



Campus
Activities

Recognized Student Organization Manual

Please note: This manual is subject to periodic revisions, all of which will be reflected on WCU Engage at the time of revision. The manual version currently on WCU Engage will supersede any previous versions, regardless of distribution.

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Introduction

This manual is intended to be a resource for all Recognized Student Organizations (RSOs) at Western Carolina University (WCU). It includes helpful information for potential and current student organizations and advisors about campus policies and procedures related to RSOs. RSOs are defined as any student-led organization recognized by WCU through the Western Carolina University Student Government Association (SGA) and the Department of Campus Activities (DCA).

Take time to familiarize yourself with the information provided in this manual. It will help answer questions regarding RSO funding, RSO support and development resources, WCU Engage usage (our online organization and event management tool), and more. Our goal is for student leaders and their advisors to understand the services that we offer to you and your organization.

Many RSO resources and processes can also be found online through Engage: engage.wcu.edu. DCA encourages all students to be active in Engage, especially those who are members of an RSO. Log into Engage often for updates on upcoming events, deadlines (ex: Valley Ballyhoo registration, funding requests, etc.), and messages from DCA.

DCA and SGA here to assist you with any questions you may have when creating or continuing your RSO.

Contact Information

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RSO 101

Why Become an RSO?

All WCU students possess the right to freely associate and to have reasonable access to University facilities and properties. While the University values the vital contributions to the quality of campus life of student organizations in general, those organizations who, by becoming recognized, agree to comply with all University policies and procedures applied to RSOs and are given higher priority and greater access to WCU facilities and resources. This is because RSOs, though existing and operating independently of the University and without specific endorsement, support more closely the educational mission of WCU.

RSO Benefits:

RSOs are provided with many benefits, to include:

- Access to WCU Engage for marketing your RSO to the WCU community, document and roster organization, and event promotion and management
- Direct access to 25Live for facility reservations (Presidents ONLY)
- Free or discounted room usage and equipment check-out rates
- Optional WCU Microsoft 365 account for your RSO
- Access to supplemental funding from SGA
- Access to RSO Office and RSO Storage space
- Ability to fundraise on campus consistent with [Policy 114](#) and [Policy 134](#).
- Ongoing and direct support from the SGA Director of CORE and the Senior Assistant Director for Leadership Programs
- Optional WCU 800 - account for managing RSO monies (dues, fundraising proceeds, etc.)
- Use of the University's name at the end of the RSO name

The 3 Types of RSOs: Club Sports, Greek Organizations, & Student Clubs

All RSOs must comply with University policies and procedures required for recognition, but not all RSOs are alike. Some have a unique purpose and/or function, fall under the advisement and supervision of other departments, and have different recognition steps for starting and maintaining their organization.

The 3 types of RSOs at WCU are:

1. Club Sports
2. Greek Organizations
3. Student Clubs

Club Sports at WCU are a group of Recognized Student Organizations (RSOs) that have the ability and requirement to represent the university at local, regional, and national competitions. Club Sports are an inclusive group of sport and athletics-based organizations. They are open to any fee-paying student to join as many Club Sports as they desire. Club Sports are organizations that have the added benefits of supplemental university funding through Campus Recreation and Wellness (CRW), the utilization of specific university branding for uniforms and apparel, and the ability to represent the university at sanctioned competitions.

The oversight of Club Sports falls under CRW, working in concert with DCA and SGA. Each Club Sport must compete at the collegiate club level, and many clubs will have the opportunity to join an association or league that will sanction events and competitions; these may qualify clubs for entrance into regional and national competitions. However, Club Sports may also receive recognition and support from CRW even if there is no association or league for that sport, provided they still attend competitions at the collegiate club level.

For more information on Club Sports: <https://www.wcu.edu/experience/campus-recreation/club-sports.aspx>

Greek Organizations play an important role at Western Carolina as well as throughout North Carolina and beyond. Scholarship, Community Service, Philanthropy, Life-Long Friendships, Leadership Development, Alumni Networking, and Brotherhood/Sisterhood are the common fraternal principles of our chapters.

The oversight of Greek Organizations falls under the Department of Greek Student Engagement and Development (GSED). Greek Organization governing bodies (IFC, CPC, and NPHC) and Honor Societies (Order of Omega) are advised by the Director and Assistant Director for GSED.

Greek-Letter clubs (e.g., Alpha Lambda Delta, Epsilon Tau Pi, etc.) that are **not** under the oversight of GSED are categorized as Student Clubs, NOT Greek Organizations.

Active membership in a Greek Organization provides students opportunities to participate in activities that enhance personal development, promote academic success, and advance leadership skills. Students are welcomed and encouraged to look at the Greek Organizations available at WCU.

For more information on Greek Organizations: <https://www.wcu.edu/experience/dean-of-students/greek-student-engagement/index.aspx>

Student Clubs – Life as a Catamount is full of opportunities to be involved and make a difference. Student clubs allow students to meet others with similar academic, social, service, and spiritual interests. They can be organized around Academic and Professional Interests, Advocacy and Awareness, Community Service and Engagement, Cultural celebration, Health and Wellness, Honorary status, Intercultural activities, Political or Religious/Spiritual interests, Special Interests, or a combination of several of these. Student Clubs are overseen by SGA and supported by DCA. For more information on Student Clubs:

<https://www.wcu.edu/experience/campus-activities/studentorganizations/index.aspx>

RSO vs Department/Office

Often, WCU departments/offices will implement a group/committee/staff to serve WCU students, faculty, and/or staff. Groups designated on Engage as a Department/Office do not need to submit recognition annually and are not eligible to apply for an RSO Suite/Storage Space or apply for Supplemental Funding.

DCA considers a group to be a **Department/Office** if they are sponsored by a University department or serve to carry out the mission of that department. Student organizations are considered department-sponsored organizations under one or more of the following conditions:

- The organization's advisor is designated by the sponsoring department and advises the organization as part of their official duties and responsibilities.
- They share a common purpose or function with the sponsoring department.

Non-Discrimination and Shared Beliefs Membership Requirements

In most cases, RSO membership must be open to all WCU students. However, several exceptions to this rule exist (e.g., single-gender Club Sports or Greek Organizations; Political or Religious/Spiritual organizations with shared-beliefs membership requirements). Although RSOs may include other members of the University community such as alumni, faculty, staff, and guests, 51% of the membership must be currently enrolled students. Alumni, faculty, staff, and guests involved in an RSO will be considered Associate Members and are not eligible to vote on matters regarding the organization. Only currently enrolled students can be voting members. If an RSO falls below the 51% membership requirement, they will be notified by DCA and will have 10 business days to return to compliance. If they do not return to compliance within 10 business days, their RSO will be Locked. When an RSO has a status of Locked, they are not visible on the WCU organization directory and non-members will not be able to access the page. Officers will not be able to change or create content and therefore will need to send an updated roster of ALL active members to the Senior Assistant Director for Leadership Programs to verify that they have returned to compliance.

The University has an obligation to comply with federal and state laws, regulations, executive orders, and policies prohibiting unlawful discrimination. Additionally, the University has an interest in (1) regulating the use of University funds and facilities; (2) ensuring that leadership, educational, and social opportunities afforded by RSOs are available to all students; and (3) encouraging tolerance, cooperation, and learning among students by bringing together students with diverse backgrounds and beliefs. The University also acknowledges that RSOs hold constitutional rights to free association and expression.

Consequently, membership and participation in an RSO must be open to all students without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

However, RSOs that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of their race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, and, unless exempt under Title IX, gender.

Club Sports

Separate Teams – Club Sports may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. For more information on this allowance, see [34 CFR § 106.41](#) and contact the CRW or the WCU Title IX Coordinator.

Greek Organizations

Greek Organizations are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some Greek Organizations are culturally- and/or community-based. Greek Organizations may select members according to subjective criteria consistent with the University's non-discrimination policies. Greek Organizations are entitled to single-gender membership, provided they qualify under [45 CFR §86.14](#), which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954.

In determining cases of discrimination for this section's purposes, the University will look not merely to the constitution and other organizing documents of an organization, but to its actual practices and operations.

RSO Branding Policies

Affiliation of RSOs with the University and Naming/Logo Guidelines

Student organizations shall not include "Western Carolina University," "WCU," or any form thereof in the beginning part of the name of the organization. Acceptable usage is "[RSO Name] at Western Carolina University"

RSO University Representation, Logo Creation and Usage

RSOs are allowed to recognize and identify themselves as part of the University through logo usage. When using the WCU logo or name, organizations are representing the university and should conduct themselves as such including any slogans or taglines that are developed. RSOs can use the University's institutional primary mark on uniforms, signage, website, social media for publicity and recruitment but must not be incorporated into a custom logo and must adhere to the graphic style guide (branding.wcu.edu). The University's institutional primary mark must be used in a standalone fashion.

RSOs may use a self-designed logo which does not incorporate any University trademark or logo so long as such use does not infringe upon the trademarks, copyrights, or other rights of a third party. RSOs are not permitted to utilize the Athletics logo (stacked cat head logo).

Special Permission: Club Sport and University Representation with Athletics Logo – Club Sports teams participate in athletic competitions and represent WCU within local, regional, and national leagues and tournaments. In support of these athletes, the University has authorized the use of the Athletics stacked cat head logo by the Club Sports Program and its Club Sports teams.

The logo by itself may only be used on in-game uniforms and only be worn by the club players in the game. If a club sport chooses to use the Athletics logo on practice, warm-up, and work-out attire/apparel,

it must include its team name. A Club Sports team can also use the Athletics logo with its team name on print and digital media, but the logo must not be incorporated into a custom logo and must strictly adhere to the graphic style guide.

- No other sponsor logos may be used on apparel or equipment that uses any university mark or logo.
- No sports club can sell any merchandise with any university mark or logo to anyone.

Any violations of these guidelines may result in sanctions under the Code of Student Conduct.

Any items produced using the terms “WCU” or “Western Carolina University” or any official university logos must adhere to the graphic style guide and be ordered and sold through an officially licensed vendor. For information on approved vendors, contact Learfield Licensing Partners (www.learfieldlicensing.com) or the [WCU Chief Marketing & Communications Director](#).

How to Start an RSO

Each type of RSO has a unique process for gaining recognition. All RSOs must have a fully compliant constitution, an RSO Agreement accepted by the President of the RSO, and an Advisor agreement accepted by the RSO Advisor(s), when one is required (see below).

Club Sports

CRW reviews new club sport requests to determine if sufficient student interest and resources exist to support the activity. Students who wish to create a club must decide whether they want to be competitive in nature.

To start a competitive club sport, you must first speak with the Assistant Director for Sport Programs in CRW. Once an organization has met all Club Sports requirements, it will be granted RSO status.

NOTE: Advisors for Club Sports teams are *strongly encouraged*, but NOT required.

Greek Organizations

Chartering and Recognition of a Greek Organization is handled entirely through GSED. Once an organization has met all requirements of GSED Chartering Policies and Procedures, it will be granted RSO status.

For assistance with starting a new Greek Organization, contact the Director of GSED.

NOTE: Advisors for Greek Organizations are required and approved by their respective inter/national governing bodies.

Student Clubs

Here are the steps to start a Student Club:

1. **Plan:** Gather all the required information needed for an RSO:
 - a. Find at least 9 other currently enrolled students (at least 10 students on the roster are required for your RSO to be first recognized).
 - b. Identify the President and Vice President

- i. The President and Vice President positions cannot be held by the same student.
 - ii. All leadership positions must be held by a currently enrolled WCU student.
 - c. Faculty or Staff Advisor (for Student Clubs and Greek Organizations):
 - i. Student Clubs and Greek Organizations must have an on-campus faculty/staff advisor. With consent of DCA, a WCU Graduate Student may serve as an advisor in place of faculty/staff.
 - ii. A Waiver of the Advisor requirement may be requested from the Director of Campus Activities, if reasonable efforts are first made to find a faculty/staff Advisor and those efforts are unsuccessful. Approval of a waiver is at the Director of Campus Activities' discretion. The waiver expires at the end of each Spring term and a new search for an Advisor must be conducted at the beginning of the following Fall term.
 - iii. RSOs may have two Advisors, however, one must be signified as the Primary Advisor vs Co-Advisor. To identify the Primary Advisor, contact the Senior Assistant Director for Leadership Programs.
 - d. Constitution
 - i. Create a club constitution and bylaws, using the [Constitution Checklist](#) that can be found on Engage by searching for 'Department of Campus Activities' and locating the checklist under 'Documents' near the bottom of the page.
- 2. **Register:** Click the [Register An Organization](#) on Engage. Ideally, the student who will serve as President will be the one who registers the organization, as the registrant will automatically become the Primary Contact for the club.
- 3. **Form:**
 - a. Schedule meetings, elect additional officers, and define RSO mission with reachable goals.
 - b. Market RSO and begin programming, fundraising, and more.

If Approved: The President and Advisor(s) must log into Engage and accept their respective Terms and Conditions for their role. The President and Advisor will receive an email from Engage with a link to do this or they can find it in their Engage account under Memberships. The Terms and Conditions for the President constitute the **RSO Agreement**, which MUST be accepted before the RSO is fully recognized. The Advisor's Terms and Conditions constitute the **Advisor Agreement**, which also MUST be accepted before gaining full recognition.

Once recognized, your new RSO can move forward with planning, recruiting, and fulfilling its mission. The organization is accountable for operating consistent with the approved Constitution, RSO Agreement, SGA Bylaws, and the Code of Student Conduct.

If Denied: If any of the required recognition criteria are not met (10 or more members; designated President, Vice President, and Advisor; fully compliant Constitution), the application will be denied on Engage. The President and Advisor will be contacted through email with the rationale as to why the request for recognition was denied. Once all edits are made, the President will resubmit through Engage for recognition following the same steps. If you have questions or wish to dispute this outcome, please contact the Senior Assistant Director for Leadership Programs.

University Expectations of RSOs

Recognized Student Organizations are expected to:

1. Adhere to local, state, and federal laws.

2. Operate within the policies and procedures of the University, including the Code of Student Conduct.
3. Not incite or participate in interference or physical disruption of the function of the University.
4. Submit all changes in constitutions, bylaws, and officers within two weeks of the change.
5. Maintain fiscal responsibility with the University, other auxiliary corporations, and community vendors.

Each RSO will be held fully liable for its activities and, if found responsible, any claims against the organization could result in personal liability on the part of its officers and members.

University Expectations of RSO Advisors

At WCU, all RSOs, except for Club Sports, are required to have an Advisor to maintain recognition with the University. Advisors add value to student organizations by providing guidance and continuity and contributing to the overall development and sustainability of the groups they advise.

To serve as an Advisor to an RSO, one must be a faculty or staff member of WCU. With the consent of DCA, a WCU Graduate Student may serve as an Advisor. To obtain consent, a Petition for Waiver of the Faculty or Staff Advisor Requirement may be requested from the Senior Assistant Director for Leadership Programs. Approval of the waiver is at the Director of Campus Activities' discretion. If approved, the waiver expires at the end of each Spring term.

Expectations of Advisors

The level of involvement that Advisors have with their organizations varies, but there are some basic minimum expectations of an Advisor:

- Maintain regular contact with the organization
- Assist the organization in abiding by WCU policies
- Help the organization to seek out and utilize available resources
- Be familiar with the goals and activities of the organization
- Provide support and guidance as needed

The RSO Advisor and RSO officers may also agree upon optional specific duties and expectations in writing and signed by the RSO Advisor and the RSO officers. A person cannot serve in the role of Advisor for more than three RSOs.

RSO Advisors are designated by the University as **Campus Security Authorities (CSAs)**. The University Clery Coordinator in the University Police Department will contact Advisors with details, including information about the required online training. For more information, please read [University Policy 116](#).

CSA training must be completed annually and **within 30 days** of enrollment in the training by the University Clery Coordinator. Failure to complete the training in the required timeframe may result in revocation of one's role as Advisor.

NOTE: If a Freedom of Information request is made regarding an RSO roster, the Advisor(s)'s name will be listed on the roster.

How to Maintain RSO Status

Each type of RSO has a unique process for maintaining recognition. All RSOs must have a fully compliant constitution, an RSO Agreement accepted by the President of the RSO, and an Advisor agreement accepted by the RSO Advisor(s), when one is required (see below).

Club Sports

Ongoing recognition of Club Sports teams is an annual process managed by CRW.

Greek Organizations

GSED administers the annual Registration and Recognition (R&R) program for chapter management and ongoing RSO status.

Student Clubs

Every year, student organizations must complete the Re-Recognition Process, where the President updates the club's information on Engage using the Re-Recognition form. Specifically, we look to see changes in Primary Contact, Presidents, and the club constitution.

If a Student Club does not complete the Re-Recognition Process by the end of the second full week of fall term each year, its status will be Frozen on Engage until re-recognition is successfully completed. When an RSO has a status of Frozen, they are not visible on the WCU organization directory. To obtain an Active status and be visible on the organization directory, the President must contact the Senior Assistant Director for Leadership Programs and provide an up-to-date roster of 10 members, a President, Vice President, and Advisor, and an updated constitution.

Student Clubs not recognized by DCA are not considered RSOs and may be charged a higher rate for space usage. Additionally, access to 25Live and SGA funding will be prohibited until re-recognition is completed.

Submissions for recognition will be denied for any of the following reasons:

- Failure to have a current approved constitution
- Failure to accept the RSO agreement
- Failure to have an on-campus Advisor (or absence of a current annual waiver)
- Failure to accept the Advisor Agreement

RSO Dissolution:

If an RSO elects to dissolve (according to the process outlined in the RSO's Constitution & Bylaws), the President is expected to inform the Senior Assistant Director for Leadership Programs immediately. As well, all RSO benefits will be lost, all 800 account funds will be frozen, the RSO's Engage page will be classified as Inactive, and (should they have a Club Office) the RSO will be expected to vacate their Club Office within 5 business days of their dissolution.

Any RSO that fails to seek re-recognition for three consecutive years will be involuntarily dissolved and their Engage page will be reclassified as Inactive.

SGA Support

Founded and funded by students, SGA champions the concerns of students and ensures accessibility to a quality education in and outside of the classroom today and tomorrow. One of the ways SGA is committed to supporting RSOs is through the **Clubs and Organization Reaching Excellence (CORE)** program.

CORE provides support and resources to students for the creation and operational success of RSOs. Led by the Director of CORE, CORE assists with and approves (with the consent of DCA) recognition requests, provides trainings on operational topics (organization and event management, fundraising, etc.), supports RSOs with the Supplemental Funding process, and recommends and advocates for new policies that affect RSOs.

Students are encouraged to contact the Director of CORE within the SGA Office (1st floor of the University Center) or email SGACore@wcu.edu for information and support of their existing or proposed RSOs.

SGA Supplemental Funding:

RSOs can request supplemental funding from SGA to hold virtual or in-person events, purchase items for their organization, host speakers, participate in professional engagement opportunities (e.g., an RSO's leadership conference), and more. The Supplemental Funding application will open in late August 2024 and be shared with all RSO Presidents. Inquiries about Supplemental Funding can be directed to SGA's Director of Finance or the Director of CORE.

DCA Support

DCA provides support to RSOs in many forms including operating the RSO Club Suite and Storage Spaces, managing reservations of the UC and affiliated facilities and resources, and administering RSO fund accounts and Student Activity Fee-funded purchasing and travel.

The RSO Club Suite

The RSO Club Suite is managed by DCA. The available resources include an RSO Club Hub (as supplies last), an Awarded RSO Office, an RSO Storage Space, and use of the Saluda & Pisgah Conference Rooms (3rd floor of the University Center).

The RSO Club Hub – This SGA-funded resource center is for use by all RSOs. It is filled with office and creative supplies and equipment (e.g., laminator, button-maker, etc.).

Awarded RSO Offices – Dedicated offices are awarded to RSOs annually through DCA by the Business Operations Coordinator (except Greek Organizations with houses). These spaces can be used for meeting, collaborating, and fostering leadership development. Greek Organizations can utilize the GSED Council Office for collaborations and meetings in the Office of Greek Student Engagement and Development (3rd

floor of the University Center).

RSO Storage Space – Dedicated storage space (approximately 24 cubic feet) is awarded annually through DCA by the Business Operations Coordinator to RSOs without an Awarded RSO Office.

Saluda & Pisgah Conference Rooms – Two conference rooms are available, when not already reserved, for first-come, first-served, day use by any RSO. RSO Presidents can also reserve these spaces on 25Live.

How to Get an Awarded RSO Office

Any current RSO, except a Greek Organization with a house, can apply for an Awarded RSO Office, as well as RSO Storage Space. However, they cannot be awarded both. If both an Office and Storage Space is available and an RSO has applied for both, an email will be sent to the President asking for preference of choice. A request for office space can be made any time during the academic year, but a 2-week-long Priority Application Process opens annually two weeks after the annual recognition process opens. RSOs wishing to request an Awarded RSO Office for the upcoming academic year **MUST** first be recognized. Once their recognition is finalized, Presidents can request an RSO Office by going to mydca.wcu.edu and then selecting 'RSO Club Suite.' Once the 2-week Priority Application Process closes, applicants will be preferentially ranked in order of *Prior Occupant in Good Standing* and *New Occupant*. *Prior Occupant not in Good Standing* applicants will not be eligible for the Priority Application Process.

- *Prior Occupant in Good Standing* is defined as an RSO that consistently complied with the Office Hours Requirements (see Awarded RSO Office Expectations below) as an occupant of an office in the previous academic year.
- *New Occupant* is defined as an RSO that did not occupy an office in the previous academic year.
- *Prior Occupant not in Good Standing* is defined as an RSO that failed to consistently comply with the Office Hours Requirements as an occupant of an office in the previous academic year, or that was evicted from its office.

Award Process

1. *Prior Occupant in Good Standing* RSO applicants will be awarded offices first, in the order in which their applications are received. If any applications remain after office spaces are filled, they will be placed in order received at the top of a wait list.
2. If office space is still available, *New Occupant* RSO applicants will be awarded offices, in the order in which their applications are received. If applications remain after office spaces are filled, they will be placed behind the *Prior Occupant in Good Standing* RSO applicants on the wait list.
3. At the end of the award process for Priority Application, a regular application will open for the rest of the academic year. If office space is still available, RSOs with no prior status or with a *Prior Occupant not in Good Standing* status will be considered in the order applications are received. Any remaining applications will be placed on a waitlist in the order received.

All organizations must move out at the end of each academic year and re-apply for space each year.

Awarded RSO Office Expectations

RSOs who have been awarded an office must sign the Awarded RSO Office Expectations and complete the Office Check-In before taking occupancy. The expectations include the Office Hours Requirements.

Office Hours Requirements

1. RSOs must use their office for an average of 8 hours per week during the academic year. Exceptions are made for calendar breaks and finals weeks.
2. RSO members must log their hours with a 3rd floor Office Assistant (when on duty) or a DCA Building Manager when Office Assistants are not present.
3. Hours can be logged anytime the UC is open.
4. To log hours, an RSO member must present their Cat Card to verify identity and membership on the club roster. Once verified DCA student staff will unlock the office. Hours are tracked using the Fusion system which will log RSO members “in” and “out” of the office.
5. Hours are logged by the amount of time the office is occupied. Members can only log hours one person at a time. For example: if two people come from noon – 1pm, it will be recorded as 1 hour logged, not 2.

Surrendering an Awarded RSO Office & Surrendered Property Procedures

Any RSO that twice fails to meet the Office Hours Requirements during the academic year may be required to surrender their office space for the remainder of the academic year, and their space may be reassigned to another RSO. Any RSO that does not meet the 8-hour per week minimum average will first be issued a strike email from DCA.

- **Strike:** An email will be sent to the RSO President and Advisor. It will reiterate the expectations for their club office. This email will also inform them that their organization may lose their office space for the remainder of the academic year and may not be eligible for the upcoming academic year if they fail to meet the requirements a second time.

If an RSO has not fulfilled their minimum requirement for hours logged after receiving a strike email, they will receive a final email from DCA informing them that their office has been forfeited (if RSOs are on the waitlist) and/or that they are no longer in Good Standing. Loss of Good Standing status will negatively impact an application for office space in the upcoming academic year. RSOs that lose their office must vacate within 5 business days.

Surrendered Property Policy:

All property remaining in an RSO Office or Storage Space upon the termination of use will be considered surrendered property. Upon surrender, DCA may enter the space and remove the surrendered property for donation or disposal at DCA’s discretion.

How to Get RSO Storage Space

Storage space is limited and will require an application and approval to be assigned. RSOs will be required to re-apply on an annual basis and will need to confirm their continued need on a semesterly basis. If an RSO fails to confirm or re-apply, the RSO Surrendered Property Policy will take effect. It is the expectation that all RSOs utilizing the RSO Storage Space annually clean out their assigned storage area to ensure cleanliness. Items kept in RSO Storage must fit within the designated space assigned to the RSO.

Please note that the RSO Storage Space is used at the sole risk of the RSO members and the DCA is not liable for any stored property. Also, access to RSO Storage may only be granted by Office Assistants, Building Managers, or DCA Staff.

RSO Storage Space Process

1. The RSO Storage Space Application, found on mydca.wcu.edu, will open two weeks after the annual Recognition Process opens. The form will stay open on a rolling, first-come, first-serve basis.
2. Once storage space is granted, RSOs may access their space anytime the UC is open.
3. The Storage Space room will be unlocked by the 3rd Floor Office Assistant and relocked by them once the organization has gotten what they need from the space. When there is no 3rd Floor Office Assistant present, the Building Manager will unlock and relock the space.
4. All organizations must move out at the end of each academic year and re-apply each year.

How to Use Saluda and Pisgah Conference Rooms

Saluda and Pisgah conference rooms, when not otherwise reserved, are available to RSOs for first-come, first-serve day use. To use Saluda or Pisgah when it is not reserved:

- RSOs will check in with DCA Staff (either the 3rd Floor Office Assistant or a Building Manager) and request a conference room.
- DCA Staff will verify RSO status, document time in, unlock room, and document room condition.
- Office Assistant will check RSO out when done using the conference room and document room condition and time out.

How to Use the RSO Club Hub (As Supplies Last)

Access to RSO Club Hub supplies and services (e.g., laminating, button-making) is provided by the Office Assistants working in the RSO Club Suite. For more information regarding the RSO Club Hub, please see the 3rd Floor Office Assistants.

How to Reserve Facilities and Resources

RSOs wishing to reserve any other facility managed by DCA (e.g., all UC spaces, the UC Lawn, the Picnic Shelter, etc.), may do so using 25Live. The President is the only member of the RSO is allowed to make a reservation request. Room resources (such as laptops/projectors, easels/chart pads, sound systems) can also be reserved through 25Live. All Presidents and RSOs are required to follow all University and Department policies related to reserving and using facility spaces.

To use 25Live for making reservations or reserving room resources, the RSO President must complete training annually. Please note that access to 25Live will be removed from all Presidents the final day of exams in the Spring. An email will be sent to all Presidents regarding the opening of the Canvas training on July 1st (or the next business day following). Once the President has completed the training, the Associate Director of Guest Services will notify the President that they are now able to make reservations. For re-recognized or new RSOs approved after the July 1st date, an email will be sent out shortly after to complete the training and gain access.

How to Use RSO Fund Accounts

If your RSO does not already have an established fund, you can request one through the DCA Budget

Officer. Your request will need to provide the name of your organization, the nature of the fund, where the funds will come from, and your Advisor's name. The RSOs Advisor may be a designee for the fund, and they will have access to approve or reject purchase orders. After the fund has been established, the RSO President and Advisor will receive an email with the fund name and number.

RSO Fund Accounts are useful for managing dues and other financial processes of the club. The fund is managed by the DCA Budget Officer and other support staff. Money in RSO Fund Accounts can only be used by request of the RSO Advisor or President for purchase orders, check requests, or independent contracts.

Money for deposit to RSO Fund Accounts should be counted and brought to the Administrative Support Associate Monday-Friday between 9:00 am and 4:00 pm. Please include your name, name of the RSO, RSO account number (if known), and the amount being deposited. We discourage organizations from holding onto money, as it can be lost. You may request a balance for your fund at any time by contacting the Budget Officer. Before purchases are made, the Budget Officer will verify available funds. If there are insufficient funds, the RSO President and Advisor will be notified.

Inactive RSO Fund Accounts

Any funds left in an inactive RSO's account for more than three academic years will be removed from the organization's account. These funds are at the discretion of DCA. Any tax-deductible gifts (see Fundraising) secured by an RSO that subsequently becomes inactive will be held for three academic years and then will revert to DCA, per Division of Student Affairs (DSA) Principle 2017-03.

Judicious Stewardship:

RSOs are required to adhere to a practice of Judicious Stewardship. This means that an RSO, its membership, and its leadership must do their best to operate within the organization's means. At no time should your RSO spend more than it has or go into debt. If at the end of an academic year your organization has a negative fund balance, DCA will place a hold on the Student Accounts of the RSO President and Vice President. The holds will not be lifted until the negative balance is paid.

How to Request and Use a Purchase Order, Check Request, or Independent Contract

If you need to purchase something for your RSO and are unsure about how to do it, please contact the DCA Budget Officer during normal business hours.

RSOs may purchase goods and services through several means, including by Purchase Order (PO), Check, or Independent Contract.

PO – A PO is a way to secure goods or services *before* paying; it is essentially a promise by WCU to pay a vendor. POs allow the University to verify a vendor, order and confirm receipt of goods or services, and then pay a vendor in a timely fashion.

Check – A check can be requested if a vendor does not accept purchase orders. Checks can be mailed or hand-delivered to a vendor.

Independent Contract – An independent contract is used when hiring a group, company, or individual for a service, such as a speaker, DJ, or band.

PO Request Process

When requesting a PO, please allow enough time for processing, typically 14 days prior to the date you

will need the product in hand. Keep in mind that production and shipping delays can extend this period. The earlier we are aware of your purchase needs, the greater the chance we can guarantee your delivery date. Please send your request via email to the Administrative Support Associate. Orders should be sent to DCA's administration team to ensure accuracy and proper invoicing and payment.

As we are fulfilling a PO request, if we have any questions or concerns about the vendor or items being purchased, the requester of the PO will be contacted by the Administrative Support Associate for clarification at the requestor's WCU email.

Please keep in mind that Western Carolina University has State contracts with certain vendors and certain things must be ordered through specific vendors such as:

- Office supplies must be ordered through FSI.
- Batteries must be ordered through Grainger.
- Catering must go through Aramark.

The following information should be included in the email for better assistance and accuracy:

- Club or Organization name
- Fund #
- Date you need the items by
- Name of pick-up person (if applicable)
- Vendor Name and Information (If it's a new vendor, this will take up to a week longer, as the purchasing department must verify their business before allowing purchases from them)
- Exact items for purchase (an invoice, estimate, or wish list from a vendor is helpful)
- Amount to spend

Purchase Orders for Ingles – If you know you'll need items from Ingles but don't know the exact quantity or prices at the time, we can create an Open Purchase Order for you to go shopping. We set the limit of how much you can spend but this involves very specific instructions to use the Open Purchase Order. To shop at Ingles using a Purchase Order, you must be accompanied by a Professional Staff member.

In addition to the above information, a detailed description of what you will be purchasing helps us to know how much we should set the Open Order limit to and what accounting codes are required.

Some of the categories are:

- Food (chips, hamburgers, buns, drinks, edible food products, etc.)
- Non-food (plates, napkins, forks, cups, disposable cutlery and paper products, etc.)
- Household Items (soap, cleaner, air freshener, sponges, etc.)
- Misc. Items (decorations, craft supplies, etc.)

When utilizing an Open Purchase Order, all receipts (including original register receipt and any other receipts from the company) must be submitted within two business days of the purchase. This ensures the vendor will be paid on time and the funds removed promptly from your account to reflect the most accurate balance.

Check Request Process

If you are making a Check Request to pay a company with your RSO fund (e.g., for a conference registration), please email the Budget Officer or the Administrative Support Specialist a minimum of two

weeks in advance of when you will need the funds. The email should include the following information:

- Company Name
- Amount
- Address
- Email Address
- Phone Number
- Why you are paying them. What the check request is for.
- Invoice from company
- Per University Policy, an original W-9 from the vendor may also be required

Independent Contract Process

If an independent contract is needed, please let the Budget Officer know the following information a minimum of **90 days** prior to the event:

- Artist/Company Name
- Contract owner (a professional staff member)
- Agent (if there is one)
- Contact name, phone number, and email for agent
- Who is sponsoring the event (the WCU department/group/organization)?
- Amount of the contract
- Event date
- Event time
- Location – Room/Outdoors/Virtual
- We need a current W9 (within 12 months).
- If the event is in person, we need a Certificate of Insurance

For events in person, the vendor may receive payment the day of the event from a DCA professional staff member. If it's a virtual event, the check will be mailed the next business day after the event. We cannot do independent contracts with any WCU employees or students.

How to Request Reimbursement

Reimbursements may only be granted to someone who has a WCU 920 number (this would be WCU students, faculty, and professional staff). Please check with the Budget Officer or the Administrative Support Specialist to ensure that what you are purchasing cannot be bought using our usual methods of procurement (i.e.: a Purchase Order or Check Request) and that the item(s) can be reimbursed. Itemized receipts must be submitted to the Administrative Support Associate within 10 business days from the date on the receipt. Receipts that include taxes charged may be reimbursed in full providing the receipt is itemized. Any receipt that includes an **alcohol purchase** will not be accepted. Please note that Western Carolina University has a contract with Pepsi and that Coke products are highly discouraged. Items for which a purchaser cannot be reimbursed include alcohol, gift cards, tobacco products, and batteries.

How to Request Travel Support

RSOs may request travel support for conferences, tournaments, etc. Please note that Club Sports will work with CRW for their travel needs. Please see this [link](#) for more information regarding RSO Travel information and policies. This document can also be found on Engage by searching for 'Department of Campus Activities.' On the DCA homepage, under documents, students can find the 'Student and RSO Travel Policy.'

Fundraising & Tax-Deductible Donations

Fundraising is a great way to support your RSO's activities or philanthropic causes and can take several forms. Your RSO can choose to sell goods or services, collect money for a cause, or solicit support from businesses through Donations in Kind (or money), Sponsorships, or Matching Funds.

Donations in Kind (or money): Businesses or corporations can be asked for donations of their goods and/or services or for money. These could be items they donate for you to sell or auction, or they may agree to pay for something your RSO needs.

Sponsorships: Businesses or corporations can be approached and asked to sponsor your organization. They can also approach you. The sponsor gains advertising and good public relations in return for their donation.

Matching Funds: Matching is a great way to double your funds raised. Businesses can match a predetermined amount based on any individual contributions that you raise from a fundraising event or campaign.

Any **on-campus fundraising** must be approved in advance by DCA. Before distributing any materials, selling any items, or collecting money for any purpose, a [Solicitation Form](#) must be submitted and approved. This form can be found at the Guest Services desk on the 2nd floor of the UC or [here](#).

Tax-deductible Donations

Any donation received by an RSO, for which a donor wishes to receive a tax deduction, must be reported to the DCA Budget Officer for routing of a request to the Office of Development. Donations, sponsorships, or matching funds must be approved, and funds given directly to the University on behalf of the RSO. Donations will be reconciled at the start of each month for the preceding month and all funds will be transferred to DCA for deposit to the RSO's Fund Account. A report will be created upon reconciliation and sent to each RSO receiving funds.

Appendices

University and DCA Policies

All RSOs are expected to comply with [University Policies](#), to include but not limited to:

- For the policy regulating **facility use**, please see [Policy #82](#).
- For the policy regulating **solicitation, distribution of materials, and public displays**, please see [Policy #114](#).
- For the policy regulating **Campus Security Authorities**, please see [Policy #116 – Clery Act Compliance](#).
- For the policy regarding **assemblies, public addresses, and political activities**, please see [Policy #134](#).
- WCU [Code of Student Conduct](#)

Additionally, RSOs must comply with **DCA Policies**, to include but not limited to:

- For the policy regulating **solicitation, assemblies, and public addresses**, please see [Policy #1](#).
- For information about DCA facility usage and costs, solicitation, free speech, etc. visit the [DCA Room Reservation](#) site.

RSO Agreement & President's Terms and Conditions in Engage

RSO AGREEMENT

1. Representations and Submissions

The undersigned Recognized Student Organization ("RSO") represents to Western Carolina University ("University") that it is either (a) a corporation or non-profit corporation in good standing with the State of North Carolina or (b) an unincorporated association existing under the laws of North Carolina in accordance with the terms of its constitution. The RSO further represents that for the duration of this Agreement and as a condition of this Agreement (a) 100% of its active members (those members with the rights to vote and hold office) are university students (undergraduate/graduate), and (b) all of its officers currently enrolled students. The RSO also represents that its activities and the activities of its members, whether or not sponsored or officially approved by the RSO, do not and will not violate local, state, or federal law or the University's policies, including the Code of Student Conduct. The person executing this Agreement on the RSO's behalf certifies that:

- a) They have read the Agreement in full and understand it;
- b) They are an officer of the RSO and authorized by the members of the RSO to execute the Agreement on the RSO's behalf; and
- c) The RSO is entering into the Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing.

This Agreement does not become effective until approved by the Director of Campus Activities or their designee. The RSO agrees to provide any information requested by University officials and/or Student Government Association in a timely manner. The RSO further agrees to submit electronically its constitution, any amendments to its constitution or any changes in its officers or their contact information, including telephone numbers and email addresses by the Re-Recognition due date set forth from the Department of Campus Activities.

2. Relationship between the RSO and the University

The University is a constituent institution of the University of North Carolina (UNC) and an agency of the State of North Carolina. The RSO is not a part of the University, but rather exists and operates independently of the University. The RSO and the University acknowledge and agree that the RSO is not an agent of the University, and neither has authority to act for the other or commit the other to any activity, transaction, or agreement. The University does not supervise, direct, or control the RSO's activities; provided, however, the University does regulate and control facilities and property in its charge, and to the extent that the RSO seeks to use the University's public facilities or property to conduct its private activities or affairs, the RSO may be subject to additional terms and conditions governing uses of the specific facility or property. Furthermore, the RSO, its officers, members, and third parties associated with the RSO, are subject to the University's policies and procedures when conducting their business on University property.

3. The RSO's Dealings with Third Parties

The RSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The RSO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described above in paragraph 2 of this Agreement. As one of such steps, the RSO shall, without exception, include the following statement in the RSO's correspondence, messages, contracts, publications and other written or internet communications:

“Although this organization has members who are students of Western Carolina University and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agent of the University. It is a separate and wholly independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions.”

4. Use of the University's Name and Symbols

The RSO understands and agrees that its use of any University marks, symbols, logos, mottos, or other indicia of the University must comply with all current RSO Branding Policies. These can be found in the current RSO Manual.

5. Taxes

The RSO shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the RSO, the receipt of any charitable contributions, donations or gifts to the RSO, or any other activity or purpose of the RSO. Liability, Insurance, Defense, and Notification

The RSO understands and agrees that the University, University of North Carolina system, and their respective governors, trustees, officers, employees, and agents will not be liable for injuries or harm caused to anyone in connection with or arising out of the RSO's activities or RSO's recognition by the University, nor will it be liable for any of the RSO's contracts or other financial obligations, or tortuous acts or omissions, or those of the RSO's directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the RSO. The RSO understands and agrees that neither it nor its directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the RSO are protected by the University's or the State of North Carolina's insurance policies or self-insurance plans, and that the University and the State of North Carolina will not provide any legal defense or indemnity for the RSO or any such person in the event of any claim against any of them. To ensure that all persons associated with the RSO fully understand these terms, the RSO President is responsible to issue this notification to all of the RSO's current and prospective directors, officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the RSO or engaged in its activities:

NOTICE: You are either considering or currently participating in activities and/or affairs of a Recognized Student Organization (RSO) at Western Carolina University. Although the RSO has members who are University students, and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agent of the University. The RSO is a separate and independent organization which is responsible for and manages its own activities and affairs. The

University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions. The RSO directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the RSO assumes all responsibility for any such risk. All persons associated with the RSO should ascertain whether they have adequate insurance independently or through the RSO to cover any such risk. Neither the University nor the State of North Carolina provides insurance coverage or legal defense for any claims resulting from the affairs or activities of a RSO.

6. Non-Discrimination

The University has an obligation to comply with federal and state laws, regulations, executive orders, and policies respecting discrimination. Additionally, the University has an interest in (1) regulating the use of University funds and facilities; (2) ensuring that leadership, educational, and social opportunities afforded by RSOs are available to all students; and (3) encouraging tolerance, cooperation, and learning among students by bringing together students with diverse backgrounds and beliefs.

Membership and participation in the organization must be open to all students without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of their race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, and, unless exempt under Title IX, gender.

In determining cases of discrimination for purposes of this section, the University will look not merely to the constitution and other organizing documents of an organization, but to its actual practices and operations.

7. Funding

The RSO is eligible to receive student fee funds, which are appropriated by the Student Government Association through its appropriations process. The Student Government Association approves RSO funding requests. Funding request approval is determined using viewpoint-neutral criteria. An RSO that receives student activity fee funds is required to use the funds as it has requested or petitioned and as approved by Student Government Association. Consistent with the terms of this Agreement, the University is not responsible for and has no control over the RSO's activities funded with student activity fees. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

8. Gambling

The RSO may not participate in or sponsor gambling events or activities. As defined in the Code of Student Conduct: The term "gambling" means operation of any "game of chance" or playing at or betting on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not. A "game of chance" is any game or scheme in which receiving something of value depends on chance rather than skill. (NC General Statute § 14-292). Raffles and charity events with games of chance are a form of gambling and prohibited. When there are questions about gambling, RSOs should consult with the Senior Assistant Director for Leadership Programs.

9. Use of Facilities

The RSO is eligible to use certain University facilities and access the services and resources subject to the policies and procedures or terms and conditions that the University and/or staff set for such facilities, services, and resources. If designated student activity space is assigned to the RSO, that facility's coordinator/space manager shall communicate the description of such space and any special conditions

applicable to its use.

10. Club Sports

Any RSO associated with and identified by the University's Department of Campus Recreation and Wellness (CRW) as a competitive sports team shall be defined as a "Club Sport." Club Sport RSOs shall receive the additional benefits enumerated in CRW's policies and abide by the provisions of those policies as a part of this document. Organizations that would like to be categorized as a "Club Sport" must first be approved by the CRW and adhere to all policies they specify as it relates to a club sport.

11. GSED

Any RSO that is recognized through the Department of Greek Student Engagement and Development shall be defined as a "Greek Organization." Greek Organizations shall receive the additional benefits enumerated in GSED's policies and abide by the provisions of those policies as a part of this document. Organizations that would like to charter a chapter at WCU must complete the process for chartering and recognition through GSED, abide by all GSED policies, and complete the DCA RSO Re/Recognition process.

Some Greek Organizations are culturally- and/or community-based. Greek Organizations may select members according to subjective criteria consistent with the University's non-discrimination policies. Greek Organizations are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954.

12. Term

This Agreement becomes effective on the date it is approved by the Director of Campus Activities or their designee and must be renewed annually. The University may terminate this Agreement under the provisions of the WCU Code of Student Conduct. The University may alter RSO status (probation or removal of recognition) and/or activities for failure to comply with this Agreement or the WCU Recognized Student Organization Policies and Procedures Manual. The RSO may terminate this Agreement for any reason upon 21 business days written notice to the Director of Campus Activities. Absent early termination, this Agreement will automatically terminate in the spring of each year effective on the date of the University's May Commencement Exercises. Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of that provision or any later breach.

13. Notices

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

14. Entire Agreement - Amendments

This Agreement incorporates the parties' entire agreement concerning this matter, supersedes any prior or contemporaneous understandings regarding its subject matter. The registrant of all organizations acknowledges that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement.

Please also visit the Student Government Association Bylaws on Engage to view information regarding RSO's.

15. Miscellaneous

When submitting the annual recognition application on Engage, each organization agrees to the following affirmation by a registrant representing the organization:

RSO AGREEMENT

As a representative of my Recognized Student Organization, I have read and agree to the conditions and information present in the RSO Agreement and will abide by the policies of Western Carolina University, the Department of Campus Activities, Student Government Association, and the WCU Code of Student Conduct.

RESPONSIBILITIES

Every person who has been given portal admin access to or knowledge of confidential or security information or data is held to keep such data confidential.

I understand that confidential/sensitive data includes but is not limited to: databases and records containing student ID numbers and/or non-published telephone numbers.

I will not leave confidential/sensitive data in view of others who do not have a legitimate business reason to view the data and I will only share confidential data with persons having authorized access.

I will not discuss confidential/sensitive information or data in public places and will not remove confidential or sensitive data from my Engage site without university authorization.

NON-DISCLOSURE AGREEMENT

As a student/employee/etc. of WCU in relation to my position responsibilities or assigned tasks, I may have access to, come in contact with, or reference confidential/sensitive information or data.

Examples of this information and data include but are not limited to: personal records (ie: personal address, unpublished telephone/mobile numbers, university student id number, etc.) This information or data is subject to university policies as well as regulatory and special handling requirements.

Therefore, the registrant further attests that they are bound by the University's Code of Student

Conduct and is knowledgeable of the responsibilities of the officers of the RSO.

The registrant is responsible for receiving information, announcements, e-mail, and mail from the Student Government Association and other organizations on behalf of the RSO. Further, as the contact person for the RSO, the undersigned is responsible for informing the appropriate individuals within the RSO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as a RSO.

The registrant is also responsible for updating the RSO's information (e.g. officer changes, constitutional amendments) and for checking all mandatory dates, especially those for Student Government Association's appropriations process.

The registrant understands that they are responsible for alerting the RSO's executive members of any and all mandatory RSO meetings/trainings.

President's Terms and Conditions in Engage

You are receiving these position Terms and Conditions because you are currently assigned the role of President for your RSO within Engage. If you are not the currently elected President, **DO NOT** accept these Terms and Conditions. Instead, request that your status be changed by the current officers.

Making a false certification to the University is a violation of the WCU Code of Student Conduct and may result in disciplinary sanctions.

[\[Link to current RSO Agreement\]](#)

By accepting the Terms and Conditions for the role of President of my RSO, I am certifying that:

- a) I have read and understand fully the current RSO Agreement linked above,
- b) I am authorized by the members of my RSO to execute the current RSO Agreement on their behalf,
- c) My RSO is entering into the current RSO Agreement voluntarily and with the benefit of, or having had the opportunity to obtain, advice from independent legal counsel or another advisor of its choosing, and
- d) On behalf of my RSO and all its members, I agree to all conditions and information present in the current RSO Agreement and commit my RSO and all its members to abide by the policies of Western Carolina University, the Department of Campus Activities, Student Government Association, and by the WCU Code of Student Conduct.

Advisor Agreement and Advisor Terms and Conditions in Engage

EXPECTATIONS FOR RECOGNIZED STUDENT ORGANIZATION ADVISORS

Recognized Student Organization Advisors

At WCU, all Recognized Student Organizations (RSOs) are required to have an Advisor to maintain recognition with the University. This requirement is in place because of the value that Advisors add to student organizations. Advisors provide guidance and continuity for organizations and contribute to the overall development and sustainability of the groups they advise.

To serve as an Advisor to an RSO, one must be a faculty or staff member of WCU.

Expectations of Advisors

The level of involvement that Advisors have with their organizations varies, but there are some basic requirements of an Advisor. The minimum expectations of Advisors are as follows:

- Maintain regular contact with the organization
- Assist the organization in abiding by WCU policies
- Help the organization to seek out and utilize available resources
- Be familiar with the goals and activities of the organization
- Provide support and guidance as needed

The RSO Advisor and RSO officers may also agree upon optional specific duties and expectations and should be mutually agreed upon in writing by the Advisor and officers.

RSO Advisors are designated by the University as **Campus Security Authorities (CSAs)**. The University Clery Coordinator in the University Police Department will contact advisors with details, including information about the required online training.

CSA training must be completed annually and **within 30 days** of enrollment in the training by the University Clery Coordinator. Failure to complete the training in the required timeframe may result in revocation of one's role as Advisor.

University Policy 116 – Clery Act Compliance can be found [here](#).

Advisor's Terms and Conditions in Engage

You are receiving these position Terms and Conditions because you are currently assigned the role of Advisor for your RSO within Engage. If you are not the current Advisor, please **DO NOT** accept these Terms and Conditions.

By accepting the Terms and Conditions for the role of Advisor of this RSO, I am certifying that:

- a) I have read and understand fully the current RSO Advisor Agreement linked above and agree to abide by its terms.
- b) As an Advisor, I am designated by the University as a **Campus Security Authority (CSA)** and must complete CSA training annually and within 30 days of enrollment in the training by the University Clery Coordinator.

[Link to Advisor Expectation Document](#)