This handbook is subject to revisions throughout the academic year and is not available in printed format. The most current version of the Handbook is accessible online at this URL.

http://www.wichita.edu/SI_Forms
TABLE OF CONTENTS

Section 1. STUDENT INVOLVEMENT ................................................................. 4
  1.1 Vision Statement .................................................................................. 4
  1.2 Mission ................................................................................................. 4
  1.3 Core Values ......................................................................................... 4
  1.4 Department Units ............................................................................... 4
  1.5 Functional Efforts of Student Involvement ......................................... 5

Section 2. RECOGNIZED STUDENT ORGANIZATION (RSO) POLICIES ............ 6
  2.1 What is an RSO? .................................................................................. 6
  2.2 Organization Status ........................................................................... 6
  2.3 Classification of RSOs ........................................................................ 6
  2.4 Sports Club Transition Policy ............................................................... 7
  2.5 Benefits of Becoming a Recognized Student Organization (RSO) ....... 8
  2.6 Expectations & Liability .................................................................... 9
  2.7 Sanctioned RSO Travel ...................................................................... 9
  2.8 Mediation and Reporting of Concerning Behavior .........................10
  2.9 Student Organization Review Board ..................................................10
  3.1 Guidelines for Chartering ..................................................................11
  3.2 Renewal for All Recognized Student Organizations .......................12

Section 4. SOCIAL FRATERNITIES AND SORORITIES .................................. 13
  4.1 Recruitment .......................................................................................13
  4.2 Operational Guidelines ....................................................................14
  4.3 Policies and Procedures for Social Greek-Letter Organization Expansion/Extension at Wichita State University .............................................14
  4.4 Local Greek-letter Organization Expansion and Recognition Procedures ..............................................................15
  4.5 Expansion of National Greek-Letter Organizations .......................15

Section 5: CONSTITUTIONAL REQUIREMENTS ..............................................17
  5.1 What is a constitution? .......................................................................17
  5.4 Roles and Responsibilities of an Executive Board .........................18
  5.5 Sample RSO Constitution ................................................................20

Section 6. PARLIAMENTARY/DECISION MAKING PROCEDURES .............25
  6.1 Abridged Version of Robert’s Rules of Order ..................................25
  6.2 Consensus Decision-Making ...............................................................27

Section 7. RECRUITMENT AND RETENTION OF MEMBERS .....................30
  7.1 Recruitment .......................................................................................30
This handbook is subject to revisions throughout the academic year and is not available in printed format. The most current version of the Handbook is accessible online at this URL:
http://www.wichita.edu/SI_Forms

Section 10. PROGRAM PLANNING

Section 11. PERFORMANCE FACILITIES

Section 12. CAMPUS FACILITIES

Section 13. STUDENT INVOLVEMENT EQUIPMENT RENTAL

Section 14. FILM SCREENING GUIDELINES

Section 15. CAMPUS DEPARTMENTS

Section 16. UNIVERSITY POLICIES

Cereal Malt Beverage and Alcoholic Liquor

Hazing

Displays and Notices

Event Security

Federal Anti-Lobbying Law

First Amendment Activities

Food Service

Information Table at RSC

Mandatory Reporting of Sexual Abuse of Minors

Tailgating

Travel

University’s Name, Seal, Logos or Marks

Section 17. STUDENT ORGANIZATION ADVISORS
This handbook is subject to revisions throughout the academic year and is not available in printed format. The most current version of the Handbook is accessible online at this URL: http://www.wichita.edu/SI_Forms

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1 Expectations</td>
<td>56</td>
</tr>
<tr>
<td>17.2 Commitment</td>
<td>57</td>
</tr>
<tr>
<td>17.3 Liability</td>
<td>59</td>
</tr>
<tr>
<td>17.4 The Process of Becoming an Advisor</td>
<td>60</td>
</tr>
<tr>
<td>17.5 Responsibilities of Advisors</td>
<td>60</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>61</td>
</tr>
</tbody>
</table>
Section 1. STUDENT INVOLVEMENT

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

1.2 Mission
Student Involvement is committed to students by intentionally creating co-curricular experiences that complement the academic mission by providing opportunities which engage and develop students resulting in a vibrant campus culture that enhances their journey as a Shocker!

1.3 Core Values
- Inclusion – Sustaining a safe environment where all are welcome and respected.
- Teamwork – Supporting each other to achieve a common goal.
- Integrity – Consistently behaving in an ethical, safe, honest, moral, and lawful manner.
- Innovation – Promoting excellence and adaptability while exploring new ideas.
- Development – Fostering growth, learning and academic opportunities.
- Support – Providing care, compassion and encouragement through service and mentorship.

1.4 Department Units
1.5 **Functional Efforts of Student Involvement**

- Provide workshops and programs for students and organizations to support successful co-curricular development.
- Provide resources for the effective operation of Recognized Student Organizations (RSOs) example: mailboxes, computers, phones and copying services.
- Provide advisement to Wichita State University’s Greek community and support to over two hundred RSOs.
- Support the formal and informal recruitment process of the university’s Greek community.
- Coordinate student organization recognition programs, such as the Order of Omega Greek Awards Program and Shocker Leadership Awards.
- Coordinate Civic Engagement efforts such as the Volunteer Fair, Service Days and volunteer matching services to build community awareness, as well as develop Annual Social Justice Awareness Campaign.
- Assist new and returning organizations with the recognition and renewal process for organizational and constitution development.
- Provide support to advisors of RSOs through workshops, newsletters, roundtables and trainings.
- Coordinate leadership development opportunities on campus and in the region.
- Advise the Student Activities Council, with oversight of their events and membership development.
- Oversee the Wilson K. Cadman Art Gallery including gallery artists and supervision of gallery attendants.
- Facilitate student holistic development and worldly awareness through civic engagement and service-learning initiatives.

1.6 **Student Organizations’ Theoretical Framework**

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

Student organizations foster teamwork and collaboration, but most importantly, provide an avenue for student to student cooperation. This HIP allows students to learn and grow from shared knowledge and experiences. Involvement in student organizations should foster personal, academic, 

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professional and social growth. Through this outlet for experiential learning student organizations should provide our students with critical personal and life skills.

Section 2. RECOGNIZED STUDENT ORGANIZATION (RSO) POLICIES

2.1 What is an RSO?
The designation of a “Recognized Student Organization” means that the organization has been approved as a student-led organization in accordance with policies of the Wichita State University Student Government Association (see Appendix A1), allowing the organization to utilize certain specified university resources to support its approved purpose and mission. At all times the organization must have a WSU faculty or staff advisor and its president must be a WSU student in good standing*. All RSOs are managed by Student Involvement, which reserves the right to adjust organizations’ status.

*Good Standing is defined as an undergraduate student with a minimum cumulative G.P.A. of 2.0 or a graduate student with a minimum cumulative G.P.A. of 3.0. The president of an organization must have at least a 2.5 GPA. There must be no holds on the student’s account and no active conduct cases. Any variation from these requirements must be documented in the organization’s file in Student Involvement.

2.2 Organization Status
1. Recognized Student Organization (RSO): A student-led organization with a minimum of five members that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled university students.
2. University/Departmental/Community Organization: An organization in which at least fifty (50) percent of the total members are currently enrolled students. This organization is directly funded and supported by a university department or unit and it is clearly defined in a staff member’s job description to advise and oversee operations.
3. Provisional Organization: An organization in its first year of existence or in which less than fifty (50) percent of total members are university students. *Organizations which violate university policy may be placed on provisional status as a sanction. Organizations must complete the Student Organization Development Program or spring semester equivalent to be eligible for RSO status.
4. Probation: This status is defined by the Office of Student Conduct and Community Standards. Any organization placed on this status will be immediately be transitioned to provisional status and must meet the defined expectations.

2.3 Classification of RSOs
- **Academic & Professional (A/P)**: Organizations related to an academic discipline/college or professional field available at Wichita State University.
- **Cultural/International (C/I)**: Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.
- **Community Service (CS)**: Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- **Fraternity/Sorority (F/S)**: Organizations affiliated with the Interfraternity Council, Multicultural Greek Council or Women’s Panhellenic Association.
- **Governing/Representative Councils (G/R):** Organizations which coordinate and/or govern a specific population or member Organizations. Organizations **must** be approved by Student Involvement.

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

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

- **Other (O):** Organizations which do not fit in one of the other categories listed.

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

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

- **Sports Clubs (S):** Organizations established for a competitive recreational purpose (Organizations wishing to obtain Sports Club status **must** contact the Coordinator of Intramural Sports and Competition in Campus Recreation). These organizations are not eligible for RSO funding through Student Government Association other than what is allocated to the Sports Club program. The organizations will also be governed by the Sports Club Manual.

- **Religious (R):** Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.

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

- **Special Interest (SI):** Organizations promoting or related to specific, defined interests.

### 2.4 Sports Club Transition Policy

As of Fall 2014 the category of Recreation/Sports Clubs (R/S) will be separated to Recreational Clubs and Sports Clubs. Recreational Clubs are sports-related interest organizations that meet all Recognized Student Organization (RSO) policies and focus around self-exploration for its members. Sport clubs are voluntary, non-profit organizations supervised by Campus Recreation and must be defined as one of the following: instructional, competitive or recreational. Sport Clubs are not eligible for RSO funding through Student Government Association other than what is allocated to the Sports Club program. The organizations will also be governed by the Sports Club Manual.

Recreational Clubs are deemed high risk organizations and must have every member sign a waiver absolving Wichita State University, its staff and designees from any liability due to member negligence. At the time of chartering or renewal an accurate and updated roster must be submitted to Student Involvement and signed waivers must be submitted within 1 month of this time or within 1 month of the member joining the organization.

Organizations that are interested in becoming a Sports club must exist at Wichita State University (WSU) for two fiscal years and must apply to transition to a Sports Club through the following process:
Step 1: Inform the Coordinator of Sports and Competition of intent to become a Sports Club by October 1st of the (year prior to transition).

Step 2: Submit transition plan proposal with updated log and history of: membership, travel, events/programs, trips/competitions, service and budget. Organizations interested in becoming Sports Clubs should note the tiered structure and expectations of Sports Clubs. (Reference Appendix A4)

Step 3: Organizations will be scheduled for a presentation to the Campus Recreation Staff to define the transition by the last Monday of October. The decision will be based on the organization’s ability to transition to an appropriate tier, sustainability and the availability of support resources. Campus Recreation reserves the right to deny an organization’s request to become a Sports Club. Any student organization denied Sports Club status will return to their previous status.

2.5 Benefits of Becoming a Recognized Student Organization (RSO)

Recognized Student Organizations have:

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

- Assistance from the Coordinator of Student Organizations in starting and maintaining a student organization and consultations to help in organizational development.

- RSOs must host meetings on a monthly basis to execute the business of the organization.
- Executive members should keep their advisor(s) knowledgeable about all of the operations of the organization.
- Any officer changes or significant events in the organization must be communicated to Student Involvement.
- Organizations are required to update their constitution every two years to reflect any new requirements by the university and address the needs for efficient operation.
- All organizations must define their decision-making process and keep minutes to show that their constitution and university policies and procedures are being followed.
- All RSOs must utilize Organizational Safe Keeping Accounts in the management of their funds. Any group who maintains an outside account must have written permission from Student Involvement.
- All RSOs must utilize OrgSync for website development to promote their organization. Any group who maintains an outside website must have written permission from Student Involvement.
- RSOs should note that they may be responsible for the action of members if that behavior could be interpreted as representing or affiliated to the organization. Members and organizations are to note that they are subject to the Student Code of Conduct.
- RSOs are not subject to the provisions or protections of the Kansas Tort Claims Act and should consider purchasing liability insurance for social events or activities which involve risk for personal injury.
- RSOs should note that when traveling or representing the university off campus, the student code of conduct, university policies and guidelines govern the actions of the members.
- Any document, contract or agreement signed by the organization must have the signatures of the advisor, president and/or treasurer.
- It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It therefore stands that any suspicious activity or questionable behavior should be reported by any member who becomes aware.
- No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.

2.7 **Sanctioned RSO Travel**

Effective April 1st 2014, any RSO traveling to an activity, whether or not that event is sponsored by the recognized student organization or utilizing university funds or resources, must complete a Sanctioned Travel Form. “Travel” is defined as any time a student organization leaves Wichita for organization-related business. The necessary forms can be accessed through the university website 8.13 / Student Travel

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

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

2.9 Student Organization Review Board
Any violations of student organization policy that cannot be resolved by mediation or an administrative hearing will be forwarded to the Student Organization Review Board. The purpose of the Student Organization Review Board is to help resolve issues and hold RSOs accountable. The Student Organization Review Board is comprised of Student Engagement staff, two member(s) of the Student Government Association and a faculty/staff member at large. These individuals are appointed by the Director of Student Involvement. The role of this board will be to hear disputed cases on Student Organization policy.

Violation of Policies
If a student organization is found to be in violation of any Student Involvement policy the organization will go through the following process and can be brought up for review. Any student organization found potentially in violation of a WSU policy will be referred to Student Conduct and Community Standards (see Appendix A1).

Step 1: Coordinator of Student Organizations will contact group and notify them of the alleged violation. At that time information and materials will be gathered by a designed Student Involvement staff member.

Step 2: After gathering information a designed Student Involvement staff member will hold an administrative meeting with the organization and work with them to resolve the violation within a specific timeframe.

Step 3: If an organization fails to meet the expectations set during the meeting or incurs more than three violations in an academic year they will be referred to the Student Organization Review Board.

Step 4: The Student Organization Review Board will conduct a Review and render a decision.

Step 5: The decision of the Student Organization Review Board can be appealed to the Director, Student Involvement. The decision of the Director, Student Involvement will be final.

Step 6: If an organization fails to meet the expectations outlined by the Review Board, or if they violate any University policy, they will be referred to the Director of Student Conduct and Community Standards.
Section 3. RSO CHARTERING AND RENWAL PROCESS

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

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

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

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

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

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

6. Draft a constitution
   Guidelines for creating a constitution as well as a sample constitution can be found in this handbook on pages 18 - 24. Writing the constitution may raise several questions. Attempt to answer the ones you can and save the rest for the meeting with the Coordinator of Student Organizations.

7. Schedule a meeting with the Coordinator of Student Organizations.
   Call (316) 978-3022, or visit Student Involvement, to set up a meeting. Bring all of the information gathered in steps one (1) through six (6) with you to the meeting. During the meeting you will:
   A. Jointly determine the category for the RSO – www.wsu.orgsync.com
   B. Discuss responsibilities and benefits of being a RSO
   C. Review your constitution and complete a Recognition Form
   D. Address any questions or concerns
8. Complete the online registration process with updated roster and the additional requirements of the process, [www.wsu.orgsync.com](http://www.wsu.orgsync.com) - select Start a Student Organization. Please ensure that you indicate if you own or control any off-campus property.

9. Return all required paperwork to Student Involvement including the provided Chartering Form. The paperwork will then be passed along to the Student Government Association Organizational Outreach Committee. Once approved it will go to SGA Senate and be voted upon to be recognized as a student organization.

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

10. Become a new RSO!

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

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

### 3.2 Renewal for All Recognized Student Organizations

**RENEWAL FOR ALL RECOGNIZED STUDENT ORGANIZATIONS**

All Recognized Student Organizations must…

1. Renew status between the first day of the fiscal year and the 2nd Friday in September each year to receive full RSO benefits. Any group which renews afterwards or is chartered in Fiscal Year 16 (FY15: July 1, 2015-June 30, 2016) will be on provisional status. Late organizations will only receive provisional status after meeting all the requirements set for the year.

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

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

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

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

6. Have no outstanding debts to Wichita State University, or affiliated corporations.

7. Have an advisor who is a WSU faculty, staff or administrator. If at any time an advisor resigns the student organization has one month to find a new advisor while on provisional
status. If they cannot find an advisor they will be placed on the inactive list.

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

**Required Steps for Renewal each year**

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

2. Send delegates to **Nuts & Bolts Renewal Conference** each year in September.

*All students and student organizations must comply with Wichita State University policies, including STUDENT CODE OF CONDUCT, Section 8.05, See Appendix A.3

**Section 4. SOCIAL FRATERNITIES AND SORORITIES**

**4.1 Recruitment**

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

4.2 Operational Guidelines
Due to the nature of social Fraternity and Sorority organizations, there are additional requirements for these organizations at WSU.

- President’s Meetings: Each president must attend a one-on-one semesterly meeting with the Coordinator of Fraternity and Sorority Life as well as attend monthly President’s Meeting.
- President’s Trainings: In addition to the Nuts and Bolts Conference, each president must attend an annual training held at the beginning of each semester.
- Rosters: A chapter roster must be submitted on OrgSync by the deadline set by Student Involvement in order to receive a complete scholarship report at the end of each semester. MyWSU ID number must be provided for each member and members must be classified as “active” or “new member.” Fall deadline: Due November 1st; Spring: Due April 1st.
- Live-in Chapters: These chapters must submit emergency contact information on a semesterly basis to Student Involvement for all members living in the facility.
- Calendar: In order for the organization’s events to be marketed to the Greek community, all events should be entered on the OrgSync calendar by the first day of classes and submitted to Community. Printed calendars will be distributed to all participating chapters. It is also encouraged for all members of each organization to join the Greek Life OrgSync group.
- Council: Each organization is required to maintain membership with a council in order to be considered a social Fraternity or Sorority within Greek Life. These councils are:
  - Interfraternity Council
  - Panhellenic Council
  - Multicultural Greek Council
- Organizations which are not affiliated with any of the above mentioned councils may not represent themselves as members of the WSU Greek community, which includes using terminology such as “Go Greek” or “Greek Life”. Violation of any of these guidelines can result in sanctions.

4.3 Policies and Procedures for Social Greek-Letter Organization Expansion/Extension at Wichita State University

The following shall serve as a guide for individuals and Organizations interested in forming a university-recognized social fraternity or sorority at Wichita State University. For the purpose of this document, “expansion” shall refer to:
  a) Any local social organization wishing to become recognized as a fraternity or sorority at Wichita State University, and
  b) Recruitment of new students for chartered organizations that have been granted colonization status by the University.

The university will only recognize those Organizations that will contribute positively to the overall experience of students; will espouse values and ideals that are consistent with the University mission; will promote and uphold all University policies, procedures, and expectations; and will assure through human and financial resources the ability to achieve success and high ideals.
4.4 **Local Greek-letter Organization Expansion and Recognition Procedures**

Any group of male or female students at Wichita State University who wish to establish an organization under the category of “fraternity or sorority,” which is not affiliated in any way with a national or international Greek-letter organization, must follow the procedures outlined below prior to receiving recognition by the University.

1. All members of a local Greek-letter organization must be full-time students of Wichita State University, in good standing.
2. Organizations wishing to maintain single-sex membership must obtain tax-exempt status with the Federal Government.
3. An organization must be a Recognized Student Organization (RSO) and follow all policies and procedures associated with that process.
   - Local, national and international chapters are required to abide by the policies and procedures outlined in Student Involvement’s Student Organization Handbook. Failure to meet minimum standards may result in removal of University recognition.
   - Local chapters must be affiliated with one Greek Governing Council according to its type (i.e. Panhellenic Council, Interfraternity Council or Multicultural Greek Council). A vote in that Governing Council must take place to determine whether the local chapter will be permitted membership. An affirmative vote will result in immediate Associate Membership in the council and the privileges associated therein; a negative vote would deny the local chapter permission to function as a social Greek-letter organization on campus.
   - Local organizations, as with national and international organizations, must provide proof of liability insurance of no less than $1 million coverage.

4.5 **Expansion of National Greek-Letter Organizations**

Once Wichita State University has made the decision to expand/extend, a committee of Greek and non-Greek students, and staff and administrators in the Division of Campus Life and University Relations will be convened to coordinate the process. This committee will submit a letter of interest to national/international affiliated Greek-letter organizations, inviting them to submit a letter of interest to the Coordinator of Fraternity and Sorority Life at Wichita State University.

1. Greek-letter organizations submitting a letter of interest must be a member of the National Panhellenic Conference, National Pan-Hellenic Council, National Interfraternity Council, National APIA Panhellenic Association or National Association of Latino Fraternal Organizations.
2. No contact with potential new members may be established prior to receipt of a national or international Greek-letter organization’s letter of interest.
3. The organization’s letter of interest should be accompanied by a packet of materials, which should include the following: policies and procedures on academic and scholarship programs; a brief outline of the national or international history and structure of governance; policies and procedures on educational programming on the subjects of hazing, alcohol and other drug abuse, health education, sexual harassment and sexual assault; an outline of provisions of support for the proposed new colony to be established at Wichita State University; and information pertaining to the organization, colonization, and chartering procedures.
4. Greek-letter organizations may not be permitted to colonize until these guidelines are followed.

5. The Expansion Committee, along with leaders and advisors in the fraternity/sorority community, will determine when the Greek community is prepared for extension and expansion. At that time, a notice will be sent to national or international Greek-letter organizations that have met the guidelines mentioned above. Special consideration may be given to Greek organizations previously colonized and/or chartered at Wichita State University who have previously withdrawn but remain in good standing.

6. Once a decision has been made to undergo expansion/extension, up to three national or international Greek-letter organizations will be invited to make campus presentations. These presentations should include information on the following subjects:
   a. Services available to undergraduate members of the national, international Greek organization;
   b. Specific, unique reasons why the organization would enhance the Greek community at Wichita State University;
   c. Why the organization should be allowed to colonize at Wichita State University;
   d. Details of the membership development program.
   e. The presentation should also detail policies related, but not limited to, the following:
      i. Academic Achievement and Scholarship
      ii. Alcohol Abuse
      iii. Substance Abuse
      iv. Hazing
      v. Health Issues
      vi. Sexual Harassment, Assault and Rape
      vii. Legal Liability
      viii. Risk Management
      ix. Details of the pledge/associate/new member program
      x. Financial resources, support and commitment
      xi. Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Wichita State University
      xii. Timetable and guidelines for colonization and chartering.
   f. Once all campus presentations have concluded, the Expansion Committee, Student Involvement staff and representatives from the current Greek Governing Councils, will decide whether to issue an invitation to one of the organizations to colonize at Wichita State University. This body shall make a recommendation to Student Involvement staff as to whether an invitation (and to whom) should be issued.
   g. If an organization is issued an invitation of colonization, that national or international organization must submit a written timeline and guidelines of the extension/expansion program through the chartering process, which also includes financial obligations of first-year members. A deadline must be established for chartering.
   h. No recruitment efforts may begin until Wichita State University receives and approves these written materials. A final approval including the start date for colonization efforts must come from Student Involvement. An immediate withdrawal from campus is required of any colonized organization that does not meet its chartering deadline.
i. If a decision is made by the Committee to not issue an invitation of colonization at that time, specific reasons, which explain why the invitation will not be issued, must be documented and submitted to the national or international Greek organization.

j. All University recognition procedures, as outlined by Student Involvement and the Student Government Association, must be followed and successfully completed. All national or international Greek organizations wishing to colonize at Wichita State University must require, as written in their constitution and bylaws, campus recognition for a charter to be awarded. Should removal of such campus recognition occur, the national or international organization must remove the charter and withdraw from campus.

k. Any national or international Greek organization requesting colonization or chartering at Wichita State University must be a member in good standing of all risk management and liability policies (i.e. FIPG) or have proof of current liability insurance.

l. All questions regarding expansion and extension procedures should be directed to Student Involvement.

Section 5: CONSTITUTIONAL REQUIREMENTS

5.1 What is a constitution?
A constitution is a document that describes the organization and how it operates. All attempts should be made to articulate all the variables which may affect the operation of the organization.

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

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

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

**President**
- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition
Vice President
- Preside at organization meetings in the absence of the President
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the President

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

Secretary
- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the President for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and email directory of all members
- Reserve meeting rooms for the term and year
- Gather and document historical information pertinent to the RSO
- Perform other duties as assigned by the President
On the following pages you will find a SAMPLE constitution. Use the sample as a guide to create your own constitution.

5.5 Sample RSO Constitution

**Article I: ORGANIZATION NAME**
The name of the organization shall be __________________________

**Article II: PURPOSE STATEMENT** (as submitted on registration form)
It shall be the purpose of ______________________ (RSO Name) __________ to __________

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________

**Article III: NON-HAZING STATEMENT**
This organization will not conspire to engage in hazing, or commit any act which endangers the health or safety of a person, or subject him or her to onerous, degrading or hazardous tasks, for the purpose of admission into, or affiliation with any Organization. Said acts are considered hazing regardless of an individual’s willingness to participate in the activity. This organization is in accordance with all university policies regarding hazing, including the Wichita State University Student Code of Conduct and the Kansas Hazing Law Statute 21-3434.

**Article IV: MEMBERSHIP AND ELIGIBILITY CRITERIA**
(The following must be stated in every constitution to ensure that organizations are subject to the policies of WSU, State and Federal Laws.)

8.10 Statement of Nondiscrimination in Educational Programs and Activities.
It is the policy of Wichita State University to prohibit discrimination in educational programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.

**Section A:** Membership is open to any enrolled WSU student who:
1. ______________________________________________________________________
2. ______________________________________________________________________

**Section B:** Membership is open to any non-WSU student who: (Current WSU students must make up over 50% of membership and the president must be a current WSU student.)
1. ______________________________________________________________________
2. ______________________________________________________________________

**Section C:** Dues and collection procedures (if any):
1. The fiscal year of the organization shall be from _____July 1st_____ to _____June 30th_____
2. The amount of annual dues shall be determined each year by _________________
4. Dues shall not exceed $____________ per year.
5. The disbursement of dues shall not be based on race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, veteran status, genetic information or disability.
Section D: A member may be removed:
1. The organization and its members agree to adhere to city, state and federal laws, to the Student Code of Conduct, University Policies and Student Government Association Guidelines—any member found violating this may be removed from the organization.
2. ____________________________________________________________

Section E: Removal of membership procedures:
1. Any member may have their membership revoked by a 2/3 vote of the Executive Board. Any member removed may appeal to the general membership. Said member shall be considered reinstated with 2/3 approval of the members.

Article V: OFFICERS

Section A: The (name of organization) __________________________ shall have a President, Vice President, Secretary and/or Treasurer and Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model. WSU requires two members be deemed the “senior” officers who will be the contact persons for WSU). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of __________________________ (name of organization) and currently enrolled at Wichita State University. (This is a guideline, for local organizations; at a minimum, the President of the organization needs to be a current WSU student.)

Section C: The Advisor must be a full-time faculty or staff member at Wichita State University.

Section D: The term of office shall be from ___________ (month/date).

Section E: Election of officers shall be held ___________ (annually/month). At least 2 weeks’ notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from membership by a 2/3 vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with 2/3 approval of the members.

Section G: Any vacancy which may occur in an office shall be filled via appointment by the President pending ratification at the next group business meeting.

Article V: DUTIES OF OFFICERS (This is only one possible way to organize duties – you may decide on a different division of labor for your officers.)

Section A: The President
1. The President shall be the chief executive officer
2. The President shall appoint all committee chairpersons
3. The President, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership

Section B: The Vice President
1. The Vice President shall be the parliamentarian for the organization
2. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President
3. The Vice President will keep and have available current copies of the constitution and bylaws
4. The Vice President will be responsible for scheduling programs
5. The Vice President will perform other duties as directed by the President

Section C: The Secretary
1. The Secretary shall be responsible for keeping the minutes of all general body meetings and executive board meetings
2. The Secretary will provide a copy of the minutes for each officer and keep a master on file
3. The Secretary shall maintain a complete and accurate account of attendance and membership status

Section D: The Treasurer
1. The Treasurer shall keep a current record of all financial transactions
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The Treasurer will perform other duties as directed by the President

Section E: The Advisor – The University Faculty/Staff Advisor
(Social Sororities/Fraternities shall also have a Chapter/Alumni Advisor)
1. The Advisor shall assist the group in the execution of roles and responsibilities
2. The Advisor shall sign off on all necessary paperwork, forms and spending
3. The Advisor shall provide feedback to the organization regarding its operation and functioning
4. The Advisor shall serve as a resource
5. The Advisor should provide advice upon request and also should share knowledge and expertise
6. The Advisor shall be a full-time faculty or staff member of Wichita State University
7. The Advisor will be a non-voting member of the organization

Article VI: GROUP COMMITTEE STRUCTURE
Section A: The following committees (other than executive board) shall be appointed by the President, subject to ratification by the organization during a regular business meeting:
1. 
2. 
3. 
Section B: The duties of the standing committees shall include: (provide details of responsibilities respective to the committee)

______________________________________________________________

______________________________________________________________

Article VII: VOTING

Section A: A quorum will be ________________________________

Section B: Each member in good standing may vote (recommend to define what good standing is in the constitution).

Section C: Proxy voting is allowed by the following process: ________________

Article VIII: ELECTIONS

Section A: – Candidates for any office of this organization must be Regular Members (or Regular Voting Members) and must a current WSU student.

Section B: – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section C – Election of officers shall take place at a meeting of this organization, called for that purpose, with term of office lasting one year.

Section D – Election of officers shall be by a majority vote.

Section E – In case of a tie, the current President shall cast the deciding vote.

Section F – If there is only one candidate _________________________________

Section G – Officers may be re-elected _________________________________

Article IX: REMOVAL

Section A – Any officer may be removed by a three-fourths vote of the membership.

Section B – In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section C – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

Article X: MEETINGS
Section A – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership.

Section B – Special meetings shall be called at the discretion of the President upon the request of _______________________.

Section C – The President shall have the authority to modify the meeting calendar as benefits the majority of the voting members’ schedules of this organization.

Article XI: RULES OF PROCEDURE
Section A – This organization shall use parliamentary procedure in the management of this group. This will specifically be… (Robert Rules or Consensus Model)

Section B - No business shall be conducted without the presence of a quorum.

Section C – Business shall be decided by majority vote.

Section D – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

Article XII: AMENDMENTS
Section A – One or more voting members of the organization may author an amendment to this Constitution.

Section B – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement and word order.

Section C – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting member (refers to voting member) of this organization. This shall constitute a first reading.

Section D – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Article XIII: SIGNATURES
Section A: _____________ must sign off on any contracts entered into by the organization.
Section B: _____________ must sign off on any expenditure by the organization.

Ratification Date: _____________________________________________________________________
Current President Signature: _____________________________________________________________________
Advisor Signature: _____________________________________________________________________
Section 6. PARLIAMENTARY/DECISION MAKING PROCEDURES

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

6.1 Abridged Version of Robert's Rules of Order
Today, Robert's Rules of Order, Newly Revised Edition 11 is the basic handbook of operation for most clubs and organizations. Robert's Rules can be found in most libraries or online. The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rules of Order, which may be helpful for Organizations that need a degree of normality in conducting business.

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

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

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

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

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

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

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

When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:

1. The President/Chair should show preference to the one who made the motion.
2. A member who has not spoken has first choice over one who has already spoken.

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

**Motion to the Table**

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

**Calling a Question**

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

**Voting**

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

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

**When the President Can Vote**

Assuming that the chairperson is a member of the organization, he/she has the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, he/she should vote only when it will change the outcome, example in the case of a tie.

**Point of Information/Of Order**

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

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

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

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

**Objectives**

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

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

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

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

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

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

- collaboratively generating a proposal,
- identifying unsatisfied concerns, and then
- modifying the proposal to generate as much agreement as possible.

After a concerted attempt at generating full agreement, the group can then apply its final decision rule to determine if the existing level of agreement is sufficient to finalize a decision.
Consensus Decision-Making with Consensus Blocking
Organizations that require unanimity commonly use a core set of procedures depicted in the above flow chart. Once an agenda for discussion has been set and, optionally, the ground rules for the meeting have been agreed upon, each item of the agenda is addressed in turn. Typically, each decision arising from an agenda item follows through a simple structure:

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

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

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

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

The common roles in a consensus meeting are:

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

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

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

- **Note taker:** The role of the note taker or secretary is to document the decisions, discussion
and action points of the decision-making body.

Section 7. **RECRUITMENT AND RETENTION OF MEMBERS**

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

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

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

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

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

- Know what sets your organization apart from the others. What makes it special?
- Escort people to their first meeting. (Remember, it can be intimidating to meet with a new group for the first time!)
- Make a good first impression. Help new members feel like they are a part of the organization.
- Get their attention! Use different marketing techniques to sell your organization. Be creative.
7.2 Retention
A goal for any organization is to keep their members. Retention of members is an ongoing, daily process. You are not going to please everyone and occasionally a member may decide that the organization is not a good match or they simply want to experience another type of involvement. Here are a few ideas to keep your members interested and excited:

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

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

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

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

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

7.3 Student Organizations Personal Identifiable Data Request Policy
Any Recognized Student Organization may request student information once a semester for the purpose of recruitment and membership development. The Registrar’s Office will not release data that can identify a student or employee without the expressed approval from Student Involvement and the university divisional owner of such data. For this purpose, student organizations interested in getting student data may request the information by completing an Office of Planning and Analysis Personal Identifiable Data Request Form and submitting to the Coordinator of Student Organizations or a staff member in Student Involvement who will approve the request and submit accordingly. Organizations may also have their on-campus faculty advisor request the information, but this will need to be verified by Student Involvement. If the request is exclusively directory information, i.e. email, phone, academic college or classification, organizations members will receive this data via email directly. If organizations wish to contact students using other classifiers (i.e. GPA, race/ethnicity, home address), there will be additional stipulations to the management of the data. This information is only available to individuals who have completed FERPA Training. Communication with students must meet the guidelines below:
• **OPTION 1:** An advisor, WSU employee, may request a list of emails or contact information with specific criteria on behalf of the group or directory information. Any communication must meet FERPA guidelines and this information cannot be shared with outside entities and/or students.

• **OPTION 2:** A group may use mass mailing services provided by the WSU Post Office. The data can be shared with university staff who will complete the letters and mail accordingly. For further instructions please contact Postal Services Postal.Services@wichita.edu or 978-5875.

• **OPTION 3:** A group may provide text for an email that they want to be sent (perhaps with a link to a website or source for more information) and UCATS will send it out to all qualified on the behalf of the organization. This would require a request to the Chief Information Officer for permission to send a mass email.

Requests for person identifiable data submitted to Student Involvement will require a *statement of intent* that includes a declaration of use that addresses:

- Reason for the data request and how the data is to be used or deployed?
- What data elements are required?
- Who will have access to the data?
- Where and how will the data be stored?
- Procedure for deleting the data once the project is complete?

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

Please note that violation of expectations or mismanagement of data is a sanctionable offense.

**7.4 Sidewalk Chalking Guidelines**

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

1. Student organizations and campus departments **MUST** obtain approval from Student Involvement prior to chalking.

2. Only water-soluble dry stick sidewalk chalk may be used. Aerosol spray chalk is not permitted. If the University has to clean any permanent materials used, the group responsible will be billed for the cost of removal.

3. Chalk advertisements may be no larger than 4 feet by 4 feet, and each organization/department is allowed a maximum of six (6) chalking squares on campus at a time.
4. Chalking is only allowed on the main campus (including the Hughes Metropolitan Complex).

5. Chalking is permitted on horizontal, paved/concrete, uncovered campus sidewalks. Chalking is not permitted on covered sidewalks, stairways, curbs, or stair risers, on brick surfaces, parking lots, buildings, windows, benches, planters, trash containers, signs, pillars, light poles, trees, any other vertical surfaces, or anything other than the paved/concrete, uncovered sidewalks mentioned above.

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

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

8. Chalking publicity is allowed for seven (7) days. Removal must take place by the organization at the conclusion of the 7th day. A power washer and broom are available for check-out in Student Involvement to assist in this process.

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

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

11. All other chalking is subject to immediate removal and the individuals or groups responsible may be charged the cost of cleanup.

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

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

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

### 7.5 Yard Sign Guidelines

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

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

2. Sign panels may be no larger than 24 inches by 24 inches, must be placed in metal “H” stands, and may contain content on both sides.

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

4. All yard signs MUST clearly identify the sponsoring organization’s name.
5. Signs may not be placed within five feet of trees, flower beds, fire hydrants or impede the flow of traffic.

6. All signs must be placed at least five (5) feet apart and at least three (3) feet from the edge of sidewalks.

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

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

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

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

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

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

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

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

15. Student organizations which violate these yard sign guidelines will be referred to Student Conduct and Community Standards.

Section 8. FINANCES AND FUNDING

8.1 Organizational Safekeeping Account

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

Advantages to having an OSA include:
- SGA can directly deposit money into the account if they are providing an organization with funding through the funding approval process.
- Campus departments will bill this account as default for expenses.
- Easier transition of officer names on accounts
- WSU advisor has online access to account balance at any time.
- If applicable, WSU will assist with sales tax preparation and payments.
- There are no maintenance fees charged to the account and organizations are allowed to make deposits and withdrawals.
Students are not allowed to open outside accounts using personal social security numbers because this leaves those individuals liable for the accounts until they are closed. This would also obligate the individual and organization to file taxes on the account each year.

To establish an OSA, visit the office of Financial Operations and Business Technology located in Room 201 in Jardine Hall or call (316)978-3076. Please note that it is the responsibility of the organization to update the information on the account each year.

**Procedures for Handling Money at Meetings and Events**

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

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

**8.2 SGA Organization Funding Guidelines**

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

Privileges are as follows:

- Recognized Student Organizations are eligible to receive SGA funding up to $2000 per fiscal year.
- Provisional RSOs are eligible to receive SGA funding up to $700 per fiscal year.\(^3\)

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

**Funding Request Process:**

1. RSO files funding request with SGA through OrgSync. The Funding Request Application can be found on the OrgSync funding module, and must be submitted (with all required

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\(^3\) You do not simply receive this full amount, but rather, this is the upper limit you may request from SGA each fiscal year. This amount is further broken down by category, each of which has its own individual maximum amounts.
documentation) to the SGA Treasurer 45 days prior to any event date or prior to the date of travel.4
2. The SGA Treasurer may schedule a meeting with the RSO to review and request any germane information.
3. The SGA Treasurer will determine regarding adherence to S027 to accept or decline the request.
   a. Upon acceptance, the SGA Treasurer shall set a date to hear the request before the BFC.
   b. Upon declination, the Treasurer shall communicate the decision to the RSO.
4. RSO does not have to be present at the BFC meeting but if there is a query the RSO will be called to answer questions and submit information to support their request.
5. BFC chooses whether or not to recommend the funding bill for the following week’s SGA Senate meeting.
6. The RSO is notified of the decision of the BFC. If so needed, the RSO may choose to appeal this decision directly to the Vice President and SGA Treasurer.
7. If the funding bill is put before the SGA Senate, they ultimately will choose to approve or deny the request.
8. The process and updates will be tracked through OrgSync. If the RSO is granted funding, they will be reimbursed for the approved purchase upon submitting receipts.
   a. Receipts for approved expenses must be submitted to the SGA Treasurer
   b. Any receipts not submitted within seven business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.

SGA Provided Funds may be used for the following:
- Conference Registration up to 50 percent of the cost of registration per person, up to $250 with no one participant exceeding $100 in allocation.
- Travel more than 50 miles outside of Wichita, and may be reimbursed according to University Travel Office rates, up to:
  - Air Travel: $300 per student for up to four students
  - Car Travel: $400
  - Bus Travel: $12005
- Lodging for up to $400 at $50 per room per night for the duration of the organization’s stay at the conference, with no one participant exceeding $200 in allocation.
  - If an organization is not requesting lodging, they must provide additional proof of attendance.
- Programming or projects that primarily serve members of the association, up to:
  - $100 in advertising costs
  - $1000 in honoraria for speakers or special presenters
  - $700 in venue reservations
- Operational expenses up to $500 per year
  - These expenses include newsletters, website maintenance, supplies, etc.

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4 Priority for completed Organization applications shall be on a first come, first serve basis.
5 SGA will fund only one form of travel for each excursion
SGA Funding Stipulations:
- Only one funding request per organization may be considered per semester.
- All goods and services purchased with organization funding must be purchased on campus whenever possible.
- All purchases must be made within 30 days of approval or organizations forfeit reimbursement.
- Any advertisement, promotional materials, postage, correspondence materials and websites supported by organization funding shall include the note: “Partially Funded by the Student Government Association.”
  - Any organization not complying with this regulation may have its funding suspended or revoked.

Documentation Required for all Organization Funding Applications:
- A description of the funding’s intended use and the ways in which it benefits the University and members of the organization
- An itemized budget
- A completed W9 form for the party being reimbursed
- A completed DA130 form and a cancelled check should the applicant be a University employee
- Proof of registration cost (if applicable)
- For travel funding:
  - Completed University Sanctioned Travel Form
  - Letter of recommendation from an advisor, professor, or administrator
  - Notice of acceptance to the conference
  - Official description of the conference
  - For air travel, submit three airfare quotes for the same itinerary and a confirmation of the lowest.
  - For bus travel, submit three bus fare quotes for the same itinerary and a confirmation of the lowest.
  - For car travel, submit mileage itinerary using the University as the point of origin.
- Agendas for projects must be submitted in writing.

SGA Provided Funds may not be used for the following:
- Inherent costs of being a student
- Programs or projects intended to raise any funds or other material support for the organization or for third parties
- Donations or other material support to third parties
- Chapter dues to national or international organizations
- Banking charges, maintenance fees, or utilities expenses
- Gifts, competitive awards, gift cards, or unapproved honoraria
- Food, except where food is the principal focus of the event and serves the function of cultural education
- Firearms, ammunition, weapons, or any devises whose primary function is violence or destruction
- The cost of any alcohol
• Petty cash or cash-on-hand
• Clothing
• Any recreation or entertainment pursued during travel
• Telephonic expenditures
• Multiple members of a RSO requesting individual rather than organization funding for a group function

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

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

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

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

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

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

Solicitation of family, friends and alumni (via direct mail and phone calls)
Recognized Student Organizations may solicit donations from family, friends and alumni under the following criteria:
• Your organization must possess an internal list of contacts. Wichita State University will not provide a list or database of alumni, friends or family.
• You may not solicit donations exceeding $1000 from each recipient
Your letter must say that gifts to your student organization are not tax deductible unless the organization has received non-profit status or has gotten prior approval to deposit funds into a Foundation Account.

Notes: You must clearly indicate that your solicitation is from the student organization, not from Wichita State University. There may be limitations on which alumni targeted donors may be approached. Tax-deductible receipts from the University will not be provided for these activities unless there is prior approval.

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

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

8.4.1 Grants Applications

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

Your student organization must:

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

The proposed event, activity, or program must:

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

The fundraising effort must:

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

Timeline for solicitations that require approval

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

Approval Process

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

Step 2: Submit a formal request to Student Involvement 40 days prior to the deadline of the grant
Step 3: Once proposal is received and approved, the student organizations will be required to work with the Office of Research and Technology Transfer in the preparation of the grant application.

Step 4: Revise your proposal, as needed. Many organizations end up making changes to their activity, budget, and/or fundraising approach, based on the recommendations of ORTT.

Step 5: If ORTT approves your general proposal, send a copy of the grant must be approved for external distribution and then filed in Student Involvement.

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

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

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

8.4.2 Fundraising Guidelines

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

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

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

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

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

Section 9. EVENTS

9.1 Student Event Guidelines
All Recognized Student Organization have access to reservable space at Wichita State University for hosting programs, events and meetings. For the convenience of RSOs, applicable policies and forms are set forth herein to describe the process for successful reservation and events on and off campus.

Planning quality events is an important aspect of any student organization. Below are some requirements and tips to help you in the planning process. Please note that there is a difference in required documentation for events off-campus.

Please remember any large event (defined below) sponsored by an RSO requires an event registration form available online through OrgSync. The completed event registration form needs to be submitted at least ten (10) business days in advance of the event. Please note that this form will only be electronic and you must allow for two (2) business days for processing.

On–Campus Meetings
Any RSO can reserve campus space through the University Event Services Office located in the Rhatigan Student Center (RSC) for most academic spaces at WSU or space within the Rhatigan Student Center. On-campus events also include events held at, but not limited to, the Hughes Metropolitan Complex, Heskett Center, Athletic Facilities, Marcus Welcome Center, Ulrich Museum, Fine Arts Building and National Institute for Aviation Research.

9.2 Event Registration Guidelines
Any group planning to host an event which meets at least one of the below mentioned parameters must complete an RSO event registration form in its entirety ensuring that all officials are in agreement on the expectations and execution of plans. These elements define a large event. This form and the entire event planning process must be completed in its entirety at least ten (10) business days prior to your event. As of Fall 2013, the event review process will be electronic and a part of the OrgSync event creation. The following are variables which help define a large event:

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

- On-Campus Events
For on-campus events, RSOs are expected to have tentatively reserved the space and submit the completed event registration. The RSO Event Approval Committee (University Police, Dining Services, University Event Services and Student Involvement) will review risk management procedures and any relevant policies for the event. The committee will reserve the right to require additional information or materials with any organization if there are additional concerns or questions other than those listed.

- Off-Campus Events
For off-campus events, RSOs will be provided with a supplemental checklist to review between event coordinators and venue staff. Additional requirements may include Risk Management Plan, Social Host lists, any contracts and plans for crowd control. The checklist will ensure that upon attendance at the committee meeting, students have prepared adequate information on venue, capacity, security, risk management and administration, event attendance, crowd management and event details.

9.3 RSO Event Approval Committee & Confirmation Process
If sufficient information is not provided, a pre-event meeting will be required with the event organizer. All documents must be submitted online. Upon approval a confirmation email will be sent to the event coordinator. Organizations are expected to start their event reservation process with the relevant reservable space supervisor: University Event Services Office, Hughes Metropolitan Complex, etc. The contact person will be allowed to reserve the space tentatively granted that their RSO is registered for the defined academic year. The event is tentative until all officials have signed off on the event. This same procedure is expected for off-campus events.

9.4 Social Host Guidelines
As a supplement to 11.07 / Cereal Malt Beverage and Alcoholic Liquor, any student organization hosting an event with alcohol must abide by the Social Host Policy. Students or student organizations are not allowed to host events on campus with alcohol as explained in the Student Code of Conduct unless permitted by Sect 11.07. The goal of the policy is to mitigate all events with alcohol by:

1. Ensuring an event is managed effectively
2. Properly training students to assess and handle risk
3. Providing resources as needed to manage events in times of crisis
4. Training students to work with guests to ensure that they are not engaging in risky behaviors
5. Ensuring that minors are not consuming alcoholic beverages
6. Providing guests with alternatives to risky behavior

That management of events with alcohol will be done through Social Host training at semesterly scheduled programs, and it is the responsibility of the organization to ensure that sufficient members are trained. This process is managed by Student Involvement and will be published and
Section 10. PROGRAM PLANNING

10.1 Publicizing Your Events

Many factors affect the outcome of your event. The quality and quantity of your publicity determines who will be there to see the finished product of your RSOs planning. When publicizing an event consider your audience, the time it takes to produce the materials and the locations in which your publicity will be placed. Below outlines typical event publicity and guidelines associated with them:

Paper Methods
- Each poster marketed in the Rhatigan Student Center must be approved by Student Involvement.
- Each student organization has a monthly printing allocation in Student Involvement office.
- You can poster on non-departmental bulletin boards and kiosks on campus.
- Reserve a black sandwich board from Student Involvement and place your posters on them.
- Use your free copies to make handbills, to be displayed in RSC table tents or deliver to various offices around campus.
  - Contact the RSC Information Desk for permission to place handbills in the RSC.

Social Media & Online Methods
- Create an event on Facebook
- Post messages on social media sites and link to Student Involvement
  - Facebook
  - Twitter
- Send a message out through OrgSync
  - Send to Coordinator of Student Organizations
- Trying to reach faculty and staff? Send a blurb to WSU Today at wsutoday@wichita.edu
- Online Calendar of Events
  - Publish your events on the Student Involvement website calendar of events
  - Publish your events on OrgSync calendar of events
    - http://www.wichita.edu/my/calendar/?VIEW=main
- Post on Community Websites
  - http://www.KMUW.org
  - http://www.kwch.com
  - http://www.eventful.com
  - http://www.ksn.com

In-Person Methods
- Send an image to the Campus Information Channel
  - http://webs.wichita.edu/?u=MRCWEB2&p=/wsutvcichome/
  - Beginning Fall 2015, CIC will be charging to advertise certain events.
- Have information tables during the weeks leading up to your event
Contact University Event Services for academic buildings, and Heskett Center, Housing and Residence Life, Library, etc. for individual locations.

- Visit other RSOs to speak about your upcoming event
- Make announcements in your classes

Section 11. PERFORMANCE FACILITIES

For your audio or special lighting requirements in represented locations, you will need to contact Performance Facilities at 978-3188 or 978-3587. It is mandatory that you contact and make arrangements with Performance Facilities a MINIMUM OF TEN DAYS PRIOR TO THE DATE SUPPORT IS NEEDED. Failure to do this will result in a late fee. In addition, there will be no guarantee that your event will be able to be staffed, which is dependent upon the availability of the Performance Facilities personnel and other previous event commitments.

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

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

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

Section 12. CAMPUS FACILITIES

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

Athletic Facilities
Athletics offers many great options for special events. Rental spaces available include the All-American Club at Eck Stadium, Champions Club at Charles Koch Arena, Preferred Health Systems Multi-Purpose Center at Charles Koch Arena, Charles Koch Arena and Cessna Stadium. For availability and rental information, contact Athletics Event Management: (316)978-7591.
CAC Theater
This 483 seat venue is a great space to host lectures, performances or variety shows. The theater features adequate lighting, sound and audio visual equipment, which is coordinated through Performance Facilities (316) 978-3587. For availability and reservations, contact University Event Services: (316) 978-3475.

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

Free Speech Areas
Designated by University Police, free speech areas are available to the University and Wichita community for events with anticipated participation of the 40 or more persons. For locations, availability and reservations, contact the University Police: (316)978-3450. See University Policy Section 11.13 for further details.

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

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

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

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

Section 13. STUDENT INVOLVEMENT EQUIPMENT RENTAL

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

Tier 1: Student Involvement staff and student groups directly advised by Student Involvement
Tier 2: Recognized Student Organizations
Tier 3: Campus Departments

Tier 1 groups can utilize any equipment available in Student Involvement. Tiers 2 & 3 may only use equipment listed on the approved equipment loan list.

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

**Equipment not returned on time** will be charged a fee of $5.00 per hour for the first three hours. After three hours, a charge of $40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment.

If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time, not picked up as requested, or returned damaged will result in forfeiture of equipment use for the remainder of the semester.

The following equipment is available for checkout; this does not include all items. For a complete list, please contact Student Involvement:

- For use only on RSC property: large sound system, spotlight
- For use only on Wichita State main campus: small sound system, microphone, mic equipment, electrical cord, power strip, laptop, projector, two-way radios, projection screen, sporting equipment

Student Involvement reserves the right to approve or reject any request.

*Some equipment can be loaned for off-campus use or with a shortened timeline at the discretion of the Office Manager and with approval from organization advisors or Department heads.

**Section 14. FILM SCREENING GUIDELINES**

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

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

Criteria for permissible screenings:

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

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

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

Proof of Licensing or Copyright Clearance Required:

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

Section 15. CAMPUS DEPARTMENTS
(All campus phone numbers start with 316-978-xxxx)

- Campus Recreation (Heskett Center), x3082, [http://www.wichita.edu/heskett](http://www.wichita.edu/heskett)
  - Intramural sports
  - Building rental
  - Equipment rental-camping and outdoor sports
• Career Development Center, x3435, http://careers.wichita.edu
  o Career counseling
  o Job search assistance
  o Interview assistance
  o Workshops and presentations tailored to your organization
• Central Services, x3545, http://www.wichita.edu/printing
  o 3 full service copy centers
  o Binding services
  o Printing services for brochures, posters, etc.
  o School and office supplies available for purchase
• Counseling and Testing Center, x3440, http://webs.wichita.edu/cnsltst/
  o Individual/Group counseling
  o Workshops/seminars
  o Make-up tests
  o Credit by exam
  o Test preparation materials
• Eugene M. Hughes Metropolitan Complex, x3258, http://www.wichita.edu/thisis/home/?u=metroplex
  o Meeting rooms, theater and auditorium available for events and meetings
• Housing and Residence Life, x3693, http://www.wichita.edu/housing
  o Opportunities for co-sponsorship
  o Spaces for programming
• Media Resources Center, x3575, http://www.wichita.edu/mrc
  o Reserve equipment for event
  o Submit events to the Campus Information Channel
• Office of Disability Services, x3309, http://www.wichita.edu/disserv
  o Interpreting services
  o Escorting services
  o Accessible classrooms
  o Note-taking services
• Office of Diversity and Inclusion, x3034, http://www.wichita.edu/multicultural
  o Opportunities for co-sponsorship
  o Multicultural Student Mentoring Program
  o Diversity programming and resources
  o Safe Zone Training
• OneStop for Student Services, x7440, http://www.wichita.edu/thisis/home/?u=onestop_planning
  o 24/7/365 student support and service
  o Real-time technology
  o Immediate and personalized assistance
  o Self-service options via easy-to-use website and automated phone service
  o Face-to-face service option at the physical OneStop location in Jabara Hall, Room 122
• Performance Facilities, x3587
  o Help with sound and lights at various venues on campus (CAC Theater, Miller Concert Hall, Hughes Metroplex)
• Rhatigan Student Center, x3475, http://www.wichita.edu/rsc
  o University Event Services
  o Meeting rooms and ballroom available for events and meetings (limited during construction)
  o WSU Bookstore for Shocker gear and textbooks
  o Sports Grill and Lanes with billiards, games and food
• Student Government Association, x3480, http://www.wichita.edu/sga
  o Recognition of RSOs
  o Funding for RSOs
  o Provide a voice for students to campus administration
• Student Health Services, x3620, http://webs.wichita.edu/?u=shc&p=/index/
  o Medical information and services
  o Educational workshops and programs
• Student Involvement, x3022, http://www.wichita.edu/csl
  o $5 worth of copies every month for RSOs
  o Workstations, mailboxes and storage bins
  o Assistance with planning events and meetings
  o Leadership development opportunities
• Student Success, x3370, http://www.wichita.edu/studentsuccess
  o Supplemental instructions
  o Financial literacy training
  o Workshops and study tips, time management, note taking, etc.
• Undergraduate Admissions, x3085, http://admissions.wichita.edu/
  o Coordinates orientation and helps with first year experience
  o Holds recruiting events throughout the year
  o Sponsor scholarship competitions
• University Dining Services, x3477, http://www.wsudining.com
  o Provides catering services for events
  o All food items donated must be approved in advance by Vice President of Campus Life and University Relations
• University Police Department, x3450, http://www.wichita.edu/police
  o Parking permits for guests
  o Safety escorts
  o Crime prevention programs
  o Traffic control
  o On campus event security
  o Free speech zones

Section 16. UNIVERSITY POLICIES

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

Cereal Malt Beverage and Alcoholic Liquor
Student Organizations are not permitted to have any events with cereal malt beverages on campus property. If an organization is hosting an event with alcohol off campus, the organization must use a Third Party Vendor or have a BYOB event. The organization may not use organizational funds to provide alcohol for the event. If using a Third Party Vendor, the vendor will be required to submit a valid and current liquor license and insurance with the Event Registration Form. If hosting a BYOB event, only a 6-pack of cereal malt beverages (3.2% beer) may be permitted per individual. Care must be taken by event organizers to assure that cereal malt beverages will not be served or sold to people who are not of legal age or who appear to be intoxicated. Nonalcoholic beverages must be available at all events in which cereal malt beverages are sold or served. No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served. Violations of state law and/or University policies on the part of Organizations or individuals will be forwarded to University Police and Student Conduct.

Cereal Malt Beverage and Alcoholic Liquor
http://webs.wichita.edu/inaudit/ch11_07.htm
http://webs.wichita.edu/inaudit/ch8_05.htm

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

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

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

Political Activities and Campus Facilities

Purpose:
The purpose of this statement is to set forth University policy with regard to the use of campus facilities for political purposes.
Preamble:
Wichita State University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate as an important part of the education experience. On the other hand, Wichita State University must comply with provisions governing its tax exempt status as a state educational institution of Kansas, is mindful of the need to comply with policies of the Kansas Board of Regents and understands the importance of neutrality with regard to politics and political campaigns.

Policy Statement:
1. Campus facilities shall not be made available for campaigning, electioneering or fundraising events for candidates for political office or for political parties.

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

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

4. The distribution of handbills or political leafleting is subject to the requirements of Section 11.12 and Section 11.13.

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

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

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

8. Use of the University's name, letterhead, logo and/or resources (including University computing and information technology resources) for partisan electoral purposes such as solicitation of funds or other contributions in support of a political party or candidates, endorsement of candidates for

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6 This would include a meeting exclusively sponsored by students for their own political education.
7 Minutes of the Kansas Board of Regents would suggest that such meetings would include "partisan political gatherings."
8 The individual or organization requesting meeting space must reasonably establish that all other facilities of comparable size to accommodate the expected audience in the City of Wichita are already booked or for some other reason unavailable.
public office, or advocating a position with regard to a public issue (other than an authorized spokesperson on behalf of the University) is strictly prohibited.

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

3.17 / Political Activity

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

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

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

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

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

Displays and Notices
Wichita State has various places that Organizations can use to publicize themselves and their events. Buildings and offices will have designated places to post notices, permanent display cases and designated areas where tables can be set up. For help in locating places to have a table or post information, talk to a member of the Student Involvement staff.

See Policy 11.10 Posters/Flyer Policy for university Grounds and Facilities
http://webs.wichita.edu/inaudit/ch11_10.htm

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

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

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

First Amendment Activities
As a public institution, Wichita State University is given the ability to regulate the time, place and manner of first amendment activities such as assemblies, rallies and political speeches. Any RSO wishing to conduct such activities must notify the WSU Police Department at least 72 hours in advance of the activity. This notification will include contact information for the sponsoring organization, an explanation of the nature and purpose of the event, the use of sound amplification and expected attendance. http://webs.wichita.edu/inaudit/ch11_13.htm

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

The University has policies on certain aspects of first amendment activities with regards to sound amplification, signage and length of time. First amendment activities must adhere to proper risk management and take precautions to not obstruct the normal operation of the University or endanger the safety of the campus.
The President of the University will make the ultimate decision to allow any first amendment activities to proceed. For complete details on the regulations with regards to first amendment activities see: http://webs.wichita.edu/inaudit/ch11_13.htm or contact WSU Police.

**Food Service**

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

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

**Information Table at RSC**

Any on campus information table sponsored by an RSO must have at least one student present during the entirety of the event. Hawking, defined as "advertising or peddling by shouting", is not permitted.

Organizations reserving table space must identify the table as being sponsored by their organization. A sign for the table must be provided by the organization.

**Mandatory Reporting of Sexual Abuse of Minors**

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

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

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

**Notifications of Sexual Misconduct 20.24 / Designating University Title IX Coordinators**

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

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

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

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

Section 17. STUDENT ORGANIZATION ADVISORS

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

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

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

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

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

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

Team Builder
When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process.
As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

**Conflict Mediator**
Inevitably, students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have a conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to help the organization. In many cases, the student will appreciate honest feedback.

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

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

**Motivator**
As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change and to connect their experiences at the University to the experiences they will have in the community.
Policy Interpreter
Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advice you can give to the students.

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

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

A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for his/her injuries. The most common tort is "negligence," which occurs when someone breaches a duty that he/she has to another person, and the person to whom the duty is owed suffers an injury or damages as a result of the breach. Contract is a binding agreement between two parties in which each gives something in return for something else. For example, a job contract indicates an exchange of skills or services for a salary and benefits, and an apartment lease indicates an exchange of space and maintenance for the payment of rent. Student organizations regularly enter into contracts for such things as speakers or performers, apparel sales, car or bus rentals, facilities rentals, and catering services. A contract should be used any time there is a need for a clear understanding of responsibility, any time you are paying for a person's services or providing travel, lodging, meals, etc. for a performer/speaker or any time any duties are being performed in exchange for payment.

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

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

17.4 The Process of Becoming an Advisor
There are three possible ways to become a Student Organization Advisor:

- Through assignment, some faculty or staff are assigned to work with Recognized Student Organizations as part of their work responsibilities. If the organization is a club sport, the letter will also need to be signed by the Coordinator of Intramural Sports and Competition
- Members of the University faculty or staff can also serve as volunteer advisors. Those who choose to volunteer as advisors without unit supervisor approval shall do so in a personal capacity and not as employees, representatives or agents of the University.
- Student solicitation is the final means of becoming and advisor. Often student ask faculty or staff that they have worked with in the past semester or academic year.

17.5 Responsibilities of Advisors
Advisors can attend the regularly scheduled and special meetings of their respective organizations. However, advisors should meet on a regular basis with executive officers of their organizations for the following purposes:

1. To serve as a liaison between old and new officers and the University administration, thus providing continuity of operation. To assist with the development of organizational programs, maintaining organizational goals and direction.
2. To discuss the financial status of the organization including the identification of problems, their potential solutions, the identification of financial strengths and foreseeable challenges.
3. To discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with resolving and difficulties.
4. To be available to meet with organization officers and/or members when they request help.
5. To be familiar with the organizations’ national structure and services, if applicable.
6. To articulate campus policies and procedures of the University and assist the organization in understanding these policies.
7. To provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
8. To be aware of the fact that at times he/she will be called upon to serve as a personal confidant in organization-related matters. This is a particularly sensitive role. The advisor will want to assist the person seeking advice (usually in regard to a problematic situation). To serve as chaperon or supervise organization programs or projects when deemed necessary.
9. To utilize the right to access University-maintained financial records respective organizations. These records can be periodically reviewed by coordinating with the Student Government Association Treasurer.
APPENDIX
All forms and resources are available at www.wichita.edu/involvement under Forms and Resources.

A1. SGA Organization Statute S002


TITLE: Student Organizations

BE IT ENACTED by the Senate of the University that this Act will provided the following criteria to establish recognized student organizations, university/community organizations, and provisional organizations:

Section 1. Purpose
1.1 The purpose of this statute shall be to provide the procedure by which organizations are recognized and registered and to define the rights and privileges attached to such recognition. The authority for this statute is granted by Article 1, Section 4, of the Constitution of the Association of the University. The inclusion of the Center for Student Leadership in this statute shall not be construed as to diminish this authority in any way.
1.2 For purposes of this statute the President, Vice President, Treasurer, advisor, university contact, and member shall be defined as:
   1.2.1 President/Chief Officer: The highest elected official of a formally recognized student organization.
   1.2.2 Vice President: Any Officer that can act as and/or replace the President/Chief Officer of a formally recognized student organization.
   1.2.3 Treasurer: The Officer in charge of financial affairs for a formally recognized student organization.
   1.2.4 Advisor: Any current faculty or staff of the University, who is not an undergraduate student, or any community member who monitors the actions of an organization.
   1.2.5 University contact: Any current faculty or staff of the University, who is not an undergraduate student, who acts as a contact person for the organization if the Advisor is not a current faculty or staff member of the University.
   1.2.6 Organization member: Any person as determined by local chapter Constitution and Bylaws of a recognized organization.

Section 2. Requirements for Recognition
2.1 Any organization applying for the status of a recognized organization at the University shall present and adhere to the following guidelines, to be maintained in the Center for Student Leadership:
   2.1.1 Local chapter and national Constitution and Bylaws of the organization.
   2.1.2 Mailing address, phone number, and email of the organization.
   2.1.3 Name, phone number, and email address of the President/Chief Officer and two (2) other officers.
   2.1.4 Name, phone number, and email address of Advisor.
2.1.5 Name, phone number, and email address of University contact.
2.1.6 A list of all members who consent to having their names released.
2.1.7 Officer election and roll-over dates.
2.1.8 A statement of compliance with Section 8 of this statute.
2.1.9 An organization must have at least five (5) members.
2.1.10 Other requirements as set forth by the Center for Student Leadership.

2.2 Exceptions to the above process shall be granted by the Student Organization Recognition Committee to be reported to the Senate by the Director of Records of the Association, with the majority consent of the Senate or otherwise without objection.

Section 3. Requirements for Officers, Advisors, and University Contacts
3.1 All officers for a student organization must have a minimum cumulative grade point average of 2.0 and be enrolled in at least one (1) credit hour for credit.
3.2 Advisors must reside in the Greater Wichita Metropolitan Area.
3.3 University contacts must be current faculty or staff of the University, excluding undergraduate students.

Section 4. The Recognition Process
4.1 “Recognition” shall be defined as the formal acknowledgement of a student organization by the University, the Association, and the Center for Student Leadership for the purpose of gaining the privileges as outlined in Section 11 of this Statute.
4.2 All student organizations, applying for initial recognition, must complete the Initial Recognition Process as outline in Section 5 of the Statute.

Section 5. Procedure for Recognition
5.1 Any organization wishing to become initially recognized must complete an application for Recognition of Student Organizations, and turn it in to the Center for Student Leadership.
5.2 The Center for Student Leadership will be responsible for checking eligibility of all initial recognition requests based on requirements set forth in Section 2 of this statute, and shall forward all requests to the Director of Records of the Association.
5.3 The Student Organization Recognition Committee shall review applicants and make recommendations according to the guidelines outlined in this statute. All decisions shall be reported to the Senate by the Director of Records of the Association.
5.3.1 The Senate may reverse any decision of the Student Organization Recognition Committee by a two-thirds (2/3) vote.
5.4 Organizations granted initial recognition through the exceptions process noted in Section 2 shall only be considered for funding by a three-fourths vote of the entire Senate.
5.5 Once the Senate has been informed of all initial recognitions, and any reversals have been made, a list of those organizations which have received initial recognition will be forwarded to the Center for Student Leadership where an official list of recognized organizations of the University shall be kept.
Section 6. Student Organization Recognition Committee

6.1 The Student Organization Recognition Committee shall consist of the Director of Records of the Association as the chair, the Treasurer of the Association, and the Vice President of the Association.

6.1.1 If there the Director of Records is unable to chair the Student Organization Recognition Committee then the Treasurer shall chair the committee.

6.1.2 If there is for some reason a member of the Student Recognition Committee cannot serve on the committee than the President of the Association shall designate a new member per statue S034.

6.2 The Student Organization Recognition Committee shall meet at least once each month to hear initial recognition requests.

6.3 The Student Organization Recognition Committee shall have the authority to assign recognized organizations with the correct classification based on membership. Organization classifications are defined as:

6.3.1 Student Organization: An organization in which at least eighty (80) percent of total members are currently enrolled University students.

6.3.2 University/Community Organization: An organization in which at least fifty (50) percent of its total members are currently enrolled University students.

6.3.3 Provisional Organization: An organization in its first year of existence or less than fifty (50) percent of its total members are University Students. Provisional classification can be combined with a classification listed above.

6.4 The Student Organization Recognition Committee shall have the authority to grant probationary recognition to any organization not eligible for full recognition.

6.4.1 Probationary recognition may be granted for a period of not more than fifteen (15) days.

6.4.2 Organizations granted probationary recognition must be eligible for full recognition by the end of the probationary period or else forfeit the possibility of recognition.

6.4.3 Probationary organizations meeting requirements for full recognition within the fifteen (15) day limit must be reported to the Senate by the Director of Records of the Association.

6.4.4 If a Probationary organization requires more time for situations that do not violate an Association, University or Kansas Board of Regents policy the organization in question may apply for an extension with the Student Organization Recognition Committee.

6.4.4.1 The Student Organization Recognition Committee shall follow the same guidelines as for the extension as those wanting exceptions in section 2 of this statute.

6.5 The Student Organization Recognition Committee shall have the authority to withdraw recognition of any organization in violation of any of the University's policies or the policies set forth in this statute.

6.5.1 If a University policy is violated the committee shall be called into session as necessary by the Director of Records and/or the Treasurer of the Association and the Dean of Students to review the recognized organization(s) in question.

6.5.2 If any other policy is violated the committee shall be called into session as necessary by the Director of Records of the Association and/or the Treasurer of the Association to review the recognized organization(s) in question.
6.6 Quorum must be present for any vote, including consensus, taken at any meeting of the Student Organization Recognition Committee.

6.7 Any action of the Student Organization Recognition Committee shall pass by a two-thirds (2/3) vote.

Section 7. Duration

7.1 Organizations will be recognized for one (1) year if the organization abides by the regulations set forth in this statute, by the Association, and with the policies and procedures of the University.

7.2 Organizations must register their status at the beginning of each fall semester by submitting a Student Organization Registration Form to the Center for Student Leadership by September 30th.

7.2.1 If officers of an organization change, an update must be filed in the Center for Student Leadership in order to stay in good standing as a recognized organization and receive funding.

Section 8. Records

8.1 All recognized organizations and any organization applying for recognition shall make available any records or financial statements requested by the Student Organization Recognition Committee, the Budget and Finance Committee, the Senate, or the Court of the Association.

Section 9. Membership

9.1 No organization may be recognized unless it follows the Kansas Board of Regents policy regarding the selection of its members, in accordance with the section regarding student organizations in the Kansas Board of Regents’ Policy Manual.

9.1.1 Current Regents policy regarding organizations may be found on page 37 of the Kansas Board of Regents Policy Manual (1995 Edition)

Section 10. Privileges

10.1 All recognized organizations, including probationary organizations, shall have all rights and privileges granted to them by the Association, the University, and as outlined in Article 3, Sections 1 and 2 of the Student Bill of Rights.

10.2 Recognized organizations shall receive privileges based on classification. Privileges are as follows:

10.2.1 “Student Organizations” shall be granted reservation privileges, eligibility for receiving Association funding up to $1400, and other privileges to be determined by the Center for Student Leadership.

10.2.2 “University/Community Organizations” shall be granted a 50% discount on reservations, eligibility for receiving Association funding up to $700 and other privileges to be determined by the Center for Student Leadership.

10.2.3 “Provisional Student Organizations” shall be granted reservation privileges, eligibility for receiving Association funding up to $400, and other privileges to be determined by the Center for Student Leadership.

10.2.4 “Provisional University/Community Organizations” shall be granted a 50% discount on reservations, eligibility for receiving Association funding up to $400 and other privileges to be determined by the Center for Student Leadership.
10.3 During the period of probationary recognition, an organization shall be eligible for all benefits granted to a recognized organization, except funding eligibility.

Section 11. Withdrawal of Recognition
11.1 Recognition may be withdrawn by a two-thirds (2/3) of the Student Recognition Committee and a two-thirds (2/3) vote of the Senate.


Introduction
The sport club program at Wichita State University (WSU) is designed to serve the sport interests of students and is student oriented in every respect. The individual clubs are for the students and organized by the students under the supervision of the Campus Recreation Department and the Division of Campus Life.

A sport club develops when several students express a desire to participate in a particular sport activity. Each club has officers, keeps records, holds regular meetings and practices and may charge dues, receive funding through Student Government, have sponsors and special events.

The following statements shall define sport clubs and their philosophy:
- Sport clubs are voluntary in nature and consist of three types: instructional, competitive, and recreational.
- Sport clubs are non-profit in nature. The members must assume some of the financial responsibilities according to their interest.
- Sport clubs adhere to policies and regulations set by the Coordinator of Sports and Competition.
- Sport club members have a chance to exhibit their skills in competitive situations by traveling off campus or in practices hosted by the club.
- Sport clubs are not mandated to follow intercollegiate athletic guidelines. However, a club may choose to adhere to state, regional, or national governing bodies.
- No club may restrict its membership on the basis of race, sex, national origin, age or ability. Clubs may have a travel or competition team that every member is not a part of, but clubs cannot deny participation in the club.
- Emphasis is placed on student leadership, and experience has shown that the most successful clubs are the ones with outstanding student leaders. The club survives and thrives only by means of active student involvement and participation.

Philosophy
- The WSU Sport Clubs are student organizations of Wichita State University. Sport Clubs can be competitive (with an emphasis on competing against other college and university sport club programs), recreational, or instructional.
- The Coordinator of Sports and Competition is available on a daily basis for individual consultation and assistance with sport club planning, organizing, and coordinating activities. The Coordinator is the liaison between the University administration and the clubs.
- WSU Sport Clubs differ from varsity athletics in that they are not scholarship-based. They are responsible for their own administration, expenses, and management.
- WSU Sport Clubs differ from Intramural Sports in that they travel to other colleges and universities to compete, schedule practices, games, and tournaments.
The size of the WSU Sport Club Program is dictated by student interest. New clubs are formed by interested students, while inactive clubs are allowed to dissolve. The most successful clubs are those with strong student leaders and active student involvement.

**Sports and Competition Office and Contact information**
The Sports and Competition Office is located in Room 119 of the Heskett Center. The office is open from 9:00 AM until 4:00 PM, Monday through Friday, and our telephone number is (316) 978-5284. The email for Sports and Competition is: cr.competition@wichita.edu

**OMISSION**
The Sports and Competition Department may at any time make amendments and/or exceptions to any of our policies for any reason. Such changes will be published immediately in this manual and posted online. Policy disputes must be appealed through the Sports and Competition Department. In any situation we reserve the right to use our best judgment to decide what is safe and in the best interest of the Wichita State University Sports and Competition Program and its participants.

**Annual Registration**
Recognition as a sport club is granted for one year only (July 1 to June 30). It is necessary for each organization to reapply for such recognition at the beginning of each fiscal year.

- Update their OrgSync page each year with contact information for its primary officers & advisors, updated roster and constitution. This should be duly updated if any changes are made.
- Send delegates to the Nuts & Bolts Renewal Conference each year in September.
- Maintain a minimum of eight members.
- Maintain a President who is currently enrolled as a student at Wichita State University in good standing definition.
- Must not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, status as a veteran, genetic information or disability
- Abide by all policies, rules and guidelines of Wichita State University, Campus Recreation, and federal, state and local laws.
- Clubs must have no outstanding debts to Wichita State University, or affiliated corporations.
- RSOs that use noncampus property (property owned or controlled by RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, must provide proof of insurance, certificate of building inspection and proof of fire inspection when registering as a student organization. It is the expectation of Wichita State University that noncampus property will be inspected by appropriate local/state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August -July.
- All students and student organizations must comply with Wichita State University policies, including STUDENT CODE OF CONDUCT, Section 8.05
Program Acceptance/Starting a Club
Organizations that are interested in becoming a Sports club must exist at Wichita State University (WSU) for two fiscal years and must apply to transition to a Sports Club through the following process:

Step 1: Inform the Coordinator of Sports and Competition of intent to become a Sports Club by October 1st of the (year prior to transition) previous year to transition.

Step 2: Submit transition plan proposal with updated log and history of; membership, travel, events/programs, trips/competitions, service and budget. Organizations interested in becoming Sports Clubs should note the tiered structure and expectations of Sports Clubs.

Step 3: Organizations will be scheduled for a presentation to the Campus Recreation Staff to define the transition by the last Monday of October. The decision will be based on the organization’s ability to transition to an appropriate tier, sustainability and the availability of support resources. Campus Recreation reserves the right to deny an organization’s request to become a Sports Club. Any student organization denied Sports Club status will return to their previous status.

Constitutional Requirements
A constitution is a document that describes the organization and how it operates. All attempts should be made to articulate all the variables which may affect the operation of the organization. It is the basic framework of an organization. It is used to provide an administrative structure for your club. Every club is required to have a constitution on file. Newly ratified constitutions must be submitted to the Coordinator or Graduate Assistant of Sports and Competition. Below is a list of both required components for Sport Club constitutions:

- The name of the organization
- Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
- Qualification of membership – what does it take to be a member of your RSO?
- President must be a WSU Student currently enrolled in good standing.
- Officer position and structure – how are your officer positions selected and organized?
- Ratification date – when did you ratify your constitution?
- Inclusion of WSU faculty or staff advisor information or mention that the Coordinator of Sports and Competition will be your advisor
- Inclusion of this statement: “This Club and its members agree to adhere to the policies and procedures in the Wichita State University Sport Club Handbook along with city/state/national laws and University policies.”
- How to remove a member, officer, coach/instructor or advisor from the organization.
- Officer qualifications and duties.
- How to amend the constitution.
- Meetings of the organization, how often, how are they run?
- Definition of a member and what requirements must be met (dues, practice/event attendance...)
**Relationship to University**  
Sport Clubs may use the name of Wichita State University in their organization title. However, when using the University's name, sport clubs speak only for their club and do not officially represent the University or the Department of Campus Recreation.

Clubs do not have the ability to use the university name or any trademark on promotional items or apparel without first receiving the approval of the Coordinator of Sports and Competition. Any item(s) found in violation of this will be confiscated.

**Code of Conduct**  
All Sport Club participants will agree to abide by the following Code of Conduct and are liable for any infractions:

The member, as a voluntary participant in a University-funded Sport Club, has the obligation to conduct themselves in a manner that will present a positive reflection upon the Sport Club and the University. This includes their actions on the area of play and off as well as during on campus or off campus activities. Any reported action that negatively reflects upon the Sport Club will be handled by the Coordinator of Sport Clubs and may be reported to the office of Student Conduct and Community Standards. All Sport Club members are required to abide by the WSU Student Code of Conduct. All coaches/volunteers are required to sign and follow the Standard of Conduct form.

**Hazing**  
No club may engage in any form of physical or emotional hazing of members or prospective members.  
Any club or individual who is accused of hazing will be immediately reported to the Student Conduct and Community Standards Office.

**Department of Campus Recreation Staff**  
The Coordinator of Sports and Competition is the primary contact person for Sport Clubs. He will assist in handling issues dealing with budgets, travel, club discipline, space reservation, etc. Any questions or concerns should be directed to this professional or the graduate assistant.

The Sports and Competition Graduate Assistant is a graduate student who helps the Coordinator manage clubs and can assist clubs in carrying out duties and obligations. The graduate assistant may be the primary contact for some clubs; however they can assist any club on matters when the Coordinator is unavailable.

The Associate Director of Campus Recreation supervises the Coordinator and should be contacted if an issue arises between the club and the coordinator. The Associate Director may also be contacted if the Coordinator and Graduate Assistant cannot be reached or if clubs would like to express a concern or complaint about the Coordinator of Sports and Competition.

The Director of Campus Recreation oversees all the previously mentioned staff and may be contacted if a club has an issue that cannot be resolved by first speaking to the Coordinator of Sports and Competition, followed by the Associate Director.
Services
The Campus Recreation Department will help clubs as much as possible. Access to the copy machine, bulletin board space, ability to reserve facilities and club recognition on the website and social media are only a few of the services that Campus Recreation will offer to assist with clubs. For more information as to services check with the Coordinator or Graduate Assistant of Sports and Competition.

Faculty/Staff Advisor
The faculty/staff advisor is a faculty or full time staff member chosen by club members. The duties of the advisor are as follows:

- Be responsible for the guidance, leadership, and conduct of club members.
- Assist in the day-to-day operation of the club and serve as an intermediary in the managerial set-up of the club between the club representative and the Coordinator of Sport Clubs.
- Be available during the development of plans and programs for the club to provide expertise and mature judgment, and to help insure that activities and undertakings of the club are sound and favorably reflect on the university.
- Attend either or both the regular meetings or the executive meeting of the club. When the advisor cannot be present at a meeting, it is the clubs president’s responsibility to meet with the advisor to discuss the minutes of the meeting.

Clubs have the option of naming the Coordinator of Sports and Competition the advisor of the club.

Coach/Instructor
It is considered to be the responsibility of each sport club to secure the services of a coach or instructor. All coaches/instructors selected by clubs must be approved by the Coordinator of Sports and Competition and must sign the Coach/Instructor Agreement before assuming duties. The office of Campus Recreation supports the philosophy that coaches/instructors should not be paid for their contributions to the sport clubs program. The coach/instructor’s duties are restricted to coaching and must refrain from activities involved in the club’s management. A club sport is first and foremost a student organization. The philosophy, and key, to the success of the Sport Club is the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach/instructor, must serve as the liaison between the club sport and the Assistant Director.

Clubs are limited to one coach/instructor. If a club wishes to bring in a guest coach/instructor for a set amount of time s/he must also be approved by the Coordinator of Sports and Competition in advance.

Coach/Instructor Removal
While engaging in the act of coaching or instructing of a sport club, all coaches and instructors are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by Wichita State University.
Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to remove any coach or instructor at any time without cause or justification. It is the right and obligation of the WSU staff to protect the club and if, in the staffs’ opinion the coach or instructor is not meeting the expectations deemed in the best interest of the club that individual may be removed. Please note that these sanctions apply to student and non-student coaches or instructors. Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to suspend club privileges if a club or club officers do not comply with the removal.

Violations can include but are not limited to the following:

- Local, state, and federal laws
- Sport Clubs, Campus Recreation and Wichita State University policies, guidelines, or procedures
- Campus Recreation Facility policies
- Use of university property and programs for personal gain, i.e. revenue
- Inappropriate relations with other club members

**Club Officers**

Sport clubs are largely self-administered; the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club’s success, but it is the president who is ultimately responsible for seeing that the club functions smoothly and properly.

The task of conducting the business of a sport club is too large for any one individual. A good president will learn to delegate some responsibilities to others. The effective delegation of tasks and responsibilities to other club officers/members accomplishes at least two things.

- It eliminates the possibility of having one person do all the work.
- It gives other members a sense of value to the club.

Each sport club is different; the most effective method of operation will not be the same for each club. The club constitutions will outline the general responsibilities of each officer as they pertain to the club. The club shall decide which tasks should be assigned to each officer and how many officers are needed for that club to function. Responsibilities that need to be covered include:

- Providing a liaison between the club and the sport clubs office.
- Operating the club in compliance with the content of this handbook.
- Informing the club members of the content of this handbook.
- Informing the next club officers of the routines and guidelines for club operation prior to the next officers’ assumption of duties. This includes the transfer of the sport clubs handbook to the new officers and arranging a meeting between the new president and the Coordinator of Sports and Competition.
- Keeping the following information current in the sport club office:
  - Release forms for each club member
  - List of club officers and club advisor
  - A copy of the club constitution
- Meeting financial obligations incurred as a club.
- Completing the Injury Report form for any injury that occurs during activity.
- Reporting the results of all club competitions no more than one day after competition.
• Furnishing copies of the club’s schedule to the sport clubs Coordinator

The above list should not be considered a complete listing of the sport clubs officer’s responsibilities.

Membership
Each sport club will determine its own membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or educationally unrelated handicaps. Clubs may have a designated competition team, but cannot deny club membership to any student on his/her skill level. All members of the club must have a current “Sports Club Release Form” on file in the Coordinator’s office.

Club Officers/Members
The club officers should consist of:

1) President
   a) Primary liaison between the club and Campus Recreation
   b) Primary point of contact for the club
   c) Oversee all other officer positions to make sure they are on task
   d) Communicate practice and game/match schedule to Coordinator of Sports and Competition

2) Treasurer
   a) Each club’s treasurer should keep an accurate record of account balance(s) and check with the Coordinator of Sports and Competition occasionally to keep current financial records for the club. Clubs who are interested in knowing a current balance should first talk to their treasurer if their treasurer cannot provide a balance the officers should schedule a meeting with the Coordinator of Sports and Competition.

3) Safety Officer
   a) Ensure at least one CPR/First Aid certified member is at every club event
   b) Maintain CPR/First Aid certification
   c) Be first responders at events
   d) Bring first aid kit to each event
   e) Complete and submit injury forms

Clubs may have additional positions such as secretary or equipment manager. Positions such as vice president or president elect can help make the officer transition smoother year to year. Each club’s constitution should list the additional responsibilities of each officer and needs to include who acts as president if the president is not present or can no longer fulfill their duties.
Allocation from the SGA:
The Sport Club Program receives money from the Student Government every year. The amount that is allocated is divided out to each club using a three tier system. Clubs fall into one of three categories: Competitive, Recreational, Instructional. Clubs qualify for these categories based on their activity and ability to follow policies in the previous fiscal year. Campus Recreation and the Coordinator of Sports and Competition reserve the right to move clubs into a different tier if they feel it is best for the program. The qualifications for each tier are as follows:

**Tier 1: Instructional** (up to $500)
- Fundraise at least 10% of organization budget
- Complete 2 hours of community service for every member in the organization
- Have less than 1 compliance violation
- Consist of 25% new members
- Minimum of 8 student members as defined by club’s constitution
- Have at least 3 members attend 2 events hosted by another club

**Tier 2: Recreational** (up to $4,000)
- Fundraise at least 15% of organization budget
- Complete 3 hours of community service for every member in the organization
- Have less than 2 compliance violations
- Consist of 25% new members
- Have a minimum of 12 student members as defined by club’s constitution
- Have at least 6 members attend 2 events hosted by another club
- Compete as a club on at least 3 days between July 1 and June 30
- Travel as a club for at least 1 competition
- Host at least 1 competition

**Tier 3: Competitive** ($4,001+)
- Fundraise at least 20% of organization budget
- Complete 5 hours of community service for every member in the organization
- Host community service event
- Have less than 3 compliance violations
- Consist of 25% new members
- Have a minimum of 18 student members as defined by club’s constitution
- At least 12 members attend 2 events hosted by another club
- Compete as a club on at least 6 days between July 1 and June 30
- Travel as a club for at least 3 competitions
- Host at least 2 club competitions
- Have an active presence on social media
- Have competition uniforms
- Be part of a national organization

**Fundraising:**

1) Fundraising Events/Activities
   Clubs wanting to host a fundraising event or conduct an activity to raise money need to be prepared to put in a lot of work planning the event/activity. The first step in planning a
fundraising event is filling out the Fundraiser Proposal form on OrgSync. All fundraisers must be approved by the Coordinator of Sports and Competition prior to the activity/event. Events will not be approved if the proper planning has not been conducted. Allocation money may not be used to support any fundraiser. Fundraising can include collect dues, gaining sponsorship money, selling shirts, car washes, bake sales, hosting camps, restaurant partnership nights, letter writing campaigns ext.…

2) Dues

   Clubs have the ability to charge each member dues. These dues must be collected and placed into either the club’s allocated account or a service account. Before any dues can be collected the club’s constitution must include the requirement and the required amount. Clubs may include stipulations such as only competing or traveling members need to pay dues, but that must be specifically outlined in the ratified constitution.

3) Sponsors

   Clubs are encouraged to find sponsors for their team. Ask local or state businesses that are in the same expertise as your sport. Sponsorship must be approved by the Coordinator of Sports and Competition and cannot be tobacco or alcohol related. Clubs are not permitted to sign any long-term contracts with sponsors. The Coordinator of Sports and Competition reserves the right to deny any sponsor so it is best to meet with him prior to seeking out sponsors.

4) Grants

   Any club seeking grant money needs to first speak with the Coordinator of Sports and Competition and then the Office of Research and Technology Transfer.

Community Service

Conducting community service together is a great way for club members to bond and give back. Every club has required community services hours which can be met by volunteering on campus or out in the community. All hours must be logged on a Community Service Report form. Clubs who plan to host a community service project must complete an Event Registration Form. Options for community service include Habitat for Humanity, The Humane Society, and Emersion Trips with Student Involvement. There are many more options and for additional assistance please set up a meeting with the Coordinator of Sports and Competition.

Violation of Policies

In order for clubs to stay in good standing with the university and with the Department of Campus Recreation they must comply with the policies in this handbook along with the RSO Manual. Violations such as turning in paperwork late, failure to report club happenings, missing a required meeting, failure to have a CPR/First Aid certified member at a practice or sportsmanship issues can result in one or multiple compliance violations. The Department of Campus Recreation staff will work with members of Student Involvement staff, the Dean of Students, the Vice President for Campus Life & University Relations and the Office of Student Conduct and Community Standards to administer a fair and proper punishment for violations. Any club in violation of policy will go through the following process and can be brought up for review. Any Sport Club found potentially in violation of a WSU policy will be referred directly to Student Conduct and Community Standards.

Step 1: Coordinator of Sports and Competition and/or his graduate assistant will notify the club of the alleged violation. At that time information and materials will be gathered on or about the violation.
Step 2: After gathering information an administrative meeting with the club will take place and the designated staff member(s) will work with the club to resolve the violation within a specific timeframe.

Step 3: If a club fails to meet the expectations set during the administrative meeting or wish to appeal the sanctions set they will be referred to a Student Organization Review Board.

Step 4: The Student Organization Review Board will conduct a review and render a decision.

Step 5: The decision of the Student Organization Review Board can be appealed to the Director of Campus Recreation. The decision of the Director will be final.

Step 6: If an organization fails to meet the expectations outlined by the Review Board, or if they violate any University policy, they will be referred to the Director of Student Conduct and Community Standards.

We reserve the right to suspend club activity during this process. Furthermore, clubs may be referred directly to a review board if the Coordinator of Sports and Competition or other Campus Recreation staff member deems it necessary.

**Member Recruitment**

It is important that clubs recruit new members so the club can continue to thrive year after year. Clubs have the opportunity to take part in events such as The Involvement Fair at the start of the fall semester and are required to participate in Campus Recreation’s Welcomefest Events held at the beginning of every semester. Clubs can also set up a recruitment table on campus to recruit. If you wish to table you must first complete an **Event Registration Form** on OrgSync.

**Registered Events**

Any event or activity hosted by a club should have an **Event Registration Form** filled out and submitted on OrgSync one week prior to the event. Events include: recruitment efforts, home games/matches, camps, fundraisers, community service events or any other event your club is hosting or sponsoring. Space cannot be reserved until the form is submitted. Only fundraisers and competitions count toward attending other club’s events for the tier system requirements unless you receive special permission from the Coordinator of Sports and Competition.

**Competitions**

All competitions must be documented with either an **Event Registration Form** for home matches or a **Travel Request** for away competitions. Each day the team competes with a team outside of WSU will count toward tier system requirements. If a club chooses to send individuals to compete in a match or tournament it will not count toward the required days of competition unless special consideration is given by the Coordinator or Graduate Assistant of Sports and Competition.

**Travel**

Sport Club travel regulations are designed to ensure the safety of all club members while traveling. Sport Clubs may travel to participate in events and tournaments anywhere they choose. The steps listed below must be complete before a club is eligible to travel.

1. **At least two weeks** prior to travel the club must submit a travel request.
2. **At least one week** prior to travel the Travel Roster must be turned in
3. **Day of** email brianm.smith@wichita.edu with final travel roster

Once you return to Wichita:
1. **Immediately** report results and that you are back by emailing brianm.smith@wichita.edu. If you rented a vehicle what time you returned it and confirm that you put enough gas in the tank.

2. **Three days or less after return** turn in all receipts

Failure to follow these steps will result in a minimum of compliance violations and could result in as much as club termination. Failure to turn in receipts within three days of returning to campus will result in not getting refunded.

**Purchases**

All purchases using club money must be approved by the Sports and Competition Coordinator **prior** to being made. Any equipment purchased by a club is property of WSU and belongs to the club not to any individual. All equipment must be inventoried every year. The only exception to this is if the club includes in their constitution that a portion of each member’s dues go to a club item such as a tee shirt. In this case the cost of the item must be less than the amount each individual pays and the cost of the item is not included in the amount fundraised by the club. All purchases made must be approved by at least two club officers and a **Purchase Request Form** must be filled out on OrgSync.

Clubs CANNOT pay officials, organizations, or companies conducting a service for the club directly. Every person(s), organization, or company must fill out a **W-9 Form** and wait 2-3 weeks to be paid by the university. It is easiest for the club to print off **W-9 Form(s)**, have the person(s) complete the form, and then have a club representative submit the form to the Coordinator of Sports and Competition. Any payment made in violation of this policy **WILL NOT** be reimbursed.

There are three ways to pay expenses:

**CHECKS**

It will take about 4 weeks for a check to arrive at the destination - so plan accordingly! Make sure to turn in your paperwork in advance. A lack of planning on your part does not require an emergency on our part.

**CREDIT CARD**

The Coordinator of Sports and Competition’s university credit card can be used to pay for items online or over the phone. This must be done in the Coordinators office and cannot be used to purchase any items through Amazon.com or any other website that uses a third party vender such as PayPal to complete transactions. The card also has a limit and is used on a first come first served basis. If the limit has already been reached the card cannot be used until the next billing cycle.

**MEMBER REIMBURSEMENT**

Any purchase or expense that has been **preapproved** with the department can be reimbursed to the individual paying for the service. Original receipts must be returned to the Coordinator or Graduate Assistant of Sports and Competition no more than 3 business days after the purchase was made. All individuals being reimbursed must complete a **W-9 Form** and may have additional paperwork to complete before the university can reimburse the individual. If a request to fill out or sign additional paperwork is not met within 3 school days of receiving the request the club/club member will not be reimbursed. This process will usually have a check sent to the individual being reimbursed in 2-3 weeks.
Deposits
All deposits must be kept with the University. This includes member dues, funds raised through sales and solicitation, etc. **Clubs are NOT allowed to open private savings or checking accounts.** In order to make a deposit, either have the Coordinator of Sports and Competition or Campus Recreation Business Office worker complete the transaction on the register. A receipt will be printed for the Coordinator and one for the club. Deposits can only be made Monday—Friday 9:00am to 4:00pm. **Checks should be made out to your clubs name (i.e. WSU Wrestling, WSU Soccer, etc.).**

Insurance
Wichita State University does not carry insurance for clubs or club members. It is urged that each participant purchase their own insurance due to the inherent risks associated with sport clubs. It is also encouraged that each participant checks with their current policy to see if sport clubs are covered.

Alcohol and Drugs
As a sport club, you are representing Wichita State University and you are required to refrain from using alcohol or drugs at events on campus or during travel. Issues with alcohol or drugs will be dealt with by the Student Conduct and Community Standards. Suspensions up to and including termination of a club can be punishment for abuse of this policy.

Injuries
Injuries are a natural and inherent part of Sport Clubs. When one occurs a safety officer must complete an injury report form and return it to the Coordinator of Sports and Competition. First Aid kits are available for safety officers to pick up and take to practice and or games.

Scheduling
Each club is responsible for making their own schedule. Once a schedule has been confirmed it needs to be approved by the Coordinator of Sport Clubs and facility space reserved. Help with scheduling contests will be available from the Coordinator or through the National Governing Body.

A3. SGA Organization Funding- S027 Association Funding Regulations

S027 Association Funding Regulations
Approved and Enacted by the Student Senate on 2015-04-01.
BE IT ENACTED by the Student Senate that the following regulations and procedures be established for the management, allocation, and expenditure of all funding under the direct authority of the Association’s officers and of the Senate effective 1 July 2014:
Section 1. Individual Funding Guidelines
1.1 Eligibility for funds shall be decided according to the following:
1.1.1 Individuals must submit the Individual Funding Request Application with all documentation, to the Treasurer 45 days prior to the date of travel;
1.1.2 All Funding Request Applications must be submitted with full documentation by the final meeting of the current year’s session.
1.1.2.1 This includes applications for travel occurring between the end of the spring semester and the second fall meeting of the next year’s session.

1.1.3 Any currently enrolled student shall be eligible to request individual funding from the Association.

1.1.4 Only one funding request per individual may be considered per semester.

1.1.5 Up to $1000 in funding per individual may be approved per fiscal year.

1.1.6 Individuals may not apply for funding that will be reimbursed in a different fiscal year.

1.2 Regulations for the allocation of funds shall be decided according to the following:

1.2.1 Should multiple members of a group request individual rather than organization funding for a group function, the request(s) shall not be considered;

1.2.2 Individual funding may be allocated for the purpose of reducing the costs related to a student’s participation in an academic or professional conference;

1.2.3 Priority in allocating individual funding shall be given to students presenting research or creative activity at such conferences;

1.2.3.1 Priority for similar completed individual applications shall be on a first come, first serve basis.

1.2.4 Individual funding may be allocated to cover up to 50 percent of the cost of registration, up to a maximum of $100;

1.2.6 Individual funding may be allocated to cover travel more than 50 miles outside of Wichita, and reimbursed according to University Travel Office rates, up to:

1.2.6.1 For domestic travel, $300;

1.2.6.2 For international travel, $700.

1.2.7 The Association shall fund only one (1) form of travel for each excursion;

1.2.8 The Association shall fund up to four (4) individuals to attend any one approved event;

1.2.9 Individual funding may be allocated to cover lodging for up to $200 at $50 per night for the duration of the participant’s stay at the conference;

1.2.10 Individuals not requesting lodging must provide additional proof of attendance;

1.2.11 Individual funding shall not be allocated to cover the following costs:

1.2.11.1 Any recreation or entertainment pursued during travel;

1.2.11.2 Submission or publication of research or creative activity;

1.2.12 Any receipts not submitted within seven (7) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.

1.3 Documentation required to apply for Individual Funding are as follows:

1.3.1 A letter of recommendation from an advisor, professor, or administrator;

1.3.2 Notice of acceptance to the conference;

1.3.3 An official description of the conference;

1.3.4 An itemized budget and proof of all costs, including:

1.3.4.1 Proof of registration cost;

1.3.4.2 For air travel, submit three airfare quotes for the same itinerary and a confirmation of the lowest;

1.3.4.3 For car travel, submit a mileage itinerary using the University as the point of origin.

1.3.5 A completed University Sanctioned Travel Form;

1.3.6 A completed W9 form;

1.3.7 A completed DA130 form and a cancelled check should the applicant be a University employee;
Section 2. Organization Funding Guidelines

2.1 Eligibility for funds shall be decided according to the following:

2.1.1 Organizations requesting funds must submit the Funding Request Application from the OrgSync funding module with all documentation to the Treasurer 45 days prior to any event date or prior to the date of travel;

2.1.2 Funding Request Applications for operating expenditures may be submitted anytime between the renewal of an organization’s Recognized Student Organization status and the final meeting of the current year’s session.

2.1.3 All Funding Request Applications must be submitted with full documentation by the final meeting of the current year’s session.

2.1.3.1 This includes applications for travel or events occurring between the end of the spring semester and renewal of an organization’s Recognized Student Organization status.

2.1.4 Any organization recognized according to the procedure outlined in S002 shall be eligible to request organization funding from the Association.

2.1.5 Only one funding request per organization may be considered per semester.

2.1.6 Up to $700 in funding per provisional organization may be approved per fiscal year.

2.1.7 Up to $2000 in funding per student organization may be approved per fiscal year.

2.2 Regulations for the allocation of funds shall be decided according to the following:

2.2.1 Organization funding may be allocated for the support and expansion of programming and operation costs, to Recognized Student Organizations, as per S002.

2.2.2 Priority for completed Organization applications shall be on a first come, first serve basis.

2.2.3 Organization funding may be allocated to cover conference registration up to 50 percent of the cost of registration per person up to $250 with no one participant exceeding $100 in allocation;

2.2.4 Organization funding may be allocated to cover travel more than 50 miles outside of Wichita, and reimbursed according University Travel Office rates, up to:

2.2.4.1 For air travel, $300 per student for up to four students;

2.2.4.2 For car travel, $400;

2.2.4.3 For bus travel, $1200.

2.2.5 The Association shall fund only one (1) form of travel for each excursion.

2.2.6 Organization funding may be allocated to cover lodging for up to $400 at $50 per room per night for the duration of the organization’s stay at the conference, with no one participant exceeding $200 in allocation.

2.2.7 Organizations not requesting lodging must provide additional proof of attendance;

2.2.8 Organization funding may be allocated to cover expenses arising from organization programming or projects that primarily serve members of the Association, including:

2.2.8.1 Up to $100 in advertising costs;

2.2.8.2 Up to $1,000 in honoraria for speakers or special presenters;

2.2.8.3 Up to $700 in venue reservations.

2.2.9 Organization funding may be allocated to cover operational expenses up to $500 per year.

2.2.10 Organization funding may not be allocated to multiple organizations for the same event, project, trip, etc.

2.2.11 Organization funding shall not be allocated to cover the following costs:

2.2.11.1 Inherent costs of being a student;
2.2.11.1 Programs or projects intended to raise any funds or other material support for the organization or for third parties;
2.2.11.2 Donations or other material support to third parties;
2.2.11.3 Chapter dues to national or international organizations;
2.2.11.4 Banking charges, maintenance fees, or utilities expenses;
2.2.11.5 Gifts, competitive awards, gift cards, or unapproved honoraria;
2.2.11.7 Food, except where that food is the principal focus of the event and serves the function of cultural education;
2.2.11.8 Firearms, ammunition, weapons, or any devices whose primary function is violence or destruction;
2.2.11.9 The cost of any alcohol;
2.2.11.10 Petty cash or cash-on-hand;
2.2.11.11 Clothing;
2.2.11.12 Any recreation or entertainment pursued during travel;
2.2.11.12 Telephonic expenditures;
2.2.12 All goods and services purchased with organization funding must be purchased on campus whenever possible.
2.2.13 All purchases must be made within 30 days of approval or forfeit reimbursement.
2.2.14 Any advertisement, promotional materials, postage and correspondence materials, and websites supported by organization funding shall include the note: “Partially Funded by the Student Government Association.”
2.2.14.1 Any Organization not complying with this regulation may have its funding suspended or revoked.
2.3 Documentation required in an application for Organization Funding is as follows:
2.3.1 A description of the funding’s intended use and the ways in which it benefits the University and members of the Association;
2.3.2 An itemized budget;
2.3.3 A completed W9 form for the party being reimbursed;
2.3.4 A completed DA130 form and a cancelled check should the applicant be a University employee;
2.3.5 Proof of registration cost, if applicable;
2.3.6 For travel funding the following must also be provided:
2.3.6.1 A completed University Sanctioned Travel Form;
2.3.6.2 A letter of recommendation from an advisor, professor, or administrator;
2.3.6.3 Notice of acceptance to the conference;
2.3.6.4 An official description of the conference;
2.3.6.5 For air travel, submit three airfare quotes for the same itinerary and a confirmation of the lowest;
2.3.6.6 For bus travel, submit three bus fare quotes for the same itinerary and a confirmation of the lowest;
2.3.6.7 For car travel, submit a mileage itinerary using the University as the point of origin;
2.3.7 Agendas for projects must be submitted in writing.
3.2.1 Upon acceptance of the request, the Treasurer shall set a date to hear the request before the Budget and Finance Committee;
3.2.2 Upon the Treasurer’s declination of the request, the Treasurer shall communicate this decision to the requestor.
3.3 The Budget and Finance Committee shall hear each request that the Treasurer has accepted and make a recommendation to the Senate regarding the request:
3.3.1 Upon approval of the request entirely, in part, or with revisions, the Treasurer shall present a Funding Bill to that effect at the next Senate meeting and inform the requestor of that date;
3.3.2 Upon rejecting the request, the Treasurer shall communicate the decision and the reasoning behind that decision to the requestor in writing;
3.3.3 Should the requestor believe that the Budget and Finance Committee is biased in its decision, he or she may submit a written appeal to the Vice President and Treasurer. The Vice President may, at his or her discretion, refer the request to any Senate committee with the Treasurer acting as chair.
3.4 A Funding Bill outlining a request for individual funding shall be considered to be of a timely nature by the Budget and Finance Committee, the Treasurer, and the Student Senate;
3.5 Should the Senate approve and enact the Funding Bill, the requestor shall submit all receipts for approved expenses to the Treasurer.
3.6 Should the Senate reject the Funding Bill, the Treasurer shall communicate this decision to the requestor in writing.
3.7 Any receipts not submitted within seven (7) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.
3.8 The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
3.8.1 Submission of documentation for a different use than what the organization was approved for;
3.8.2 Inability of the organization’s request to comply with the Division of Accounts & Reports Policy and Procedure Manual, pursuant to K.S.A. 75-3728;
3.8.3 Purchase of items from a different vendor than a duly certified State of Kansas or the University contract vendor;
3.8.4 Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from Association sponsored events.
3.9 No more than 65% of all individual and organization funding available in a given fiscal year shall be allocated prior to December 31 of that year and no more than 25% shall be allocated prior to June 30 of that year without the approval of a two-thirds majority of the Senate as defined by the Bylaws.
3.10 Any funds not allocated shall revert to the Association’s Individual or Organization Reserve at the end of the fiscal year.
3.11 The Treasurer of the Association shall be responsible for ensuring that contractually binding agreements the Association enters into with vendors on behalf of student organizations are executed in compliance with the University’s Execution of Contracts Policy at Section 1.04 of the WSU Policies and Procedures Manual.

Section 4. The Association’s Office Budget

4.1 The Association’s office budget shall be prepared and submitted to the Student Fees Committee prior to the annual allocation of student fees. The Senate shall approve or amend the
office budget as a part of the student fees recommendation according to the procedure outlined in S029.

4.2 No expenditure or transfer of funds that deviates from this budget in excess of $500 may be made prior to the approval of a Funding Bill drafted and presented by Treasurer outlining it by a simple majority of the Senate.

4.2.1 No Funding Bill outlining an expenditure or transfer of funds in excess of $500 but less than $5000 may be acted on at the same Senate meeting at which it is presented unless it is deemed to be of a timely nature.

4.2.2 No Funding Bill outlining an expenditure or transfer of funds in excess of $5000 may be deemed to be of a timely nature.

4.3 No expenditure or transfer of funds that deviates from this budget by less than $500 may be made prior to the approval of the President and Vice President. The Treasurer shall report any such expenditures or transfers at the next Senate meeting.

4.4 The Treasurer of the Association shall reconcile the office budget within a fortnight following the end of each month and present it at the next Senate meeting, upon request.


A.3 Student Code of Conduct

Purpose

To set forth comprehensive and informational guidelines relative to Student conduct and Student conduct procedures.

Preamble

Wichita State University is a learning community comprised of Students, Faculty and Staff where freedom of inquiry and freedom of expression are valued. Important aspects of attending the University as a Student are having respect for the rights of others in the community, conducting oneself in a manner that is compatible with the University’s mission and taking responsibility for one’s actions. In addition to exhibiting appropriate maturity and self-control, Students, as members of the University community are expected to conduct themselves in accordance with established standards of behavior and social interaction.

To fulfill its functions of promoting and disseminating knowledge, the University has authority and responsibility for maintaining order and for taking appropriate action.

As members of the WSU community, Students should:

- Accept responsibility for personal behavior and appropriately challenge the behavior of others
- Respect individual differences
- Behave in a manner that is honest and upholds the standards of Wichita State University
- Be an engaged member of the Wichita State University community

The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights and responsibilities
of all individuals. This Code of Conduct is designed for the promotion and protection of such an environment.

**Definition of Terms**

“Appeal Officer” is the Vice President for Campus Life and University Relations, or designee, and has jurisdiction to review cases, based on written request, and make a decision to uphold, modify or reverse the decision of a Hearing Board or Conduct Officer.

1. "Code" means the WSU Student Code of Conduct. The most current version of the Code may be found on the Wichita State University website: [http://webs.wichita.edu/inaudit/ch8_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm).
2. “Complainant” is the person or entity that submits or presents allegations against a Respondent.
3. “Conduct Board Hearing” is a Hearing conducted by the Hearing Board.
4. “Conduct Hearing” is a meeting with the Respondent conducted by a Conduct Officer to determine whether the Respondent has violated the Code and, if so, to impose sanctions.
5. "Conduct Officer “ is the Director or designee authorized to investigate, conduct the Hearing, and assign sanctions to Respondents found to have violated the Code.
6. "Day" refers to any day the University is open for official business (usually Monday through Friday).
7. “Director” refers to the Director of Student Conduct and Community Standards.
8. "Faculty" means any person hired by the University in a Faculty appointment to teach, conduct research or provide academic service.
9. “Hearing” refers to both a Conduct Hearing and a Conduct Board Hearing.
10. "Hearing Board" is a group of persons authorized by the Director s to determine whether a Respondent has violated the Code and to impose sanctions.
11. “Housing and Residence Life” means all residence facilities owned, leased or controlled by Wichita State University (current examples of University Housing include, but are not limited to, Wheatshocker Apartments, Fairmount Towers, Brennan Hall).
12. "Member of the University Community" includes any person who is a Student, Faculty, University Official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director.
13. "Organization" refers to any Recognized Student Organization, Greek letter Organization, athletic team (sports clubs, cheer/dance, intercollegiate team, independent varsity sports, etc.), or non-recognized group (SGA, SAC or other group in process of meeting RSO standards) that is assembled and conducts business or participates in University-related activities.
14. "Policy" is defined as the written guidelines of the University as found in, but not limited to: the Housing and Residence Life Handbook, Graduate/Undergraduate Catalogs, WSU Policies and Procedures Manual, and Board of Regents policies. The most current version of the WSU Policies and Procedures Manual is located on the WSU website at [http://webs.wichita.edu/inaudit/tablepp.htm](http://webs.wichita.edu/inaudit/tablepp.htm). In cases of conflict, Board of Regents policies shall be considered as controlling.
15. “Prehearing Conference” is a meeting scheduled by a Respondent with a Conduct Officer to review policies and procedures related to the Code.
16. “Respondent” is a Student or Organization who responds to an alleged violation(s) of the Code.
17. "Staff" are unclassified or classified non-Faculty employees at WSU.
18. "Student" includes all persons who are admitted and/or enrolled in credit or non-credit courses at WSU.
19. "University" means Wichita State University (or "WSU").
20. "University Official" includes any person employed by the University, performing their assigned responsibilities.

21. "University Premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, leased or otherwise controlled by the University (including adjacent streets and sidewalks).

Jurisdiction
The Student Code of Conduct governs individual and group Student behavior.

1. University jurisdiction for violations of the Code encompasses:
   a) Conduct that occurs on University Premises or at a University-sponsored or related event.
   b) Conduct that occurs on premises owned, used by or under the control of an Organization.
   c) Conduct that occurs in or on shuttle buses, state vehicles, or other vehicles owned, used by or under the control of the University/State of Kansas;
   d) Off-campus conduct that seriously threatens the safety or well-being of other Wichita State University Students, Faculty, or Staff or University property or that adversely affects the University community or the pursuit of its objectives.
   e) Conduct that is addressed and/or prescribed by Chapter 19 of the WSU Policies & Procedures Manual relating to University computing and information technology resources.
   f) Conduct that occurs while earning any type of academic credit.
   g) Conduct that occurs during a Student’s enrollment at the University. The University may proceed with the conduct process in cases of alleged conduct violations after the Student is no longer an enrolled Student, if the alleged conduct occurred during the Student’s enrollment.

2. Housing and Residence Life: Students residing in Housing & Residence Life are required to abide by the Code and Housing and Residence Life Policies. The Director of Housing & Residence Life or his/her designee reserves the right to remove from Housing and Residence Life or relocate a Student who is charged with a Code violation pending a Hearing.

3. Academic Colleges, University Departments, or Special Programs: Students are responsible for following guidelines, policies and procedures set forth by academic colleges, University departments, or special programs.

4. Organizations: All Organizations are required to abide by the Code and policies outlined in the Student Organization Handbook issued by the Student Involvement office.

Student and Organization Prohibited Conduct
Any Respondent found to have committed, or to have attempted to commit, any act of misconduct described below is subject to conduct sanctions outlined in Section XIV.

Abuse/Assault
Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, stalking, domestic violence, retaliation, discrimination and/or other conduct which threatens or endangers the health or safety of another person is prohibited.

Abuse of the Student Conduct Procedures
Engaging or participating in abuse of the Student conduct procedures is prohibited, including but not limited to:
a. Falsifying or misrepresenting information before a Conduct Officer or Hearing Board.
b. Obstructing, disrupting or interfering with the orderly conduct of a Conduct Hearing.
c. Instituting a conduct complaint knowingly without cause or initiating a false report/complaint.
d. Attempting to discourage an individual's proper participation in, or use of, the Student conduct procedures.
e. Attempting to influence the impartiality of a member of the Hearing Board or Conduct Officer prior to, during, and/or after a Conduct Hearing.
f. Harassing (verbal or physical) and/or intimidating a member of the Hearing Board or Conduct Officer prior to, during, and/or after a Conduct Hearing.
g. Failing to complete and/or comply with the assigned conduct sanctions according to the specified guidelines.
h. Influencing or attempting to influence another person to commit an abuse of the Student conduct procedures.

**Academic Dishonesty**

Students who compromise the integrity of the classroom are subject to conduct action on the part of the University. Violations of classroom standards include:

a. Cheating in any form, whether in formal examinations or elsewhere.
b. Plagiarism, using the work of others as one's own without assigning proper credit to the source.
c. Misrepresentation of any work done in the classroom or in preparation for class.
d. Falsification, forgery, or alteration of any documents pertaining to academic records.

A standard of honesty, fairly applied to all Students, is essential to a learning environment. Students violating such standards must accept the consequences; penalties are assessed by the course instructor or other designated people. Serious cases may result in discipline at the college or University level and may result in suspension or dismissal. Dismissal from a college for academic dishonesty constitutes dismissal from the University.

Students accused of abridging a standard of academic honesty may utilize established academic appeal procedures. (See the **Student Academic Honesty Policy** at Section 2.17 of this manual.)

**Alcohol/Alcoholic Beverages**

Possession, use, manufacture, sale, or distribution of any form of alcoholic beverage (including cereal malt beverage) is not allowed on University Premises except as expressly permitted by University Policy. (See the **Cereal Malt Beverage and Alcoholic Liquor Policy** at Section 11.07 of this manual). University Officials reserve the right to confiscate or require Students and/or guests to dispose of alcohol in the presence of University Officials.

Alcohol consumption can often lead to other violations of the Code. Evidence in a violation may indicate that the Student’s behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any Student, whether or not of legal drinking age, and any inappropriate behavior that results from consumption of alcohol, including the ability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the University alcohol Policy. The consumption of alcohol is not considered an excuse for misconduct.
For the purpose of this section, individual Students or Organizations may be held responsible if alcohol is consumed by a “guest” of legal age or a minor who is a visitor or participant in an event/activity sponsored by their Organization. In addition, the host may be held responsible for the actions of guests who have consumed alcohol.

In addition, Organizations are required to abide by state laws and University policies concerning alcoholic beverages. Organizations are required to have their activities approved in writing by the group’s Faculty/Staff advisor.

An Organization is responsible for ensuring that alcohol consumption in association with an Organization event does not detrimentally affect the health and well-being of those attending the event and is responsible for ensuring that no person under the age of 21 possesses or consumes alcoholic beverages at the event.

For events that are not Bring Your Own Beer/Alcoholic Beverage (BYOB), the University requires Organizations to utilize third party vendors in accordance Student Involvement policies for events where alcohol is present.

Only Recognized Student Organizations may hold events involving alcoholic beverages off-campus that meet the following conditions:

1. All events must be registered 10 Days prior to the event with the Student Involvement office using the RSO Registration Form for Events with Alcohol.
2. 15 Days prior to an event with alcohol, Organizations must arrange a pre-event risk management meeting with the Center for Student Leadership.
3. A Third Party Vendor Agreement Form, which can be obtained from the Student Involvement office, must be submitted with all registration documents. All events must utilize wristband as indicators of legal drinking age. Wristbands can be obtained free of charge from the Student Involvement office.
4. Organizations may not advertise events involving alcohol that includes but not limited to, BYOB, drink specials, etc.
5. No alcoholic beverage may be purchased using any Organization’s funds, or Student activities fees; nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the Organization. The purchase or use of bulk quantity or common sources of such alcoholic beverages (kegs, punches or cases) are prohibited.
6. Open events, meaning those with unrestricted access to non-members of the Organizations that are not utilizing third party vendors, where alcohol is present are prohibited.
7. No members, collectively or individually shall purchase alcohol for, serve to, or sell alcoholic beverages to any person under the age of 21.
8. No Organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.
9. No event shall include any form of “drinking contest” or encourage the rapid/excessive consumption of alcohol in the activity or its promotion.
Advertisement or Sponsorship of Activities, Events, or Programs Involving Alcohol by Students or Organizations

a. Advertising or publicity of alcohol is not allowed in connection with student events, student activities, student projects or Organizations. Prohibited are words, symbols, logos, pictures or drawings that denote alcoholic beverages or the drinking of alcoholic beverages. Exempt from this are units promoting alcohol awareness/harm reduction educational campaigns.

b. Sponsorship of University and University-related activities, events or programs by companies or entities that provide alcoholic beverages and products is prohibited.

c. Promotional materials may not promote alcohol as the central theme or focus of the activity, including, but not limited to, the usage of terms such as “happy hour” or other language promoting drink specials.

Assisting a Violation
Assisting, hiring or encouraging another person to commit an act that violates the Code is prohibited.

Bribery and Associated Acts
Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe is prohibited. Acting or attempting to get money or anything else of value by violence, misuse of authority or improper threats is not allowed.

Committing Acts of Dishonesty
Include but are not limited to the following:

a. Engaging or participating in cheating; or plagiarism; forgery; or other forms of dishonesty. (Students committing acts of academic dishonesty are also subject to academic sanctions. See section on Academic Honesty.)

b. Tampering with the election of any Organization.

c. Attempting to represent the University, an Organization, or any recognized University body without the explicit prior consent of the officials of that group.

d. Using an identification card that does not belong to you, and/or allowing someone to use your identification card.

Cruelty to Animals
Injuring or destroying any animal on University Premises is prohibited. This Policy does not apply to laboratory animals maintained by the University and/or to research approved by the Institutional Review Board.

Damage/Destruction of Property
Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of University owned or leased property, equipment, programs or materials is prohibited. This also includes property, equipment, programs, or materials belonging to any Member of the University Community, guest, visitor, or contractor.

Demonstration and Picketing
Participating in a campus demonstration in contravention of University policies on First Amendment activities is prohibited. This includes riotous behavior which is defined as a disturbance with the intent to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. (See the Use of University Campus by Non-University Groups for First Amendment Activities Policy at Section 11.12 and the Use of University Campus by University Groups for First Amendment Activities Policy at Section 11.13 of this manual).

**Demonstration of Psychological or Physical Harm**
Any Student who demonstrates intent to harm herself/himself or otherwise poses a danger causing psychological or physical harm to self or others will be counseled by the Vice President of Campus Life and University Relations or the Vice President's designee, who will determine what action needs to be taken. Any Student who attempts to physically harm herself/himself or others will not be allowed to return to classes or the University residential community until such time as an appraisal has been made by a mental health professional designated by and/or approved the Vice President of Campus Life and University Relations or the Vice President's designee; failure to cooperate with this directive may result in immediate medical withdrawal of the Student. Any Student who demonstrates intent to harm herself/himself or others will be encouraged to contact a parent or guardian; provided, however, that should an appropriate University Official determine that the situation constitutes a medical emergency relating to the health and welfare of the Student, the Student's parent or guardian will be contacted by the University.

**Disruptive Behavior**
Disruptive behavior is defined as behavior that unreasonably interferes with classroom or other University activity or with the legitimate activities of any Member of the University Community. Examples of disruptive behavior include but are not limited to: public drunkenness, inciting riot, disturbance of the peace, loitering, fighting/physical altercations, obstructing traffic, abusiveness toward other individuals, use of obscene or abusive language, loud or unreasonable noise.

**Drugs and Drug Paraphernalia**
Students shall not manufacture, possess, use, deliver, sell, or distribute any controlled substance in violation of state law or federal law. Possession of drug paraphernalia is also prohibited.

Substances prohibited under the Code shall include, but are not limited to: marijuana, hashish, amphetamines, barbiturates, cocaine, heroin, lysergic acid (LSD), methaqualone, morphine, pentazocine, peyote, phencyclidine, and anabolic steroids, unless prescribed by a medical doctor.

**Falsification of Records**
Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official University document or representation thereof may be subject to discipline. Some examples of official documents include, but are not limited to: identification cards, program requests, change slips, receipts, meal cards, parking permits, financial aid forms, applications, contracts, transcripts of credits, library documents, petitions for reclassification of residency status.

**Fire and Safety**
Committing acts or creating an environment which impedes on the safety of the University community is prohibited. Such acts include but are not limited to:

- Tampering with or misusing any fire equipment, safety equipment, or any devices designed to provide a safe environment.
- Failing to follow emergency procedures in case of actual emergency or in case of emergency procedure drills.
- Interfering with the response of University or municipal officials to emergency calls.
- Creating a fire hazard.
- Engaging in any activity which might disturb or endanger the safety of others or damage University property.
- Making false reports regarding an emergency including but not limited to: bomb threat or fire.
- Failing to report a fire or other emergency situation to authorities.
- Committing acts of arson.
- Possessing or using inflammable materials or hazardous materials on University property without proper authorization.

**Gambling**

Conducting, organizing or participating in any illegal gambling activity on University property is prohibited.

**Harassment**

Harassment, an intentional act, or series of acts, which is extreme or outrageous, or calculated to cause severe embarrassment, humiliation, shame or fright, or which is intended to intimidate or ridicule is prohibited. To constitute harassment, the conduct must be of such a nature that a reasonable person would not tolerate it.

**Hazing**

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

Examples of hazing include, but are not limited to: paddling, creating excessive fatigue, work sessions, behavior or activities that promote physical or psychological intimidation/gaming, embarrassment, discomfort, harassment, wearing apparel which is conspicuous ore intended to embarrass the wearer, public stunts, acts of buffoonery, any act(s) that are morally degrading, humiliating games/events, encouraging illegal or abusive use of alcohol/drugs, or acts that in any way distract from an individual's academic pursuit.

**Improper Distribution of Printed Materials**

Posting, affixing, or otherwise attaching written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets, on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas of the University is prohibited. (See the Poster/Flyer Policy for University Grounds and Facilities Policy at Section 11.10 of this manual).

**Improper Response to a Request from a University Official**
Refusal of any Student while on University Premises to comply with an order from authorized officials to leave such premises or cease behavior that violates the Code is prohibited.

It is the responsibility of each Student to answer promptly all written notices from University Officials. Failure to respond in a timely manner will be construed as a waiver of the Student's right to respond and, in appropriate circumstances, may result in disciplinary action on the part of the University.

**Keys/Unauthorized Entry**
Possessing, duplicating or using keys (including electronic card access) to any University building or facility without authorization by appropriate University Officials or committing an act of unauthorized entry into or use of University building or facilities is prohibited.

**Misrepresentation of Self**
Knowingly withholding information or giving false information verbally or in any document or materials submitted to any Member of the University Community is prohibited.

**Misuse of Computers**
Students are subject to all computer lab policies. Violations of these ethical standards and unauthorized or inappropriate use of computers is prohibited. Misuse includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another's identification and password.
- Use of computing facilities to interfere with the work of another Member of the University Community.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facility to interfere with normal operations of the University computing system.
- Unauthorized entry into or use of University facilities or property, entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment or facilities prohibited.
- Damaging or altering records or programs.
- Furnishing false information.

(See the [Acceptable Use Policy](#) at Section 19.01 and the [University Information Technology Systems Relative to E-mail Policy](#) at Section 19.05 of this manual.)

**Misuse of Communication Technology**
No Student shall misuse or abuse, or assist in the misuse or abuse of communication technology at the University. Misuse includes, but is not limited to:

- any form of communication technology used to harass or threaten any person or persons, or
- any form of communication technology used to disrupt the normal operations or activities of any person, Organization, or the University.
- any unauthorized use of communications technology.
Communication technology includes, but is not limited to: computers; cell phones; programmable calculators; pagers; personal data assistants (PDA’s), headsets; video cameras; electronic mail; social media; or printers.

**Sexual Misconduct**

Committing acts of sexual misconduct is prohibited. It is the Policy of the University that sexual misconduct by a Member of the University Community will not be tolerated. This Policy applies to all members of the University community: Students, Staff and Faculty.

Sexual misconduct encompasses "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," and the legal definitions of sexual assault contained in state and federal law. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

"Effective Consent" means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Effective consent is also lacking when the activity in question exceeds the scope of effective consent previously given.

"Sexual Exploitation" means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

“Sexual Harassment” means unwelcome conduct (sexual advances, requests for sexual favors, written or spoken sexual expressions, or physical behavior of a sexual nature) under any of the following circumstances:

1. Submission to such conduct is either an implied or expressed condition for instruction, employment, or other campus activity.
2. Submission to or rejection of such conduct is used as a basis for evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, or demeaning environment.

A Student who is sexually assaulted is strongly encouraged to report the information to the WSU Police Department and/or law enforcement officials of the city or county. The victim can contact the Division of Campus Life and University Relations if he or she does not wish to report the offense to the police or if he or she desires assistance in notifying such authorities. If the University is informed of an alleged act of sexual misconduct, the University is obligated to investigate the occurrence and to proceed with the conduct process if the alleged individual is a Student.

Services are available on campus to assist the victims of sexual assault on an immediate and ongoing basis. Victims should seek medical attention immediately as it is important that medical evidence be
preserved for the investigation of the incident. Medical follow-up is provided by Student Health Services or local hospitals. Counseling support is available through the Counseling and Testing Center, the Office of Multicultural Affairs, the Office of Student Conduct and Community Standards, and the Wichita Area Sexual Assault Center.

Students who wish to seek a change in housing arrangements are encouraged to contact Housing and Residence Life. Changes will be accommodated as reasonably available. Academic assistance is provided through the dean’s office of the Student’s academic college. Other assistance is available through Campus Life and University Relations and Student Conduct and Community Standards.

(See the Prohibiting Sexual Harassment Policy at Section 3.06, the Prohibiting Sexual Harassment of Students Policy at Section 8.11 and the Sexual Assault Policy at Section 8.16 of this manual.)

**Smoking**
Smoking, including E-cigarettes is prohibited in all buildings to provide a smoke-free environment for Students, Faculty, Staff and visitors. Smoking within a ten foot radius outside of any doorway, open window or air intake leading into any building or facility is also prohibited. (See the Smoking Policy Section 11.08 of this manual.)

**Solicitation**
Engaging in unauthorized canvassing or solicitation is not allowed.

**Theft**
The unauthorized taking, embezzlement, misappropriation, possession, or attempt to do same, of property owned or maintained by the University, by any person on University Premises, or by any person attending a University-sponsored event is not allowed. Attempted or actual theft of and or damage to property of the University or property of Member of the University Community or other personal or public property is prohibited.

**Violation of Federal or State Laws, County or City Ordinances**
University conduct procedures may be instituted against a Student charged a violation of a law or ordinance and is also a violation of this Code (if both violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under the Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the Code were dismissed, reduced, or resolved in favor of or against criminal law defendant.

When a Student is charged by federal, state, or local authorities with a violation of law or ordinance, the University will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is being processed under the Code, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the University community. The University will fully cooperate, to the extent permitted and consistent with the law, with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of Student. Members of the University Community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
Violation of Program and Department Policies, Rules or Regulations
Students are expected to comply with all policies, rules and regulations that are specific to various departments and facilities on campus.

Weapons
Ammunition and weapons, as defined below, are prohibited on University Premises unless in the possession of a law officer. Engaging or participating in unauthorized possession or use of explosives, firearms, weapons, or other hazardous objects or substances is not allowed. Weapons, explosives and other hazardous objects or substances covered by this regulation shall include, but not be limited to the following:

a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
c. any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun;
d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
e. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
f. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this Policy;
g. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
h. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this Policy;
i. any martial arts weapon such as nun chucks and throwing stars;
j. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
k. all fireworks;
l. any operative animal trap or device that is used to ensnare animals (with the exception of mist nets used to snare birds or devices used by Physical Plant personnel or the University Police Department to control wild animals on campus).

(See the Prohibiting Weapons on University Property Policy at Section 11.19 of this manual.)

Student Conduct Procedures
I. Reporting an Incident
   a. Any individual can report an incident by submitting a written complaint to the Student Conduct and Community Standards Office or through the online reporting system. The written complaint will be shared with the Respondent during the conduct process.
II. Initial Review by Conduct Officer

a. The Conduct Officer shall make an initial determination as to whether there is sufficient basis to believe that a violation of the Code may have occurred and if there is jurisdiction to consider the complaint under the Code.
   i. To assist in making this initial determination, the Conduct Officer may interview the Complainant and/or other witnesses, or request additional information from the Complainant.

b. If the Conduct Officer determines there is insufficient information to believe a violation of the Code has occurred, the case will be closed.

c. If the Conduct Officer determines there is sufficient information to believe a violation of the Code may have occurred, the Conduct Officer will:
   i. Notify the Respondent, in writing, of the alleged violations of the Code and of the opportunity to meet with the Conduct Officer, in a Prehearing Conference, to review the conduct process and procedures.
   ii. When a Student Organization is a Respondent, the president will act as the representative of the Organization throughout the conduct process. The president may designate this responsibility to another officer of the Organization by notifying the Conduct Officer Director in writing at least three (3) Days prior to the scheduled Hearing.
   iii. Notifications shall include the following:
      1. The date of the complaint; the alleged Code violation(s); a brief summary of the alleged conduct; the time, date and location of the Hearing; and the contact information for the Conduct Officer assigned to the case.
      2. Information about the option of a Prehearing Conference.
         a. The purpose of the Prehearing Conference is to insure that the Respondent is sufficiently familiar with the Code (including the conduct regulations and process) in order to accurately prepare and present a response to the alleged violations. The Respondent is responsible for scheduling a Prehearing Conference by the deadline provided in the notification. A Prehearing Conference must be scheduled no later than three (3) Days prior to the Conduct Hearing or Conduct Board Hearing.
   iv. The Conduct Officer may interview witnesses and review documentation in preparation of the Hearing.

d. If the Conduct Officer determines, after initial review, the alleged conduct may justify expulsion or suspension, the Hearing shall be conducted by a Hearing Board, unless the Respondent or Complainant requests a Conduct Hearing. A request for a Conduct Hearing must be submitted at least three (3) Days prior to the scheduled Hearing.

e. Cases that will not result in suspension or expulsion shall be conducted as a Conduct Hearing.

f. During initial review period, the Respondent may admit the charges or decline to contest such charges, although not actually admitting guilt The Conduct Officer will explain to the Respondent the potential consequences of such action.
III. Student Rights and Responsibilities
   a. The Respondent shall be presumed not to have violated the Code unless it is proven that it is more likely than not that a violation of the Code has occurred.
   b. The Respondent and Complainant are entitled to have an advisor present through the process. The advisor may be a parent, attorney, or other designee. Respondents or Complainants who wish to bring an attorney shall notify the Student Conduct and Community Standards Office three (3) Days prior to the Hearing so that a representative of the University General Counsel’s Office may be present to advise the Conduct Officer or Hearing Board. Neither advisor nor counsel may speak for or appear in lieu of the Respondent, Complainant, Conduct Officer or Hearing Board.
   c. The Respondent and Complainant shall have the right to bring forth witnesses or provide written evidence of the alleged conduct violation.
   d. The Respondent may schedule an appointment with the Director to review the documentation related to the complaint prior to the Hearing.
   e. Hearings are scheduled a minimum of five (5) Days from the date of Hearing notification to allow the Respondent sufficient time to prepare a response.
   f. Any request for a postponement of the Hearing, with reasons to support the request, must be submitted in writing prior to the scheduled Hearing to the Conduct Officer, who will determine whether a delay will be granted.
   g. In the event the University needs to postpone the date of a Conduct Hearing, the Respondent shall be notified prior to the scheduled Hearing. The Respondent will receive a notification of the new Hearing at least five (5) Days prior to the new Hearing date.
   h. Respondents are expected to give priority to requests made by a Conduct Officer. Failure to be present for the scheduled Hearing may result in a decision based on the information in the complaint and any subsequent investigation.

IV. Hearing Information
   a. If at any point during the conduct process the Conduct Officer determines there is insufficient information to proceed, a case may be dismissed.
   b. If at any point during the conduct process, prior to the Hearing, the Conduct Officer determines additional violations may exist, the Respondent shall be notified in writing of any such additional violations prior to the Hearing. This may result in the Hearing being rescheduled.
   c. If additional information is revealed during the Hearing which may result in further violations of the Code, the Conduct Officer or Hearing Board chair shall notify the Respondent in the Hearing.
   d. If information provided leads to the possibility of suspension or expulsion, the Conduct Officer will conclude the Conduct Hearing without a decision and refer the complaint to the Hearing Board. The Respondent may waive the right to appear before a Hearing Board and request a new Conduct Hearing.
   e. All Hearings will be recorded. The recording remains a part of the official conduct file and will be used for the appeal process.
   f. The Conduct Officer or Hearing Board chair has the discretion to limit admissibility of evidence or testimony based on relevance, repetition, and credibility. The rules of evidence do not apply to Hearings.
In Hearings that involve a crime of violence, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Conduct Officer will inform the Complainant of the outcome, including any sanctions, in writing, within five (5) Days of conclusion of the Hearing.

V. Conduct Hearing Process
a. Cases referred for Conduct Hearing shall be heard by the Conduct Officer. The Conduct Officer shall review all available information with the Respondent at the Conduct Hearing, which will include:
   i. An opportunity to review the complaint.
   ii. A summary of the fact-finding investigation which has taken place.
   iii. A reasonable opportunity for the Respondent to reflect upon and respond, verbally or in writing, to the allegations made in the complaint and any subsequent investigation.
   iv. An explanation of the applicable conduct procedures, including the Student's right to request an appeal.
b. Following the conclusion of the Conduct Hearing:
   i. The Conduct Officer shall determine if it is more likely than not that a violation of the Code has occurred based on all information presented.
   ii. The Conduct Officer shall inform the Respondent of the decision, in writing, within five (5) Days of conclusion of the Conduct Hearing.
   iii. The written decision will include a statement of the charges; the Conduct Officer’s determination; the sanction to be imposed, if any; and information about the appeal process.

VI. Hearing Board Membership
a. The Hearing Board will include: two (2) Faculty, two (2) Students, and two (2) Staff. In addition, a University Conduct Officer not previously involved with the incident or investigation shall serve as an advisor of the Hearing Board as a non-voting member.
b. One (1) Student member shall be appointed by the Student Government Association; one (1) Student member shall be appointed by a Housing and Residence Life governing board. Faculty shall be appointed by the Faculty Senate, and Staff shall be appointed by the Director.
c. Quorum for the Hearing Board is a minimum of three (3) members, one (1) of whom must be a Student. A quorum is necessary to convene a Conduct Board Hearing.
d. Selections and appointments to the Hearing Board shall be for two (2) academic years.
e. All selected Hearing Board members will be required to attend a training session. Only trained members can hear cases.
f. The Director may remove a Hearing Board member if the Director reasonably determines there is a conflict.

VII. Conduct Board Hearing Process
a. Cases referred for a Conduct Board Hearing will be heard by the Hearing Board as established in section V above.
b. Two or more Respondents may be asked to participate in a joint Hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The alleged conduct violation(s) need not be identical for participation in a joint Conduct Board Hearing.

c. In situations involving two or more Respondents, any Respondent may choose to have the case heard independently of the other Respondents. The request must be submitted in writing to the Student Conduct and Community Standards Office at least three (3) Days prior to the scheduled Hearing. The Conduct Officer will schedule a separate Conduct Board Hearing.

d. Respondent, Complainant or any member of the Hearing Board may request a recess. Recesses should be kept short and to a minimum. If recesses become excessive in number or in length, the person asking for a recess may be asked to provide a reason for the request. The Hearing Board chair may approve or deny a request for a recess.

VIII. Conduct Board Hearing Procedures

a. The Hearing Board chair begins the Hearing by introducing the parties involved and reading the alleged violation(s) of the Code.

b. Witnesses are notified that they are to be truthful and that matters presented in a Hearing shall be kept confidential, unless disclosure is required by applicable laws and/or University policies. Witnesses will remain outside the Hearing room until called to appear before the Hearing Board.

c. The Complainant presents an opening statement. (5 minute limit)

d. The Respondent presents an opening statement. (5 minute limit)

e. The Complainant presents witnesses and/or information in the order that he/she chooses.

f. Following each witness, the Respondent is given an opportunity to question that witness. An opportunity for further questioning of the witnesses by the Complainant and Respondent is provided as deemed necessary or appropriate by the chair.

g. Following the completion of the questioning of each witness by the Complainant and the Respondent, the Hearing Board may question the witness.

h. At the conclusion of the Complainant's presentation, the Respondent presents witnesses and/or information.

i. Following each witness, the Complainant is given an opportunity to question that witness. An opportunity for further questioning of the witnesses by the Complainant and Respondent is provided as deemed necessary or appropriate by the chair.

j. Following the completion of the questioning of each witness by the Complainant and the Respondent, the Hearing Board may question the witness.

k. If documentary or tangible information is presented, the Complainant and the Respondent may comment on the information or item(s) at the time it is presented.

l. Following the completion of the Respondent’s case, the Hearing Board may recall any witnesses for further questioning.

m. The Complainant may give a closing statement. No new information is allowed to be introduced during Complainant’s closing statement. (5 minute limit)

n. The Respondent may give a closing statement. No new information is allowed to be introduced during Respondent’s closing statement. (5 minute limit)
The formal Hearing is concluded.  

At the conclusion of the Conduct Board Hearing, the Hearing Board shall deliberate in closed session. After deliberation and vote, the decision of the Hearing Board will be forwarded to the Student Conduct and Community Standards Office.

Decisions by the Hearing Board shall be determined by a majority vote.

The Hearing Board chair shall advise the Respondent of the decision in writing within five (5) Days of the Hearing.

**Mediation**

- Some alleged Code violations may be resolved through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third-party who acts as a facilitator to help the parties reach a mutually acceptable outcome.
- Requests for a conflict to be resolved through mediation can be made in writing to the Director by either party. Requests must be made prior to a scheduled Hearing.
- The Director will determine if the conflict can be reasonably handled by mediation instead of a Hearing.
- All parties involved in the conflict must agree on utilizing mediation and will share any costs associated.

**IX. Confidentiality**

Upon the conclusion of a Hearing, all documents pertaining to the complaint shall be returned to the Student Conduct and Community Standards Office for processing. These documents include, but are not limited to the following: incident reports, police reports, written statements, as well as any personal notes taken during the Hearing. The Hearing Board members are also required to refrain from discussing the outcomes of a Hearing beyond the confines of the Hearing.

**X. Appeals of Conduct Hearings**

- Respondent or Complainant, as applicable, are granted one (1) appeal request, which must be made in writing.
- Appeal requests must be filed with the designated Appeal Officer, as stated in the outcome letter, no later than ten (10) Days following notification of the decision.
- Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the initial Hearing and supporting documentation for one or more of the following purposes:
  - To determine whether the original Hearing was conducted in conformity with prescribed procedures.
  - To determine whether the decision reached was reasonably supported by the record.
  - To determine whether the sanction(s) imposed were appropriate and reasonable for the Code violation(s).
  - To consider new information, it must be shown that such information and/or facts were not known or reasonably could not have been known to the Respondent or Complainant at the time of the original Hearing, and such new information may be sufficient to alter the initial decision.
- The Appeal Officer shall render a decision which affirms, denies or modifies the original decision. The severity of the sanction shall not be increased. The Appeal
Officer shall issue a written decision no later than ten (10) Days following receipt of the appeal.

c. When it becomes necessary to conduct further investigation or to remand the matter to the Conduct Officer or Hearing Board, the written decision will be transmitted no later than ten (10) Days following completion of the investigation or the subsequent decision of the Conduct Officer or Hearing Board. If additional investigation or further proceedings are necessary under this provision, Respondent and/or Complainant shall be given notice and an opportunity to respond.

XI. Temporary Conduct Suspension

a. The Vice President of Campus Life and University Relations may temporarily suspend a Respondent prior to a Hearing if the Vice President of Campus Life and University Relations determines that the Respondent’s conduct presents a danger to himself/herself or the University community. Suspension may be imposed only (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the Student’s own physical or emotional safety and well-being; or (c) if the Student poses a definite threat of disruption of or interference with the normal operations of the University.

b. The Vice President of Campus Life and University Relations shall notify the Respondent of the temporary suspension in writing. The suspension will become effective immediately upon receipt of notice.

c. A Respondent who is temporarily suspended for an interim period shall be provided an opportunity to respond to the allegations no later than three (3) Days following the effective date of the temporary suspension.

i. The purpose of this response is to determine only if the suspension shall remain in place pending the outcome of the official Hearing.

d. Prehearing restrictions may include but are not limited to: A temporary residence hall suspension, mandate temporary room reassignment or other restrictions; restrictions to the privileges granted to Recognized Student Organizations, or other rights associated with an Organization; denied access to the residence halls and/or the campus (including classes) and/or all University activities or privileges for which the Student might otherwise be eligible.

c. Whenever a temporary suspension is imposed:

i. The Director or designee shall convene a disciplinary proceeding in a timely manner.

ii. The interim sanction may remain in effect until

1. The Vice President of Campus Life and University Relations determines that the reasons for imposing the temporary suspension no longer exists, or

2. A final outcome of the Conduct Hearing has been determined.

XII. Emergency Contact/Parental Notification Process

If a Hearing results in a finding of an alcohol or drug violation, the following University Policy will be utilized to notify parents:

a. Parental/Legal Guardian Notification of Alcohol Violations

i. First violation: Unless there are extenuating circumstances, the University will generally not notify parents or legal guardians of Students under the age
of 21 of first time violations. Parents/legal guardians may be notified if any of the following occurs as a first violation:

1. The Student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol;
2. Medical attention is required for any person as a result of the Student’s alcohol-related behavior, including the Student;
3. There is property damage;
4. The Student operates a motor vehicle under the influence of alcohol;
5. The incident involves another serious incident;
6. The Student is arrested or taken into custody by University Police or other law enforcement entity while under the influence of alcohol or other drugs.
7. The Student is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, use or distribution of alcoholic beverage;
8. The Student’s violation results in a temporary or permanent separation from the University (e.g. suspension, expulsion, or termination of a housing contract, etc.).
9. Other appropriate circumstances as determined by the Vice President for Campus Life and University Relations or designee.

ii. Second and subsequent violations: The University will notify parents and legal guardians of all second and subsequent alcohol-related violations. For purposes of determining what constitutes a second or subsequent violation, multiple and related violations during a single incident will be treated as one violation. Alcohol-related violations occurring prior to the implementation of this parental/legal guardian notification Policy will not be considered.

b. Parental/Legal Guardian Notification of Drug Violations
   i. The University will notify parents or legal guardians of Students under the age of 21 who are in violation of the drug and paraphernalia policy.

c. Guidelines and Principles for Parental/Legal Guardian Notification
   i. If the University chooses to notify a Student’s parent or legal guardian, it will be done in writing or by telephone. The notification will include that the Student has been found responsible for violating the Wichita State Student Code of Conduct alcohol and/or drug policies.
   ii. Prior to notification, the University will attempt to consult with the Student and, consistent with promotion of personal accountability, encourage the Student to advise his/her parent or legal guardian before the University sends its notification.
   iii. The University will notify the Student's parent or legal guardian only after (i) the Student has been found responsible for violating the Wichita State Student Code of Conduct alcohol and/or drug policies and (ii) time for the appeal process has expired.
   iv. The University will keep a record of the parental/legal guardian notification in the Student’s discipline file.
   v. The Director or designee will be responsible for notifying parents or legal guardians.

XIII. Sanctions
a. Expulsion: Permanent separation of the Respondent from the University. An indication of expulsion may appear on the Respondent's transcript. The expelled Respondent shall not participate in any University-sponsored activity and shall be barred from University Premises.
b. Suspension: Separation of the Respondent from the University for a specified period of time not exceeding four (4) semesters or two (2) years. An indication of suspension may appear on the Respondent's transcript. A suspended Respondent shall be barred from the University Premises and shall not participate in any University-sponsored activity, except where prior approval has been granted by the Director.
c. Probation: Probation is the conditional continuation of a Respondent for a specified period of time. This status implies that further violation of the Code may result in other sanctions being imposed which may include suspension or expulsion.
d. Warning: A warning is a written statement of Respondent's guilt for a violation of the Code with caution that further violations may result in additional sanctions.
e. Housing Contract Termination: Students living on Housing and Residence Life property violating Policy the Code are subject to conduct action which could result in the termination of the contract at the expense of the resident.
f. Other Sanctions: Other sanctions may be applied to cover specific situations or conditions. Sanctions that suspend a Respondent’s privileges shall have a set time of duration indicating when and under what conditions the Respondent may regain the privilege. Other sanctions may include but are not limited to:
   i. Restitution or replacement of lost, damaged, or stolen property.
   ii. Payment for damage or personal injury.
   iii. Suspension of privileges from University sponsored events.
   iv. Suspension of privileges to use certain University facilities.
   v. Suspension of privileges to represent the University.
   vi. Suspension of privileges to occupy an office in a recognized Student Organization.
   vii. Community service work to be assigned.
   viii. Referral for alcohol or drug abuse counseling or education.

XIV. Student Conduct Records

a. The Director may place a hold on a Student's academic and other institutional records should the Student refuse to respond to, or comply with, the conduct procedures or sanctions imposed in accordance with these rules.
b. Conduct records of Students or Organizations found to have violated the Code shall be retained as directed by the Retention of University Records Policy in Section 20.23 of this manual.
c. If the final determination is that no violation has occurred, then all documentation relating to that charge shall be purged from the record, which is kept in the Student Conduct and Community Standards Office.
d. Conduct records designated as permanent shall not be voided without unusual and compelling justification.
e. Conduct records are considered to be educational records and are not open to the public.

XV. Interpretation and Revision
a. Any question of implementation/application of the Code shall be referred to the Director or his/her designee for final determination.
b. The Code shall be reviewed every three (3) years under the direction of the Director.
c. The Director is that person designated by the University President to be responsible for the administration of the Code.

XVI. Implementation
a. This Policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.
b. The Vice President for Campus Life and University Relations and the Director shall have primary responsibility for the publication and distribution of this University Policy.