

## Department of Student Programs & Leadership

Welcome to Student Programs & Leadership!

Getting involved in out-of-class activities is an important part of your college experience. Participation in clubs and organizations is a great way to get to know your classmates and to build strong connections to the University. Being a member of a club or organization can also help you develop important leadership, interpersonal, critical thinking, and organizational skills.

There is a wide variety of student clubs and organizations – including social, academic, service, cultural, religious, recreational, and governing groups. While the Department of Student Programs & Leadership encourages students to become involved in out-of-class activities, it is our clubs and organizations which create the events and involvement opportunities that make a vibrant and active student life experience.

We have designed this Club and Organization Handbook to help you understand the various University and Student Senate policies and procedures that impact your student group. We have also included helpful information regarding conducting meetings, planning and advertising events, working with the Student Senate Finance Committee, and organizing club/organization trips.

We hope that this handbook will help your club accomplish its goals and become a vital part of student life at Roger Williams. Please stop by the office any time you need assistance. Let us know what else your group needs in order to be successful. Have a great year!

Sincerely,

**Carol Sacchetti**

Director of Student Programs & Leadership

### Mission Statement

The mission of the Department of Student Programs and Leadership is to engage students in meaningful out of classroom experiences that foster student learning through social, intellectual, spiritual, cultural, and interpersonal development. These experiences are designed to support the mission of the University and to promote civility, responsibility, character and leadership development, and community involvement.

The goal of the Department is to work collaboratively with other departments within the University to facilitate opportunities for student involvement on three levels:

**Experimental Involvement:** Students will attend social, cultural, educational and recreational programs offered on and off campus.

**Active Engagement:** Students will become active members of a club, organization, athletic team, or other student groups on campus.

**Leadership:** Students will take on a leadership role within their student group. This includes students who serve in an elected/appointed position and members of paraprofessional staff (i.e. Team CARE, Student Advocacy, Orientation, etc.)

### Statement on Leadership

The Department of Student Programs & Leadership believes that all students can be part of the RWU leadership community. Leadership is defined by action, not position. We strive to incorporate non-hierarchical and relational leadership philosophies into all of our programs, policies, and advising. We believe that with leadership comes a responsibility to the community. Through active and collaborative learning experiences, students will develop leadership competencies that help them better understand themselves, their relationships with others, their responsibilities toward their communities and prepare them for leadership within their careers and lives

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beyond RWU. All leadership development opportunities sponsored by the department will be geared toward developing students' consensus building, collaboration, civic engagement, and multicultural competencies and will challenge issues of privilege.

## Who's in the Office

### Department of Student Programs & Leadership

Campus Recreation Center - Suite 206

Main Line: (401) 254-3088

Fax: (401) 254-3355

### Assistant Dean of Students/Director

#### Carol Sacchetti

- Responsible for oversight of all department functions and budgets
- Co-Advisor of Student Senate
- Homecoming **Chair**

### Assistant Director

#### Adrienne Mukiria

- Responsible for all Clubs
- Advisor of The Hawk's Herald, WQRI & Crossings Yearbook
- Co-Advisor of The Student Senate
- Advisor of Senate Finance Committee & Clubs and Orgs Committee

### Assistant Director

#### Gretchen Streiff

- Advisor of Campus Entertainment Network (CEN)
- Coordinator of New Student & Family Orientation

### Assistant Director

#### TBD

- Oversees **the Leadership Program SOAR**
- Design Center Coordinator
- Advisor of Inter-Class Council (ICC)

### Manager of Event Operations

#### Gordon Wood

- Designs & Coordinates staging for events
- Oversees Stage Crew
- Maintains Event Calendar

### Assistant Manager of Event Operations

#### Michael Zarbo

- Approves Space Requests
- Supervises Hawk's Nest, Rec Center Building Managers & Concierge

### Administrative Assistant

#### Jo-Ann Iasiello

- Reservations (Table requests, A-Frame & Banner Space requests)
- Cash Box Requests & Deposits

# About Student Groups, Clubs and Organizations

Student clubs and organizations are an essential part of the Roger Williams University community and are an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Such organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging.

Student organizations provide a valuable service to the University community by promoting leadership development, community spirit, **activism**, public service, and social and cultural interaction. Each year the approximately 60 student clubs and organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These activities allow Roger Williams students to meet and interact with local, state, nationally and internationally renowned scholars, artists, politicians, academicians and other professionals. Student club members also spend countless volunteer hours each academic year, participating in service projects for campus and community efforts.

All student clubs and organizations must register with the Department of Student Programs & Leadership each year in order to be recognized by Roger Williams University and to take advantage of all available facilities and services. Student clubs are required to have on campus accounts for all financial transactions and to request facility space through the Department of Student Programs & Leadership. Benefits provided by RWU to registered student clubs and organizations include, but are not limited to:

- Ability to apply for a charter with the Student Senate
- Access to Student Programs & Leadership staff and resources including use of the Design Center **at a determined fee**
- Access to a University account and the use of the Purchasing Department
- Ability to participate in the Student Involvement Fair
- Access to Student Senate and Athletic Vans with some associated costs
- Ability to reserve space on campus

## Types of Student Groups

There are two types of student groups on campus:

- *Organizations* – a group that targets the general campus population in its scope of activities and programs
- *Clubs* – a group that targets a specific population in its scope of activities and programs

Within the designation of clubs, there are two types of clubs on campus:

- **Recognized** - This category of club refers to all clubs that have gone through the process of registering with the Department of Student Programs & Leadership. All clubs must first be recognized by SP&L before they can proceed to be chartered by the Student Senate. Student Programs & Leadership reserves the authority to revoke recognition of a club if it is in violation of departmental or university policy.
- **Chartered** – **This category of club refers to all clubs that have gone through the process of chartering through the Student Senate. Chartering allows a student club the following additional privileges:**
  - Ability to seek funds from the Student Activities Fee
  - Use of the Design Center at no cost to the club
  - Ability to reserve space on campus
  - Ability to use the Senate vans without having to pay a fee (only gas charges apply)

## Creating & Registering a Student Group

To be recognized by Roger Williams University and take advantage of the services and resources available, student groups must register with the Department of Student Programs & Leadership **each academic year**. Student groups can register as a student group at any time throughout the academic year; however, **ALL** registered student groups are deactivated at the end of the spring semester and are required to re-register in order to be recognized. A student group that is not registered will not be able to function as a student group on campus. This includes receiving funds disbursed from Student Senate, having a university account, reserving space on campus, reserving Senate vans, or utilizing the services provided by the Design Center.

To register a student group with the Department of Student Programs & Leadership, the group must:

1. Select a name that is not in use by another student group registered at RWU.
2. Identify a purpose and describe the activities the group will organize to fulfill this purpose. **Note:** We will not recognize a group whose purpose involves performing activities or services already offered by university functions. For example, we will not recognize a group whose purpose is to provide resume critiques and interview skills training as those services are offered by the Career Center.
3. Have a minimum of ten (10) members who are registered undergraduate RWU students. One member must be assigned as the primary contact to which all communication about the group will be directed. For Student Programs & Leadership purposes, this person will be listed as the President in all forms and documentation. A second member must be listed as the contact for finances to which all communication regarding the group's financial matters will be directed. For Student Programs & Leadership purposes, this person will be listed as the Treasurer in all forms and documentation. The name and contact information of the President will be listed on the Student Involvement portion of the Student Programs & Leadership website where the student group's description can be viewed by the public.
4. Have a faculty or staff advisor who meets Student Programs & Leadership requirements (See *Student group Advisor* Section).
5. Complete a Student Club & Organization Registration form for the current academic year, available online at the Student Senate Website: <http://studentsenate.rwu.edu/clubsorgs.htm>. The form is to be completed and signed by the president and faculty advisor.
6. Submit a constitution that meets the Student Programs & Leadership guidelines. **Note:** A constitution checklist form is located in Appendix (TBD).
7. The president must meet with the Assistant Director responsible for clubs to request an "@g.rwu.edu" email address for the student group. This email address should be identified on the student group registration form.

**If the student group is a new student group** (one that has not been registered previously nor has been registered within the past two years\*), a new Student Club & Organization Registration application must be completed by the student group leadership. This application will be reviewed by the Assistant Director of Student Programs & Leadership responsible for student groups. If the application is approved, the group will become a recognized student group and will be notified by e-mail. If the application is denied, the group will be contacted by the Assistant Director of Student Programs & Leadership to discuss the situation.

**If the student group is re-registering** (one that has been registered within the past two years) the group will be registered and officially recognized within two business days of completing the registration form(s). If any changes have been made to the constitution, Student Programs & Leadership must be notified to approve the changes.

*\* If a student group that was at one time registered with Student Programs & Leadership has remained inactive or unregistered for two or more years, the group must follow the registration process for new student groups.*

### **Authority for Registration**

The University reserves the right to register and recognize all student groups, clubs and organizations. The Department of Student Programs & Leadership serves as the University registrant of all student groups and maintains current information on each registered student group, its officers or authorized representatives, its purpose, and its faculty advisor.

It is the policy of Roger Williams University that registered student clubs and organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Clubs registered at Roger Williams University will not practice any discrimination against a member or prospective member on the basis of sex, handicap, race, age, color, sexual orientation, political affiliation, marital status, national origin, or religion, except specifically exempted by law. **Discrimination based on sexual orientation is prohibited by the University policy, but not by law.**

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All student groups, clubs and organizations are under the jurisdiction of the Assistant Dean and Director of Student Programs & Leadership and his/her designees. The responsibility for establishing and enforcing policy concerning organizations and activities, including the requirement that they function in accordance with their constitutions, is vested in the Department of Student Programs & Leadership. All student groups, clubs and organizations are subject to the rules and regulations governing the University, including, but not limited to, the University Code of Student Conduct. Information from the University Code is used and referred to throughout this handbook. If chartered by the Student Senate, clubs are also governed by the policies and procedures set forth in the Senate's Constitution and Bylaws.

## Chartered Club Status Classifications

**Petitioning:** A student group, club, or organization that has not previously been active and is going through the recognition process.

**Trial:** A Student Programs & Leadership recognized student group that has completed the registration process and is awaiting Senate approval for Full/Active club status.

**Full/Active:** Student group is a Student Senate chartered club or organization that has a current faculty/staff advisor, members list, budget, registration form, and has regularly attended all Presidents' meetings, has completed all monthly reports and additional stipulations outlined in the Senate bylaws.

**Probation:** A fully active club who has violated the Student Senate, Student Programs and Leadership, and/or University policies regarding clubs and organizations. These clubs will have no access to their financial budget until the probationary period is extinguished.

**Inactive:** A previously active group which has failed to submit monthly reports for a two month period.

## Chartering a Club

To receive a charter from the Student Senate, a Student Programs & Leadership recognized student group must complete and submit a New Club Application to the Senate Clubs & Organizations Committee. Pending the approval of the Clubs & Organizations Committee, *Trial Status* is granted.

Petitioning Status is an opportunity for a student group to establish itself on campus. In order to be granted Full Club or Organization Status, a student group, while on *Trial Status*, must complete the following requirements:

- Attend a Club Presidents' Training with the Clubs & Orgs Committee Chair
- Submit a monthly report
- Set up an information table in the Commons or Recreation Center for a period of no less than three hours
- Hold at least two meetings, and keep minutes including attendance and an outline of what was discussed (copies of the minutes must be submitted to the Clubs & Organizations Committee for review at the Full Club Status Hearing)
- Elect officers, following the procedure outlined in the Roger Williams University Student Senate Constitution
- Meet with Chairperson of the Finance Committee for financial training. The President and Treasurer of each club or organization must attend financial training
- Reserve a definite time and location to hold regular meetings through a Student Space Request Form found on OrgSync under the Tools tab and "Forms" button.
- Meet with the Assistant Director of Student Programs & Leadership responsible for clubs to establish an OrgSync account
- Appear before the Clubs & Organizations Committee for a Full Status Hearing no sooner than four weeks after the date Trial Status was granted. The above requirements must be completed prior to this hearing.

The Clubs & Organizations Committee reserves the right to approve or deny a student group Full Status at this charter hearing. Though a student group may not receive a charter from the Senate, a student group can still operate if recognized by the Department of Student Programs & Leadership.

Following the completion of all requirements and upon receiving a copy of the Student Club or Organizations Registration Form from Student Programs & Leadership, a club or organization shall be granted a Charter by the Student Senate Clubs & Organizations Committee.

## University Services to Know

### **Services Available to Student Groups**

There are a number of campus services available to registered student groups through the Department of Student Programs & Leadership:

#### **Space Reservations** (Student Programs & Leadership, 254-3088)

Student Programs & Leadership provides all registered student groups with the opportunity to reserve space on campus for meetings and events. Student Space Request forms are available on OrgSync under the Tools tab and "Forms" button. Meeting spaces may only be reserved one semester at a time.

#### **Involvement Fair** (Student Programs & Leadership, 254-3088)

During the first few weeks of the fall semester, Student Programs & Leadership partners with the Student Senate to sponsor the Involvement Fair to promote campus activities to students, faculty, and staff. All student groups are invited to sponsor a table at the fair to recruit new members. Information is sent to Presidents and Faculty Advisors during the summer with registration information.

#### **Design Center** (Student Programs & Leadership, 254-3088)

Located in the Department of Student Programs & Leadership, the Design Center is staffed by a team of students who provide groups with design and printing services for flyers, posters, and banners. Recognized student groups and departments may use the Design Center for a determined price set by the Department of Student Programs & Leadership. The service is generously paid for by the Student Senate for chartered groups. Forms are available in Student Programs & Leadership to access the services offered by the Design Center.

#### **Table & Banner Space** (Student Programs & Leadership, 254-3088)

The Department of Student Programs & Leadership controls all banner and table space located in the Campus Recreation Center and The Commons. Tables are available for use by clubs and organizations during lunch and dinner times. Banner space can be reserved for up to five days. Please note that there is an extensive advertising policy which can be found in the Student Handbook.

#### **A-Frame/Sandwich Board Space** (Student Programs & Leadership, 254-3088)

The Department of Student Programs & Leadership controls six (6) A-frame sandwich boards that can be utilized for day-of-event marketing. A limited quantity of boards can be reserved for up to three days by one club or organization.

#### **Electronic Advertising Space** (Student Programs & Leadership, 254-3088)

The Department of Student Programs & Leadership controls the electronic marquee located about the Hawk's Nest in the Campus Recreation Center, as well as Channel 15 on the campus cable network and certain features of MTvU. Clubs are able to post event notices on these media. Forms are available on OrgSync under the Tools tab and "Forms" button.

#### **Bon Appétit Catering** (The Commons, 254-3009)

Bon Appétit Catering is required for any function with food held in a campus facility, particularly in the Campus Recreation Center, academic buildings, and the Commons (Student groups do have the opportunity to have this waived for an event with the approval of the Catering Director). All orders should be placed with the Director of Catering or his/her designee. Student clubs and organizations are offered two ways of ordering food:

- A reduced-cost, limited menu that can be ordered in advance and picked up from the Lower Commons Dining Area
- The full catering menu which can be used for service anywhere on campus that includes food delivery and setup

Bon Appétit Catering also offers event sponsorships for student groups hosting or producing an event which benefits the campus community.

#### **Senate Van Rental** (Athletics Office, 254-3050)

Any club, organization, or department can rent Senate vans to use for travel to their activities and events. Senate van rentals are done through the Athletics office, near the gym in the Campus Recreation Center. Contact Dave Kemmy ([dkemmy@rwu.edu](mailto:dkemmy@rwu.edu), 254-3050) in Athletics to reserve the vans. All clubs and organizations will be charged gas for renting the vans. The charge will come out of an allocated line (if possible) or your discretionary account of your budget. Please be advised to be responsible when operating the vans. Any excessive trash left in the van or gas tanks left unfilled will result in additional charges.

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### **Services Available to Clubs & Organizations**

Including the services available to recognized student groups, Student Senate chartered clubs & organizations have the following additional services available to them:

#### **Club Officer Training Sessions** (Student Programs & Leadership, 254-3088)

In collaboration with the Student Senate, Student Programs & Leadership sponsors workshops throughout the fall and spring semesters for all club officers. These sessions are also part of the Club Presidents' Meetings that chartered clubs are required to attend. The workshops teach valuable leadership skills to help your club become more successful.

#### **Club Advisor Meetings** (Student Programs & Leadership, 254-3088)

The Assistant Director of Student Programs & Leadership will host a club advisor meeting each semester. The general purpose of these meetings will be to answer questions, address concerns, and foster understanding of both Student Senate and Student Programs & Leadership policies and procedures.

#### **Hawk's Hints** (Student Programs & Leadership, 254-3088)

If your club is looking for assistance in fundraising ideas, completing elections, conflict resolution, or motivating members, Student Programs & Leadership has a series of *Hawk's Hints* located in the hallway of the Student Involvement Suite in the Campus Recreation Center.

#### **Mailboxes** (Student Programs & Leadership, 254-3088)

Mailboxes are available for all clubs and organizations to receive on and off-campus mail. These mailboxes are located in the Student Involvement Suite in the Campus Recreation Center – Suite 200, and are accessible when the Student Involvement Suite is open.

#### **Event Operations** (Student Programs & Leadership, 254-3088)

For events held on campus, lighting and amplification services are available from Stage Crew. A *minimum of one (1) month notice must be provided*. Guidelines and Technical Request forms are available in the Department of Student Programs & Leadership. Contact Gordon Wood [gwood@rwu.edu](mailto:gwood@rwu.edu) or Michael Zarbo [mzarbo@rwu.edu](mailto:mzarbo@rwu.edu) regarding event operations.

#### **Student Senate Funding** (Student Senate, 254-3312)

Approximately seventy student clubs and organizations received funding from Student Senate during the 2010-2011 academic year. All Student Senate chartered clubs and organizations may apply for funding, however, certain guidelines must be followed. To learn more about funding and determine if your club is eligible to receive Student Senate funds, contact the Student Senate.

#### **Student Involvement Suite** (Student Programs & Leadership, 254-3088)

Located in Suite 200 of the Recreation Center, this area is designated as a place where clubs and organizations can meet to plan and coordinate events, design advertisements, network, and perform other day to day activities. This suite also houses the offices for four student organizations: the Hawk's Herald, Multicultural Student Union, Inter-Class Council and the Campus Entertainment Network.

#### **Club & Organization List** (Student Programs & Leadership, 254-3088)

Student Programs & Leadership provides a list of all registered student clubs and organizations on the department's website. This list includes the name of the club or organization and the name and e-mail address of the primary contact. Groups are automatically listed when they register with Student Programs & Leadership.

#### **OrgSync** (Student Programs & Leadership, 254-3088)

All clubs and organizations should have created an account on OrgSync to help manage their day to day activities. If you have not, registering is extremely easy! First, visit [www.orgsync.com](http://www.orgsync.com) and click on "Register" in the top right hand corner of the website. Click on the state of RI and find Roger Williams University to Register. Enter all of your information and select "Create Account". Once your account has been created, you will receive an email to create a username and password. Please REMEMBER your username and password.

Once signed into OrgSync, on the left hand side of the screen click "Add an Org". Select the organizations you are a part of. If you are a club or organization officer, you will receive emails to your account when club members request to join you on OrgSync. You will need to go in under the "People" tab and accept member requests.

Some other useful tools include the "Calendar" tab where you can post upcoming meetings and events, and the "Tools" tab where you can find all of the forms you used to find in the Office of Student Programs and Leadership. Since SP&L has now gone paperless, forms on

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OrgSync now include: Club Monthly Reports, Raffle Permit Request Form, Swoop Request Form, Fundraising Proposal/ Cash Box Request, and the Space Request form. After filling out any of these forms you will receive an email confirming its submission, and a status of approval or denial will be listed on the website. Every submission is saved under Recent Activity in the “Forms” section and you can view them at any time. Other useful tools under the “Tools” tab include a poll where you can poll your organization about a recent debate, an address book, to-do lists, time sheets, news, meetings, and events where you can inform your group about any of these things.

Any questions can be directed to Adrienne Mukiria, Assistant Director of the Department of Student Programs and Leadership. You can also click the “Support” button in the upper right hand side of the website for troubleshooting issues.

## Constitutions and Bylaws

All chartered student clubs and organizations are required to have a constitution. A constitution is a document that defines the long-term purpose and structure of the group. The constitution should only be changed through a clearly defined amendment process. The process should include advance notice, discussion and a simple majority vote. The Director of Student Programs & Leadership and Student Senate must approve all constitutional changes. The approval process usually takes about three weeks for new club or organization constitutions and about one week for updates to previously approved constitutions. Below is a guideline for writing a constitution.

The by-laws define how a club or organization carries out business. The by-laws should define committee structure or other operational aspects of the group. When these become firmly established in practice (more than two years) they may be inserted in the Constitution by amendment. A division of rules and procedures between the constitution and bylaws permits program, budget, and committee structure to develop as the group grows. Below is a guideline for writing bylaws.

A file on each club and organization is maintained by the Student Senate and is available for review upon request. This file contains a copy of the organization's current constitution, past officers' information sheets, past financial paperwork, as well as any official correspondence from the University to the organization.

### Guidelines

**Constitution:** The following outline defines the basic elements of a constitution. *The items marked in RED are required*

1. **Name:** state name of student group; no group may use the name "Roger Williams University" or "RWU" in its name without approval.
2. **State the organization's relation to Roger Williams University.** If the group is sponsored by an academic department or office at RWU, that must be stated. If the group is affiliated with an outside company or organization, that must be stated.
3. **Purpose:** define purpose in clear, concise terms; show the kinds of activities that will be sponsored by the organization.
4. **Membership:** Registered student groups must be open to ALL registered Roger Williams University students. Honor societies, though selective in nature, may also request to be registered.  
**Members:** registered RWU students with voting rights and ability to hold office. **Associate Members:** members who cannot vote or hold office. Faculty, staff and student spouses may be associate members. All members and associate members must be free to leave and disassociate without fear of harassment or retribution and this statement must be included in the constitution.
5. The constitution must state that the club or organization will not practice any discrimination against a member or prospective member on the basis of sex, handicap, race, age, color, sexual orientation, political affiliation, marital status, national origin, or religion, except specifically exempted by law.
6. **Finance:** state the cost to each member for local, state and national dues—indicate if this amount is to be paid once a semester, once a year or once for a lifetime. The constitution must state a maximum amount for dues, or if there are no dues, that must be stated as well. (**Note: Organizations funded by Student Senate may not charge dues.**) There must also be a statement that the club or organization is not-for-profit or is non-commercial in nature.
7. **Officers:** list elected officers (names are not to be included) and duties; term of service, method of election (secret ballot, hand-vote, etc. simple majority, 2/3 majority, etc.); procedure for filling a vacant office during the term; impeachment process. **Note:** all members of the group must be allowed to nominate a member for office and must be included in the voting process; all members must also be allowed to nominate an officer for impeachment and must be included in the voting process. These privileges can NOT be limited to the executive board. In replacing an officer, the nomination and voting process can be limited to the executive board.
8. **Faculty Advisor:** It must be stated how the faculty advisor is selected. **Note:** if the organization is NOT sponsored by an academic department or office at RWU, the faculty advisor MUST be selected by the club or organization. The constitution must list the duties of the faculty advisor and date and method of his/her selection. In an effort to provide continuity for the organization, it is recommended that faculty advisors serve for their tenure at the university; however, the constitution must state that the faculty advisor's term is at the discretion of the club or organization.
9. **Meetings:** frequency of regular official meetings (e.g., weekly, monthly, annually); state whether authorization of more frequent meetings is by decision of officers or members.  
**Committees:** executive committee or other interim administrative body, authorization of committees to carry out business. State how committees are formed and who selects committee chairs.
10. **Amendment:** procedure for drafting, announcement and discussion, and voting; majority needed to approve or reject (as a rule, 2/3 of total membership).

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11. Regulations: state willingness to adhere to the Code of Student Conduct and the other laws, rules, and regulations governing Roger Williams University and its students. There must also be an anti-hazing statement.
12. Rules: Sturgis', Robert's, or other standard or accepted rules of order such as tribal council traditions, to be followed in conducting business.

**Bylaws:** The following outline defines the basic elements of bylaws.

1. Name of club or organization
2. Program to carry out purposes.
3. Membership: how to join; qualifications; term of membership; how to withdraw; eligibility to vote.
4. Meetings: schedule of regular meetings for each year; special meetings and how to call them; quorum; type of program; how to get items on the agenda for business meetings.
5. Finance: method of assessing other charges; method of preparing and adopting the annual budget; officers designated to receive and disburse funds.
6. Officers: method and time of nomination and election; majority or plurality required for election; other elected officers, duties, term of service, mode of election, method for filling un-expired term; other appointed officers, duties, term of service, mode of appointment, method for filling un-expired term.
7. Committees: standing committees, term of service, duties, method of selection; special committees, duties, term of service, method of selection.
8. Amendments: as a rule, by simple majority vote of members present at a regular (or other authorized) business meeting

## Advisors

All student groups are required to have an approved advisor. An Advisor is an integral part of every student organization. The role of the advisor is to counsel and serve as a resource to the students and the student organization. Student group advisors have four broad functions:

1. Advisors help with growth and development of students.
2. Advisors provide consistency and communicate goals to future members.
3. Advisors assist in the area of program content and purpose.
4. Be present at group trips for on-site support.

The role of an advisor is an important one and may vary with the group's needs. The scope of an group's activities, the effectiveness of its officers, the time commitments of the advisor and other factors determine the nature of an advisor's involvement with the group.

**Advisors should never consider themselves as only a signatory on registration forms.**

### Who can be an Advisor?

Full time, salaried faculty, professional or approved non-union staff members are eligible to serve as student group advisors so long as they are not on leave during their term; student teaching assistants and some adjunct professors and non-professional staff are not eligible to serve as advisors. While some student clubs and organizations have two or more advisors, each club is only required to have one.

It is important to note that one indicator of student satisfaction at an institution of higher education is out of class interaction with faculty members. Students should look to work closely with their advisor to be successful.

## Officer Eligibility

In order to hold an elected or appointed position in a club or organization, a student must:

- Be registered as a full-time (12 credits) undergraduate student in the Fall and Spring semesters as determined by his/her college;
- Have a minimum 2.25 cumulative academic average, a minimum 2.0 academic average for the previous semester, and be free of academic warning or probation;
- Be free of any obligation for fees or payments to the University; and
- Be free of conduct probation

Students in the last semester before graduation are eligible for participation in campus activities if they are enrolled for the required number of credits needed for graduation that term, provided they stay in good standing with the University.

Students who serve as organization officers are eligible for continued participation with reduced credit loads. Students who need to reduce their credit load must petition the Assistant Director of Student Programs & Leadership if they desire to continue participation with a student organization.

Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their office. Appeals to this policy must have been accepted by the ninth full week of the semester. After the ninth full week of the semester, appeals are only heard when the student sets forth exceptional circumstances in the appeal.

If a student withdraws from the University two times in four semesters, the student will not be allowed to hold an office in any organization for one complete semester after the second withdrawal from the university.

The Department of Student Programs & Leadership, in concert with the Office of Student Conduct, shall conduct eligibility checks on appointed and elected student officers of all registered student clubs and organizations and major committee chairpersons each term. Students not meeting the eligibility requirements as outlined in this rule will be required to relinquish their offices. Appeals of any such decision will be heard by the Director of Student Programs & Leadership.

Appointed student positions that fall under this rule are those that are all-University in their scope and responsibility.

## What is a Leader?

### ***Leaders are a concerned that:***

- The job is done.
- The group learns to work together

### ***Leaders are good listeners and question askers:***

- "How do you feel about this idea?"
- "What should we work on next?"
- "What suggestions do you have?"
- "What do you think the problem is?"

### ***Leaders develop other leaders:***

- "Amy would be excellent at that. Let's ask her..."
- "I did that last year. Let's give someone else a chance..."
- "John knows them. He should talk to them about..."

### ***Leaders don't:***

- Make decisions for the group.
- Dominate discussion
- Do all the work themselves
- Exclude others or create an "in-group"

## Meetings

The way in which your organization meetings are conducted is critical to your success. The nature of **your** organization will determine the degree of formality of your meetings; nevertheless, all successful meetings have some common elements. All meetings require planning, participation, and post-meeting follow-up.

### ***Pre-Planning***

- Spend some time the day before the meeting to set up an agenda for the meeting. This is a good practice to get into for your life after RWU. An effective leader guides and directs the group through meetings and discussions. You don't have to dominate the meeting, only nudge it along.
- Choose an appropriate meeting site for your organization. Ideally, members should be able to sit in a circle or around a table so all can see each other. Try to get a room that is big enough, but not too big for the expected attendance. The space should be one that eliminates distractions for the group.
- Be sure that the entire group knows where the meeting is being held. This comes from booking and confirming the meeting space at least a week in advance. We actually recommend that you book the entire term's meetings in the first week of school. This allows you to take care of this task once a term, not 9 different times.
- Be the first person to the meeting. Many professional speakers arrive hours before their speeches to allow time to relax and get settled. If you arrive just as it is about to start, you will spend your first few minutes getting organized. Any member that is already there may see you as unorganized. By arriving early you also can greet anyone who is new and may feel awkward about being there for the first time.

### ***Participation***

- It is the responsibility of the president to ensure that all members have the opportunity to participate in the group discussion. The only way to get members committed to your group is to help them feel a part of the group. This won't happen if you don't introduce new member, explain the agenda, and set the tone that is welcoming and friendly
- Start the meeting on time. Waiting for stragglers penalizes members who did come on time.
- Be aware of the various personality types you maybe encounter in a meeting
- Attempt to involve as many people as possible in the discussions. Ask silent members for their thoughts; try not to let a few people dominate the discussion.
- As items come up in discussions that require action, get a commitment during the meeting. Ask for volunteers for tasks that are not clearly within a specific officer's role. Try to get new people involved in a task that is manageable for them and make sure that they understand what is expected.

### ***Post-Meeting Activities***

- Review the meeting with your other officers and advisor. Discuss any problems encountered, and ask for feedback about how you handled the meeting.
- Follow up on all assignments or delegated tasks. Ensure that the member knows how to accomplish the task and offer your assistance is needed. This should happen shortly after the meeting, not right before the next one.
- Thank any special guests after your meeting, either orally or in writing
- Make sure that minutes are distributed
- Pre-plan for the next meeting.

For additional help in how to run an effective meeting, stop by the Department of Student Programs & Leadership and talk to one of the student Program Assistants, look at the Hawk's Hints or set up a meeting with the Assistant Director.

## Programming: Guide to Backwards Planning

As a guide to all groups wishing to plan an event on campus, a 12-step plan has been created to guide the program planning process.

### Timeline

- 6 Weeks Prior to Event** Brainstorm program ideas that are of interest not just to your club, but also of interest to the entire campus community. Ask yourself to consider what value your event will add to the campus community. The more popular the event, the better the attendance!
- 5 Weeks Prior to Event** Complete a Student Space Request Form (this form MUST be completed a minimum of 7 days before any event). These forms are conveniently located electronically through OrgSync!  
**Space Request Checklist:**
- Did you submit a Student Space Request form through SP&L Operations Staff?
  - Did you reserve your space with enough time to setup and teardown?
  - If your event is a performance, did you reserve space for a "green room?"
  - Are you planning on using the gym or field house? Did you know that the gym and the field house are available on a VERY limited basis and MUST be cleared by the SP&L Operations Staff?
- 5 Weeks Prior To Event** Make an appointment to meet with the Assistant Director of Student Programs & Leadership to review the plans for your event. Contracts and other Purchase Requests take time, so it is important to begin well in advance. At this time a budget will be developed for your event.  
**Budget Checklist:**
- How much will this event cost?
  - Is the money for this event allocated by the Student Senate?
  - Do you need to see the Senate for a new allocation or reallocation?
  - Have you explored co-sponsorship with another organization or club? (Please note: Co-Sponsorship does NOT mean that another group is simply providing financial assistance. The other group should have equal say and responsibility in the program planning and execution.)
  - Are you paying for this event with money from the discretionary account?
  - If you do not have enough money, what is your plan to fundraise?
- Paperwork Checklist:**  
What paperwork will you need for this event?
- Contracts?
    - Contract must be in 3-4 weeks minimum in advance of your program
    - Confirm performer travel times, hospitality and accommodation needs
  - Purchase Orders?
  - Check Requests?
  - Cash Advance?
  - Reimbursement Request?
- 4 Weeks Prior to Event** Work with the Assistant Director of Student Programs & Leadership to determine how to pay for your program. If necessary, visit the Senate Finance Committee to propose a new allocation or seek approval from Student Programs & Leadership to hold a fundraiser
- 3 Weeks Prior to Event** Work with the Design Center in Student Programs & Leadership to create advertising for your event. The Design Center is able to assist with the design and production of banners and posters at no charge to Senate-chartered clubs.  
**Design Center Checklist:**
- Have you completed and turned in a Design Center Request form for banners, posters, and flyers?
  - Do you want your flyers distributed to the residence halls?
  - Have you considered placing flyers in academic buildings?
- 3 Week Prior to Event** If your club wants to reserve space on campus to advertise your event, visit Student Programs & Leadership. Clubs are offered a variety of options including banner and table space in the Recreation Center or the Commons. Sandwich boards may be reserved for short-term advertising the day of your event. Post your event on the community-wide OrgSync Calendar. If it is a campus-wide event, request permission for the event to be on the **LED Board**.

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## Advertising Checklist:

- Have you reserved banner space through Jo-Ann?
- Have you reserved A-Frames for your posters through the front desk of SP&L?
- Have you reserved a table in the Upper or Lower Commons, or the Recreation Center?

### 3 Week Prior to Event

Clubs wishing to advertise by posting flyers around campus and in all residence halls must have all publications approved by Student Programs & Leadership before copies are made. Copies made in the Copy Center will be charged to the club's account. The Advertising Policy, including all posting guidelines, must be followed at all times. Clubs violating this policy may be fined.

#### Advertising Checklist:

- Have you received your flyers back from the Law School Copy Center? (Please note: Other than the Recreation Center and the Residence Halls, it is up to YOU to distribute your flyers to academic buildings and table tents to the Commons and Hawks Nest area).
- Have you completed a request for Channel 5, mtvU, and other electronic advertising? (Form available online through OrgSync).
- Have you submitted your program to University Communications for The Daily Dose ([dailydose@rwu.edu](mailto:dailydose@rwu.edu))?
- Have you created a Facebook event and invited all your friends?

### 3 Weeks Prior to Event

If your event involves the use of audio visual equipment, pay a visit to either the Manager or Assistant Manager of Event Operations to discuss your club's needs. Most AV services are provided free of charge to Senate-chartered clubs. Facilities requests for items like tables and chairs must also be made at this time.

#### Operations Checklist:

- Have you met with a member of the Operations Staff to review the plan for your event?
- What physical needs will be required for this event?
  - Staging, Sound, Lighting, Video Projection, Tables, and Chairs for the Recreation Center and the Commons ONLY can be requested through the SP&L Operations Staff.
  - Equipment needs for ALL other academic buildings must be submitted through AV at [avhelp@rwu.edu](mailto:avhelp@rwu.edu) and MUST be submitted through an advisor ONLY.

### 3 Weeks Prior To Event

If your event involves food, make an appointment to meet with the Director of Catering to review your plans. All events taking place on campus must utilize catering services through Bon Appétit unless an exception is granted in advance by the Assistant Director of Student Programs & Leadership.

#### Catering Checklist:

- Will your event require catering?
- If so, what is your catering budget?
- Have you reviewed the Student Catering Guide for low-cost food options?
- Have you placed a catering order with the Catering Office?
- If you cannot afford catering, or if Catering cannot provide the food you need, have you obtained a waiver from the Director of Catering to get food elsewhere?

### 2 Week Prior to Event

Confirm all space reservations. Follow up on any Purchase Requests or contracts. Check on all audio visual, Catering, and Facilities Management needs. If hosting an off-campus performer, confirm all travel arrangements.

### 1 Week Prior to Event

Spread the word about your event! One of the most effective ways of advertising is by utilizing your peers. If tickets are being sold for your event, encourage advance sales and discourage people purchasing tickets at the door. You want to know that you are going to have an audience to enjoy your program!

### 1 Week After Event

Take the time to meet as a club to evaluate the success of your event. What went well? What could be improved upon in the future? Assessing your event's success is integral to planning successful events in the future. Meet with the Assistant Director of Student Programs & Leadership to share your thoughts.

## Working with Event Operations

Six weeks prior to your event, your club or organization should be brainstorming the following:

- ⦿ Venue - Where should it be held and why?
- ⦿ Timing - Day of week; Time of semester/year
- ⦿ Technical Requirements - Sound/ Lighting/AV
- ⦿ Audience - Realistic expectations; size/make-up

### Possible Programming Venues Include:

Rec Center - Layout/Type of show

- Use of Bleachers/Chairs/Standing Room

- 1) Fieldhouse
- 2) Gymnasium
- 3) Hawk's Nest
- 4) Aerobics Studios

Commons - Technical Limitations

- Capacity

- Intimacy

- 1) Upper Commons East
- 2) Upper Commons West
- 3) Private Dining Room (Upper)
- 4) Lower Commons
- 5) Faculty Dining Room (Lower)

Global Heritage Hall – Some limitations

- 1) Atrium
- 2) Classrooms
- 3) G01 (Media Room)

CAS 157 - Fixed seating (200)/no set up needs or time

- Pre set video/PowerPoint

Other Classrooms

Baypoint - Variable Layouts/Size

Outdoors - D'Angelo Common: Visible/Attractive but limited usage

- Quadrangle: limited power
- Athletic Field, Outside Rec Center: Pros and Cons/Space
- Overall: Weather Concerns

### Operations Checklist

- Have you met with a member of the Operations Staff to review the plan for your event?
- What physical needs will be required for this event?
  - Staging, Sound, Lighting, Video Projection, Tables, and Chairs for the Recreation Center and the Commons can **ONLY** be requested through the SP&L Operations Staff.
  - Equipment needs for **ALL** other academic buildings must be submitted through AV at [avhelp@rwu.edu](mailto:avhelp@rwu.edu) and **MUST** be submitted through an advisor **ONLY**.

Any questions contact Gordon Wood or Michael Zarbo at the Office of Student Programs and Leadership.

## Show Me The Money!!

### Student Senate Finance Committee

The Student Senate Finance Committee administers the allocation of the Student Activities Fee (SAF). SAF fees are authorized by the Board of Trustees. Fees are collected by the Roger Williams University Bursar's Office as a component of tuition in the amount recommended annually and approved by the Board of Trustees. The current fee is \$130 per student, per semester. The 2010-2011 fiscal year budgets is based on expected collections of approximately \$806,000 in SAF fees.

All clubs and organizations must undergo a budget process (as outline each February by the Finance Committee) no later than the second week of March to obtain funds for the following fiscal year (July 1-June 30). Completed budgets must be submitted according to the Senate Finance Committee guidelines in March, and are awarded in April for the subsequent academic year.

To complete the budget, each club or organization may meet with a senate finance committee representative and research activities and events to have the following year in order to prepare a budget. When budgeting, please remember to think through the whole year and to be specific about the funding needed. The finance committee will allocate a budget based on the proposals of clubs and organizations. If after the senate has passed the student senate budget for the following year and a club or organization is not satisfied with their allocation, they may request more funds at Finance meetings the following academic year. Appeals to senate on a budget are for due process only. The appeals must be submitted not later than one week following the notification to the clubs and organizations of the new budget. Once these allocations are approved by Student Senate Finance Committee, the Department of Student Programs & Leadership administers the lawful spending, auditing and reconciliation of SAF fees.

The budgetary funds are divided into two classifications: allocated and discretionary.

#### Allocated Funds

Allocated funds are based upon a line-item process. This entails that funds can only be spent solely on the specific original intent designated within the budget, and this intent cannot be changed after the budget has been approved. If a club does not spend the entire amount allocated for a particular event, a request may be made to the Finance Committee for a re-allocation or the excess money shall be pulled back into the Finance Committee account, at the discretion of the Finance Committee.

#### Bank Accounts

All recognized student clubs and organizations are required to have University accounts. No off-campus bank accounts are permitted. New clubs can request an on-campus account by contacting the Assistant Director of Student Programs & Leadership. Student groups must adhere to all University purchasing guidelines. Financial paperwork, including check and purchase order requests, contracts, and deposits will be coordinated through the Department of Student Programs & Leadership.

#### Budget Basics

Budgets are typically due the Friday before students leave for Spring Break. Keeping that in mind, the following is a basic schedule your club or organization can use to help ensure a positive budgeting experience.

- Ask club officers or members to brainstorm for things they would like to see in next year's budget. If budgeting for an event, make sure to consider the following: Stage, lighting, security, payment for performer (including food, accommodations, etc), refreshments, promotional materials, copies for flyers
- Narrow down the products, services, etc. that will best suit your club or organization for the following academic year. (Make sure they are in-line with your purpose and mission).
- Find the best price quotes for all items being considered and accumulate the documentation of these quotes.
- Further narrow down the products and services you will budget for based on your research.
- Print out the Budget Request Form from the Student Senate website and fill it out according to the directions. **Budget requests must be on this form or your request may not be approved.** Be specific and make sure to attach all backup documentation. Retain copies of this paperwork to bring to your Budget Defense meeting and for your historic records.
- Consult with your fellow club officers to find several times where everyone can meet to defend the budget.
- Pass in your Budget Request Form and book a meeting time with the Finance Committee for your club's Budget Defense.
- At the Budget Defense meeting, make sure you have a copy of your proposed budget for all club officers in attendance.
- Approximately 3 to 4 weeks later you will receive a copy of your approved budget.

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### ***Allocation and Re-Allocation Request***

If you are a new club or your club or organization needs to request additional funding from the Student Senate, you will go through the *allocation* process. If your club or organization needs to move funds from one allocated budget line to another, you will go through the *reallocation* process.

1. Consult with your advisor about why your club or organization needs to allocate or reallocate funds. Make sure to reference your budget and determine exactly what you have and what you need.
2. Fill out an Allocation/Reallocation Form which you can find outside of the Student Senate Office located in the Recreation Center, on the Student Senate website, or in the appendix of this handbook. Don't forget to have your advisor sign the form.
3. Notify the Senate Finance Chair that your club or org will be attending the next Finance Committee Meeting. A club representative must be present at the meeting.
4. Bring your paperwork to the meeting as well as any backup documentation (price quotes, past attendance numbers, etc.) that will help support this addition or alteration to your budget.
5. The Finance Committee will vote and make a decision at the present meeting if the allocation or reallocation is under \$500. If the amount is over \$500 but less than \$5,000, the Finance Committee will hear the defense but table the request and vote on it at the following meeting. If the amount is more than \$5,000, the Finance Committee will hear the defense and if they are in favor of the request, they will write a bill the entire Senate will vote on at the next full Senate Meeting.

The club or organization will also receive written notification of approval/denial with rationale of the decision made. Once funding is approved, the Senate Treasurer will transfer funds to the budget. To receive access to these funds, the club or organization must meet with the Assistant Director of Student Programs & Leadership and follow the university procedures and guidelines. Allocation appeals are to be brought forth to the entire Senate.

### **Discretionary Funds**

These funds are received through club bonuses, fundraising, or rollover from the previous year. These funds can be used openly, following the university's guidelines and policies.

#### ***Club Bonus***

Each club has the opportunity to earn a minimum of \$50 per year in bonuses to their Discretionary funds. They may be earned by participating in the following ways:

1. Having a table at the Involvement Fair (\$50)
2. Hosting a table at Autumn Fest during Homecoming & Family Weekend (\$75)
3. Working a booth at CEN's Spring Weekend (\$75)
4. Being selected as the "Club of the Month" (\$50)

#### ***Fundraising***

Fundraisers can be a great way to earn extra money for your club's activities, but they also require extra effort on the part of your club members. Odds are, without the cooperation of nearly every club member, your fundraiser will not meet your expectations. The Department of Student Programs & Leadership must be notified of all fundraisers, and a Fundraising Proposal form must be completed and approved before your fundraiser may commence.

#### **Club Fundraising**

All forms of fundraising must be approved by the Office of Student Programs and Leadership and in some cases, the Office of Advancement and Development.

##### *Some Fundraising Ideas Include:*

Plant Sales, Tag Sales, Car Washes, Candy Sales, Auctions, Concession Stands, Flea Markets, Mixers, Sports Games, Bingo, Novelty Items, Ice Cream Socials, Hall Shirts, Bake Sales, Book Exchanges, Bazaars, Game Tournaments, Las Vegas Nights, Game Shows, Merchandise Sales, Pictures, Walk-A-Thons, Craft Sales, Print Sales, Magazine Subscriptions, Concerts, Films, Marathons, Raffles (with proper authorization from the Assistant Director), Theme Events, Guess the # of Candy etc, Student Talent Shows

When trying to decide which fundraiser to do, use this list as a guide, not as an absolute. Be imaginative and develop events on your own that have never been done before.

#### **Further Explanation of Raffles:**

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Please note that the State of Rhode Island requires a permit for all raffles that operate within the state boundaries. A raffle permit request form is available via OrgSync. These requests may take six weeks or more to complete. When a raffle has been completed, the club or organization needs to visit the Assistant Director in the Office of Student Programs and Leadership to report the amount of money raised and winners' names and contact information. There is also a raffle permit fee of \$5 that will be taken out of your club account.

The Student Senate Finance Committee Chair is available to answer any questions, concerns or problems you may have. Visit the office in Room 300, the Student Senate Office, of the Campus Recreation Center, or call 254-3312 between 9:00 a.m. and 5:00 p.m., Monday through Friday.

# Policies & Procedures

## Code of Conduct and Conduct Sanctions

All recognized student groups, clubs and organizations must adhere to the Code of Student Conduct as stated in the Student Handbook provided by the Department of Student Programs & Leadership. Any violation of the following regulations by a recognized student group, club or organization may result in disciplinary sanctions against the group and may include cancellation of registration.

### ***Nondiscrimination***

A recognized student group, club or organization shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. A recognized student group, club or organization will not practice any discrimination against a member or prospective member on the basis of sex, handicap, race, age, color, sexual orientation, political affiliation, marital status, national origin, or religion, except specifically exempted by law.

### ***Use of Facilities***

A recognized student group, club or organization may reserve and use University facilities for events that are primarily for University students and employees. A recognized student group, club or organization using University facilities must observe the provisions of any contract issued for use of a particular facility, and must follow University policies governing the use of its facilities. Publicity for sponsored events must indicate clearly that the sponsor is a registered student club or organization. A recognized student group, club or organization shall be responsible for all activities and/or damages at any event.

### ***Hazing***

Student groups, clubs and organizations must be aware of and adhere to the policy on hazing. Hazing is defined as any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation, or ridicule for the purpose of "testing" the student's loyalty prior to becoming or as a member of the group. Such actions include, but are not limited to the following examples.

- All forms of strenuous physical activity, not a part of an organized, voluntary athletic contest or not specifically directed toward constructive work, which might reasonably be expected to bring physical harm to the individual
- Paddling, beating, pushing, or in any other way permitting anyone to strike a student
- Activities that interfere with a student's academic program (loss of sleep, study time, etc.)
- Coercing a student to eat or drink amounts of any substance
- Abduction, road trips, etc. which are conducted in a manner which endangers the health or safety of a prospective or active member
- Subjecting a student to cruel psychological conditions
- Behavior which disrupts the normal functioning of the University or is disruptive to the normal living environment
- Any requirement which forces a student to participate in any activity which is illegal, publicly indecent, morally degrading, or contrary to the rules, policies, and regulations of Roger Williams University

### ***Suspension and Grievance***

A student group, club or organization's registration may be suspended by Student Programs & Leadership for any one or more of the following reasons:

- Violation of University statutes, rules, policies, and procedures, and/or state, federal, or local law
- Failure to pay debts
- Disciplinary action
- National organization revokes the student organization's charter or denies affiliation (Honor Societies)
- Non-compliance with club and organization registration procedures and constitution requirements (Note: persons listed on the club or organization's registration form that do not meet the eligibility requirement for leadership accounts for the majority of cancellations. The Department of Student Programs & Leadership will periodically run a check on the status of students to verify enrollment.)
- Falsification of any registration information

### ***Grievance and Review Procedures for Student Clubs & Organizations***

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As stated in the Student Handbook, Roger Williams University is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. For cases in which a recognized student group, club or organization does not agree with the sanctioning process or the sanction prescribed, all grievances shall be appealed to the Director of Student Programs & Leadership.

## Publications

On all postings, merchandising, and publications, the following policy applies:

Neither the trademark name "Roger Williams University" nor the trademark letters "RWU" in that order may be used as a prefix of the formal name of any student club or organization.

For all publications, the following disclaimer must be displayed in a more prominent type than regular text:

*"The views, statements, opinions, depictions and/or representations (expressions) contained herein are solely those of ("the author" or "the student organization" and do not and are not meant to represent or be attributed to the expressions of Roger Williams University, any trustee, officer, agent, employee, student, or representative of Roger Williams University and neither are such expressions authorized, accepted or condoned by the University."*

## Advertising Policy

The Department of Student Programs and Leadership has authority over all advertising with the exception of the Department of University Communications and the residence halls. All forms of advertising must be approved by the Department of Student Programs and Leadership.

Print advertisements must display a Department of Student Programs and Leadership approval stamp. All forms of advertisement must prominently display the name of the sponsoring group, the date, time and place of the event, as well as a contact name and email.

Once advertisements are approved, the Department of Student Programs and Leadership staff will post them in the Commons and Campus Recreation Center. The Department staff will also deliver approved advertisements to the Department of Residence Life and Housing for posting in the residence halls. The Department of Student Programs and Leadership approval does not guarantee that advertisements will be posted in the residence halls; the Department of Residence Life and Housing oversees postings there. If you would like to post advertisements in any of the academic buildings, please contact the Dean of that particular school for their approval.

Any exceptions to these policies must be granted by the Director of Student Programs and Leadership or his/her designee.

### LIMITATIONS

- There will be no advertising on any glass or wall that is not an approved location
- Posting is also prohibited on the exterior of any building, in or on trees, light posts, pillars, windows, doors, sidewalks (with the exception of the Department of Student Programs and Leadership approved sidewalk chalk), fences, walkways, trash cans, the statue of Roger Williams and any other area designated off limits by the manager of the area and/or facility
- It will not interfere with any public exit
- All requests must be approved by the Department of Student Programs and Leadership and may be subject to appropriate revisions
- It will not contain vulgar, obscene, and/or questionable words or statements as determined by the Department of Student Programs and Leadership
- It will not be discriminatory as determined by the Department of Student Programs and Leadership
- Advertisements may not cover existing signs
- Except for regulated banners and posters, print advertisements will not be larger than 14" x 22" (half the size of a standard poster board) on approved surfaces
- Advertisements may not be distributed by hand to individuals or placed on cars. Recognized student groups may distribute information by reserving a table in the Commons or in the Campus Recreation Center. Students can not harass passers by, or force anyone to take what they are distributing. Doing so will result in loss of table reservation privileges. Students must follow all guidelines pertaining to table usage as listed in the table reservation section of this policy.
- No advertisements may contain language relating to alcohol (e.g. drink or pitcher, specials of any sort, kegs, etc.)
- All forms of advertising are subject to approval and revisions by the Department of Student Programs and Leadership staff
- All advertisements must include the following information:
  - Name of all sponsoring clubs/organizations/departments
  - Location of event
  - Day, date and time of event

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## **DESIGN CENTER / COPY REQUESTS**

- All requests must be approved by the Department of Student Programs and Leadership and may be subject to appropriate revisions. A minimum of five (5) working days is needed to process all requests.
- All banners must be printed by the Department of Student Programs and Leadership's Design Center
- If submitting a pre-designed banner, poster, etc., please create in Photoshop or save as a JPEG or PDF file. Pre-designed advertisements are subject to changes based on above stated criteria.

## **BANNER RESERVATION**

- Banner space may be reserved in the Commons and Campus Recreation Center. Specific location information is available in the Department of Student Programs and Leadership
- Banner space must be secured through the Department of Student Programs and Leadership **before** a banner request can be made to the Department of Student Programs and Leadership's Design Center
- Banner space may be reserved for up to five (5) consecutive days
- Only Department of Student Programs and Leadership staff persons are authorized to place and remove banners

## **BULLETIN BOARDS**

Advertisements may be placed in approved glass enclosed bulletin boards in the Commons, Campus Recreation Center, and any other Department of Student Programs and Leadership approved bulletin board. Only Department of Student Programs and Leadership staff are authorized to place and remove materials on the bulletin boards. Advertisements must display the Department of Student Programs and Leadership approval stamp.

## **A-FRAMES/SANDWICH BOARDS**

A-Frames/Sandwich boards are available for larger advertisements, on a first-come, first-serve basis, and may be obtained through the Department of Student Programs and Leadership. They are to be placed in front of the Campus Recreation Center or the Commons.

## **POSTERS**

Posters may be displayed on an A-Frame/Sandwich Board outside the Commons. Only Department of Student Programs and Leadership staff is authorized to place and remove posters.

## **TABLE RESERVATION**

Locations and tables are reserved on a first-come, first-serve basis in the Department of Student Programs & Leadership. Student groups and campus departments may reserve tables for a maximum of 3 days within the same week (Mon-Fri), and no more than 8 days in a month. Groups are not permitted to reserve tables in both the Commons and the Campus Recreation Center during the same time.

## **CHANNEL 5, MTVU, ELECTRONIC MARQUEE**

Channel 5, MTVU, and electronic marquee requests are available in the Department of Student Programs and Leadership; they must be submitted 5 days in advance. Requests are subject to approval by the Department of Student Programs and Leadership and must adhere to all aspects of the Advertising Policy in terms of content.

## **SIDEWALK CHALK**

Only recognized student groups, clubs and organizations may receive permission to chalk. Sidewalk chalk is **permitted only in the following areas:**

- Sidewalks in D'Angelo Common (Does not include porticos of Gabelli School of Business and the University Library. Also does not include the brick walkway in front of the New Academic Building)
- Sidewalks in front of Residence Halls (This requires additional approval from the Department of Residence Life and Housing.)
- Sidewalk leading to Campus Recreation Center (Does not include brick entryway at bottom of stairs.)

**All other locations are strictly prohibited.**

- All sidewalk chalk requests must be approved by the Department of Student Programs and Leadership. Student groups must submit a copy of all text and/or graphics to be chalked to the Department of Student Programs and Leadership at least 48 hours in advance of chalking. All advertising policies and limitations also pertain to sidewalk chalk.

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### ***VIOLATIONS***

Advertisements in violation of the policy will be immediately removed by the Department of Student Programs and Leadership staff.

Violations of the advertising policy will result in the following actions:

- **First Violation:** A written warning will be sent to the advertiser
- **Second Violation:** A fine of \$25 will be issued
- **Third Violation:** Suspension of all advertising privileges and possible judicial action

## Participation in Campus Activities

All students are encouraged to join organized groups supported by Roger Williams University. All student groups must be officially registered in order to meet on campus and to use University facilities. All organizations are under the jurisdiction of the Director for Student Programs & Leadership. All student groups, clubs and organizations are subject to the rules of Roger Williams University, including the Code of Student Conduct and Academic Honesty guidelines.

### ***Student Organizations at RWU Athletic Events***

Students attending RWU athletic events are expected to follow the Hawk Code of Conduct and the Code of Student Conduct. Any student club or organization whose membership attends an athletic event together (formally or informally) and violates either of these codes could be subject to individual or organizational sanctions through the Office of Student Conduct & Community Standards, which could include suspension of the club or organization's registration.

### ***Hawk Fan's Code of Conduct***

Hawk fans are widely known for their enthusiasm, team support, hospitality and sportsmanship. Our image is shaped not only by our student-athletes, coaches, students and faculty, but by our fans as well. Our goal is to create a first-class environment to lend support to our team while maintaining a safe and fun atmosphere for visiting fans as well.

### ***Prohibited Behavior***

Rowdy, threatening, or inconsiderate behavior such as standing in the aisles, portals or concourses, profane and abusive language, smoking in public areas, fighting, and drunkenness will not be tolerated and can result in ejection, arrest, and/or loss of season ticket privileges. Throwing of any objects in the stands, including paper and plastic cups will also be prohibited. Should you observe any of this disruptive behavior, please notify your nearest law enforcement officer.

NCAA policy prevents fans from entering the sideline area or field of play unless they are properly credentialed or accompanied by an authorized staff member. Violators are subject to arrest.

### ***Enforcement***

Individuals found violating any policies can be removed from the event. Non-students, while not affected by the Code of Student Conduct, are subject to arrest and prosecution under applicable laws and state statutes. Students involved in such activities or other disruptive behavior will also be subject to disciplinary action through the Office of Student Conduct. Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities which accompany that membership.

## Travel and Your Organization

### ***About Travel***

Almost all clubs or organizations plan some type of travel. Statistically, traveling is one of the most risky things you can do. Over forty-five percent (45%) of all traffic fatalities in 1992 involved an intoxicated or alcohol-impaired driver or pedestrian. The U.S. Department of Transportation estimates that 240,000 accidents are caused by drowsy drivers every year, and that falling asleep behind the wheel may cause up to 10,000 fatalities a year.

Student organizations often need to travel to conferences, tournaments, or field trips. As we become more "liability conscious," students should be aware of their liability in traveling as well as the various alternatives available. An example will illustrate the liability questions.

*Members of the Verbose Speakers Team were traveling to a verbosity tournament when their privately owned van, driven by a student team member, skidded off the road into a ditch. Several of the team members were injured in the accident.*

Is the driver solely responsible for the injuries? Is the team responsible? The University? Should individual team member's health insurance cover their own injuries? These are the types of questions facing student group members when they travel with their club or organization.

The following plan has been designed to offer Roger Williams University student clubs and organizations a guide to follow when planning, organizing, and implementing programs or other activities that involve travel requirements (i.e., conferences, competitions, retreats, etc.). This plan provides information and procedures which will assist you in planning off campus functions in a safe manner. Leaders of all organizations which intend to travel should be trained in travel risk management and emergency procedures. Do we train them? Any club or organization planning to travel must meet with the Assistant Director of Student Programs & Leadership in the planning process.

### ***Who Should Know About Your Trip?***

The Assistant Director of Student Programs & Leadership must be informed of all planned student group, club or organization travel. In addition, your group's advisor should be informed before all trips. When preparing to leave for the trip, leave copies of the emergency contact list, the waiver forms, a master list of those attending and their student ID numbers with the Department of Student Programs & Leadership. Include phone numbers at the destination where group members can be reached, the cell phones in the vehicles and the estimated time of return.

### ***Preparing for the Trip***

Prepare a travel list containing names of all people traveling, departure and arrival times, the destination, and a general itinerary, phone numbers at location, and cell phone in van (not only for the traveling student to reach the university, but also for friends or family who may need to reach the traveling party). This list is to be given to a minimum of two people who will be accessible during the trip's duration: faculty advisor, a fellow student designated as the emergency contact, department chair, or other administrator familiar with the program as well as the persons traveling. This information must be kept on file in the Department of Student Programs & Leadership.

The traveling group should have a list of at least three contacts' (e.g. advisors, fellow students not traveling) home and office phone numbers in order to notify them about any emergency situation. This should be the same people who have the participant list.

### ***Liability Waivers***

Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazards. **The Department of Student Programs & Leadership can provide waiver samples.** The waiver form should also ask for disclosure of possible medical conditions that may affect a participant.

Chartered clubs and organizations are able to reserve Student Senate University vans through the Department of Athletics without a fee (they just need to pay for gas). Although **personal car use is discouraged in most cases**, if it is absolutely necessary the vehicle to be used must pass a comprehensive safety inspection conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as poor tire tread, burned out lights, or worn wiper blades.

Make sure you also have the following:

- Good, detailed map of the entire area to be traveled, including any possible alternate routes to accommodate unforeseen circumstances (construction, accidents, weather)
- First aid kit, flares, flashlights and batteries, safety warning device, extra oil
- Cellular phone, instructions on how to use it and battery to recharge if necessary

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- Have the phone number and location of area hospitals of the destination, if possible. Recommended certifications for the activity e.g. first aid, water safety. CPR and First Aid certifications may be acquired through the American Red Cross.

### **Advisor Travel**

Student group, club and organization advisors are required to be present on all group excursions. They are strongly recommended to travel with the group. If this is not feasible, the advisor must arrive at the group's destination no later than the same day the group arrives and must depart at the same time or after the group. The advisor must stay in the same facility as the all the students. Any requests for exceptions must be brought to the Director of Student Programs & Leadership.

### **Accommodations**

All locations that accommodate a student, student group, club or organization must be safe and secure. Locations must be approved by the Department of Student Programs & Leadership. All hotel rooms or overnight accommodations paid for by the SAF or discretionary will be single gender. Rooms will not exceed four (4) persons unless otherwise specified in the accommodation design, i.e., a hostel room with 6 beds. Exceptions may be petitioned to the Department of Student Programs & Leadership. Accommodation contact information must be made available to the Department of Student Programs & Leadership prior to reservation booking.

### **General Travel Risk Management Plan**

Each student organization should develop its own travel risk management plan. Below is an edited version of the risk management program checklist used by many colleges across the nation. Respond to each question or comment and keep in trip planning folder.

- Record the dates and times of the trip
- What are the activities planned (i.e., conference, outing, museum) and the itinerary?
- What is the physical exertion level of the activity (i.e., beginning, intermediate, advanced)?
- Know the skill levels required of the participants (i.e., do they need prior experience?)
- What is the overall terrain of the area you have chosen to go to and are there any special hazards such as snow?
- What weather and climate conditions should you expect in the area (i.e., rainy season, dry conditions in forests, hunting season, excessive heat)?
- Determine the distances to be traveled; there should be at least two drivers for every 500 miles to be driven
- Plan the routes, hotels, and campsites you will be using. Consider secondary routes, and alternative campsites. (Note: a clearly marked map and a backup map are a must)
- Plan the starting and ending times of major activities or events
- What is your mode of transportation: Rental van, bus, or personal cars?
- Know the maximum and minimum number of participants who will be going on the trip to determine how many vehicles are needed
- Do a safety check on the vehicle
- Ensure all drivers have a valid driver's license and have the reputation as safe drivers
- Verify current certifications and experience needed to staff the activity (i.e., CPR/First Aid and extensive knowledge driving in the area you're traveling)
- Establish the policies and procedures to use during emergency situations (i.e., carrying waiver forms, insurance and emergency contact numbers for participants, carrying cell phone for emergencies)
- Know the types and amounts of equipment you will bring on your trip and check equipment before you leave
- Plan the dates, times, and agendas of pre-trip meetings
- Share lists of clothing and equipment required of participants
- Plan how you will work with the group to have control of trip (buddy system, messages)

### **Before the Trip Check List**

#### **At Least One Month Before**

- Get cost estimates for all reservations, rentals, gas, etc.
- Submit to faculty advisor for approval if necessary, or arrange for encumbrance of funds.
- Schedule a pre-trip meeting
- Make reservations with hotels, car rental companies, outfitters, vendors, campgrounds, etc.; record reservation numbers, date they're made and to whom you spoke.
- submit Purchase Requests for checks needed
- Make copies for your records

#### **Week Before Trip**

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- Review itinerary and call participants or other organization members to remind them about pre-trip discussion at your meeting. Hold pre-trip meeting to gather any needed information from participants (i.e., insurance policy #, signing of liability waiver, health issues), provide details and answer questions. Discuss the alcohol & drug policy, itinerary, dietary needs, risks involved, and the activity.
- Plan a buddy system to make sure no one gets lost.
- Inventory first aid kit.
- Confirm reservations with hotels, outfitters, vendors, campgrounds, etc.
- Confirm reservations for transportation.

### **The Day Before the Trip**

- Check road and weather conditions for trip.
- Pick up vehicle, do a visual check of lights, tires, fluids, etc.
- Load van or trailer: equipment, first aid kits, maps, alternate routes. (Making sure that they are accessible if there is an emergency).
- Finalize an emergency contact list for faculty advisor or local contact to hold during trip. Include the date of return, the trip leaders and participants' names, cell phone and phone numbers at the trip destination.

### **Day of Trip**

- Do a participant role call. Make sure you have everyone's insurance, waiver and phone number (who to be contacted if there is a problem) information
- Put trip folder containing participant information, copy of liability waivers, insurance numbers, medical conditions, and directions, maps, phone numbers of destination, emergency numbers, and cell phone numbers of other vans (if applicable), etc. in van
- Double check maps, alternate routes and cellular phone, if available
- You're off! Record the mileage of vehicle before departure. Drive safely at or under speed limit. (Note: For both vehicles and trailers, trailers are rated at not more than 55 mph).

### **Post Trip**

- Record mileage after trip
- Unload & clean out van
- Notify advisors of safe return
- Return vehicle/keys and receipts

## **Types of Vehicles**

Listed below are the basic means of traveling available to student groups and the advantages or disadvantages associated with each.

**University Vans:** Seven (7) passenger mini-vans are available for use by chartered clubs and organizations courtesy of the Student Senate. Reservations for the vans are made in the Department of Athletics. Clubs are responsible for the cost of gasoline. Van drivers must be sophomores, juniors or seniors in class standing and must be both licensed and privately insurable. Drivers must be certified on a yearly basis for the university insurance. You will not be able to drive a university vehicle without said verification. When safely driving the vans for the official use of the club, the driver is covered by University liability insurance. Vehicles are available to non-chartered registered groups at fee plus the cost of gasoline.

**Rental Vans:** The renter must pay for insurance and assumes liability through the vehicle renter. Usually you must pay in advance or at the time of rental; you must reserve in advance usually requiring a written agreement.

**Commercial Carrier with a Driver (bus, van):** The carrier provides its own insurance and assumes liability. It may be the most expensive method, usually requiring payment in advance or a deposit. You must arrange reservations in advance, usually requiring a written agreement. This method presents the lowest level of liability to your organization.

**Personal Automobiles:** The most flexible and possibly least expensive method with fewer arrangements necessary, but carries the most risk. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability. While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure that:

Individuals traveling in private vehicles understand that it is at their own risk.

- The designated drivers have experience and are licensed to drive the vehicle
- The vehicle and its operator have appropriate insurance
- The vehicle has been adequately serviced with preventative maintenance and check ups
- The mileage of the trip is offset with meal breaks, sleep time, etc.

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- You have an emergency plan in case of breakdowns or accidents
- Alcohol and/or drugs are not a part of your drivers or the trip participants' experience
- You follow the rules and safety tips provided in your driver's manual from the Rhode Island Department of Motor Vehicles ("DMV").
- When in doubt, use common sense when you drive. If you are involved in an accident, make sure any injured persons get the requisite medical treatment.

## Ethics and Your Organization

Involvement in activities at Roger Williams University is a great opportunity to learn leadership skills, make lifelong friends, and create lasting memories. The benefits of being involved in student organizations are infinite. As you plan activities for your student organization, you will need to consider many things to insure the safety and enjoyment of the participants. Any human enterprise is about ethics, because it's about humans. Because leadership is created within relationships among persons, there are inherent ethics concerning the obligations of each party in the relationships. Therefore, leadership is always about ethics. Since it is always about ethics, it is not possible to engage in the participation of a student organization or in leadership of a student organization without ethical obligations. This section will discuss in a broad sense issues which may affect you and your student organization.

As leader of an organization, you need to be careful in your decision-making process when it relates to your organization. Remember, being a leader means putting your group before yourself. As a leader, you not only represent yourself, but everyone in your organization. The first and most important question you need to ask yourself is "WHY?" Why are you choosing to do or not do something on behalf of the organization? If your answer is something other than "for the best interest of the organization," you are probably making the wrong decision. With that in mind, perform your responsibilities motivated by the good of the whole group and not for your own self-interest. Using this philosophy, you will help yourself and your group, meet the goals you set and achieve what you hope to accomplish.

Let's look at a fictional example: you are president of the Hawk's Disco Dance Club and you also run a mobile disc jockey business. As president, you are looking for a disc jockey to play at your group's big Midnight Boogie Bash. Instead of getting estimates from two or three disc jockey services, you contract with your company at a rate that is arguably higher than others available in your area. Also, your company does not have as much equipment as the other companies, which could improve the quality of the program (strobe lights, disco ball, and video screen). Looking at the facts from this example, it appears that your decision to hire your own company was motivated by your role in the company and not by your interest in doing the best thing for your organization. This puts you in a position where your members could criticize your decision and you may be liable for reimbursing your organization the difference between what they paid your company and what they would have paid a cheaper company for the same event. In addition, you might be removed from your leadership position by members of your organization. Things can go wrong when you don't make ethical decisions.

### **Framework for Ethical Decision Making**

The following is a framework in which leaders should make decisions. It is adapted from practices employed by the LeaderShape Institute in Champaign, Illinois. Understanding how ethical decisions are processed will help you make the best decisions for yourself and your organization.

- Begin with the desire to do the right thing
- Clarify your options
- Consider risks and benefits
- Advance ethical values
- Make a judgment
- Implement to maximize benefits and minimize risks

Monitor and modify Bottom Line Considerations:

- Can I live with this decision?
- Is my action doing more good than harm?
- Am I proud of this decision?
- Would I be comfortable if this decision was on CNN's *Headline News*?

### **Ethics within Your Organization**

- Keep an open communication line with all organization members.
- Organization members should be clear as to what their role is, and what is expected of them, as well as what they might gain from participating in the organization.
- The president is not the club or organization's boss; rather she/he can be looked upon as the spokesperson or facilitator of the group.
- Never ask an organization member to do something that you would not be willing to do yourself.
- All roles should be rotated between club or organization members so that the members do not experience burnout, boredom, or dissension.
- "Fringe benefits" given to the organization, such as T-shirts, need to be fairly distributed.
- Always give plenty of warning as to when and where all club or organization meetings and events are being held. Create "phone trees" or e-mail lists to remind members to come to the meetings.

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- Treat all members equally, even if some members are personal friends or someone you do not yet know. Clubs and organizations are not only social groups. Hold your meetings in an organized and systematic manner with an agenda. Make sure you allow a period for all members to express their views and volunteer their time and talent. Meetings can be more interesting and productive if you start off with an ice breaker or something fun, but not too time consuming.
- When explaining how to do a task, think of yourself as a new member with no experience and try to explain the task clearly and allow for questions. If it's too complex, ask to meet after the meeting for more explanation or involve all the members in learning the task.
- Encourage group members to utilize the resources offered by the Department of Student Programs & Leadership to complete their tasks, meet others, and talk to an advisor.

### ***Ethics and Outside (Non-RWU) Organizations***

You represent your organization, and may appear to represent Roger Williams University to outside agencies, vendors, and fellow students. The image you portray is very important. When you deal with outside organizations in an ethical manner, you will help all future organization members in their dealings with these agencies.

- Never offer another organization's services in a Co-sponsorship Agreement without first consulting that organization, officer and advisor.
- If you are doing any publicity or promotion, follow all University policies and procedures. Check with the appropriate sections of this handbook.
- Remember that everyone has a deadline for getting work done. Allow for plenty of time when turning in requests to all other departments, University departments, and outside agencies, as well as for your publicity planning and Tech requests.
- If another student organization contacts your organization about a possible co-sponsorship, tell them when you can meet to make a decision and give them an answer with an explanation as soon as possible. This will allow them to either get started or find another sponsor.

## Membership Certification for Competitions

Your organization may participate in an event where it is necessary to certify that those participating are registered as Roger Williams University students, have a specific GPA, or other information.

In compliance with the Buckley Amendment statutes, the Roger Williams University can only release the following information (unless there is a privacy request on record) without written permission from the student: name, address(es), phone, class/college, major, dates of attendance, and degrees. Due to these restrictions, University personnel will be unable to certify group listings requesting GPA information. It is recommended each individual student request an official certification from the Office of the Registrar and then have the official certification attached to the registration form(s).

Certifications not requiring the official RWU seal may be requested by individual students from the Department of Student Programs & Leadership. Club Sport groups should first contact the Director of Club Sports in the Office of Athletics in the Campus Recreation Center.

### ***Misrepresentation/Fronting***

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student club or organization should never agree to reserve a meeting room for a non-university group or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about "co-sponsorship" for access to space or service, please contact the Department of Student Programs & Leadership at 401-254-3088.

### ***Risk Management and Your Organization***

The concept that always seems to get lost in lawsuits against individuals and organizations is that the individual may be responsible for the injury he or she may have helped inflict on a victim. This can occur through a direct liability chain where he or she was involved in the incident, or indirectly where it can be shown that he or she was in a supervisory or executive position and the person committing the act was under his or her control.

While we may perceive that victims only go for the "deep pocket," all parties may share responsibility. If you are responsible or linked to responsibility based on your position in the group, you may be found liable. Payment could come out of your insurance in some circumstances (e.g. car insurance if your car was involved). If your act is not covered under a form of insurance, then you could have your paycheck garnished for an extended period, possibly years, until the judgment against you is paid. This means a percentage may be taken from your paycheck (fifteen percent or so) until the amount of the judgment is fulfilled. Your life could definitely change when you are responsible for a legal judgment.

Furthermore, applications for jobs, graduate schools, and professional schools often require disclosure of criminal records and information involving legal action. If you have had a civil suit judgment, it may need to be disclosed. Although most state and federal laws articulate that potential employers can not deny you a job because of your previous legal history, it may continue to be a problem. The best way to avoid this unpleasantness is to avoid events and activities that could become risky business. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

The Department of Student Programs & Leadership hopes this section on Risk Management will make your program planning easier and safer. In order for organizations to succeed, it is important to take precautions and carefully plan your activities to avoid situations which may jeopardize your membership and status. With all the wonderful traditions and opportunities at Roger Williams, we do not want to have your memories clouded with negative experiences or, worse yet, lawsuits. It is our intention that this section will help you think about the events you plan and what you should consider in making decisions about your organization.

Here is an example of how good event planning may help decrease your liabilities in case of an unfortunate event. The Canoe Enthusiasts Club planned a canoe trip down the Santa Fe River. During the event, participants were caught in an unexpected storm. Two of the participants drowned. The organizers of the event were sued but were not held liable by the court. The court found the organizers had taken the necessary precautions like having the canoeists accompanied by motorboats, having an experienced canoeist at the stern of the canoe, having veteran canoeists participate in the event, and having a local person monitor weather forecasts. In case you are thinking this could not happen, it did in New York in the case of *Mintz v. State*. What the court realized is that sometimes unavoidable

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things just happen. Of course, a court will not come to that conclusion until after it has scrutinized what the organization has done to plan the event looking specifically at the safety precautions and steps taken to ensure a smooth and safe event.

This example illustrates how important it is that leaders of all student organizations do everything they can to minimize the possibility of accidents and injuries while planning and programming events. There is no substitute for good planning. If the time is taken to think through an event logistically from start to finish, you will discover pitfalls which can be anticipated rather than ruin your event. You will discover that just a little planning will make a big difference in how things go in the success and, more importantly, the safety of your event.

In general, students participating in University sponsored events or activities may consider themselves as an "invitee" under the law. As such, the school or sponsoring organization has a duty to exercise reasonable care to:

- Not injure invitees through negligent activities
- Warn invitees of hidden dangers
- Inspect the premises and venues for possible hazardous conditions
- Take precautions to protect invitees from foreseeable dangers
- Provide assistance or care to injured invitees
- Create a written plan outlining the precautions that are being taken

## Important Phone Numbers

### University Departments

**Academic Affairs**  
(401) 254 - 3096

**Alumni Relations & Annual Giving Office**  
(401) 254-3005

**Athletics Department**  
(401) 254 - 3050

**Audio/Visual Department**  
(401) 254 - 3052

**Catering**  
(401) 254 - 3829

**Dean of Student's Office**  
(401) 254 - 3042

**Dining Services Office**  
(401) 254 - 3009

**Emergency (On Campus)**  
(401) 254 - 4357/4358

**Facilities Management Center**  
(401) 254 - 3136

**Information Technologies**  
(401) 254 – 3285

**Intercultural Center**  
(401) 254 - 3121

**Mail Center**  
(401) 254-3147

**Main Campus**  
(401) 253-1040

**University Communications**  
(401) 254 - 3875

**President's Office**  
(401) 254 - 3201

**Public Affairs**  
(401) 254 - 3178

**Public Safety**  
(401) 254 - 3611

**Conferences**  
(401) 254 - 3067

**Student Programs & Leadership**  
(401) 254 – 3088

**Student Life**  
(401) 254 – 3161

**Van Reservations/Athletics Department**  
(401) 254 - 3050

### Student Organizations

**Student Senate**  
(401) 254 - 3312

**CEN**  
(401) 254 - 3248

**IRHA**  
(401) 254 - 3789

**ICC**  
(401) 254 - 5362

**Hawks' Herald**  
(401) 254 – 3229

**MSU**  
(401) 254 – 3379

**WQRI**  
(401) 254 - 3282

## Important Dates 2010-2011

Aug 27/28	Fri/Sat	Move In – First Years
Aug 29/30	Sun/Mon	Move In - Returners
Sep 1	Wed	First Day of Classes
<b>Aug 28 – Sep 1</b>	<b>Sat – Wed</b>	<b>Weeks of Welcome</b>
<b>sep 5</b>	<b>Sun</b>	<b>Fall Outdoor Concert</b>
Sept 6	Mon	Labor Day
<b>Sept 9</b>	<b>Wed</b>	<b>Student Involvement Fair</b>
Oct 11	Mon	Columbus Day
<b>Oct 22-24</b>	<b>Fri – Sun</b>	<b>Homecoming &amp; Family Weekend</b>
<b>Oct 30/31/1</b>	<b>Thu – Sat</b>	<b>Wicked Weekend</b>
Nov 24	Wed	Thanksgiving Recess begins
Dec 14	Tue	Last day of classes
Dec 15	Wed	Reading Day
Dec 15-21	Wed-Tue	Final exams: Evening Classes
Dec 16-21	Thu-Tue	Final exams: Day Classes
Dec 21	Tue	Residence halls close
Jan 23	Sun	Residence halls open – New Students
Jan 25	Tue	Residence halls open - Returners
Jan 26	Wed	First Day of Classes
<b>Feb 21</b>	<b>Mon</b>	<b>Presidents Day</b>
Mar 13-20	Sun-Sun	Spring Break
<b>Mar 23-26</b>	<b>Wed – Fri</b>	<b>March Meltdown</b>
<b>Apr 22</b>	<b>Fri</b>	<b>University Holiday – All Offices Closed</b>
<b>Apr 27-30</b>	<b>Wed - Sat</b>	<b>Spring Weekend</b>
<b>May 10Tue</b>		<b>Student Involvement Recognition Banquet</b>
May 11	Wed	Last day of classes
May 12	Thu	Reading Day
May 12	Thu	Final exams: Evening classes
May 13-18	Fri - Wed	Final exams: Day & Evening classes
May 19	Thu	Senior Day: Commencement Rehearsal, Senior Barbeque
		Residence Halls close (except for graduating students): noon
May 21	Sat	Commencement: 10:00am
		Residence Halls close for graduating students: 7:00 pm