

**REGISTERED INDEPENDENT STUDENT ORGANIZATIONS
HANDBOOK**



University of Hawai`i - West O`ahu
Revised August 6, 2012

It takes just 6 students with a common interest to form a Registered Independent Student Organization, AKA a club!

The University of Hawai`i - West O`ahu welcomes your interest in forming and being a registered independent student organization! Participating in programs and activities outside the classroom is an integral part of your total collegiate learning experience. The University is committed to providing a full range of co-curricular programs, services and activities that meet your academic or personal interests. This handbook is a resource guide to assist in developing and registering your organization so it can be an official University of Hawai`i - West O`ahu (UHWO) registered independent student organization (RISO).

A UHWO advisor can assist in organizing your group, in planning activities and in providing leadership development training. Contact Student Organization Advisor, Colleen Rost-Banik at 454-4700 or email colleen@uhwo.hawaii.edu for RISO inquiries.

Each RISO is expected to read this Handbook. Officers and faculty advisors are expected to be familiar with and abide by the rules governing RISOs as presented in this Handbook. The annual RISO registration form requires the RISO President and faculty advisor(s) to agree to all rules in this Handbook.

GENERAL POLICY

Co-curricular learning, through various programs, activities and services, is integral to a student's total higher education experience. This learning prepares students for the transition towards independence and self-responsibility as well as to support career and life changes. Registered Independent Student Organizations (RISOs) provide opportunities for students to acquire leadership skills, to interact with other people and to participate in civic, recreational, social and academically-related activities.

DEFINITION OF A REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

Any group of six (6) or more students currently enrolled at UHWO wishing to pursue a common educational, civic, social, cultural or recreational interest may become a RISO by completing the registration application and submitting the required documents.

A minimum membership of six (6) UHWO students must be maintained throughout the period of registration. In addition to the six student members, membership may include associate members who are faculty, staff or community (including alumni). Associate members cannot vote, become officers or serve as official representatives of the RISO. At all times, at least 75% of the membership must be currently enrolled students of UHWO.

RELATIONSHIP TO THE UNIVERSITY

All RISOs assume responsibility for their activities including debts incurred, insurance coverage, legal defense, risk management and relationships with third parties.

The RISO must include the following disclaimer on all publications and communications with third parties: "Although the RISO has members who are University of Hawai`i students, faculty or staff, the RISO is independent of the University. The RISO is solely responsible for all its contracts, debts, acts and omissions."

The RISO name shall not include "University of Hawai`i". The University views its relationship with the RISOs as consistent with the University's philosophy of education and student self-governance. RISO leaders and advisors assume responsibility for the organization's activities and the conduct of its members. The University has staff available to provide educational services to support the effective functioning of RISOs.

HOW TO FORM A RISO

Students with common interests are encouraged to form RISOs to bring together others who share those interests, to provide involvement activities and to have fun. RISOs, although independent of the University, have basic responsibilities which include:

1. Abiding by all Hawai`i State and Honolulu City and County laws
2. Operating within the policies and procedures of the University
3. Adhering to their own Constitution and By-Laws
4. Keeping an accurate accounting of funds
5. Filing the annual RISO registration form
6. Avoiding any policy or practice that discriminates against any person by reason of race, creed, color, age, national origin, ethnic background, gender, sexual orientation or religion.
7. Retaining a UHWO faculty member to serve as the RISO's advisor.

Any student interested in forming or registering a RISO should:

1. Read the full text of this Handbook and complete the annual RISO registration form.
2. First time RISOs need to write a Constitution and By-Laws. If assistance is needed to write or revise a constitution, contact the Student Services Office or ASUHWO.
3. Read this Handbook to be sure the RISO is in compliance with all rules.
4. Return the completed RISO form to UHWO Student Services or ASUHWO.
5. After the registration has been approved, the RISO's president and advisor will receive a confirmation.

The Student Services Advisor will post the list of registered organizations to the UHWO website (westoahu.hawaii.edu/cluborganization) and the RISO president and faculty advisor will be notified of the posting.

Once posted, the Student Services Advisor will inform the Associated Students of the University of Hawai'i-West O'ahu (ASUHWO) of any changes to the list of registered organizations and update the ASUHWO website (asuhowo.org/r-i-s-o).

WRITING A CONSTITUTION AND BY-LAWS

Webster's Collegiate Dictionary defines a constitution as "the system of fundamental principles according to which a nation, state or group is governed". Robert's Rules of Order, Newly Revised, states that a constitution of an organization: 1) defines its primary characteristics; 2) prescribes how it functions; and 3) includes all rules that the organization considers so important that the rules cannot be changed without previous notice to members.

The constitution of an organization, as its basic road map, defines the limits of its authority, establishes the structure through which it achieves organizational goals, and provides a sense of order and practice. By keeping all provisions of a topic under one heading in a single document there will be fewer problems of redundancy and internal inconsistency. The constitution and by-laws should be in a format which is easy to read and understand.

SAMPLE #1 is an outline of a constitution and by-laws that you can follow in developing one for your RISO. The constitution should contain statements and provisions concerning the enduring aspects of your organization. Items that detail more specific operational procedures and/or rules that are subject to more frequent revision should be included in the by-laws. The Campus Center Director can provide you with advice as needed.

BANKING INFORMATION

Each RISO will need to have a Federal ID number to open a bank account, or to receive

payments from ASUHWO or any other University source.

RISOs cannot use the University of Hawai'i in the name of the account. University addresses cannot be used for the account(s).

APPROVAL FOR RISO USE OF CAMPUS FACILITIES AND SERVICES

RISOs planning to use campus facilities, vehicles, media services, security services and any other campus services must have the request for use approved by the Student Services Advisor.

USE OF CAMPUS FACILITIES

Whenever a RISO plans an event using campus facilities, one of the first steps should be to contact the person in charge of the facility planning to be used. An early contact will give the best chance of having a successful event on the date you want it. Some campus facilities have fees for staff, technical and other special services. Each RISO is responsible to follow the specific use rules for each facility.

Notice to Public (Signage)

Whenever RISOs use campus facilities, they are required to have a banner or visible sign with the organization's name on it. In addition, RISOs also will need a sign indicating the activity they are undertaking. For example, if fundraising, recruiting members, providing information, taking a survey, RISOs need to let people know this without their having to actually go to the table or booth. When using a public venue, RISOs may not approach people to solicit them. At all times, during a RISOs' use of any campus facility, there shall be RISO members present. Some of our RISOs have community members as well as students and we welcome such involvement with our students. However, a RISO is a student organization and therefore, we expect that community affiliates of RISOs will work together with our students in all on-campus activities.

Student Services and ASUHWO reserves the authority to close down any RISO's activity or display if there is no sign with the club's name or activity on it and if there are no student members present.

Security arrangements

Campus security officers or off-duty police officers are required for dances and major events open to the public that are held on campus. Security requirements vary for campus facilities so ask what they are when making your reservation. Consult with the Student Services Advisor prior to the event to determine what appropriate security measures are needed. When arranging for security, RISOs must identify a RISO contact person and faculty advisor who will be in charge of the event. These individuals must identify themselves to the officers prior to the event. Plan for the officers to report at least ½ hour before your event begins and to remain at least ½ hour after the event ends. This start-end time may vary depending on the nature of the event. Security is there to assist the RISO in having a safe and disruption-free event. Communicate any concerns and requirements to them to enable them to give the best assistance possible. There is a fee for security.

Bulletin Boards

RISO flyers and announcements about upcoming events may be digitally posted in the student lounge. All printed materials should be submitted to the student services office. ATTN: RISO Advisor, by the last day of each month. Each submission must include a short note signed by the club president approving the posting of the document. Approved documents will be posted by the fourth day of each month, on a space available, first-come/first-served basis. Documents which list events will be removed after the

event date(s) have passed.

FUNDING YOUR RISO

Membership Dues

The most common way organizations fund their basic operating expenses is to assess membership dues. The RISO may decide to collect dues per month, semester or any other time period. If the RISO decides to assess dues, it should be stated in the group's Constitution (the amount should be in the By-Laws). When determining whether to assess dues or not, the group should consider what its basic expenses will be and how they will be paid if dues are not assessed. When determining the amount of the dues, the RISO should keep in mind an amount that would be reasonable for most members to pay.

Fundraising

A RISO can raise money by selling goods or services, by charging admission for an event, or by soliciting donations. Such fundraising activities should be for the benefit of the RISO and funds should be used for RISO sponsored activities.

Any RISO selling food on- or off-campus is responsible for obtaining a temporary food permit from the Department of Health (DOH), as applicable to food item being sold. RISOs not complying with DOH regulations related to food preparation and handling are at risk of being held liable for any illness or death due to poor food preparation and handling.

ASUHWO Funding

In addition to generating their own funds, RISOs may request reimbursement from the Associated Students of the University of Hawai'i (ASUHWO). The ASUHWO Senate represents all University of Hawai'i - West O'ahu students and its decision to approve reimbursement funds is determined by many factors. These include the significance of the program, project or activity; the probability of success; the benefit to all students; the availability of funds; and, the appropriateness of ASUHWO funding the request. Programs with inherent cultural, social, economic impact and those which strive to manifest the Senate's goals are most likely to receive funding. Senate guidelines for RISO funding change from year to year so contact the ASUHWO Senate for current information.

RISK MANAGEMENT

When your RISO is planning its activities, it is important to consider the risks involved with those activities. Although it is unrealistic for an activity to be completely risk-free, it is also unrealistic to plan events without considering risks.

For all of your organization's activities, appropriate rules of safety should be shared with everyone involved. A list of possible risks should be discussed with all participants. If potentially dangerous or hazardous conditions exist, consider what safety personnel might be needed, i.e. hiring a lifeguard for a beach trip or a guide for hiking in the mountains. The RISO may even consider obtaining event insurance if the situation warrants it. While the University is not responsible for the activities of RISOs, we will assist whenever possible with risk management concerns. Student Services reserves the authority to close down any RISO's activity or display if risks are determined to be excessive. If you have any questions, contact Student Services.

Risk & Release Waivers

To protect your organization, its officers and advisor(s), participants in all off-campus activities and some on-campus activities should be required to sign an "Assumption of Risk and Release" form (Sample #2) prior to the activity. Your list of potential risks must be included on this form.

The release form doesn't mean your organization can't get sued. However, it does mean that you can show that the participant was informed of risks and chose to assume the risks and responsibilities associated with the particular activity.

STUDENT CONDUCT CODE

University of Hawai'i - West O`ahu students participating in RISOs are expected to behave in a civil manner that respects the rights of others while supporting an environment of learning and mutual enjoyment of student life programs, activities and services. Students who choose to violate the rights of others and disrupt activities through impermissible behavior will be subject to disciplinary action under the University of Hawai'i - West O`ahu Student Conduct Code. UHWO has a "no hazing" policy. Hazing is defined "as including, but not limited to, any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological discomfort; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with University policies and procedures." Copies of the Conduct Code are available in the Student Services Office.

CONTACT US!

If you have any questions or need help, please contact the University of Hawai'i - West O`ahu Student Services Office and ask for Student Services Advisor.

You may also contact ASUHWO in there office which is located within the student lounge, and they will assist you with the entire process.

HAVE A GREAT YEAR!

SAMPLE #1

CONSTITUTION OF THE (NAME OF RISO)

ARTICLE I - NAME

What is the exact name/title by which the organization will be known? RISOs may not use the "University of Hawai`i" or the "University of Hawai`i–West O`ahu" in its name.

ARTICLE II - PURPOSE

What is the purpose of the organization? What are its broad goals? Are the aims political, social, cultural, religious, service, etc? What is this group's reason for being founded?

ARTICLE III - MEMBERSHIP

Section 1. Who is eligible for membership? What qualifications are there for membership? Are there any restrictions? Will you have various membership categories, i.e. regular, associate, honorary? How is each type of membership defined? A nondiscrimination clause should be provided and include the following: race, creed, color, age, national origin, ethnic background, gender, disability or handicapped status, sexual orientation, or religion.

Section 2. Officers: What titles will officers have? How will they be selected? What will be their term of office? Only regular members should be allowed to serve as officers.

Section 3. Quorum: How many members of the organization must be present to officially transact business during organization meetings and during executive board meetings? Will it be 2/3 of the membership/executive board or a simple majority of the membership/executive board or whoever shows up? It is important that serious thought be given to this as there are advantages and disadvantages to any requirement selected.

Section 4. Voting: What is the basic requirement for approving actions of the organization and of the executive board? Usually this requirement is majority rule (50% plus one of the regular voting members). Some decisions require a 2/3 vote of the regular voting members.

Section 5. Parliamentary Authority: What resource will be relied upon for questions of parliamentary procedure? Robert's Rules of Order, Newly Revised is the most common resource used. In smaller organizations, the following statement might be sufficient: "Parliamentary authority shall be derived from Robert's Rules of Order, Newly Revised for decisions related to budget, officer elections and constitution or by-laws revisions. All other decisions shall be by consensus."

ARTICLE IX - FINANCES

Section 1. Dues: If membership dues are collected, state that in this section. How often will dues be paid and to whom will they be paid.

Section 2. Budget: What plans for spending finances of the organization must be presented to the membership? Who is responsible for preparing the annual budget? When must the budget be approved by the members?

Section 3. Disbursements: Whose signatures are required to expend funds? Will it be the Treasurer only, or the Treasurer and one other officer, or the Treasurer, one other officer and the advisor, or some other combination? It is important to have a check and balance between individuals who have authority to expend the organization's funds.

Section 4. Audits: Who will audit and double-check the expenditures of the organization? This should be done at least once a year particularly when the officers change.

ARTICLE X - AMENDMENTS

Section 1. Initiation: Who can initiate proposals for amending the Constitution? Are amendments proposed in writing prior to meetings or verbally at meetings? Are a minimum number of members required to propose an amendment?

Section 2. Voting: Must the membership vote on the proposed amendments by the next regular meeting, or within two weeks of the proposal, or at the meeting at which the amendment is proposed? Will voting be by written ballot, or verbal, vote, or show of hands or whatever other process? Will it take 2/3 vote, 3/4 vote, or simple majority for an amendment to be approved? Constitutional amendments usually require 2/3 vote for approval.

BY-LAWS OF THE (NAME OF RISO)

ARTICLE I - MEMBERSHIP

Section 1. Types of membership: If there are different types of membership (regular, associate, honorary), state the qualifications for each. If honorary membership is available, state how such members are selected.

Section 2. Termination of membership: Can members be terminated? Under what conditions and by what process? Can a member be reinstated? Under what conditions and by what process?

ARTICLE II - FEES (OR DUES)

Section 1. Membership fees (dues): How often will fees (dues) be collected? How is the amount determined? What is the process for changing the amount? What is the amount?

Section 2. Disbursement of fees (dues): What will fees be used for? Who decides use? Are there specific restrictions on what the RISO's money can be used for, i.e. purchase of alcohol?

ARTICLE III - DUTIES OF OFFICERS

Section 1. President: The President shall .

Section 2. Vice-President: The Vice-President shall .

Section (x). Continue to add sections for each of the officers of the organization.

Section (x). Recall of officers: If any officers are not meeting their responsibilities, how will they be removed from office (recall)?

Section (x). Replacement of officers: How will officers who are recalled or resign be replaced?

Section (x). Is there anything else that should be included related to officers?

ARTICLE IV - COMMITTEES

Section 1. Standing Committees: What are the standing committees and what are the functions and responsibilities of each?

A. X Committee: functions

B. Y Committee: functions

(Add as needed)

Section 2. Special (Ad hoc) Committees: How is a special committee formed? Who appoints the special committees? When and how is a special committee disbanded?

ARTICLE V - ELECTIONS

Section 1. Nominating procedure: How will candidates be nominated? Will nominations occur at a meeting prior to the meeting when elections are held or will the election be held at the same meeting when nominations are accepted? Will there be a special nominations committee who presents the slate to the membership?

Section 2. Voting procedure: Will the vote be by a secret ballot or some other process? Who will conduct the election? Is a simple majority vote sufficient to be elected?

Section 3. Time of election: When will the election take place? Be sure this time is consistent with the term of office in your Constitution.

ARTICLE VI - ORDER OF BUSINESS

The order of business is usually included in the By-Laws as it may change from time to time. It is acceptable to include this section in the Constitution or the By-Laws.

Order of Business: In what order will items be taken up at each meeting? A customary agenda follows:

Section 1. The order of Business at regular meetings shall be:

- 1) Call to Order
- 2) Roll Call or head count to establish quorum is present
- 3) Reading of Minutes of Previous Meeting
- 4) Officers' Reports
- 5) Committee Reports
- 6) Unfinished Business
- 7) New Business
- 8) Announcements
- 9) Adjournment

Section 2. The order of business at Executive Board (Committee) meetings shall be:

- 1) Call to order
- 2) Roll Call or head count to establish quorum
- 3) Unfinished Business
- 4) New Business
- 5) Adjournment

ARTICLE VIII - AMENDMENTS

Will these By-Laws be amended in the same manner as the Constitution? For most RISOs, it will be. For the chartered organizations, amendments to the Constitutions must be approved by the student body, while amendments to the By-Laws may be made by 2/3 vote of the organization.

S A M P L E #2

ASSUMPTION OF RISK AND RELEASE

I, the undersigned, in full recognition and appreciation of the inherent risks and dangers to which I may be exposed during my participation, on (date) , in the:

{for example}

Waimea Bay trip and during transportation to and from Waimea Bay, including, but not limited to traffic and road conditions; strong undertows; unpredictable surf; limited or no lifeguard service; and exposure to strong sun.

{Be sure to include any risks you may think of for other activities, these examples can be used as is if you do such an activity.}

do hereby agree to assume all the risks and responsibilities surrounding my participation in this activity or any activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, executors, and administrators hereby defend, hold harmless, indemnify and release, and forever discharge the University of Hawai`i - West O`ahu and (Name of RISO) and all its officers, agents and employees from and against any and all claims, demands and actions or cause of action, on account of damage to personal property, or personal injury, or death which may result from my participation, and which result from causes beyond the control of, and without the fault or negligence of the University and (RISO) and its officers, agents, or employees during the period of my participation as aforesaid.

IN WITNESS WHEREOF, I have caused this release to be executed this _____ day of , 20__.

PRINT name of participant

PRINT name of witness

SIGNATURE of participant

SIGNATURE OF witness