



Student Organization & Advisor Handbook



REGISTRATION OF STUDENT ORGANIZATIONS

Application for registration shall constitute a student organization's agreement to comply with each of the requirements and regulations outlined in the handbook.

The student organization will abide by all applicable requirements of state and Federal law and local ordinances, by all WVU Potomac State College policies, guidelines, rules and regulations, including but not limited to the Student Code of Conduct, and by all applicable requirements imposed under the authority of the Student Government Association.

Student Organization Membership

Membership in the student organization will be open to all interested students at WVU Potomac State College. Membership will be permitted only for enrolled students, faculty and staff at WVU PSC.

Imposing Restrictions on Student Organization Membership

Every student organization will honor the right of every student to equal opportunity in accordance with the First Amendment right of freedom of association.

(a) Membership and participation in recognized student organizations must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in registered student organizations must also be open without regard to gender, unless exempt under Title IX.

(b) Registered student organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political) 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 his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender.

Student Organization Constitutions

(a) The student organization shall establish a constitution to govern its operation and shall submit a copy of its current constitution and/or by-laws online to the Coordinator of Student Engagement via email.

(b) Constitutions of student organizations shall include a clause stating the organization will not discriminate in its membership policies or otherwise.

(c) Organizations must also include their purpose statement, a statement to abide by WVU PSC policies, officer selection and removal processes, member selection and removal processes, and specific voting margins.

(d) Student organizations must agree to comply with the college's Student Conduct Code.

(e) The constitution must include the minimum Grade Point Average of an officer to be not less than a 2.5 GPA. The Minimum can be raised but it cannot be lowered below a 2.5 GPA.

Student Organization Advisor

The student organization is required to have an official advisor who is a current member of the faculty or staff at WVU PSC. The student organization is permitted, but not required, to register up to two Affiliate Advisors who are not current members of the WVU PSC faculty or staff. Affiliate Advisor information must be submitted annually and is subject to the approval of the Office of Student Engagement.

Student Organization Officers

The student organization will have at least three officers who are currently enrolled students with the University. Student Organization officers shall include a President, Vice President, and at least one other officer position (Secretary, Treasurer, etc.). The student organization shall provide all Officers' Contact information to the Office of Student Engagement, updating accordingly as roles change.

Registration

All student organizations, new and returning, are required to register with Student Engagement.

The Coordinator of Student Engagement will contact advisors of all existing student organizations to confirm the intent to continue the organization's active status into the next academic term. New organizations will be considered active after completing the initial registration process.

Registering a New Organization

(a) The student(s) interested in registering a new organization should email their intent to the Coordinator of Student Engagement, identifying the WVU PSC faculty or staff advisor, along with the names of at least two other interested students.

(b) The Coordinator of Student Engagement will then share a sample Constitution template with the student(s) to be completed and returned. Once approved, the

organization will be considered active. Membership rosters will be requested as the organization grows.

(c) Once active, organizations may begin to hold meetings and events, reserve rooms, and advertise as an Officially Recognized Student Organization.

Meeting & Event Space

Student organizations that have been granted official recognition have the ability to request meeting and event space in on-campus facilities in accordance with the college's space reservation procedures.

Event Expectations & Policies

Student Engagement recognizes events and activities that meet any or all of the following criteria as being student organizational activities:

- Events or activities paid for by student organizational funds;
- Events or activities approved by Student Engagement;
- Events or activities that use the WVU Potomac State College name or trademarks in the event or activity name, advertising, or marketing;
- Events or activities which serve as recruitment activities for the organization.

Events or activities designed for minors (under the age of 18) require additional levels of approval and training. Events of this nature should be brought to the attention of the advisor and the Coordinator of Student Engagement at least 90 days prior to the proposed event date.

Time Regulations

Please encourage students as they plan events to remember that events may not be scheduled during the following times:

- Official University Holidays
- During Days of Special Concern
- During Finals Week

Publicity

Student Organizations are permitted to publicize their events on campus through a variety of advertising options, including signage and flyers (must be sent to the Coordinator of Student Engagement prior to distribution for approval), the online Web Calendar, campus-wide emails, infostations, etc.

It is strongly recommended that all event information is sent to the Coordinator of Student Engagement. By doing so, the Coordinator will add event information to the Web Calendar and weekly event list flyers that are published on campus.

Campus Reservations: Guidelines and Rules.

Recognized Student Organizations are eligible to request reservations for various campus locations. Procedures for each location type can be found below.

- All spaces should be reserved online through 25Live:

<https://25live.collegenet.com/pro/wvu#!/home/dash>

- If a space is not listed as an option in 25Live, please contact the Coordinator of Student Engagement for further assistance.

- Members are responsible for making sure the facility is clean and returned to original condition. Failure to do this may result in clean-up expenses and/or other sanctions by this office.

- Your organization and its guests must comply with all University, State, and Local laws and policies. The consumption or possession of alcoholic beverages or possession of weapons on University property is strictly prohibited. Failure to adhere to these rules and guidelines may result in disciplinary action in accordance with the Student Conduct Code.

Finances & Funding

Officially Recognized Student Organizations have the right to apply for funds allocated by the Student Government Association, specific to student clubs and organizations.

- Organizations can apply for more than one grant per year but the total allotted amount is at the discretion of the Student Government Organization and its advisor.

- Organizations should submit grant requests at least two weeks in advance to the SGA advisor via email.

- SGA does not hand the organization cash or a check.

- All expenses must be able to be paid for by credit card.

- Organizations can also partner with the Coordinator of Student Engagement for event materials and supplies, contingent upon the scope of the proposed event.

Banking

Student Organizations may open bank accounts with off-campus banks at their discretion. Please note that if a student organization opens an off-campus bank account, the bank will ask for the organization's tax identification number, also called the

Employer Identification Number. If the organization has been deemed tax-exempt by the IRS or the organization is able to use the number of the parent organization, then the tax-exempt number should be used. Registration with an official recognition by WVU Potomac State College as a chartered organization does not give a student organization the right to use West Virginia University's tax identification number.

- According to WVU, staff/faculty advisors do not have signature authority over checking accounts.
- If a PSC advisor insists on signature authority, he/she should co-sign along with a student.
- Advisors should reconcile the checkbook monthly and have a witness sign as to the accuracy of the statement.
- Only students in the club can sign checks according to WVU. Ideally, two student signatures are required on checks.
- All student clubs/organizations that maintain checking accounts are required to update their information at the beginning of each year (or as needed) with the Office of Student Engagement.
- Be aware that if someone donates to an organization and that money is deposited in a club/organization checking account, the donor **may not receive tax exemption** for the donation. Because of this, it is advised that all donations be deposited in the WVU Foundation account.

Money that is raised through fundraisers should be deposited into the account in a timely manner. ***Money should never be stored in a desk, in an office, or in a student room.***

EXPECTATIONS OF STUDENT ORGANIZATION ADVISORS

The role of the Student Organization Advisor plays within an organization is pivotal to the success of that organization. Expectations of advisors should be discussed between the advisors and the leadership of the organization. A clear understanding of expectations of all parties will be instrumental for the current and future success of the organization.

Who can be an Advisor?

A student organization advisor must be a current University faculty or staff member. Advisors are requested to provide support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but as an advocate for the group.

Rewards of Advising Student Organizations

Facilitating student involvement and growth. You will have many opportunities to lead and teach students in a variety of leadership venues.

Enhance the ability of the university to attract and retain students because of the amount and diversity of student organizations and opportunities to become leaders.

Students with whom you work are given more opportunities for serving on committees and task forces that affect change campus-wide.

Helping students participate in worthwhile causes e.g. community service projects, fundraising activities, program development, and learning to collaborate with their peers on activities that accomplish change.

Facilitating student leaders meeting with campus administrators, faculty, and staff on issues that enhance the quality of student life.

Ultimately, assisting students in participating in enjoyable activities, events, and programs.

Recognition, as an advisor, for a job well done by the University and your students.

An opportunity to form networks with colleagues who serve as student organization advisors.

Student Engagement and Leadership Expectations.

Advisors should be prepared to assist members through activities such as goal setting, conducting productive meetings, planning events, fundraising proposals, and officer transition.

The advisor should be adequately informed about the purpose and mission of their student organization.

Keep the Student Engagement office informed of accomplishments, honors, and awards of your organization so we may highlight your achievements in our newsletter or otherwise.

When students within the organization are submitting event or SGA grant requests, make sure you are well informed as to the nature of the event

Make sure your organization registers every academic year by notifying the Coordinator of Student Engagement of intent to remain active at the start of each term. The Coordinator will send an email requesting said information.

If there are any changes to the by-laws or Constitution, they must be forwarded to this office.

Stay up to date on WVU policies and procedures and keep the organization aware of any changes to the policies.

Contact the Student Engagement office when there are questions of advisor liability, hosting events on campus, and the group's rights and responsibilities.

All violations of University policies by student organizations are adjudicated according to WVU PSC Student Conduct Code. Advisors should be familiar with the Code as it relates to student organizations.

Contact our office if you choose to terminate your role as an advisor. Notification of change of advisors must be submitted in writing within two weeks of such change. Please email kara.hotchkiss@mail.wvu.edu as soon as possible so the office is aware a change is taking place. Please help to facilitate the transition as any organization who finds itself without an advisor for longer than the grace period will be suspended until a new advisor is selected.

Student organizations should consult with advisors on all matters involving activities, budgeting, and policy.

Advising Tips

Advisors for student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members graduate.
3. To assist in the area of program content and purpose.

In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.

Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.

Assist in the establishment of responsibilities for each officer and member.

Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.

Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.

Maintain a sense of humor – it's college, not rocket science.

Be honest and open with all communication. The students need to feel that you are just in your dealings with them.

Realize that you have the power of persuasion but use this judiciously. The students sometimes need to learn how to fail.

Help them see alternatives and provide an outside perspective.

Remember: praise in public, criticize in private.

Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Some initial questions you may consider asking your organization each year/semester:

How much involvement is expected or needed?

How often does the group meet?

How many major activities does the group plan per semester?

How experienced are the student leaders?

How do your skills match the needs of the organization?

What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.

What are some of the ways the advisor can be more helpful to the group?

Will the advisor be a silent observer at meetings or an active participant?

Should you interrupt during meetings if you think the group is getting off track? How? When?

If things get unruly, should you interrupt or remain silent?

Is the advisor expected to give feedback? How? When?

Are there areas of the organization that are "hands off" to the advisor?

Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

Risk Management and Liability.

University employees have certain protection from legal claims. The West Virginia State law provides this protection for duties done within the scope of employment, where those duties are done without malice or gross negligence. The duties of the advisor of a student organization will generally be considered within the scope of the advisor's employment if the employee is officially designated as an advisor by the Student Engagement office. This is another important reason to be sure you are listed on the officer update form with our office.

West Virginia Board of Risk & Insurance Management

West Virginia University and its employees are provided liability insurance coverage under a Comprehensive Liability Policy, provided by the West Virginia Board of Risk and Insurance Management (BRIM). This policy provides liability coverage via five separate sections. These include:

Coverage A – Comprehensive General Liability Insurance

Coverage B – Personal Injury Liability Insurance

Coverage C – Professional Liability Insurance

Coverage D – Stop Gap Liability Insurance

Coverage E – Wrongful Act Liability Insurance

For each section of the policy, "who is insured" is specifically defined. *Coverage D, Stop Gap Liability Insurance, is not applicable to employees.*

The definitions read as follows:

Coverage A: "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such, but the insurance afforded such individuals does not apply to bodily injury to another faculty member, employee, volunteer worker or student teacher of the Named Insured arising out of or in the course of his employment"

Coverage B: "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such. Employees shall not include any person working on a retainer or contractual agreement."

Coverage C: same as definition for (B) above

Coverage E: same as definition for (A) above

These definitions are excerpted from the "Persons Insured" section of the actual policy. The Named Insured referenced is West Virginia University.

-- WVU Risk Manager

ADVISOR REPORTING RESPONSIBILITIES

Title IX

Title IX is a law that was passed in 1972 that protects against sex and gender discrimination in education.

All higher education institutions who receive federal funding are required to uphold Title IX. Title IX applies to everyone in the university community - students, faculty, & staff- and protects incidents that occur on campus or in buildings owned/utilized by university clubs and associations. Title IX only applies to incidents that occur within the U.S. and on campus, but there are other policies like Board of Governors Rule 1.6 that offer protections in areas where Title IX does not apply.

Faculty, staff, graduate instructors, adjuncts, advisors, and RAs at WVU PSC are all Responsible Employees-- persons who are required to report allegations of harassment, discrimination, and abuse.

“Responsible Employees” are those employees in a leadership or supervisory position, or who have significant responsibility for the welfare of students or employees. Responsible employees are designated as mandatory reporters, which means that they must report any allegations of discrimination, harassment, or abuse. Specifically, responsible employees includes:

Title IX Coordinator

Deputy Title IX Coordinators

University Police Officers

Senior Administrators in Residence Life, Student Life, and Athletics

University Senior Administrators, including Senior Administrators within each College or School

Resident Assistants

Faculty

Athletic Team Coaches and their Staff.

Individuals can report allegations of harassment, discrimination, and abuse by filing a complaint online at <https://compliance.wvu.edu/policies-and-procedures/reporting-options-and-resources>. Click on button at the top of the screen that says, “File a Complaint.”

If there are questions about filling out the complaint form or the filer would like assistance, please call 304-293-5600. It is good general practice to be clear and direct about your requirements to report allegations.

If anyone is unsure about whether an allegation meets the requirements of reporting, they can utilize the Anonymous Title IX hotline run by Anonymous Employees in the Office of Equity Assurance.

“Anonymous employees” are not required to report allegations of harassment, abuse, or discrimination.

They can speak with individuals about the supportive services available and answer questions about the investigation process without any fear of generating an official complaint to the university. Anyone in the university community (students, faculty, and staff) can call or text the Anonymous Title IX hotline 24/7 for assistance: 1-304-906-9930.

Clery Act

Similar to Title IX obligations, advisors also have obligations under the Clery Act as a Campus Security Authority (CSA). As a CSA, it is the responsibility of the advisor’s to report all Clery Crimes brought to your attention that occur on Clery Geography.

Clery requires WVU to track crimes including:

Main criminal offenses.

Violence against women’s act offenses.

Arrests and Referrals for drug, alcohol, and weapons law violations.

Hazing.

Hate Crimes.

These crimes must have taken place on Clery Geography including:

On-campus locations.

On-campus student housing facilities.

Non-campus locations (property owned/controlled by WVU that doesn’t fall in main campus boundaries).

Public property (streets/sidewalks running through or immediately adjacent to campus).

Three tiers of emergency communications are used by the University in compliance with the Clery Act. This highlights the importance of timely crime reporting. These communication methods include:

WVU Alert (Emergency Notification).

Campus Warnings (Timely Warning).

Community Notices.

The Options to Report column provides reporting contact information.

Reporting a crime to University Police should be the first option. In a situation in which a victim does not want to involve police, there are other options to fulfill the reporting obligation, including:

Submitting the crime to the Campus Security Authorities (CSA) Reporting Form located on the WVU Police and Office of Emergency Management webpage. ○ This form allows you to keep victim information anonymous if needed.

Reporting the crime to the Office of Student Rights and Responsibilities, Title IX, or Employee Relations.

Constitution Template

Constitution of the (name of organization) of WVU - Potomac State College (PSC)

***ARTICLE I. NAME**

The name of this organization shall be (name of organization) of WVU Potomac State College.

***ARTICLE II. PURPOSE**

The purpose of this organization shall be _____.
(Please state a clearly defined purpose and objective)

***ARTICLE III. MEMBERSHIP**

Section 1. The voting membership of this organization shall be limited to organization members who are PSC students.

Section 2. This organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.

***ARTICLE IV. OFFICERS**

Section 1. The offices of this organization shall be: (List must include President, Vice-President, etc.)

Section 2. The duties of the (Office) shall be (List all duties of each officer).

Section 3. To hold an elected, or appointed office in this organization, a member must have at least a C (2.0) average at the time of election or appointment, and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.

ARTICLE V. MEETINGS

Section 1. Regular meetings of the organization shall be (List frequency)

Section 2. Special meetings may be called by (List officer(s))

ARTICLE VI. AMENDMENTS

Section 1. Amendments to this constitution may be made (Explain Amendment Process).

***ARTICLE VII. SPECIAL WVU REQUIREMENTS**

This organization will adhere to the PSC Student Conduct Code.

***Required in the constitution.**

Recognition will not be granted without these items.

Taken from Roberts Rules of Order (Revised)