the SGA Senate, the Senate will vote to approve or deny the request.
8. The process and updates will be tracked through ShockerSync. If the RSO is granted funding, they will be reimbursed for the approved purchase(s) upon submitting receipts.
   a. Receipts for approved expenses must be submitted to the SGA Treasurer.
   b. Any receipts not submitted within seven business days of return from travel or last day of event shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.

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4 You do not simply receive this full amount, but rather, this is the upper limit you may request from SGA each fiscal year. This amount is further broken down by category, each of which has its own individual maximum amounts.
5 Priority for completed Organization applications shall be on a first come, first serve basis.
6 In order to appeal, please email sga.vice.president@wichita.edu
SGA Provided Funds may be used for the following:

- Conference Registration up to 50 percent of the cost of registration per person, up to $250 with no one participant exceeding $100 in allocation.
- Travel more than 50 miles outside of Wichita, and may be reimbursed according to University Travel Office rates, up to:
  - Air Travel: $300 per student for up to four students
  - Car Travel: $400
  - Bus Travel: $1200
- Lodging for up to $400, with no one participant exceeding $200 in allocation.
  - If an organization is not requesting lodging, they must provide additional proof of attendance.
- Programming or projects that primarily serve members of the association, up to:
  - $100 in advertising costs.
  - $1000 in honoraria for speakers or special presenters.
  - $700 in venue reservations.
- Operational expenses up to $500 per year.
  - These expenses include newsletters, website maintenance, supplies, etc.

SGA Funding Stipulations:

- Only one funding request per organization may be considered per semester.
- All goods and services purchased with organization funding must be purchased on campus whenever possible.
- All purchases must be made within 30 days of approval or organizations forfeit reimbursement.
- Any advertisement, promotional materials, postage, correspondence materials and websites supported by organization funding shall include the note: “Partially funded by the Student Government Association.”
  - Any organization not complying with this regulation may have its funding suspended or revoked.
  - Proof of the note shall be submitted to the Treasurer

Documentation required for all Organization Funding Applications:

- A description of the intended use of funds and the ways in which they benefit the University and members of the organization.
- An itemized budget.
- A completed W-9 form for the party being reimbursed.
- A completed DA-130 form and a cancelled check should the applicant be a University employee.
- Proof of registration cost (if applicable).
- For travel funding:
  - Completed University Sanctioned Travel Form
  - Letter of recommendation from an advisor, professor or administrator
  - Notice of acceptance to the conference
  - Official description of the conference
  - For air travel, submit confirmation of the flight
  - For bus travel, submit confirmation of the bus travel
For car travel, submit mileage itinerary using the University as the point of origin.

- Agendas for projects must be submitted in writing.

SGA Provided Funds may not be used for the following:

- Inherent costs of being a student
- Programs or projects intended to raise any funds or other material support for the organization or for third parties
- Donations or other material support to third parties
- Chapter dues to national or international organizations
- Banking charges, maintenance fees, or utilities expenses
- Gifts, competitive awards, gift cards, or unapproved honoraria
- Food, except where food is the principle focus of the event and serves the function of cultural education
- Firearms, ammunition, weapons, or any devices whose primary function could be used for violence or destruction
- The cost of any alcohol
- Petty cash or cash-on-hand
- Clothing
- Any recreation or entertainment pursued during travel
- Telephonic expenditures
- Multiple members of a RSO requesting individual rather than organizational funding for a group function

8.3 Foundation Accounts

Foundation accounts should be used only for donations, gifts, certain grants made specifically to WSU entities or other purposes specifically designated by the WSU Foundation, or if any group is seeking more than $10,000 in donations. Opening new accounts for student organizations and/or any exceptions to this policy by the Foundation require advance approval. All student organizations collecting any type of donations must work with Delinda Royse, Director of Development for Student Affairs, Campus Box 95, (316) 978-6675.

8.4 Opening a Campus Credit Union Account

Campus Credit Union is a full service not-for-profit financial institution that serves:

- Wichita State University faculty, staff, graduates, students, former students and alumni;
- Wichita State University staff of affiliated corporations, auxiliary enterprises and contract service providers;
- Employees of:
  - Cerebral Palsy Research Foundation
  - Heartspring
  - Center Industries
  - University of Kansas, School of Medicine, Wichita Branch
- All Other Kansas Higher Education faculty, staff, graduates, students and former students;
- Immediate Family Members of above;
Retirees of above;
• Any club or organized group, either on or off campus, who has a tax identification number and is represented by an active Campus Credit Union member.

To become a member, open a (share) savings account with a minimum deposit of $25.00. Opening this share account and maintaining a $25.00 minimum balance entitles members to other available services offered by Campus Credit Union. A member who later changes employment, may still remain a member.

To open an account, a member must fill out a Membership Application online.

8.5 Student Organization External Fundraising Guidelines

Wichita State University strives to support student organizations and their programs through on-campus funding sources, such as the Student Government Association and Departmental support options. There are also several training seminars which educate students on financial money management. The policy and guidelines below define the expectation and requirements for fundraising efforts, specifically current use funds, grants, endowed funds and gifts in kind.

WSU is currently working to streamline the process for recognized student organizations to explore off-campus support. Approved, recognized student organizations may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from Student Involvement to ensure no conflict of interest over solicitation of community partners. Depending on the nature of the fundraising venture, student organizations will be asked to collaborate with Delinda Royse, Director of Development for Student Affairs.

Please note that student organizations are recognized by Wichita State University and therefore gifts to student organizations are not tax deductible unless prior approval is given.

The following are not considered off-campus fundraising, and are therefore permitted anytime:
• Selling advertising in publications, printed programs, on tickets, and t-shirts.
• Charging admission for attendees at on-campus events run by your group.
• Selling of merchandise on campus including t-shirts, baked goods, water bottles, etc.

Note: All advertising and events must support the University's mission and the group's activity must follow event registration guidelines.

Solicitation of family, friends and alumni (via direct mail and phone calls)
RSOs may solicit donations from family, friends and alumni under the following criteria:
• An organization must possess their own internal list of contacts. Wichita State University will not provide a list or database of alumni, friends or family.
• Organizations may not solicit donations exceeding $1000 from each donor.
• Letters requesting gifts must say that gifts to the student organization are not tax deductible unless the organization has received non-profit status or has gotten prior approval to deposit funds into a Foundation Account.
Notes: It must be clearly indicated that an organization’s solicitation is from the student organization, not from Wichita State University. There may be limitations on which alumni targeted donors may be approached. Tax-deductible receipts from the University will not be provided for these activities unless there is prior approval.

The following forms of fundraising are not allowed at any time:

- Soliciting corporate, community and family foundations or grants.
- Signing contracts that include ongoing funding agreements on behalf of WSU or a WSU-sponsored student organization.
- Using PayPal on the Wichita State University server as a means for online donations or online sales. This is against WSU’s e-commerce policy.

8.5.1 Grants Applications

The following criteria will be used in evaluating a proposal for external fundraising:

Your student organization must:

- Be currently recognized and in good standing with the University
- Have a successful history, including sound financial management. Provisional student organizations are not allowed to seek outside funding by grants or solicitation
- Be capable of successfully executing the fundraising effort
- Be able to successfully complete grant requirements with university obligations
- Have previously sought funding from on-campus sources

The proposed event, activity, or program must:

- Be compatible with the University’s and group’s missions
- Be executable within WSU’s event planning policies and all other requirements of student events
- Have a detailed and realistic budget

The fundraising effort must:

- Be targeted toward individuals and corporations related to the group or activity
- Have a specific and reasonable timeline
- Include a contingency plan, should efforts not be as successful as expected

Timeline for solicitations that require approval

Obtaining Student Involvement approval for certain forms of off-campus fundraising may take many weeks. The length of the process is dependent upon many factors, including the complexity of the proposed event, the number of proposed targeted donors, and the amount of the proposed fundraising effort. You must initiate a request within the following timelines:

Approval Process

Step 1: Read the entire Student Organization External Fundraising Guidelines above.

Step 2: Submit a formal request to Student Involvement 40 days prior to the deadline of the grant.

Step 3: Once a proposal is received and approved, the student organization will be required to work with the Office of Research and Technology Transfer (ORTT) in the preparation of the grant application.

Step 4: Revise your proposal as needed. Many organizations end up making changes to their activity, budget, and/or fundraising approach, based on the recommendations of ORTT.
Step 5: If ORTT approves your general proposal, the grant must be approved for external distribution and then filed in Student Involvement.

Step 6: Once the organization receives notice on the status of the grant, it must be included in their file with Student Involvement.

Step 7: Student Organizations must then follow the ORTT grant distribution guidelines in the implementation of the grant.

Step 8: Semesterly updates must be filed with Student Involvement until the grants are completed.

8.5.2 Fundraising Guidelines
Student organizations seeking to support the operation of their organization may seek support through the following options. Any solicitation greater than $250 must have prior approval from Student Involvement and must be done in collaboration with Delinda Royse, Director of Development for Student Affairs.

Current Use Funds
- Cash donation given for a specific effort or given without restrictions
- Funds available immediately with minimal guidelines

Endowed Funds
- Cash donation given for a specific project without restrictions to provide ongoing support for the program
- Each year a percentage of a five (5) fiscal year average is paid out to the RSO for use
- Endowed funds are assessed an annual fee for administrative and management costs
- Any income earned in excess of the amount made available shall be reinvested and become a part of the endowment
- A minimum account balance to create an endowment may be named for a donor or designated individual
- Funds may be created with less money but total funding must be reached within 5 years

Gift in Kind (GIK)
- A non-monetary gift, may include but is not limited to art, books, equipment, software or space which has a designated value
- GIK value is generally less than $5,000
- If greater than $5,000, the donor must provide an independent appraisal

General Considerations
Students are encouraged to promote a win-win situation for all involved. Donations to the WSU Foundation provide advantages for the donors and RSOs;
- RSO receives donation
- Donor gains tax deduction
- RSO gains relationship with community member
- Donor relays positive view of program to community
- Student has positive relationship with the community
- Donor has possible link with future leaders and young professionals
8.6 **WSU Foundation Crowdfunding Project Policy**

We are excited to provide the campus community with a way to raise money for University related projects that may not be within the scope of normal budgetary dollars. The WSU Foundation has partnered with GiveCampus, a leading provider of social media fundraising platforms for institutions of higher education, to help turn your need-based projects into a reality.

A. Information Regarding Crowdfunding
   a. Cost of Program
      i. There is no upfront cost associated with use of the platform. There is a 10% fee on each dollar raised, which is simply the cost being paid to GiveCampus for use of the platform (this is the only cost passed on to the project team - the standard 5% Foundation gift fee is being waived). Please take the 10% fee into consideration when establishing your project goal.
   b. Reaching Your Goal
      i. We will not approve campaigns that refund money, so each project must have an alternative plan. If you are unable to raise the total amount you can use the money raised for the project anyway, after a discussion with RSO staff and RSO leadership.
   c. What is your best chance for success?
      i. A great idea with a committed and connected project team!
      ii. If you do not have a group of people willing to promote your project both inside and outside of their network of contacts, you likely will not be as successful as you would like to be.
      iii. Encourage your team and anyone else you can think of to become Advocates! The most successful projects are the ones that have lots of people officially signed up as Advocates. This allows for increased accountability from the project team and easier communication throughout the campaign process.

B. Starting a Campaign
   a. Meet with RSO Staff
      i. In order to get a campaign started, you will need to set up a meeting with RSO staff by emailing student.orgs@wichita.edu
   b. Approval Form
      i. After your meeting with RSO staff, you will be given the approval form to begin completing. Each form must be typed and each group will have to complete the approval form including the name of the project, project description, campaign promotion plan, total amount of funding and budget justification.
      ii. After you have completed the above section, you will meet with the RSO staff member to obtain the signature.
   c. Signatures
      i. Project Manager: The project manager will be the Assistant Director of Student Involvement (Student Governance and Organizations). While the Assistant Director of Student Involvement (Student Governance and Organizations) will not directly manage your
project, they will sign off verifying you are an organization in good
standing, and approved to host the campaign.
ii. Faculty/Staff Sponsor: The Faculty/Staff Sponsor must be a
University employee, and must be your on-campus advisor that is
verified by Student Involvement. The Advisor will be given the
administrative rights, which allow for project maintenance and
campaign updates while the campaign is live.
iii. Vice President/Dean: The Vice President for Student Affairs will
sign off on this section AFTER the campaign has been signed and
approved by the Advisor and the Assistant Director of Student
Involvement (Student Governance and Organizations) have
approved the campaign.
iv. Foundation Approval: The point of contact for the Foundation will
sign off of the campaign after submitted to the Foundation by RSO
staff.

C. Campaign Completed
   a. Each campaign will last for thirty (30) days. An extension to the campaign
      for an additional fifteen (15) days to equal a total of forty-five (45) days total,
      must be submitted in writing to the Project Manager for approval.
   b. The Foundation will charge the campaign 10% which is simply the cost being
      paid to GiveCampus for use of the platform from the total dollars raised.
   c. The funds raised will be set to Student Involvement via a check to be placed
      in a special safekeeping account that will hold the total dollars raised of all
      student organizations utilizing the platform
   d. If you cannot complete the project without full funding, all funds raised
      should be used as closely to the intended purpose as possible. The Assistant
      Director of Student Involvement (Student Governance and Organizations)
      and RSO leadership must approve these requests.
Section 9. Election Ethics

During the course of the academic year, student leaders delegate responsibilities to members of the organization. Students who perform the best in all aspects of leadership should be encouraged to run for an elected position. Choosing a leadership position should not be done hastily. Student leaders can help their members decide by advising them to follow the steps outlined below.

9.1 Choosing a Leadership Position
1. Encourage a student considering a leadership position to learn as much as possible about the position from as many sources as possible.
   a. What is the nature of the position and what are the time commitments?
   b. How does the position relate to the organization as a whole?
   c. Is the position elected or appointed?
   d. Does the position have a membership requirement?
   e. How long is the term of office?
   f. Does the position include budget responsibilities?
   g. Does the organization offer workshops to train new leaders?
2. Encourage the student to evaluate his or her personal qualities, interests, and skills for the position. The student should decide whether they
   a. Are a good candidate for the position
   b. Has or intends to develop the necessary skills for the position
   c. Is confident in his or her ability and will be able to transmit this confidence to others
   d. Is interested sincerely in the growth of the organization rather than self-centered motives
   e. Has the time to devote to a leadership position
3. Allow the prospective student leader to read the organization’s constitution, including the position description, and to review its files. The more information a student gathers about a particular position, the better able they will be to make a mature decision.

9.2 Running an Election
1. Read your constitution to clarify election procedures.
2. Elections should be held by in advance to allow for an adequate transition period for the new officers. We recommend that elections happen at least one month before the sitting officers leave office.
3. Notification about the election meeting date and information about nomination procedures should be sent out 4-6 weeks before the elections (no later than mid-February).
4. The Executive Board should establish an impartial election committee/chairperson to oversee the elections. The election committee can be composed of current officers not running for re-election. The election committee should determine guidelines for the election meeting and absentee voting.
5. There should be a lengthy and well-advertised nomination period so that all members have an opportunity to nominate themselves. This is one of the more important steps in the election process to make sure that good candidates are interested in the positions. It is helpful if job descriptions are published or if the club holds an information meeting where
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potential candidates can talk to current officers about their position responsibilities and time commitments.

6. Ensure the election meeting is well publicized by mailing to the active members and posting flyers. Your Advisor should also be invited.

7. At the election meeting:
   a. The election committee should be at the door and use the membership list to verify that only active members receive voting ballots. Only voting members should be allowed in the room.
   b. If the nomination period ended prior to the elections, have preprinted ballots available with the names of the candidates under each position.
   c. If candidates are nominating themselves at the election meeting, have preprinted ballots available with the names of the positions and a line to write in the name of the person being voted for.
   d. The candidates should give a 3-5 minutes speech about their qualifications and interest in the club and the position.
   e. After voting, the election committee counts the votes.
   f. Follow the procedures for breaking a tie vote as delineated in the constitution.
   g. Notify all members of the club and the Advisor of the election results within 24 hours.

Here are some of the areas you might want to include in your election process:

1. Election Committee: scope of power; membership (selection and removal process); responsibilities
2. Election Schedule: timeline for nominations, filing, election, runoff
3. Offices Available: number and descriptions of positions
4. Candidates: qualifications for office; nomination/filing procedure
5. Ballots: order of candidate names
6. Polls/Voting Sites: when/where does voting take place (at a specified meeting or site); eligibility of voters (who is qualified to vote)
7. Campaign Activities and Materials: What, where, when and how
8. Vote Tabulation: who counts; how votes are counted (winner- majority, simple majority, and runoffs)
9. Certification and Authority: when and who certifies election results
10. Enforcement of Election Rules: violations and complaints; process for deciding if violation has occurred; penalties
11. Appeals: who to appeal to and by when
12. Replacement of Vacant Seats: process if a seat becomes vacant (appointment or election)

Special points to consider:

1. Elections Committee members must be IMPARTIAL! They must not endorse any candidate by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate. They are not to discuss with anyone, especially candidates, the confidential information discussed at committee meetings until that information is provided to all candidates or the general public. It is extremely important that the committee is unbiased.
2. It is important to develop a process for conducting a new election if tampering of the results has occurred. Reasons for annulment of an election must be serious, as should the penalty for those involved in the tampering.

Student Involvement Support during Organizational Elections

1. It is important that your rules be clear and fair to all involved in the election. Remember the key words are IMPARTIAL, FAIR, CONSISTENT, AND ORGANIZED!

2. Student Involvement is able and willing to assists organizations with running their election in terms of ballots. Student Involvement is able to University services to create and manage an Election ballot if so requested. To request assistance with Elections, please contact student.orgs@wichita.edu to set up a meeting with RSO staff for assistance.
Section 10. EVENTS

10.1 General Event Registration Guidelines
Any group planning to host an event, which meets any and/or all of the following guidelines, must submit a completed RSO event registration form at least ten (10) business days prior to your event. Events cannot be advertised until final approval from Student Involvement has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, University Police Department agree on the expectations and execution of the plans for the event.

1. One hundred (100) or more people will be attending
2. Money will be exchanged (includes selling tickets)
3. The event is open to and purposefully marketed to the general public (more than three of the following items are used: Facebook, poster, handbill, texting message, website, formal invitation, Twitter, organizational calendar, information table)
4. Alcohol will be served
5. Food will be served or sold
6. The event requires the RSO to enter into a contract with another entity
7. A controversial/political/1st Amendment topic may be discussed
8. The event is outdoors and on-campus

10.2 Event Registration that requires University Police Department Approval
Any group planning to host an event which meets any and/or all of the following guidelines must submit a completed RSO event registration form at least ten (10) business days prior to your event and must be approved by Student Involvement and the University Police Department.

1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
   a. An exception may be low risk fundraisers as determined by policy 2.11 Food Guidelines for Recognized Student Organizations in this Handbook or in secured areas as determined by Student Involvement and/or University Police
3. Alcohol will be served
4. A controversial/political/1st Amendment topic may be discussed
5. The event is outdoors and on-campus

10.3 RSO Event Approval and Committee

Event Approval
Before your student organization can proceed with hosting or advertising an event, each event must be approved. At minimum, the approvals are granted by the RSO President, RSO Advisor, and University Event Services (or depending on event location, i.e. Heskett Center, MetroPlex, etc.), and Student Involvement. Please note that additional approvals may be necessary depending on the scope of the event.

The RSO Event Committee
The RSO Event Committee exists to ensure that the proper guidelines are adhered to for the University and to assist student organizations in the planning and preparation of their event. Members of the committee represent Student Involvement, University Event Services, MetroPlex, University Police Department, Campus Recreation, and Performance Facilities.
Based on several aspects of the event student organizations are planning, organizations may or may not be required to meet with certain members of the RSO Event Committee. If required, the RSO President will receive an email indicating the date and time of this meeting.

10.4 Event Security and Procedures

Security may be required to help assure the safety of event attendees and to mitigate the damage to property or locations. Generally, the larger the event, the more required security. Events, meetings and/or lectures with fewer than 200 attendees typically will not require security although requirements can vary depending on time and location of the event. Events held in Wichita State University buildings after regular working hours may require police officers hired through the Wichita State University Police Department to unlock the building and remain present throughout the duration of the event. This policy is explicitly intended to support the right and ability of student organizations to host events on campus and will be applied without regard for perspectives or positions expressed in connection with those events. All criteria for assessing events must be applied in a viewpoint-neutral manner.

Any event that is planned including, but not limited to, celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences will be automatically designated as an Major Event. A Major Event designation may significantly increase the cost of the event, so Major Event hosts are encouraged to plan for this expense in the event's budget. Major Events are events at which one or more of the following conditions apply:

1. Campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the Wichita State University Police Department) or significantly affects campus services (including kiosk guards, service roads, or parking);
2. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
3. The event is a concert, regardless of how many attendees;
4. Outdoor amplified sound is requested.

Security Procedures: Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue. The goals of security recommendations will be to:

1. Minimize risks to the health and safety of the event participants and audience;
2. Minimize risks to the campus and surrounding community;
3. Maximize the ability of the event sponsors to successfully hold the event; and
4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

10.5 Risk Management: The WSU Police Department in consultation with Student Involvement will assign event security based on the following risk assessment considerations

1. The proposed location of the event
2. The estimated number of participants
3. The time of day the event is to take place
4. The date and day of the week
5. The proximity of the event to other activities or location that may interfere, obstruct or lessen the effectiveness of the security measures being implemented
6. The resources needed to secure the event
7. The anticipated weather conditions
8. The estimated duration of the event
9. Similar content-neutral considerations relevant to assessment of security needs

**Level of Risk**
1. *High Level Events:* One officer per 100 guests plus security to properly secure the event site. The assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
2. *Medium Level Events:* For medium level events 0 to 4 security officers. Again, the assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
3. *Low Level Events:* No police or security will be assigned to the event.

**Responsibilities:** In order to insure the clear line of administrative authority with student organizations the following areas/positions are listed with responsibilities and duties when managing/handling major events

1. **Assistant Director of Student Involvement or Designee:**
   a. Takes primary responsibility for working with student organizations holding events on campus
   b. Reviews event registration forms submitted by student organizations.
   c. Reviews event details with student organizations as necessary.
   d. Assists in making the final decision on appeal in the event the University Police Department and student organization cannot agree on implementation of security measures or recommendations.
   1. Additional security review: In the event the organization would like the number of security assigned to the event to be reviewed, the “certified event planner” may submit a written request to the Assistant Director of Student Involvement five or more business prior to the event. Upon review, the Assistant Director of Student Involvement, in consultation with the University Police Department, reserves the right to increase or decrease the security assignments based on the parameters of the event.

2. **RSO Event Committee**
   a. Using ShockerSync and EMS, review and (if appropriate) approve applications for the use of their space by recognized student organizations
   b. Promptly contact University Policy Department and Assistant Director about any events in their space that may qualify as Major Events.

3. **Wichita State University Police Department**
   a. Coordinates and/or provides safety and security services at campus events held by recognized student organizations
   b. Reviews Police Services Request Forms submitted by recognized student organizations
   c. When required by this policy, conducts security assessments for events held by recognized student organizations
   d. Informs City of Wichita partners of impending Major Events.
4. Organization’s Advisor:
   a. The organization's official advisor, a WSU full-time faculty, or staff member must approve and sign off on all events.
   b. The official advisor is required to be present for the duration of high-level events. Advisors are strongly encouraged to also attend medium level events.
   c. If an advisor does not attend their organization’s medium level events, decisions at the event will default to the highest authority at the event including University Police, security or facility manager.
   d. The advisor may designate a substitute who must be approved in advance by Student Involvement. The designated substitute must be a full-time WSU faculty or staff member. The event may be cancelled, delayed or attendance reduced if the advisor or designee is not in attendance at the event.

10.6 Guidelines for Events Where Alcohol Will Be Available

The management of events where alcohol will be available is done through online Social Host training which is managed by Student Involvement. It is the responsibility of the sponsoring organization to ensure that sufficient members are trained and that there is one (1) social host for every ten (10) individuals at an event where alcohol will be available. If the sponsoring organization does not have enough members to fulfill this requirement they may hire additional security officers to act as monitors. Student Involvement condemns any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of others, including the individuals who choose to consume alcohol. Individuals who choose to consume alcohol are responsible for their behavior and should not operate a motor vehicle.

A. Registration
   1. All events where alcohol will be available must be registered via ShockerSync according to policy. The registration should explicitly indicate that alcohol will be available.
   2. Registration should be completed as soon as the sponsoring organization knows it intends to hold an event where there will be alcohol available.
   3. Registration must be completed a minimum of ten (10) business days in advance of the event. The risk and threat assessment from the University Police must be included in the completed registration.

B. Social Hosts
   1. Student Organizations must designate at least one (1) social host (who has completed Social Host Training) for every ten (10) attendees at the event.
   2. Those designated as social hosts must be included on the event guest list which is due to Student Involvement at least one (1) business day prior to the event.
   3. Social Host Training is conducted, monitored and tracked by Student Involvement.
       A. Social hosts must complete training at least one (1) business day prior to the event.
B. Social host training must be completed annually, based on the academic calendar.
4. Social Hosts must be at least 18 years of age at the time of the event.
5. Social Hosts must remain sober (i.e. no drinking of alcoholic beverages) twenty-four hours before and during the event.

C. Guest Lists
1. A full and complete guest list, the template of which is provided by Student Involvement, must be submitted to Student Involvement at least one (1) business day prior to the event.
2. After a guest list is submitted, no attendee additions may be made to the list.
3. As attendees enter the event, Social Hosts must check IDs, note who is of age, write the time guests sign-in on the guest list, and, as guests exit, write the time they sign out.
   A. Proof of age, as determined by a valid State issued driver's license, valid State issued identification card, valid passport or other official identification that includes a photograph and date of birth of the individual, must be presented.
4. A final guest list, the template of which is provided by Student Involvement, must be submitted to Student Involvement by 5 p.m. the next business day following the event.
5. Only guests on the guest list will be allowed to enter the event.

D. Facility
1. Facilities for events with alcohol may have only one designated entrance and exit where Social Hosts can monitor as guests enter and exit the event.
2. Alcohol cannot leave the facility or designated area.
3. All facility exits must be clear of any obstruction and be ADA accessible.
4. Access to other areas of a venue where the event is being hosted must be restricted and may only be accessed in case of emergencies.
5. For outdoor events, specific parameters must be set for guests.
6. A walkthrough of the facility between the sponsoring organization and the facility staff must be done to ensure that the sponsoring organization is aware of all the safety protocols the facility provides.

E. Insurance
1. The sponsoring organization must provide proof of insurance. This insurance must be a minimum of $1,000,000 general liability and $1,000,000 personal injury.
2. If the sponsoring organization does not have insurance coverage from their national organization or is not affiliated with a national organization, they must purchase insurance for the event.
3. If the event is held in the Rhatigan Student Center the insurance cost will be covered in conjunction with the Rhatigan Student Center. If the event is held on campus but not in the Rhatigan Student Center, the student organization is responsible for securing and paying for the insurance.

F. Prior to the Event
1. A meeting should take place with all Social Hosts to get organized and prepare for the event.

G. During the Event
1. Alternative, non-alcoholic beverages and snacks must be available for attendees provided by the sponsoring organization.
2. If the non-alcoholic beverages or food is depleted before the end of the event, the serving of alcohol must cease until a new supply is made available.
3. Guests who arrive intoxicated are not to be allowed into the event.
4. All guests who are of legal age to consume alcohol must wear wristbands the entire time.
5. Social hosts must watch for underage drinking.
6. Social hosts must monitor the behavior of all event attendees.
7. If a guest appears intoxicated at any point, social hosts must have a plan to ensure the guest leaves safely and is accompanied by a sober guest and/or designated driver.
8. Event attendees who legally obtain alcoholic beverages from the third-party vendor may not share with, or provide those alcoholic beverages to anyone under the age of 21.
9. The playing of drinking games is prohibited.
10. All events where alcohol will be available must conclude by 1 a.m.
11. Alcoholic beverages may only be served for a maximum of four (4) hours regardless of the length of the event and service must stop no less than 30 minutes before the end of the event.

H. BYOB (Bring Your Own {Alcoholic} Beverage) Events
1. BYOB is not allowed at on or off campus venues, private or public.
2. If a member or guest brings and/or consumes alcohol not provided by a licensed third party vendor, this individual(s) should be asked to leave and the alcohol discarded appropriately. Please ensure the individual(s) secures a safe ride home.

I. Third Party Vendors
1. Vendors must be completely insured and licensed.
2. Proof of insurance and license is required to be submitted when the event is registered to Student Involvement prior to the event.
3. WSU Dining Services or a University approved food service provider must be used for on-campus events.
4. Organizations are not allowed to purchase any alcohol. All events must have a cash bar.
5. Social Hosts are responsible for designating who is of age in accordance with WSU policy.
6. The sponsoring organization must provide wristbands and the Social Hosts must wristband those who are over 21 years old.
7. Social Hosts must limit each individual to a maximum of three (3) alcoholic beverages.

J. After the Event
1. Social Hosts must ensure that all guests have a ride home, and that no guests who have consumed alcohol drive/attempt to drive.
2. After guests leave, social hosts must go through the facility to ensure that the facility is clean and that no one is left behind.
3. A final guest list, the template of which is provided by Student Involvement, must be submitted to Student Involvement by 5 p.m. the next business day following the event.

K. On Campus Event
1. Events where alcohol will be available are allowed on campus at designed venues. WSU Event Services has a list of these venues.
2. Organizations must use WSU Dining Services to purchase and serve the alcohol and are limited to cereal malt beverages (3.2%) such as beer or wine coolers and/or wine.
3. Sponsoring organizations must provide wristbands and Social Hosts must wristband those who are over 21 years old.
4. The number of drinks allowed for each individual is a maximum of three (3) drinks.

L. Event Security
1. Student organizations are required to hire security for the duration of all events where alcohol will be available.
2. For every event, Student Organizations must hire one (1) security officer for every 50 guests in attendance.
3. All security officers and university officials reserve the right to deny anyone entrance to an event, or remove guests from an event, if a guest appears to pose a risk to themselves or other guests in attendance.
4. Social hosts cannot fulfill the requirement of event security.
5. Proof of event security will be required during the event registration process.

M. Promotional Guidelines
1. Promotions shall not occur until events are registered with Student Involvement via ShockerSync and approved by the required parties.
2. On-campus promotions shall not advertise alcohol or sponsorship by alcohol marketers. Any such campus promotions must meet the following requirements:
3. Trademarks of the university will not be used in the promotion of alcoholic beverages. The university reserves the right to prohibit other uses that are deemed inappropriate or inconsistent with the image and mission of Wichita State University.
4. Alcohol shall not be used as an inducement to participate in a university event and may not be offered as a prize or gift in any form of contest, raffle or competition. Social events that encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
5. Promotional materials for any student or student-sponsored event or promotional materials included within student media, shall not make reference to the amount of alcoholic beverages available. This includes references to kegs or open bars.
6. Promotional materials for on or off campus student or student-sponsored events or promotional materials included within student media (including fliers, advertisements, commercials, notices, posters, banners, etc.) for any function at which alcohol is served, shall not refer to quantity or price of alcohol available, including drink specials.
7. Alcoholic beverages shall not be a prominent part of such promotions and such advertisements shall not promote the misuse of alcohol.
8. An example of the marketing of events involving alcohol must be approved by Student Involvement prior to distribution.

10.7 Liability Insurance
Any group hosting an event designated as “high risk” by Student Involvement, UPD, Event Services, or others are urged to purchase liability insurance for the event. If the group is required to purchase insurance for an event, they will receive notification via email.
Section 11. Food Guidelines

11.1 Food Service
WSU Dining is the recommended caterer for all on-campus events on WSU property or in a WSU facility. WSU Dining is not the exclusive provider of food on campus. With some qualifications, WSU maintains an open catering policy throughout the campus. A reserving party may choose catering from WSU Dining or a list of approved caterers on the following website, www.wichita.edu/WSUCatering. For the complete Food and Beverage Policy please refer to policy 20.16 or visit wichita.edu/ESPolicies. Please be advised that any off-campus caterer must follow the University’s Beverage Contract with Pepsi. For more information about the Pepsi Contract please contact Rich Renollet, rich.renollet@wichita.edu.

11.2 Donated Food
Donated food can be used for meetings or events. The organization must submit the donated food form through the ShockerSync form during the event registration. Donated food must be provided and prepared by a licensed food provider. Low, Medium and High Risk Foods* are accepted but Food Safety Guidelines** must be followed.

11.3 Food Fundraisers
Food fundraisers that take place on campus, where food is prepared, served or delivered, can only be sponsored by recognized student organizations. The fundraising form must be completed as part of the event registration process through ShockerSync 10 business days in advance. Only one food fundraiser per building per day will be approved. With the exception of events within the Rhatigan Student Center, this guideline can be waived if the first organization to apply for a space agrees to have another organization present on the same day. Fundraisers can have home-made, purchased or donated food. All food sold and/or distributed at a food fundraiser must follow the Food Safety Guidelines.** In the RSC, all food used for fundraisers must fall into the low risk category and items cannot compete directly with food sold by vendors in the RSC.

* Food Risk Categories:
  - Low Risk foods are ambient, stable foods requiring no refrigeration. They are often prepackaged or, if home-made, should be individually wrapped. Low-risk foods include candy, chips, cake, cookies, brownies and popcorn.
  - Medium Risk Foods are food items requiring special handling, such as refrigeration or heating. Medium risk foods are potentially hazardous and should be prepared on site (except for pizza). Medium risk foods include hot dogs, sandwiches, nachos and pizza.
  - High risk foods are defined as foods that may become harmful to the consumer if not stored or handled properly. Such high risk foods are usually high in protein and require strict temperature controls. When served, high risk foods should only be handled by certified food handlers to further protect against contamination. High risk foods include, milk and milk products, poultry, tofu and soy, raw sprouts and seeds, shelled eggs, fish, meats, shellfish, melons, baked potatoes, cooked rice,
cooked beans, garlic and oil mixtures.

**Food Safety Guidelines**
In order to serve donated Medium and High Risk Foods for events and meetings, the following guidelines must be followed:

- All food must be from a licensed vendor operating under the license and inspection of the local health department. Suitable vendors include but are not limited to retail grocery stores, wholesale providers, commercial restaurants, delicatessens and caterers.
- Those preparing and handling the food must have a current food handler’s card***. A copy of each individual’s food handler’s card must be provided to Student Involvement when registering the event.
- Before handling or preparing food and each time after using the bathroom, individuals must wash their hands for at least 20 seconds. A different serving utensil for each dish must be used to avoid cross-contamination.
- Those who are ill must not handle, prepare or serve food.
- Confining hair longer than shoulder length either using a hair tie, hat or hair net. *Facial hair must also be covered using a beard net.*
- The food must be cooked to and maintained at the proper temperature using warming trays, chafing dishes, ice, refrigerators, slow cookers, etc.
  - Cold food must be kept at or below 40°F until served and can only be left out for a maximum of two hours.
  - Hot food must be kept at or above 140°F until served and can only be left out for a maximum of one hour.
- The food must be stored properly. Meats should be wrapped securely and stored in a separate space to prevent meat juices from getting into other food. Any products used in the preparation of meat should be washed with hot soapy water after use.
- The ingredients in the food must be clearly labeled for participants to see.
- Extensive food preparation at the meeting or event is not permitted, i.e. making a dish from scratch, cooking etc. Limited food preparation actions such as slicing, grilling, assembling and serving are permitted.
- Condiments must be in either squeeze-bottle type containers or individual self-serve packets.
- Only disposable eating and drinking utensils can be used.
- Hand sanitizer must be provided for participants to utilize.
- Smoking or use of tobacco of any kind is not allowed in food preparation or serving areas.
- If a gas-fired grill, barbeque or other open flame is going to be used, the Fire and Safety Coordinator must sign off on the event and their recommendations must be followed.
Section 12. PERFORMANCE FACILITIES

For your audio or special lighting requirements in represented locations, you will need to contact Performance Facilities at 978-3587. It is mandatory that you contact and make arrangements with Performance Facilities a MINIMUM OF TEN DAYS PRIOR TO THE DATE SUPPORT IS NEEDED. Failure to do this will result in a late fee. In addition, there will be no guarantee that your event will be staffed, which is dependent upon the availability of the Performance Facilities personnel and other previous event commitments.

Prior to contacting Performance Facilities, please be sure to complete and submit a Safekeeping Account form (entitled “A Transfer from Student Group to a Department Invoice”). Under the DEBIT section of the form, you will need to provide your organization number (beginning with 100XXX) and an account number (beginning with W10XXX). Your advisor will need to sign in the appropriate area at the top of the form prior to submitting to Performance Facilities where it will be processed after the completion of the event and submitted directly to WSU Financial Operations for payment. Your organization will qualify for a discount rate if you are a university recognized student organization.

For non-recognized student organizations, a pre-payment for an amount relative to the estimate of services provided by Performance Facilities will be due seven (7) days prior to the event. Failure to submit pre-payment will result in a cancellation of all Performance Facilities services. Payments are typically due 30 days from the invoice date. Non-payment will result in the charges being applied to the account of the student making the reservation and a block will be placed on future requests for services from Performance Facilities until the account has been settled.

Cancellations: Event cancellations must be reported to Performance Facilities a minimum of 24 hours prior to the scheduled event so that appropriate action may be taken to notify staff scheduled to work the event. Failure to do so will result in a $50.00 penalty being charged to the organization reserving for the event.
Section 13. CAMPUS FACILITIES

Wichita State University offers a variety of locations on campus to host meetings, workshops, events and programs. Spaces available for RSO use include indoor, outdoor and athletic facilities. Some fees will be applied to certain locations. Please review the following information carefully and contact the offices who handle the spaces for more information.

Athletic Facilities
Athletics offers many great options for special events. Rental spaces available include the All-American Club at Eck Stadium, Champions Club at Charles Koch Arena, Preferred Health Systems Multi-Purpose Center at Charles Koch Arena, Charles Koch Arena and Cessna Stadium. For availability and rental information, contact Athletics Event Management: (316) 978-7591.

CAC Theater
This 483 seat venue is a great space to host lectures, performances or variety shows. The theater features adequate lighting, sound and audio/visual equipment, which is coordinated through Performance Facilities (316) 978-3587. For availability and reservations, contact University Event Services: (316) 978-3475.

Classrooms and Academic Auditoriums
Meetings, presentations and small lectures fit well into many of the academic facilities on campus. RSOs have free access to many of the classrooms and auditoriums that are available. For availability and reservations, contact University Event Services: (316) 978-3475.

Free Speech Areas
Designated by University Police, free speech areas are available to the University and Wichita community for events with anticipated participation of 40 or more persons. For locations, availability and reservations, contact the University Police: (316) 978-3450. See University Policy Section 11.12 for further details.

Grace Memorial Chapel
With seating for 100, the chapel offers an intimate venue for special events at no cost to RSOs. For availability and reservations, contact University Event Services: (316) 978-3475.

Heskett Center
The Heskett Center offers a variety of spaces for athletic events or general meetings. Classrooms, combative rooms, gymnasium, courts, intramural fields and the pool are all available to rent. For availability and pricing, contact Campus Recreation: (316) 978-5290.

Marcus Welcome Center
Rental fees apply to reservations taking place outside of regular office hours for the Marcus Welcome Center. Available spaces include a small theater and a dividable multi-purpose room. For availability and reservations, contact University Event Services: (316) 978-3475.

Metroplex (Eugene M. Hughes Metropolitan Complex)
The Metroplex is located at 5015 E. 29th Street North, approximately one mile north of the University's main campus. Spaces available include a 1,750 seat auditorium, Welsbacher Theater and classrooms. Facility use fees apply to events where admission fees are charged, and an additional rental fee is applied to events held outside of normal business hours. Weekend events require security, which is arranged through University Police. For availability and reservations, contact the Metroplex Reservations Coordinator: (316) 978-3258.

Outdoor Venues
There are a variety of outdoor spaces on campus to hold events. Duerksen Amphitheater should be reserved through Performance Facilities (see Theatrical Facilities) and parking lots are reserved through the University Police (316) 978-3450. For information regarding additional outdoor spaces, contact University Event Services: (316) 978-3475.

Residence Halls
The residence halls offer a variety of spaces including private dining rooms, meeting spaces and outdoor courtyards. All reservations are coordinated through Housing and Residence Life: (316) 978-3693.

Rhatigan Student Center
The Rhatigan Student Center offers a variety of meeting and dining facilities to meet the needs of WSU students, faculty, staff and community members. We welcome the opportunity to host your special event, dance, meeting, meal, reception or private function. We also schedule for nonacademic use of many Wichita State University buildings and classroom spaces. For all information about the RSC or to make reservations, contact University Event Services: (316) 978-3475.

Theatrical Facilities
Wilner Auditorium, Wiedemann Hall, Welsbacher Theater and Miller Concert Hall are all managed by Performance Facilities. Priority for use of the four spaces is given to the College of Fine Arts. For availability and rental fees, contact Performance Facilities: (316) 978-3587.
Section 14. SI EQUIPMENT RENTAL

Student Involvement has equipment for checkout to WSU campus organizations, clubs and departments on a first come, first served basis. Equipment is for use mainly on the Wichita State main campus. Reservations must be made at least ten business days in advance of the event by completing the Equipment Use Form via ShockerSync. Equipment requests are considered on a timely basis and must be signed before getting approval. Once a decision is made, Student Involvement will contact the group by phone or email.

Precedence for equipment use is given as follows:
- Tier 1: Student Involvement staff and student groups directly advised by Student Involvement
- Tier 2: Recognized Student Organizations
- Tier 3: Campus Departments

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case by case basis according to the availability of the equipment. Equipment used after normal office hours should be returned to the Student Involvement office by contacting an RSC Building Manager at (316) 978-3028. Overnight check-out of SOME equipment is allowed, but the student organization advisor or a full-time departmental staff member must also sign the equipment request form. Damage to equipment during use due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and forfeit the group’s equipment use privileges for the remainder of the semester.

Equipment not returned on time will be charged a fee of $5.00 per hour for the first three hours. After three hours, a charge of $40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment. If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time, not picked up as requested, or returned damaged will result in forfeiture of equipment use for a full semester’s time. Student Involvement reserves the right to approve or reject any request.

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7 Some equipment can be loaned for off-campus use or with a shortened timeline at the discretion of the Student Involvement Office Manager and with approval from organization advisors or department heads.
Section 15.  FILM SCREENING GUIDELINES

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as “educational fair use” exemptions granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described by the three criteria below. Only one of these three criteria must be met to authorize a screening event.

It is the sole responsibility of the RSO to ensure that one of these criteria has been met prior to their screening event. The failure of a RSO to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

1. Provision is made with the Student Activities Council or its program advisors to obtain a license and rent the film through a theatrical or non-theatrical vendor. SAC and its advisors will then obtain a license and, in most cases, provide the film to be exhibited. Unless other arrangements are made with SAC, the RSO will be billed for the licensing fee.

2. The RSO will assume responsibility for obtaining the license from the film’s non-theatrical distributor. Contact information for most distributors may be obtained from Student Involvement. A copy of the distributor’s invoice and a record of payment for the license are required to be submitted to Student Involvement prior to the screening. All text on these copies must be legible, including the distributor’s contact information.

3. Permission to publicly display the film is obtained from the copyright holder or their agent or acquired from Ablah Library’s collection. A letter providing clearance is required for Student Involvement files. Each letter should be under a letterhead, indicating the discoverable titleholder for the film's copyright. Letters should describe the specific circumstances of the screening, including place, date, time, number of screenings allowed, and whether or not an admission charge is permissible. Letters should clearly state that Wichita State University and the sponsoring organization, are granted permission to screen the film under the specific circumstances described.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by criteria #2 and #3 should be provided to Student Involvement with the organization’s event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, Student Involvement has the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation. (Such cancellation will not affect any reservation fees or other billable expenses associated with the event).
Section 12. CAMPUS DEPARTMENTS

(All campus phone numbers start with 316-978-xxxx)

- Campus Recreation (Heskett Center), x3082, [http://www.wichita.edu/heskett](http://www.wichita.edu/heskett)
  - Intramural sports
  - Building rental
  - Equipment rental-camping and outdoor sports
- Career Development Center, x3688, [http://careers.wichita.edu](http://careers.wichita.edu)
  - Career counseling
  - Job search assistance
  - Interview assistance
  - Workshops and presentations tailored to your organization
- Central Services and Duplication Station, x3545, [http://www.wichita.edu/printing](http://www.wichita.edu/printing)
  - 3 full service copy centers
  - Binding services
  - Printing services for brochures, posters, etc.
  - School and office supplies available for purchase
- Counseling and Testing Center, x3440, [http://webs.wichita.edu/cnsltst/](http://webs.wichita.edu/cnsltst/)
  - Individual/Group counseling
  - Workshops/seminars
  - Make-up tests
  - Credit by exam
  - Test preparation materials
- Eugene M. Hughes Metropolitan Complex, x3258, [http://www.wichita.edu/thisis/home/?u=metroplex](http://www.wichita.edu/thisis/home/?u=metroplex)
  - Meeting rooms, theater and auditorium available for events and meetings
- Housing and Residence Life, x3693, [http://www.wichita.edu/housing](http://www.wichita.edu/housing)
  - Opportunities for co-sponsorship
  - Spaces for programming
- Media Resources Center, x3575, [http://www.wichita.edu/mrc](http://www.wichita.edu/mrc)
  - Reserve equipment for events
  - Submit events to the Campus Information Channel
- Office of Disability Services, x3309, [http://www.wichita.edu/disserv](http://www.wichita.edu/disserv)
  - Interpreting services
  - Escorting services
  - Accessible classrooms
  - Note-taking services
- Office of Diversity and Inclusion, x3034, [http://www.wichita.edu/multicultural](http://www.wichita.edu/multicultural)
  - Opportunities for co-sponsorship
  - Multicultural Student Mentoring Program
  - Diversity programming and resources
  - Safe Zone Training
- OneStop for Student Services, x3909, [http://www.wichita.edu/thisis/home/?u=onestop_planning](http://www.wichita.edu/thisis/home/?u=onestop_planning)
  - 24/7/365 student support and service
- Real-time technology
- Immediate and personalized assistance
- Self-service options via easy-to-use website and automated phone service
- Face-to-face service option at the physical OneStop location in Jardine Hall, Room 112

- Performance Facilities, x3587
  - Help with sound and lights at various venues on campus (CAC Theater, Miller Concert Hall, Hughes Metroplex)

- Rhatigan Student Center, x4636, http://www.wichita.edu/rsc
  - University Event Services, x3475
  - Meeting rooms and ballroom available for events and meetings
  - WSU Bookstore for Shocker gear and textbooks, x3490
  - Sports Grill and Lanes with billiards, games and food, x3479

- Student Government Association, x3480, http://www.wichita.edu/sga
  - Recognition of RSOs
  - Funding for RSOs
  - Providing a voice for students to campus administration

- Student Health Services, x3620, http://webs.wichita.edu/?u=shc&p=/index/
  - Medical information and services
  - Educational workshops and programs

- Student Involvement, x3022, http://www.wichita.edu/csl
  - $5 worth of copies every month for RSOs
  - Workstations, mailboxes and lockers
  - Assistance with planning events and meetings
  - Leadership development opportunities

- Student Success, x3209, http://www.wichita.edu/studentsuccess
  - Supplemental instruction
  - Financial literacy training
  - Workshops and study tips, time management, note taking, etc.

- Undergraduate Admissions, x3085, http://admissions.wichita.edu/
  - Coordinates orientation and helps with first year experience
  - Holds recruiting events throughout the year
  - Sponsors scholarship competitions

- University Dining Services, x3477, http://www.wsudining.com
  - Provides catering services for events
  - All food items donated must be approved in advance by Vice President Student Affairs

- University Police Department, x3450, http://www.wichita.edu/police
  - Parking permits for guests
  - Safety escorts
  - Crime prevention programs
  - Traffic control
  - On campus event security
  - Free speech zones
Section 16. UNIVERSITY POLICIES

There are many policies and procedures RSOs need to adhere to. Below is a reference list of some of these polices. If an RSO does not adhere to any Student Involvement, Rhatigan Student Center or Wichita State University policy or procedure they may be subject to disciplinary action. http://webs.wichita.edu/inaudit/ch8_05.htm

Cereal Malt Beverage and Alcoholic Liquor
http://webs.wichita.edu/inaudit/ch11_07.htm

Hazing
The University strictly prohibits any form of hazing. Hazing is an act or acts involving any activity which endangers the health or safety of a person, or subjects him or her to onerous, degrading or hazardous tasks, for the purpose of admission into, or affiliation with any organization. Said acts are considered hazing regardless of an individual's willingness to participate in the activity.

Kansas Hazing Law Statute 21-3434 - Promoting or permitting hazing:
(a) No social or fraternal organization shall promote or permit hazing.
(b) Hazing is intentionally, coercing, demanding or encouraging another person to perform as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.
(c) Promoting or permitting hazing is a class B nonperson misdemeanor.
(d) This section shall be part of and supplemental to the Kansas criminal code.

Hazing is a violation of the Wichita State University Student Code of Conduct. Examples of hazing include, but are not limited to: paddling, creating excessive fatigue, work sessions, behavior or activities that promote physical or psychological intimidation/gaming, embarrassment, discomfort, harassment, wearing apparel which is conspicuous or intended to embarrass the wearer, public stunts, acts of buffoonery, any act(s) that are morally degrading, humiliating games/events, encouraging illegal or abusive use of alcohol/drugs, or acts that in any way distract from an individual's academic pursuits. Excerpt from the Student Code of Conduct: http://webs.wichita.edu/inaudit/ch8_05.htm

Political Activities and Campus Facilities

Purpose:
The purpose of this statement is to set forth University policy with regard to the use of campus facilities for political purposes.

Preamble:
Wichita State University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate as an important part of the education experience. On the other hand, Wichita State University must comply with provisions governing its tax exempt status as a state educational institution of Kansas, is mindful of the need to comply with policies of the Kansas Board of Regents and understands the importance of neutrality with regard to politics and political campaigns.
Policy Statement:
1. Campus facilities shall not be made available for campaigning, electioneering or fundraising events for candidates for political office or for political parties.

2. Political office holders and candidates may not be introduced or recognized on campus unless they are participating in a campus event\(^8\) which they are attending.

3. Politicians and/or political parties may hold political meetings\(^9\) in University facilities provided that:
   a. There is no interference with regularly scheduled functions or activities of the University;
   b. Other facilities in the community\(^10\) are not otherwise available;
   c. Students are permitted to hear speakers without charge; and
   d. Sponsors of the meeting pay, in advance, the regular fees assessed for use of said facilities.

4. The distribution of handbills or political leafleting is subject to the requirements of Section \(11.12\)

5. Student organizations may sponsor an event which involves candidates for political office for educational purposes as long as all candidates are given an opportunity to be present and provide information on a neutral and non-partisan basis. Such events must be open to the public.

6. Student organizations may advocate publicly a position on a political issue, provided the organization clearly identifies itself as a student organization and communicates in any public statement that it does not represent or speak on behalf of the University.

7. Students, faculty and staff may engage freely in commentary on political issues or public policy as individual citizens, provided they clearly identify that the opinions expressed are their own and do not represent the official position of Wichita State University.

8. Use of the University's name, letterhead, logo and/or resources (including University computing and information technology resources) for partisan electoral purposes such as solicitation of funds or other contributions in support of a political party or candidates, endorsement of candidates for public office, or advocating a position with regard to a public issue (other than an authorized spokesperson on behalf of the University) is strictly prohibited.

9. It is recognized that political office holders and candidates may contribute greatly to the education of students and said individuals may be requested to provide classroom instruction. Faculty should be vigilant and cognizant of the need for neutrality and fairness in seeking classroom visitors.

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\(^8\) This would include a meeting exclusively sponsored by students for their own political education.

\(^9\) Minutes of the Kansas Board of Regents would suggest that such meetings would include "partisan political gatherings."

\(^10\) The individual or organization requesting meeting space must reasonably establish that all other facilities of comparable size to accommodate the expected audience in the City of Wichita are already booked or are, for some other reason, unavailable.
3.17 / Political Activity

The Board of Regents has adopted the following policy regarding political activity.

a. Faculty, administrators and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state and national party committees and like organizations, by either appointment or election.

b. The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified member of a college or university staff; provided, however, such person at all times, while a candidate shall properly and fully perform all of his or her assigned duties; provided further, however, that should such person, while he or she is a candidate for office fail to perform all of his or her assigned duties, such person shall not receive any salary or benefits from the date of filing for office.

c. Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the State Legislature, and state and county offices or appointments to office falling within this category; effective, as to a person elected or appointed to Congress or the State Legislature, from the date such person takes the Oath of Office or the first day of the Legislative session and continuing until the adjournment of Congress or to a date no sooner than the last adjournment in April or sine die adjournment, whichever occurs first, of each regular and special session of the State Legislature; effective, as to other state and county offices, during the entire time a person serves as such officer. Leave without salary or other benefits shall not be required for any person serving in the State Legislature or for service on any committee during a period when the Legislature is not in regular or special session, provided that such person shall decline to accept all legislative compensation for such service, but such person shall be entitled to mileage and other expense allowances as provided by statute and paid by the Legislature.

d. In the interest of the fullest participation in public affairs, the same personnel is free to express opinions speaking or writing as an individual in signed advertisements, pamphlets and related material in support of or opposition to parties and causes. There will be the commensurate responsibility of making plain that each person so doing is acting for himself and not on behalf of an institution supported by tax funds drawn from citizens of varying political and economic views.


Displays and Notices

Wichita State has various places that Organizations can use to publicize themselves and their events. Buildings and offices will have designated places to post notices, permanent display cases and designated areas where tables can be set up. For help in locating places to have a table or post information, talk to a member of the Student Involvement staff.
See Policy 11.10 Posters/Flyer Policy for university Grounds and Facilities
http://webs.wichita.edu/inaudit/ch11_10.htm

See Policy 17.04/ RSC Displays and Notices
http://www.webs.wichita.edu/inaudit/ch17_04.htm

Event Security
All requests for law enforcement officers to provide security and/or crowd control for special events held on the Wichita State University campus must be coordinated through the Wichita State University Chief of Police or the Chief's designee. This will be done through the RSO Event Approval Committee. The employment of armed or unarmed security officers to work on the WSU campus must be approved by the Wichita State University Chief of Police. Recognized Student Organizations will not be charged for the cost of any event security for on-campus events provided by WSU PD. RSOs must submit the security invoice with the approved event registration form to Student Involvement for the expense to be paid. 18.01 / Campus-Wide Law Enforcement

Federal Anti-Lobbying Law
The University, as a recipient of federal funds, is subject to anti-lobbying rules that restrict contact by mail, telephone or in person with employees of federal agencies or congressional offices, and with members of congress. Any RSO interested in these efforts must first get permission from Student Involvement. 9.04 / Federal Anti-Lobbying Law

First Amendment Activities
As a public institution, Wichita State University is given the ability to regulate the time, place and manner of first amendment activities such as assemblies, rallies and political speeches. Any RSO wishing to conduct such activities must notify the WSU Police Department at least 72 hours in advance of the activity. This notification will include contact information for the sponsoring organization, an explanation of the nature and purpose of the event, the use of sound amplification and expected attendance. http://webs.wichita.edu/inaudit/ch11_12.htm

Additionally, any first amendment activity with a group of forty (40) or more people must be held in a designated limited public forum. A listing of public forums and their locations can be acquired through WSU Police.

The University has policies on certain aspects of first amendment activities with regards to sound amplification, signage and length of time. First amendment activities must adhere to proper risk management policies and take precautions to not obstruct the normal operation of the University or endanger the safety of the campus.

The President of the University will make the ultimate decision to allow any first amendment activities to proceed. For complete details on the regulations with regards to first amendment activities see: http://webs.wichita.edu/inaudit/ch11_12.htm or contact WSU Police.

Food Service
Organizations must use University Dining when providing food at an event on WSU property or in a WSU facility. Donated food can be used at events, however it must be donated from the licensed restaurant or wholesale or retail manufacturer of the donated food item. The organization must submit
the donated food form and get approval from the Vice President for Student Affairs at least 15 business days in advance of event.

Organizations may sell or dispense food on campus; however they must follow the guidelines established by the Vice President of Campus Life and University Relations and any applicable building requirements. 20.16 / Food Service

**Information Tables at the RSC**
Any on campus information table sponsored by an RSO must have at least one student present during the entirety of the event. Hawking, defined as "advertising or peddling by shouting", is not permitted. Organizations reserving table space must identify the table as being sponsored by their organization. A sign for the table must be provided by the organization.

**Mandatory Reporting of Sexual Abuse of Minors**
Sexual abuse of a minor will not be tolerated by the University. Any incidents of sexual abuse of a minor which are witnessed occurring on University property or in connection with a University event or activity are to be reported immediately to the Vice President and General Counsel's Office, the Wichita State University Police Department or a local law enforcement agency.

A minor is anyone under the age of eighteen. “Sexual abuse” should generally be considered as any contact or interaction with a minor in which the minor is being used for sexual stimulation of the perpetrator, the minor or another person.

If you, or someone you know, have witnessed a minor being sexually abused immediately contact the University Police Department. 3.44 / Mandatory Reporting of Sexual Abuse of Minors

**Notifications of Sexual Misconduct** 20.24 / Designating University Title IX Coordinators
Wichita State University does not tolerate acts of sexual misconduct related to any member of the campus community including students, staff and faculty. The term “sexual misconduct” as used by WSU is a broad term that encompasses Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

If you believe that you, or someone you know, have experienced an instance of sexual misconduct, we encourage you to contact the Vice President for Campus Life and University Relations or University Police Department for assistance and resources.

Please refer to the Wichita State University Policies and Procedures manual for a detailed explanation of policies related to Sexual Misconduct.

3.06 / Prohibiting Sexual Harassment  
8.11 / Prohibiting Sexual Harassment of Students  
8.16 / Sexual Assault

**Tailgating**
If an organization wishes to host a “tailgating” event, they must gain the necessary approvals. Decisions regarding athletic venues and areas immediately adjacent thereto, including parking lots, will
be made by the Director of Intercollegiate Athletics. Decisions regarding the Heskett Center intramural fields will be made by the Director of Campus Recreation. All tailgating events must be in full compliance with applicable laws and University policies and procedures, including the University’s policy on cereal malt beverages (see Section 11.07). Students or student organizations are not allowed to have events, programs on campus with alcohol. No bonfires or other open fires are permitted.

18.05 / Reservation of University Parking Lots
11.17 / Activities and Events Associated with Athletic Contests

**Travel**

When an organization is traveling as a group to an organization event or for the purposes of the organization, when they are using University resources to fund the travel, in whole or in part, or when they are using a vehicle owned or leased by the University, they must complete University-Sanctioned Student Travel Registration Form. This form lists all travelers and is to be completed and signed by a University employee serving in his or her official capacity, in this case the Assistant Director of Student Involvement. The form must then be submitted to the Office of the Vice President for Student Affairs no less than 10 business days prior to the departure date. 8.13 / Travel

**University’s Name, Seal, Logos or Marks**

If an organization wishes to use the University’s Name, Logos or Marks, they must follow the WSU Visual Identity Standards and receive prior approval before production by following 20.11 / Use of the University's Name, Seal, Logos or Marks. The University considers its name, seal, logos and marks, whether registered or not, to be University property and subject to University control relative to usage. Any use of the WuShock image must adhere to the ICAA requirements. For approval of designs and merchandise please email proofs to the Assistant Director of Student Involvement.
Section 17. STUDENT ORGANIZATION ADVISORS

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please stop by Student Involvement or call (316) 978-3022.

Section 17.1 Benefits of Advising

- Becoming an advisor can be very beneficial to both the advisor and the students of the organization. These benefits include but are not limited to:
  - Working with students as they learn and develop new skills.
  - Sharing one’s knowledge and experiences with others.
  - Developing a personal relationship with students.
  - Furthering personal goals or interests by choosing to work with an organization that reflects one’s interests.
  - Helping a disparate group come to an understanding of differences.
  - Coming together to share common interests and working toward a common goal.

Section 17.2 Becoming an RSO Advisor

Advisors to RSOs must be full-time WSU faculty or staff members. Undergraduate students may not advise RSOs; however, Graduate students who are also employed by the university may co-advice student groups with a full-time WSU faculty or staff member, as long as the group has the express written permission of Student Involvement. All graduate interest RSOs may not be advised by graduate students. All new advisors are required to fill out the RSO Advisor Statement before they will be recognized by Student Involvement.

There are three major ways to become an RSO advisor:

1. Assignment: An advisor who is assigned to advise a group based on their job description and responsibilities.
2. Student Request: Student leaders may request a WSU faculty or staff member to voluntarily serve as their advisor.
3. Request Assignment: WSU faculty or staff interested in voluntarily advising RSOs can send their information and interests to Student Involvement at getinvolved@wichita.edu.

Section 17.3 Advising Styles

There are many ways to advise student organizations. Great advisors use a multitude of styles that can be flexible to the culture of the leadership of the RSO. A few types of styles and descriptions are below:

- Developmental: The advisor provides guidance in the decision making process and opportunities for growth.
• Administrative: The advisor provides the organizational structure of events and focuses on policy and budget.
• Delegator: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.
• Coach: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
• Supporter: The advisor facilitates and supports the efforts toward accomplishments, and shares responsibilities for decision making with the students. Use this style with groups that are just starting to understand the concept that will lead to success - with a group that is just starting to “get it.”
• Director: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness. Use this style with newly formed organizations or organizations that did not have a smooth officer transition from the previous year.
• Programmatic: The advisor provides skill development for students and event planning.

Section 17.4 Kinds of Advisors

Mentor
Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in their professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or to have conversations about their ideas and thoughts on different subjects.

Team Builder
When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times.
To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process.

As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

**Conflict Mediator**
Inevitably, students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have a conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission and ask how their conduct is helping the group achieve its mission.
Sometimes, one student may be causing problems with other students. In many cases this student may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how their attitudes are impacting other people and how those attitudes or actions can be changed to help the organization. In many cases, the student will appreciate honest feedback.

**Reflective Agent**
One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive, and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.

**Educator**
As an advisor, your role as educator will often come through modeling the behavior, guiding the student in reflection of their actions and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

**Motivator**
As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts,
appealing to their desire to create change and to connect their experiences at the University to the experiences they will have in the community.

**Policy Interpreter**

Student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advice you can give to the students.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key point to remember is that you are an advisor not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student organization. The students make the decisions, and they are accountable for those decisions and for the successes and failures of their group.

**Section 17.5  Expectations**

Student organizations are just that - “student” run organizations, and should be operating from that perspective. However, every RSO is required to have a full-time Wichita State faculty or staff member serving as an advisor. An advisor is a valuable asset to your organization. It is crucial for members of an RSO and the advisor to communicate what their expectations are of each other so they can effectively work together. This conversation should happen when there are new officers, a new advisor or, at minimum, a couple of times a year.

The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing a working relationship. An advisor can help provide continuity and will need to serve as a signatory on official forms in addition to the RSO President. An advisor can also assist in designing and evaluating organization goals and activities. Also, in most cases, your advisor will have more familiarity with the University and its extensive community of services. The knowledge, leadership and guidance that an advisor can provide your organization are priceless.

Below are some expectations Student Involvement has of RSO advisors:

- Complete the online advisor training via Blackboard.
- Serve as a liaison between old and new officers and the University administration, thus providing continuity of operation. To assist with the development of organizational programs, maintaining organizational goals and direction.
- Monitor the financial status of the organization including the identification of problems, their potential solutions, the identification of financial strengths and foreseeable challenges.
- Discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with resolving any difficulties.
- Be available to meet with organization officers and/or members when they request help.
- Familiarize oneself with the organizations’ national structure and services, if applicable.
- Articulate campus policies and procedures of the University and assist the organization in understanding these policies.
- Provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
• Be aware of the fact that at times they will be called upon to serve as a personal confidant in organization-related matters. This is a particularly sensitive role. The advisor will want to assist the person seeking advice (usually in regard to a problematic situation). To serve as chaperon or supervise organization programs or projects when deemed necessary.
• Utilize the right to access University-maintained financial records of respective organizations. These records can be periodically reviewed by coordinating with the Student Government Association Treasurer.

Section 17.6 Mutual Expectations

The organization-advisor relationship is not a one-way street. The organization should have defined responsibilities to the advisor as well. It is a good idea to have an initial meeting with the new officers at the beginning of year to establish these expectations from the beginning.

Here are some tips to guide the advisory capacity:
• Establish Lines of Communication:
  • Define the best method (i.e. email, text, phone call)
  • What days and times are good for meetings?
  • Establish regular meetings (bi-weekly, monthly etc.)
• Articulate what club information you would like to receive regularly (club minutes, being Cc’d on organization emails, event promotion materials, etc.)
• Advisors are not members. You can coach and guide, but should not perform tasks for the group
• Understand the organization’s expectations of you as an advisor
  • Continuity semester to semester
  • Networking
  • Fresh and Creative Ideas
• Establish common goals that both you and the officers have for the student organization

Section 17.7 Commitment

Each advisor will have to renew their commitment to the student organization through the RSO renewal process. Advisors will be prompted to agree to the following:

I have consulted with this Student Organization ____________________________ concerning their programs and initiatives for the year and agree to act as Advisor for the group. I will familiarize myself with the regulations governing student organizations as shown in the Student Involvement Handbook. I will attend events and seminars required by the University as well as maintain applicable national standards and assist the organization in conducting its affairs accordingly. This will include, but is not limited to, BEING PRESENT or providing a designee for ALL activities sponsored by this organization. As the advisor of this organization, I understand that it is my responsibility to ensure that the organization adheres to all University policies and procedures.

Furthermore, I understand that failure on my part to comply with this statement of acceptance may result in suspension of all activities by this organization or dismissal from the University’s approved list of campus organizations.
**Section 17.8  Healthy and Unhealthy Student Organizations**

As an advisor it is important to help aid the student organization in being successful. One of the ways that this is attained is by healthy group dynamics. This section can assist when evaluating the health of a student organization and is even helpful in openly discussing with the leaders of the group. How do you think our club is doing? Here are some characteristics of healthy versus unhealthy clubs.

A group is often viewed as healthy when:
1. All members feel comfortable saying what they think
2. Decisions are worked through until a general consensus of agreement is reached
3. Well-informed members contribute their ideas in the area of their competence
4. The whole group handles questions that concern the whole group
5. Major issues get a large chunk of time
6. Major issues invoke mature approaches to change
7. Minor issues are settled concisely with only the attention they deserve
8. Decisions reached through participation are final and satisfactory
9. Members really understand one another’s idea, plans, proposals
10. The group carries forward in performing tasks and the achievement of goals
11. The group is solution oriented
12. Rewards and feedback are shared among the entire group

A student organization is often as unhealthy when:
1. A few members do all the talking
2. Members mumble agreement
3. Competent people sit silent
4. Decision making is quickly put off
5. New people with good ideas aren’t listened to
6. Minor issues consume the majority of the group’s time
7. Minor and simple issues make people angry and resentful
8. Major issues are passed over
9. The same subjects, supposedly previously settled, keep coming up again
10. Quick judgments are passed on issues people do not understand
11. Members subjectively talk about people in the scapegoat manner
12. The group accomplishes little in absence of the leader
13. The group avoids change
14. Rewards and criticism are concentrated on a few people

The advisor must be aware of what aspects of the group dynamic make the group healthy and successful, and which ones are not conducive to group success. By assessing these areas of group function, the advisor can decide what roles and advising styles they need to adopt.

**Section 17.9  Stages of Group Development**

Bruce Tuckman developed four cyclical stages of group development—forming, storming, norming and performing. These stages are interconnected and all groups go through these stages of development continually throughout their process of developing on campus.
Stage One: Forming

Behaviors:
- Purpose and goal are unclear
- Members feel varying degrees of commitment
- Members are cautious with initiating
- Members avoid responsibility
- Communication is low and a couple members usually dominate

Tasks:
- Build a common purpose and clear expectations
- Clarify accountability, recognition, and rewards
- Assess resources, see who can contribute what
- Find a leader and advisor to provide direction

Stage Two: Storming

Behaviors:
- Differences and confusion arise over goals and roles
- Struggles erupt over approaches, direction and who is in control
- Team members react toward leadership with counterproductive behaviors
- Team is uncertain how to deal with communication and solve conflict

Tasks:
- Involve everyone in discussion
- Include all ideas and opinions
- Seek further clarity about purpose and develop a common approach to meeting objectives
- Define norms
- Leaders raise difficult issues and coach team through struggles

Stage Three: Norming

Behaviors:
- Team gains confidence and momentum
- What, How, Who, When has been clarified
- Agreements on goals, communication, leadership roles, and approaches
- Team builds relationships with each other and external people and groups

Tasks:
- Develop processes for information sharing and feedback
- Have open forums on tasks and relationships
- Build appropriate feedback loops
- Work toward consensus on overarching issues
- Leaders use a facilitative style to create the opportunity for others to lead
Stage Four: Performing

**Behaviors:**
- Members take full responsibility for tasks and relationships
- Team achieves effective and satisfying results
- Team facilitates itself easily
- Members work proactively for the benefit of the team

**Tasks:**
- Continuously seek to improve
- Assess and evaluate results
- Celebrate success
- Continuously try out new and better methods

Section 17.10  Identifying Group Dynamics

The advisor must examine the specific dynamics of the student organization to better understand where the group is developmentally. This involves looking not only at the overall function of the group (as outlined above) but at the individual members of the group and their intrapersonal interactions.

1. **Verbal Participation:**
   a. Who speaks a lot? A little?
   b. Are there certain people dominating conversation?
   c. Is there a hostile dynamic of interruption, disagreement, or superiority?

2. **Decision-Making:**
   a. Are there self-authorized decisions being made?
   b. Is there an attempt for democracy and general consensus?
   c. Who primarily makes the final decision? Is it always the same person? Does the President go with the majority, and not just their opinion?

3. **Task Function:**
   a. Is the group able to focus on the topic at hand? Do they get sidetracked easily? Who/what is causing this distraction?
   b. Are meetings structured and productive?
   c. Does anyone discuss and give feedback on activities and events that the organization holds?

4. **Group Atmosphere:**
   a. Is the atmosphere friendly or conflictive?
   b. Do certain members provoke conflict? Resolve conflict?
   c. Does the group seem to have an “in” and “out” crowd?
   d. Are disagreements formed? Are there always certain members pitted against each other?
Section 17.11 Assessing Leadership Styles

The advisor should be aware of the leadership style of the organization’s president. Helping the president grow and aiding in the development of leadership skills is one of the qualities of a good advisor.

The following are general leadership styles:

Autocratic:
- Pushes to get support for their ideas
- Passes judgment on other members’ ideas
- Rejects ideas that don’t bring about personal desired results
- Dictatorial

Peacemaker:
- Eagerly supports other members’ involvement and participation
- Consistently avoids conflict
- Divides up the power
- Only gives positive feedback

Democratic:
- Includes all members in discussion
- Expresses feelings openly without judging others
- Attempts to deal with conflict by means of problem solving
- Is open to feedback and criticism from others

Laissez-Faire:
- Gains attention by lack of involvement
- Goes along with decisions
- Doesn’t commit one way or the other
- Doesn’t initiate action or progress
- Doesn’t facilitate-only responds

17.12 Motivating Organization Officers and Members

In order to establish a successful club, it is important to motivate the officers and members to be involved and invested in the club and its mission. As an advisor, it is important to motivate members so that their energy will carry over into the student body and encourage new membership and fresh and creative programming ideas. Some ways to motivate your officers are:
- Give credit when credit is due
- Use “We” instead of “I” or “You”
- Play up the positives and successes of the group
- Make meetings and projects appear attractive and interesting
- When you are wrong, admit it
• Call officers and members by name
• Be fair, honest, and consistent—do not show favoritism
• Set high expectations and celebrate when the group achieves them
• Give praise and status—create a “member of month” award or something similar
• Develop purpose. Always make sure to explain “why.” If members have purpose they will be more motivated

Section 17.13 Liability

Student organization advisors should understand how a court of law may establish liability on the part of an individual or organization. With this general knowledge, RSO advisors can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law.

A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for their injuries. The most common tort is "negligence," which occurs when someone breaches a duty that they have to another person, and the person to whom the duty is owed suffers an injury or damages as a result of the breach.

Contract is a binding agreement between two parties in which each gives something in return for something else. For example, a job contract indicates an exchange of skills or services for a salary and benefits, and an apartment lease indicates an exchange of space and maintenance for the payment of rent. Student organizations regularly enter into contracts for such things as speakers or performers, apparel sales, car or bus rentals, facilities rentals and catering services. A contract should be used any time there is a need for a clear understanding of responsibility, any time you are paying for a person's services or providing travel, lodging, meals, etc. for a performer/speaker or any time any duties are being performed in exchange for payment.

If a faculty/staff member were to be sued for an act or omission in connection with their service as an advisor to a Recognized Student Organization in good standing with Wichita State University, the University General Counsel has opined that such service would be within the scope of their employment as an employee of the State of Kansas, thereby providing them with protection under the Kansas Tort Claims Act. However, if the faculty/staff member serves as an advisor for an organization that is not officially recognized by the University, there may not be coverage under the Kansas Tort Claims Act as it becomes difficult to argue that such service is on the behalf of the University. Any litigation or threat of litigation should be brought to the attention of the University’s General Counsel immediately.

Of course, if an advisor engages in intentional or grossly negligent behavior or conduct, i.e. providing alcohol to minor at an organizational event, she/he will not be covered by the Kansas Tort Claims Act. Also, if an advisor engages in conduct which she/he has specifically been directed not to engage in by the University, they will likely be considered to have taken themselves outside of the course and scope of their employment and they will not be covered by the Kansas Tort Claims Act.

Section 17.14 Cleary Act Information
One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. Because of this piece of federal legislation WSU is required to report “statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities.”

What does this mean for advisors? This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

Section 17.15 Advisor Evaluation

Advisors are encouraged to continually evaluate themselves and their progress as RSO advisors. At the beginning of each spring semester, RSO presidents will be prompted to answer a short survey on ShockerSync about their advisors.

The questions students will be asked are as follows:

Advisor Evaluation: Please answer the following questions as they relate to your advisor’s role as an RSO advisor. Please use the following scale:

5 = all the time; 4 = most of the time; 3 = some of the time; 2 = almost never; 1 = never

My advisor:

- Actively provides motivation and encouragement to members.
- Knows the goals of the organization.
- Knows the organization’s members.
- Regularly attends scheduled executive board meetings.
- Regularly attends organizational meetings.
- Meets regularly with the officers of the organization.
- Attends the organization’s special events.
- Assists with training and orientation of new officers.
- Provides continuity for the organization.
- Confronts negative behavior of members.
- Understands the principles of group development.
- Actively seeks to help group members grow and learn.
- Understands how to effectively run meetings.
- Understands and can articulate the group’s constitution and bylaws.
- Recommends and encourages ideas without imposing preferences.
- Successfully monitors the organization’s financial records.
- Understands and assists in good fund raising.
- Understands and articulates the importance of diversity in an RSO.
- Attends conferences with the organization’s members.
Knows the steps to develop a program or event.

Can identify member learning and help create meaningful learning outcomes.

Can help the group find assistance when problems are encountered that cannot be easily solved.

Helps navigate and can articulate WSU policies and procedures.
Section 18. **SHOCKERSYNC**

### 18.1 Getting Started
Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features. To get started you will first need to create your own profile – you will only need to do this the first time you log in.

**Creating your individual profile**
1. Log on to ShockerSync - shockersync.wichita.edu
2. Log in using your WSU email account (X123A456@wichita.edu)
3. Input your vital information – name, interests, and profile picture.

**Access your organization’s site**
1. Log on to ShockerSync - shockersync.wichita.edu
2. In the top bar, click on My Organizations to view all current organizations you are a member of.
3. Click on the name of your organization and you will be taken directly to your organization’s site. OR
4. Go to My Involvement at the top of the page. Your current Organization Memberships are listed by default.
5. Click on the name of your organization to expand the options.
6. Click on “Organization Site” to the far right.

### 18.2 Registering Your Student Organization
Beginning in fall 2018, all student organization registrations and renewals will take place through ShockerSync. During this transition you will be asked to register your student organization on this page. There is a chance that you may be a first time registration on ShockerSync, but be considered a renewal (SI maintains a list of previously registered groups and will inform the necessary parties that they are a renewed organization). If you are the primary contact of your organization, you may have the opportunity to re-register your organization prior to anyone else. **The user that completes the registration process will automatically become the primary contact.**
1. Log on to ShockerSync - shockersync.wichita.edu
2. Go to your organization’s site.
3. Click “Register”.
4. Follow the steps outlined by your campus, updating any information as needed.
5. Click “Next” at the bottom of each page to continue to the next step.
6. You will have the opportunity to review each step prior to submitting the completed registration.
7. Click the link associated with each step to review and update the information.
8. Click “Submit for Approval” when all information has been included.

Please note that all registration submissions must be reviewed and approved by Student Involvement. You can view the status of your submissions and/or update any submissions still in “In Progress” status. Additionally, if you previously created a page and your organization must register, a Register button will display during the appropriate time period in the top right corner of
the Home page for your organization. If you have not yet created a page, click “Register a New Organization” on the left hand side of the Organizations page

View/Update Submissions
1. Log in to your campus site.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Submissions option on the left side of the page.
4. Select the Organization Registrations tab.
5. Locate the submission you’d like to view/update in the list.
6. The current status is listed in the second column.
7. Click “View” to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission. OR If still “In Progress”
8. Click “View” to the far right of the submission.
9. You will be taken to the final review screen where you can return to any step to make the appropriate updates.
10. Once all steps have been updated, click “Submit for Approval”.

18.3 Registration Steps Walkthrough
ShockerSync offers the ability to customize your organization registration process to fit your campuses needs. We have built custom forms to be included within the registration process, but there are also several built-in steps the system provides. In this section, you will find a description of each of these available steps, whether you are an admin building out your process or a student or user navigating the process of submitting a registration request.

Organization Profile
The Organization Profile step allows users to provide basic details and information about their organization, such as the organization description, contact information, and social media links. The Organization Profile step is required for every organization registration process and cannot be removed by campus administrators. The profile step is where any organization additional fields will appear for users to complete.

Organization Profile Picture
Organizations are also required to upload a profile photo to show in the organization directory and on their organization's page. The profile picture step is required for all organizations and cannot be removed by administrators. The image you select will automatically run through an image resizer, so the larger the better! Your profile photo will appear in a circular shape in the directory and on your organization page, so expect the edges of the photo to be cropped.

Organization Categories and Interests
As a user submitting the registration request, keep in mind that potential members will be able to sort through all organizations on campus by category when looking for organizations to join, so you'll want to pick the categories most relevant to your organization. Organization interests are used to recommend your organization and your organization's events with users who have identified similar interests in their personal profiles.
Organization Roster
The Roster step allows Student Involvement to hold organizations accountable to having a certain number of required and optional Positions, and/or a certain number of members on their organization roster when registering. All RSOs are required to have:

1. A President
2. A Treasurer
3. On-Campus Advisor
4. Papercut MT Access (those you would like to have access to print from your organization account.
5. Five members

Organization Constitution and Bylaws
The Upload Constitution step requires your users to submit their organization's constitution or bylaws when they submit the registration request.

Organization Acceptance of Policies
During the process there are also additional forms and acknowledgements that users need to complete and will be integrated into the organization registration process. These include an anti-hazing agreement, an involvement fair sign-up, or an advisor agreement form.

18.4 Managing Your Organization’s Roster
To be a recognized student organization, you must have at least 5 students on your roster. It is absolutely important that you keep your roster up-to-date with your members. This is not a Facebook Fan Page – only accept members that are actually in your organization. You can update the status of current members, whether removing them or identifying their role in specific positions. You can also invite other people on campus to become members of your organization.

Access your Organization’s Roster from your organization’s page:
1. Go to Roster on the left side of the page.
2. The complete Roster for your organization is now displayed. The Officers are listed at the top with their position identified.

Invite New Members to join from the Roster option on your organization’s page:
1. Click “Roster” at the top of the page.
2. Click on “Invite People” at the top of the page.
3. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.
4. Select a position for specific users to join the organization as, including Member.
5. Click “Send Invitations” when all people have been added to this list.

Approve New Members
New members can join by locating your organization on the campus site. You must approve these new members before they are added to the organization’s roster.
1. Go to Roster on the left side of your organization’s page.
2. Click “Manage Roster” at the top of the page.
3. Go to the Prospective tab. Pending members are those you invited and must accept your invitation. Prospective members are those who found the organization and indicated they wanted to join.
4. Review the users who are awaiting membership approval.
5. Click “Approve” or “Deny” next to each user.
6. Confirm each action

Create New Positions Specific to your Organization from the Roster option on your organization’s page:
1. Click the “Manage Positions” link.
2. A list of all the current positions available for your organization will be listed. Some of these may be organization created, while others may system-wide positions.
3. Click the “Create New Position” button at the top of the page.
4. Identify the name of the new position.
5. Select the type of position most appropriate for the new position.
6. Set the following options as appropriate:
   a. Show holders of this position on the organization’s roster: The user holding the position is visible on the organization’s roster.
   b. Active: The position is available for a user to hold. If this is not checked, the position will only be available to be added as held in the past.
7. Grant the position No, All, or Limited access to the organization’s site. Limited access allows you to select each aspect of the organization’s site that the position should not access, have Full access to, or only be able to View.
8. Click “Create”.

Promote Members to Positions from the Roster option on your organization’s page:
1. Click on “Manage Roster” at the top of the page.
2. Locate the member you’d like to promote to an officer position on the Current tab.
3. Click “Edit Positions” to the right of the member’s name.
4. Select each Position that the member should now have.
5. Click “Save”.

Update Primary Contact from the Roster option on your organization’s page:
1. Click on “Manage Roster” at the top of the page.
2. Click “Change” to the right of the current Primary Contact.
3. Select the new primary contact from the drop-down menu.
4. Click “Save”.

Remove Members from your Organization from the Roster option on your organization’s page:
1. Click on “Manage Roster” near the top right corner of the page.
2. Locate the member you’d like to remove.
3. Check the box on the far right of the member’s name.
4. Click “Delete” at the top of that tab.
5. Confirm deletion. This will remove the user completely from your organization. To remove Positions” for that user and uncheck the appropriate positions.
18.5 Re-registering Your Student Organization
You can view which of your organizations might be up for registration by accessing your Action Center for the organization. To access Action Center, click the Switchboard Icon on the top right hand corner of ShockerSync and click "Manage". From your Action Center home page, you will see a list of your organizations.

Select a single organization to view

1. Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message: Click "Re-Register this organization" to start the re-registration process.

Keep in mind that we have set up the process so that only certain Positions, such as Primary Contacts or Presidents can complete the re-registration process. If you do not have permission to Register, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact student.orgs@wichita.edu

When you re-register an existing organization, many of the steps might already be complete if they were also included in your initial registration process. Click through the process and update any information that needs to be changed, or complete any new steps we are requesting of you. When you are finished, hit Submit to submit your re-registration for approval.

18.6 Adding Content to your Site
Specific content can be added to round out your organization’s site. These include wall posts, news articles, photos, and documents.

Wall posts
1. Log in to your campus site.
2. Go to your organization’s page.
3. Type in the text field below “Wall”.
4. Click “Post”.

Your post will automatically be added to your organization’s wall. Anyone in your organization can post/comment on your organization’s wall. However, only primary contacts and other officers can remove any post or comment that is inappropriate or unwanted.

News articles
1. Log in to your campus site.
2. Go to your organization’s page.
3. Go to “News” in the left navigation
4. Click on “Create Article”
5. Enter the Title, Summary, and the full Story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
6. Upload an image to be displayed with the Summary in the News ticker.
7. Specify who can view the article.
8. Click “Save Article”.
Only officers of your organization can post News Articles. Your article will automatically post to your organization’s wall and will appear in the news ticker on the Home page for members of your organization only.

**Photos**
1. Log in to your campus site.
2. Go to your organization’s page.
3. Go to Photo Gallery on the left side of the page.
4. Click “Create Album”.
5. Enter a name for the album and a brief description.
6. Indicate who can view the photo album.
7. Click “Create Album”.
8. Click on the title of the album
9. Click “Add Photo”.
10. Select the file from a saved location and include a caption.
11. Click “Save Photo.”
12. Repeat steps 9-11 for each photo to be added.
13. Click “Back to Photo Gallery” once all photos have been uploaded to the album.

**Documents, such as your meeting minutes**
1. Log in to your campus site.
2. Go to your organization’s page.
3. Go to Documents on the left side of the page.

**To upload a new document:**
1. Click “Upload” in the upper right corner.
2. Click on “Choose File” to select a file to upload. Files must be less than 4 MB in size.
3. Provide a title and brief description of the document.
4. Indicate the type of document from the drop-down menu.
5. Update the Security options for who can view the document if applicable to the type of document.
6. Click “Submit Request”.

**To edit the information associated with a document:**
1. Locate the document you’d like to update information for.
2. Click the “Edit” icon on the far right side of the document listing.
3. Update the title, description, and/or type of the document.
4. Update the Security options for which positions can view the document.
5. Click “Update Document”.

**To replace existing documents:**
1. Locate the document you’d like to replace.
2. Click “Delete” on the far right side of the document listing. Once a document is deleted, it cannot be recovered.
3. Confirm deletion.
4. Upload the new version of the document you were replacing.
18.7 Registering Your Events
Events can only be created by student leaders and must be associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Home page.

1. Log in to your campus site and go to your organization’s page.
2. Go to Events on the left side.
3. Click on “Create Event”.
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf. **
7. Specify the type of event:
   a. Public: Anyone who accesses the site will be able to view this event.
   b. Campus Only: Any logged-in user can view this event.
   c. Organization Only: Only members of your organization can view this event.
   d. Invitation Only: Only those invited to this event can view it.
8. Identify any Categories that the event falls under. You can add as many Categories as appropriate by continually selecting them from the drop-down menu.
9. Specify the RSVP Option for the event: None, Open, or Invite.
10. Indicate if anyone is able to self-report their attendance to the event.
11. Add any additional information that your campus requires.
12. Click “Create”.
13. Identify who you’d like to invite to the event: by username, or e-mail address.
14. Click “Add” to include those you selected/identified in the invitee list.
15. Click “Send Invitations”.

Based on the type of event, you may need to provide additional information about your event. Your event may also need to be approved by a Student Involvement prior to sending invitations. You will be notified when your event has been approved or of any changes that you’ll need make to the event.

Edit Existing Events
1. Click on the name of the event you’d like to edit.
2. Click “Change” below the name of the event.
3. Update any of the details of the event, include date, time, or location.
4. Click “Next” at the bottom of the page.

We have implemented an Event Form, you will have to update any of the information originally submitted on this form. Click “Next” to continue through the form.
5. Click “Submit”. Your changes may need final approval before it is posted.

Cancel Existing Events
1. Click on the name of the event you’d like to edit.
2. Click “Cancel” below the name of the event.
3. Include any comments that you’d like sent to any individual who RSVP’d to the event.
4. Confirm cancellation.

18.8 Messaging Members
As a Student Leader, you have access to the messaging page for your organization. From this area messages can be composed and delivered to various combinations of organization members and officers. There are two criteria that you can use to define the message recipients:

1. Positions (Primary Contact, Member, President, etc.)
2. Specific Members

Messages can be sent to all members of your organization, excluding specific individuals as appropriate. Using these two criteria, you can construct a delivery statement that reads as follows:

*Send this message to the following [positions] as well as any of these [specific members]*.

To create a message:

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Roster on the left side of the page.
4. Click on the "Messaging" link.
5. Click "Send Message" under the appropriate delivery method.
6. Create a delivery statement using the criteria lists by clicking "Edit" on each component.
7. Enter a Subject line for the message and the body of the message.
8. Click "Preview" to send yourself the message for review.
9. Click "Send" to send the message to your indicated recipients.

Please note, that only those who have permission to send messages can actually send them. Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings. The same process and options are available to send text messages to those users who have identified a mobile phone number in their notification settings. Access the Texts (SMS) tab on the Messaging page to send/view text messages. Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message.