Dear Student Organization Leaders and Advisors,

Welcome to the 2017-18 academic year! We would like to extend a warm welcome to you as you embark on a new academic year filled with meaningful activity for your student organization. Student organizations are a crucial piece of the educational experience at WSU Health Sciences Spokane and are vital to student life.

This resource manual is intended to aid you in successfully leading your student organization, to familiarize you with the available resources, and to provide you with the guidelines for student organizations. We hope that this manual will also serve as a reference in planning and implementing your organization’s activities.

Thank you for the time and energy you commit to improving this campus community. Good luck as you plan another exciting year of events and activities.

Sincerely,

Katie Gilsdorf
Student Leadership and Involvement Coordinator

“The Registered Student Organizations Manual” is updated annually by the Student Leadership and Involvement Coordinator. Subsequent editions supersede the policies and procedures contained herein. The policies, procedures, statements and guidelines contained herein are subject to continued review and evaluation by relevant University officials. A copy of this publication is posted online at the CougSync website. Student Involvement strives to maintain the highest standards of accuracy in all its disseminated information.

Revised 06/13/17
Washington State University
Health Sciences Spokane

Registered Student Organizations

Policies and Procedures Handbook

Washington State University Health Sciences Spokane
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SECTION 1: Introduction

WSU Affiliation
Washington State University Health Sciences Spokane recognizes that self-governing student organizations can and do contribute to the educational, social, recreational and personal development of its students. WSU Health Sciences Spokane further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies, and ensuring that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner that interferes with the rights of others. WSU Health Sciences Spokane does not sponsor or accept responsibility for these voluntary student organizations. Student organizations that register with the University may, however, use certain WSU Health Sciences Spokane facilities on a space available basis consistent with WSU Health Sciences Spokane rules and regulations.

Benefits of Participating in Student Activities

Social and Recreational Outlets
Involvement in student activities provides a social outlet for students to experience another aspect of university life and meet new friends with whom common interests are shared.

Skill Building
Active involvement in student groups provides members numerous opportunities to improve skills in decision-making, team building, organizing, event planning, finance management, and communication.

Résumé Builders
Employers value students that can effectively balance academic and extracurricular commitments. Many student groups on campus offer opportunities to gain valuable assets for which employers seek including teamwork, communication skills, and goal achievement.

Interprofessional Partnerships
Being that WSU Health Sciences Spokane is primarily a health sciences-focused campus, involvement in student activities provides countless opportunities for students from across disciplines to become educated about and collaborate on healthcare issues facing modern society.

Office of Student Leadership & Involvement Priorities

Student Affairs Mission: In collaboration with campus and community partners, Student Affairs promotes a transformative student experience. We are student-centered advocates who facilitate students’ growth into thoughtful, engaged, global citizens by delivering exceptional academic, professional, and personal support and resources.

The Office of Student Leadership & Involvement seeks to align itself with the mission of Student Affairs by serving as a dependable campus resource for the following areas of co-curricular activity: student government, student activities and events, student leadership, registered student organizations, campus orientation, and wellness programming. We create and support opportunities that bolster a collaborative campus environment and meet the holistic needs of students. We believe that co-curricular involvement is a fundamental component of students’ transformational experience at WSU Health Sciences Spokane.
Office of Student Leadership & Involvement Staff

Katie Gilsdorf, Student Leadership & Involvement Coordinator
Email: katie.gilsdorf@wsu.edu
Phone: (509) 358-7570
Katie’s focus is student leadership development, advising student government (ASWSUS) and the Student Entertainment Board (SEB), advising Registered Student Organizations (RSOs), and the promotion of student interests across campus.

Pat McQuitty, Program Assistant for Student Leadership & Involvement
Email: pat.mcquitty@wsu.edu
Phone: (509) 358-7921
Pat’s focus is office management, purchasing & travel, accounting, and providing assistance to students & staff involved with the Office of Student Leadership & Involvement.

2017-18 ASWSUS & Student Entertainment Board (SEB) Leaders:

Alec Sisneros, ASWSUS President
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At-a-Glance Resources Available to Registered Student Organizations

Advertising/Promotion during Week of Welcome
Table space at the Involvement Fair held in both the fall and spring semesters of the academic year is available at no cost to help recruit new members and to promote your organization. Informational tables can also be reserved for space in any campus building to serve the same function during the academic year (subject to availability).

Advising
Faculty/staff advisors are a great resource for a student organization’s growth and development. Additionally, the Student Leadership and Involvement Coordinator is available to assist your group with program planning on campus, organizational questions, to clarify and explain university and state policies and procedures, and most anything else that pertains to your organization and its activities.

CougSync
CougSync is a student organization database management system for WSU Health Sciences Spokane. All RSOs must register every year on CougSync. Benefits of CougSync include: ease of communication with membership, form creation, file storage, to-do lists, card swipe, event listings and more! Visit www.cougsync.wsu.edu to get started.

Funding
All active status RSOs may apply for funding (minus startup funds) through the S&A Fee Committee which convenes in the fall. The S&A Fee Committee will be held within the first month of fall semester and will accept funding requests for RSO activities intended to benefit a large portion of the student body during the remainder of the academic year. See page 17 for more information on the S&A Fee Funding process.

Fundraising
RSOs can conduct fundraising events on campus after filling out the Event Approval Request Form on CougSync and receiving approval from the Vice Chancellor of Finance and Administration, the Vice Chancellor of Student Affairs, and the Student Leadership and Involvement Coordinator. RSOs are allowed up to hold up to three (3) on-campus fundraisers per semester and each fundraiser can last a maximum of one week. See page 17 for more information.

Leadership Training and Workshops
If your organization is interested in leadership training opportunities, please contact the Student Leadership and Involvement Coordinator for more information.

Printing
All clubs are given up to 500 pages of free printing per semester. Please fill out the RSO Printing Request Form on CougSync at least five (5) days ahead of when you need your copies. You may pick up your copies at the Student Affairs front desk when you receive an email confirmation from CougSync.

Scheduling Meeting Rooms/Event Space
Active RSOs are eligible to reserve classrooms on campus for regular group meetings and special events. They are also eligible to reserve space for events in rooms. See Section 4: Event Planning and Safety for more information on how to reserve rooms.

Student Organization Work Area/Office Supplies
RSOs have access to office workspace with arts and crafts supplies located. If your club needs specific office supplies that are not readily available, please follow up with Pat McQuitty about submitting an order through Office Depot.
SECTION 2: Registration & Responsibilities

Registration Status
Student Involvement acknowledges three levels of registration status for Registered Student Organizations.

- **Expired** – Each year, every RSO status expires the last week of classes spring semester. CougSync portal renewal is required, and you will be able to renew your RSO upon receiving an email from the Student Leadership and Involvement Coordinator with how-to instructions.
- **Incomplete Registration** – Indicates group does not yet have all requirements for registration completed.
- **Active** – An RSO maintaining an active status is recognized as a student group by WSU Health Sciences Spokane. This status is contingent upon meeting all registration requirements.

*RSOs do not have access to resources while in this status*

Requirements for Registered Student Organizations
Registered Student Organizations must fulfill the following annual requirements to register an organization:

1. Each student group must create a portal through CougSync and completely fill out the student organization profile at [http://cougsync.wsu.edu](http://cougsync.wsu.edu).
2. A minimum of five (5) students and one (1) advisor are needed to establish an organization. All members and advisors must “join” the student organization through CougSync.
3. Develop or update a constitution for the organization based on input from the members. Each organization applying for registration as a WSU Health Sciences Spokane student organization must upload a constitution via CougSync to complete the online registration process. Constitution guidelines and a sample constitution are available (Appendices 1 and 2).
4. At minimum, the president and treasurer from each student organization must attend the Club Orientation and CougSync Training at the beginning of fall semester. Should a club charter mid-year, CougSync trainings can be scheduled on a case-by-case basis with the Student Leadership and Involvement Coordinator.

Registration will be complete after all registration requirements have been met.

Responsibilities of Registered Student Organizations
Student organizations at WSU Health Sciences Spokane shall complement the academic mission of the University and enhance the educational experience for students. Organizations will be held responsible for actions of the group membership, guests, and individuals.

The organization will be held responsible for the following:

- When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.
When a student organization or an affiliated University group is charged with a violation of the Code of Student Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under this Code as representatives of the group.

When one or more officers refuse or neglect to perform duties outlined in the Code of Student Conduct.

**Shared Responsibility for Infractions**

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any registered student organization.

**Responsibilities**

- Comply with all University rules and regulations as found in the Student Handbook, this manual and other information provided by WSU Health Sciences Spokane.
- Prohibit members from practicing any physical or psychological hazing, illegal activity, and violations of university policy.
- Adhere to the purpose of your organization as stated in the constitution.
- Provide programs which contribute to the educational, recreational, cultural, and social environment of the campus community.
- Practice fiscal responsibility and an ethical use of state resources.
- Maintain close communication with your advisor, keeping him/her informed of organization progress towards its goals and objectives as well as reporting any dangerous or prohibited activities engaged in by anyone associated with the organization.
- Maintain communication with WSU Health Sciences Spokane to keep the Student Leadership and Involvement Coordinator informed of planned activities and any potential problems or violations.
SECTION 3: Marketing on Campus

Clubs have a variety of options when it comes to marketing themselves or their events on campus. Here are just a few ideas to get started.

- **Electronic reader boards**
  - Submit advertisements online here: [https://area57.spokane.wsu.edu/communications/SitePages/Digital%20Signage%20Form.aspx](https://area57.spokane.wsu.edu/communications/SitePages/Digital%20Signage%20Form.aspx)
    - Ads must be made on a PowerPoint slide that is 10.94”x7.3” and saved as a jpeg.
  - Ads must be horizontally oriented.
  - Don’t make it too wordy…use images and color!

- **Sandwich boards**
  - Can be borrowed from the Office of Student Leadership & Involvement.
  - Check them out with Pat McQuitty

- **Posters**
  - Can be printed on 11x17” or smaller.
  - Larger posters must be printed via outside printing company
  - ALWAYS get posters stamped at Student Affairs prior to posting. Posters can stay up for a max of two weeks.
  - All clubs are given up to **500 pages** of free printing per semester. Please fill out the RSO Printing Request Form on CougSync at least five (5) days ahead of when you need your copies. You may pick up your copies at the Student Affairs front desk when you receive an email confirmation from CougSync.

- **Student Affairs all-campus weekly email**
  - Keep messages short and to the point
  - Email spok.sa@wsu.edu for more information

- **CougSync news posts**
  - Log on to CougSync
  - Access your club portal
  - Click “NEWS,” then “Create News Post”
  - Write a fun, informative news post and use an eye-catching picture
  - Click “Submit”

- **Insert ______ your NEW, CREATIVE advertising idea here**
  - Feel free to get creative. Try new things like bright balloons, stickers on food, dressing up like a chicken, etc. Go big! And go check with Katie Gilsoo to make sure it’s allowable.
SECTION 4: Event Planning & Safety

ALWAYS at least 2 weeks before your event...

1. CougSync Event Approval Request Form:
   a. Go to www.cougsync.wsu.edu and sign in. Be sure you’re in the WSU Health Sciences Spokane Community.
   b. Go to your organization’s portal.
   c. Click on “Events”.
   d. Click on “Create an Event” (green box on right side). You must be an admin for your organization’s portal to see this button.
   e. Enter all of the information requested. Always complete the “Request for Food” section, even if you’re serving snacks.
   f. Click on “Submit Form” (green box on right side).
   g. At this time, you should also reserve space on campus (see “Room Scheduling” below) but it won’t be approved until your event request is approved on CougSync.

2. Room Scheduling:
   a. Go to the WSU home page and click on “Services.”
   b. Click on “Faculty & Staff Resources,” then click on “Room Scheduling System.”
   c. Click “Login,” and proceed to request space (even the SAC lobby and outdoor spaces).
   d. Use this online form to request tables, chairs, garbage cans, audiovisual equipment, and anything else you may need. Note: The room scheduling event title and description must be the same as what is included in the Event Request Form.
   e. Wait for approval before proceeding with your event. Email spokane.schedule@wsu.edu with any changes to your event setup request ASAP.

3. To purchase food or other items:
   a. After receiving approval for the forms above, go back into CougSync, and fill out the “RSO Purchase Request Form.”
   b. Once you have received approval, check out the PCard from the Student Affairs desk OR check out the COSTCO card from Facility Operations (contact Barb King at biking@wsu.edu). Be sure to read the PCard rules before checking it out. The card cannot be checked out overnight or for more than two (2) hours at a time.
   c. Submit ALL (itemized and credit card) receipts when returning the card.
   d. If you purchase food, you must also submit a list of all the people who ate it, even if it’s a snack or bottled water, immediately after your event to Student Affairs.

4. Fundraising:
   a. If you hold a fundraising event, the money MUST BE deposited into your university organization fundraising account (17C). To do this, please submit a completed “RSO Cash Deposit Form” along with the funds raised, to Pat McQuitty or Katie Gilsdorf in the Office of Student Leadership & Involvement. This form can is available in the Office of Student Leadership & Involvement.
Other important event planning notes:

**Using card swipe to track participation/involvement**
1. Log in to CougSync and click on the organization portal that is hosting the event
2. Click on the “Events” tab
3. Locate the event you want to check in to and click on it
   a. You must be a portal administrator to continue (contact Katie Gilsdorf if you need help)
4. Click on “Participation” on the right side of the page and plug in card swiper to the USB port
5. Click the “Turn on Card Swipe” button and then click the “Save Card Swipe Settings” button
6. Swipe in students to your event and click “I’m Done Swiping” when you have finished swiping
7. MANUAL ENTRY: Click “Add Participants”, then click “Full Community”. Type in names manually.

**Entertainment tickets and Gift Cards at your event**
- **Entertainment tickets:** Talk to ASWSU. Clubs cannot purchase entertainment tickets out of their own budgets.
- **Gift Cards:** Generally, you will not be able to purchase gift cards. You MUST have a line item for them in your budget and exceptions are RARELY made. Please speak with Katie Gilsdorf for more information.

**Guests allowed at events**
- The price for students will need to be decided; it should be noted that guests cannot be subsidized using S&A Funds, and they must pay the full cost per person.
- Guests must also sign in.

**Parking for vendors**
- If you would like to pay for parking passes for the vendors during your event, provide Pat McQuitty the dates and budget code you would like the passes charged to.

**Off campus events (catering, venues, rental equipment, community engagement)**
- If a contract needs to be signed, please note that **no student can sign a contract**. Notify the Student Leadership and Involvement Coordinator (Katie Gilsdorf) of the contract-- that way the paper work can be processed correctly.
- If no contract is needed, proceed with vendor and notify the Student Leadership and Involvement Coordinator if you have questions regarding payment.
- For community engagement events, work with the Office of Community Engagement & Service Learning to ensure requirements are followed.

**Safety Considerations**

**Insurance Policy**
WSU provides no liability insurance for student organizations. Students are personally responsible for their negligent acts or omissions. WSU provides no medical insurance for students. It is the student’s responsibility to provide their own health insurance coverage.

**Liability Releases and Assumption of Risk**
Contact the Student Leadership and Involvement Coordinator for up-to-date liability forms that your organization can use. **Washington State University Spokane takes liability and risk management very seriously and reserves the right to freeze club funding if potentially dangerous/hazardous activities are not properly handled.**
Alcohol Procedure for Student Organizations at WSU Health Sciences Spokane

Please Note:

- Contact the Student Leadership and Involvement Coordinator regarding alcohol policies, procedures, and approval requirements.
- No alcohol is allowed at on-campus student events.
- Permission from the Vice Chancellor of Student Affairs is required for alcohol service at student/RSO events and is always limited to wine and/or beer.
- Alcohol service and alcohol permits can only be paid for with 17A or 17C funds.

Student organizations may request to have alcohol (beer and wine only) provided at an event under the following conditions:

1. **All requests for the sale or serving of alcohol beverages for events sponsored by student organizations must be registered through Student Affairs and approved by the Vice Chancellor for Student Affairs or designee.**
   a. Organizations must meet the following requirements prior to hosting an event with alcohol.
      i. At least five (5) student members represented at event and responsible for event who are not drinking.
      ii. At least one (1) advisor represented at event.
      iii. At least one (1) pre-event meeting with Student Involvement staff; event details must be reviewed and approved. Advisor in attendance at event must also attend pre-event meeting to officially approve plans.
      iv. Be in good standing with Student Affairs.
      v. Adhere to all University policies and procedures regarding RSO events.
   b. Request must be submitted at least three weeks (21 days) prior to the event but may require more time based on the type of event.
   c. Student organizations must demonstrate that alcohol is not the primary focus of the event and that drinking or drunkenness as themes are prohibited. Total amount of alcohol to be available at the event is determined on a case by case basis by WSU Health Sciences Spokane Student Affairs.
   d. Events with alcohol must provide alcohol service in a socially responsible manner by also offering nonalcoholic beverages and non-salted food – consuming alcohol cannot be the primary focus or purpose to the gathering. Reasonable quantities of food relative to the size of the group must be provided. Beers shall not exceed 16 oz. Non-alcoholic beverages (besides water) must be available and less expensive than alcoholic beverages and comparable in size.
   e. Games involving alcohol are not allowed. Happy hour and discounted alcoholic beverages are not permitted.
   f. At the discretion of WSU Health Sciences Spokane Office of Student Leadership and Involvement, dedicated security officers may be necessary for an event where alcohol is served. The cost of security will be charged back to the student organization hosting the event. Events where attendance is 100 people or higher are required to have at least one dedicated security officer at the event the entire time.
   g. Events exceeding four hours in duration must have alcohol service discontinued one hour prior to the end of the event.
   h. All students wishing to drink alcoholic beverages must provide picture identification according to Washington state liquor law (i.e. driver’s license, state, military or tribal identification cards or a passport). Persons who appear intoxicated will not be admitted.
   i. Only one alcoholic beverage at a time will be dispensed or sold to any individual. Persons who appear intoxicated will not be served and may be asked to leave the event.
j. Alcoholic beverages must remain within the approved area for the event. Persons may not bring alcoholic beverages to the event.
k. Sober transportation information must be made available to those in attendance.
l. Advertising for a function where alcohol is being served may make no reference in written or picture form to alcoholic beverages being served or the cost of such beverages unless approval is granted by Student Involvement/Vice Chancellor for Student Affairs.
m. Organization will be held responsible for property damage, for guests, and ensuring that noise levels do not disturb others.

n. Organizations and individuals found in violation of this requirement could be subject to sanctions by WSU student conduct, Student Affairs, and/or Campus Security.
o. The sale and service/serving of alcohol beverages will be in compliance with all Federal and state laws, and university policies. Existing state laws enforced include, but are not limited to, those concerning the checking of identification cards, minors in possession, furnishing alcohol to minors, serving intoxicated persons, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior. Washington State University Executive Policy #20 wsu.edu/~forms/PDF/EPM/EP20.pdf.
p. A licensed and insured third-party vendor will be the service provider for any/all alcohol events. Please forward all third-party vendor contracts to the Student Leadership and Involvement Coordinator for university signature. Your club/organization may be asked to cover the fee for any special permits or licenses required by the third-party vendor.
SECTION 5: Finances & Fundraising

How are Registered Student Organizations funded?

1. They are funded through Service and Activities (S&A) Fees paid by every WSU Health Sciences Spokane student.
2. Start-up funds are requested through CougSync each spring and full year S&A budgets are requested and approved the following fall by the S&A Fee Committee.
   i. Your RSO S&A account number is as follows: Account#: 16B-6271-_______
3. RSOs also have fundraising accounts. Money deposited in these accounts from club fundraisers can be used to pay for purchases that fall outside of S&A permissibility guidelines (i.e. supplies for a community health fair, food for non-WSU students, etc.).
   i. Your RSO fundraising account number is as follows: Account #: 17C-6684-_______

What are S&A Permissibility Guidelines?

1. S&A funds are HIGHLY RESTRICTED and HIGHLY AUDITABLE. They are to be used to benefit current WSU Health Sciences Spokane students, and they can only be spent on line items from approved budgets.
2. These funds cannot be used to pay for non-WSU Health Sciences Spokane students.
3. You may not use S&A funds to purchase gifts of any kind.

What do the account numbers mean?

1. 16B denotes an account that is funded with S&A funds.
2. 17C or 17A denotes an account that is funded with fundraised or donated funds.
3. Do not purchase supplies with your own money. No reimbursements will be given.
4. Registered Student Organizations are not permitted to have private bank accounts.

What is the procedure for holding an RSO fundraiser?

1. Fill out the Event Approval Request Form on CougSync, and wait for email approval.
   i. On-campus club fundraisers/charitable events can last up to one (1) week at a time.
   ii. Clubs may hold up to three (3) on-campus fundraisers/charitable events per semester, and no more than two (2) of the events can go to benefit the RSO.
2. Fill out the online space reservation request form, and wait for email approval.
3. Please secure all collected funds in a cash box (borrowed from ASWSU), and ask the Student Affairs front counter if they can store the cash box in the safe after each daily fundraiser.
4. Once money is collected, set up a time to meet with Pat McQuitty to count collected funds and fill out a Cash Deposit Form.

What if an RSO wants to request additional money for a campus event?

1. RSOs are eligible to request funding through the Senate RSO Funding Requisition process. The Senate meets at least biweekly during fall and spring semesters. For each event or line item that an RSO would like to request funding for, they must complete and submit a RSO Funding Request Form which can be found on CougSync at: The Senate RSO Funding Request Form Link. The Funding Request form will be submitted to the ASWSU Senate, and they will determine if the request meets S&A Funding guidelines. Contact spok.aswsu@wsu.edu for more information.
Procedure for Spending S&A Funds

1. The first step BEFORE any money can be spent (including hotel reservations, car rentals, etc.) is to complete a “RSO Purchase Request Form,” available on CougSync under the “Forms” tab. The form MUST be filled out and approved at least one (1) week in advance of when the organization wants to make a purchase.

2. Purchasing options:
   a. **Purchasing Card (Pcard)** – Cannot be used to purchase any kind of travel (hotel, flights, car rental). Can be used for purchases made in-store, online, over the phone or at the Bookie. If ordering online, you must print off ALL documentation and original receipts listing items ordered, price breakdown, tax, and shipping and handling costs. This helps ensure accurate bookkeeping.

   b. **Costco Card**—The University has a corporate Costco card which may be checked out on a case-by-case basis. Please email Barb King (bjking@wsu.edu) in Facility Operations to reserve the card for check out.

   c. **Internal Requisition Invoice (IRI)** – This is the University’s process to pay for items internally within the WSU system. IRIs are used when purchasing from any WSU department, regardless of campus (i.e. Athletics, University Publishing, etc...).

   d. **Contract** – NEVER sign any type of an agreement of services between you and a vendor. Regardless of the vendor’s terminology, the University may consider it a contract. Contracts are signed by the Vice Chancellor for Finance and Administration. Please attach the contract when you submit your Purchase Request Form. If required, a reservation fee may be paid via Pcard by filling out the Purchase Request Form on CougSync. Reservation fees may not exceed 50% of total cost.

   e. **University Check** (slowest option)– If the vendor does not accept a purchasing card, please work with Pat McQuitty to have a check issued via department order. Note, this process requires an invoice and tax ID from the vendor and can take up to four (4) weeks to be paid.

3. Once the request has been approved, your name and organization will appear on a print out of approved groups to make purchases during the specified period listed on your Purchase Request Form.
   a. **Purchasing Card (Pcard)** – You may check out the Pcard at the Student Affairs front desk between the hours of 7:30 AM and 4:00 PM.
   b. You may **not** check the P-Card out overnight unless there are extenuating circumstances that demand it and you have prior approval from Katie Gilsdorf or Pat McQuitty.
   c. If you need office supplies, ask Pat McQuitty to submit an order through Office Depot.

4. After the purchase is made, return the **purchasing card and ALL receipts** to Student Affairs. If this does not happen, your ability to make future purchases will be jeopardized.
   a. If any food was purchased, you **must** provide a list of attendees and email addresses.
   b. All receipts and forms must show proof-of-purchase or a zero balance.
Bookkeeping and Record Retention

- Organizations should always maintain complete account records
  - Photocopies of all receipts, orders, events, IRIs, etc.
- Reconcile account balance regularly
  - Account registers should be reconciled with the budget statements or transaction printouts each month at the minimum
    - Transaction printouts and balances are available upon request from Pat McQuitty (pat.mcquitty@wsu.edu or (509) 358-7921).

Door Prizes (Raffles)
An organization may purchase and give away door prizes if the organization charges an entry fee and indicates on all promotional materials that door prizes will be awarded. If an entry fee is not charged, the organization may award door prizes if the value of each prize does not exceed nominal monetary value of $50.

Individuals who coordinate or assist with an event are not eligible to receive door prizes provided at the event. A member of the sponsoring organization may be eligible to win a door prize if he or she did not coordinate or assist with the event arrangements. The sponsoring organization, with the approval of the adviser, determines such eligibility.

NOTE: If S&A Funds are used to purchase prizes, only current WSU Health Sciences Spokane students can win them.

Awards
An organization may give away awards such as engraved plaques, trophy cups, and monogrammed clothing if the following criteria are met:

- The award must be reasonable under the circumstances and should not have more than nominal monetary value (less than $50), and the award must be presented for some level of participation or achievement.
SECTION 6: Leadership & Group Dynamics

What to Expect

- **Growth** - As a student leader you will be constantly challenged to “move outside your comfort zone.” You will most likely be challenged in ways you never thought possible, but you will also reap the rewards of personal development.

- **Time Commitment** – Leading a group requires commitment. Expect to dedicate time to your group efforts. Please contact the Student Leadership and Involvement Coordinator for resources on time management as an RSO leader.

- **Building a Network** - As an RSO leader you have the opportunity to make connections with staff, faculty, students and community partners. The relationships you build may prove to be invaluable. Always act professionally and put your best foot forward.

- **Conflict** - Conflict is a natural component to the group process. It is important to be proactive in handling issues that arise and to address controversy with civility. Please contact the Student Leadership and Involvement Coordinator for more resources on conflict management.

- **Gain Skills and Confidence** – From everything from facilitating effective meetings to event planning, if you put in the effort and seek support, you will develop skills and confidence as a leader. Even if you have had previous experiences running groups and planning events, don’t expect to know everything. Your role as a leader at WSU Health Sciences Spokane will differ from previous experiences given the different context, policies, procedures, and most importantly, people! Good leaders are always looking for ways to learn and grow through their experiences.

- **Processes** – As in any organization, there are processes in place to help promote success. If you do not understand a process, policy or procedure, or simply would like to know why one exists, please contact the Student Leadership and Involvement Coordinator. Student Involvement is always looking for ways to improve the student experience.

Leadership Tips

- **Set Group Expectations Early** – The first few weeks of leading a group are crucial to establishing group expectations. What expectations does club leadership have of one another? What expectations does leadership have of membership, and vice versa? It would be wise to document these expectations in the beginning of the year, and mid-way through, review them again in order to keep the group on track and accountable.

- **Time Management** – Academics should be your number one priority as a student. Balancing school work, club management and personal commitments is imperative. Think about what is most important to you and the hours of the day you are most productive. Schedule your time accordingly. Also, don’t be afraid to say no. Part of effective time management is not overloading your schedule.

- **Delegation** – Good leadership involves effective delegation. Communicate tasks that need to be accomplished to team members and ask for their support. Be willing to accept feedback and different ways of accomplishing tasks. Follow up on delegated tasks.
• *Know yourself and know your team* - What is your leadership style? How do you communicate? How does your team communicate? What do you expect of one another? Take the time to reflect on these questions on your own and as a group.

• *Communicate!* – Develop channels of communication for your RSO. CougSync is a great resource for group communications. In addition to face-to-face communication, news posts, discussion boards, texts, and phone calls can also be effective. Over communication is better than a lack of communication.

• *It’s Okay to Ask Advice* – You don’t have to take it all on by yourself. If there is group issue or problem you are struggling with, the staff members in Student Involvement are here for you. Chances are you aren’t the only one who has dealt with similar issues.
SECTION 7: Faculty Advisors

Student Organization Guide to Working with Faculty Advisors

Responsibilities of the Organization

- Discuss with the advisor the needs of your group, and outline your organization’s expectations of an advisor.
- Arrive at a mutual understanding of the advisor’s level of involvement in your organization.
- Keep your advisor informed on the organization’s plans, problems, and successes.
- Make use of the advisor’s background and experiences.
- Allow the advisor to help solve problems. The advisor should be the first contact when problems arise.
- Take the initiative to arrange regular meetings with the advisor.
- Invite the advisor and his/her family to events. His/her attendance should not be taken for granted; be understanding of possible prior commitments.
- Make the advisor feel like an integral part of your organization.
- Extend appropriate courtesies to the advisor and his/her guests at special functions.

Responsibilities of the Advisor

- Register as a club portal administrator on CougSync.
- Believe in the organization and have the enthusiasm necessary to help the organization reach its potential.
- Understanding of the organization, awareness of its purposes and assistance in formulating goals.
- Assistance in the development of procedures and methods for maintaining an effective organization.
- Assistance in matters of university procedures.
- Assistance in improving leadership skills.
- Serving as a liaison with the department/college/school when necessary.
- Guidance in planning activities and programs.
- Encouragement and support in periods of turmoil.
- Serving, when needed, as an arbitrator or impartial observer.
- Participation in the meetings and events of the organization to the greatest extent possible.

Working with an Advisor

Now that you’re a part of the leadership of your organization, you have the opportunity (and responsibility) to work with your group’s advisor. In order to develop an effective working relationship, it is helpful to understand the roles an advisor fulfills within the organization, what they can provide, what they’re not, and some things you can do to ensure that you work well together.

What Advisors are Not

An advisor’s job encompasses many different roles, but they are NOT: an officer in your organization, a runner of meetings, a preventer of failures, or a decision-maker for the group. It is unreasonable to expect your advisor to be responsible for everything or to know all the answers.

What Advisors Can Be

- Teacher/Coaches: Advisors teach techniques of good leadership and followership. They can work with the organization and individuals to develop effective group behavior and leadership.
• **Consultants:** Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.

• **Continuity:** Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don’t have to “reinvent the wheel” from year to year.

• **Link:** An advisor often serves as the bridge between the university administration and the student organization. The advisor can represent student needs and interests to university officials, and can interpret policies, share information regarding university decisions and actions to the organization.

• **Navigator:** An advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.

• **Observer:** Advisors can sit back and observe group process—why things are working or what can be done to improve group operations. Because they aren’t involved in the running of meetings, or the day-to-day operations, they can see the interactions and relationships more objectively.

• **Resource:** An advisor will either have the information you need, or they will be able to refer you to the appropriate office or persons to help you.

• **Financial Advisor/Supervisor:** An advisor will make sure that you know how to manage your budget responsibly and within the guidelines for use of state funds.

In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help you identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect that they will challenge you, by asking questions like: “What are your reasons for doing this,” “How does this fit in with the organization’s purpose,” or “Is there a better way?”

**What Advisors Need**
In order to serve you and your organization, advisors need to know the goals and purpose of the group, the members of the organization and their needs, the issues facing the organization, and what the organization is doing and planning to do.

**What Students Can Do**
To develop a good working relationship with your advisor, try doing the following:

• Set up a meeting at the beginning of the year to discuss expectations.
• Have regular meetings with your advisor.
• Discuss all financial matters with your advisor before acting.
• Give your advisor copies of letters, memos, goals, etc. Make sure your advisor knows about upcoming meetings, events, activities, and issues.
• Use your advisor’s expertise and knowledge so you don’t reinvent the wheel.
• Use your advisor as a sounding board before presenting ideas to the whole committee.
• Ask for regular feedback about your performance and the committee’s performance.
Faculty Advisor Guide to Working with Student Organizations

Current University regulations require each student organization to have a faculty, staff, or graduate assistant as an advisor. Advisors are members of the Washington State University faculty, staff, or graduate school whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the University and the organization. They do not directly control the group’s programs and activities. Advisors are expected to know and uphold RSO policies and procedures.

The role of advisor is an influential position with our students. An advisor’s primary concern should be to assist in the development of our students at the group and individual levels. The advisor will also be asked to meet the University’s expectations as well as have the opportunity to develop relationships with students as friends, counselors, allies, and liaisons. Student organizations provide a chance for students to implement the knowledge they are obtaining in class - an opportunity for them to develop leadership skills, ethical decision-making skills, and creativity. Each year offers new challenges to the advisor at the activity level; student commitment and leadership skills will vary from year to year. The total scope of the advisor is determined in part by the advisor. He/she must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations.

The Student Involvement staff appreciates the time and energy that advisors volunteer to the student organizations. The Student Leadership and Involvement Coordinator (Katie Gilsdorf) is available to assist you as an advisor. Please do not hesitate to contact the Student Leadership and Involvement Coordinator, if she can be of support to you. Contact information for the Student Leadership and Involvement Coordinator is as follows: katie.gilsdorf@wsu.edu or by phone at (509) 358-7570.

Responsibilities may include the following:

- Creating an account through CougSync and staying updated by reading pertinent news posts and emails from the club and Student Involvement.
- Attending the organization’s meetings.
- Assisting in planning programs, as well as attending when possible.
- Supervising the handling of funds and approving certain club account expenditures.
- Assisting in arranging for University facilities and equipment. (WAC 504-28-020)
- Functioning as a consultant to help with organization’s growth and development.
- Providing continuity to student organizations whose composition changes from year to year as new students arrive and others graduate.
- Assisting the organization in the successful achievement of its goals through knowledge of WSU policies and operations.
- Serving as an authorized signature for the RSO account and other WSU services, such as equipment.

Enhance your experience as an advisor by:

- Getting to know students on an individual level. Learn what they want to get out of the organization and their experience at WSU Health Sciences Spokane.
- Attending the organization’s meetings and events.
- Reaching out to other advisors or departments for assistance and support. Please contact the Student Leadership and Involvement Coordinator for an updated list of Student Organization Advisors. You may also look at CougSync.
- Participating in any advisor roundtables and luncheons when available.
- Empowering students to take action and taking satisfaction in seeing the student organization succeed.
University Expectations of Advisors:

- Uphold the best interests of the University and organization.
- Work with the organization to ensure the organization takes reasonable precaution in its activities in order that policies and laws not be violated, and the welfare of individuals are not endangered.
- Participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.
- Attend activities of the student organization as a resource for the students and to act in the event of an incident.
- Assume the role of advisor as a volunteer, but uphold the best interests of the University and organization.
- Maintain employment as faculty, staff, or a graduate assistant of WSU Health Sciences Spokane.
- Oversee the management of club funds.

Resignation

There may come a time when you, the organization, or both parties determine that another advisor would better serve the organization. There may be several factors considered in this decision. Whatever the reason, once this decision has been made, it is important to have a discussion with the leadership of the organization. You may even be able to assist them with the process of finding a new advisor. The group profile on CougSync should be updated to reflect any changes, and the Student Leadership and Involvement Coordinator should be notified. As all organizations are required to have a WSU Health Sciences Spokane faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

Thank You!

Washington State University Health Sciences Spokane would like to extend gratitude to you for serving in such a worthy capacity. Advisors are an integral part of the development of student organizations and student leaders. Thank you for the wonderful job that you do!
APPENDIX 1: CONSTITUTION AND BY-LAWS

A group’s constitution is an important document that governs its purpose and future actions. Anticipate the future and ensure that your constitution does not limit the organization’s options for growth and change.

Constitution vs. Bylaws?
The constitution of an organization contains the fundamental operating principles that govern its operation. The bylaws establish specific rules by which the group is to function. All registered student organizations must have their basic structure and methods of operation in writing. The constitution is the essence of the overall purpose of the organization and is not changed unless the purpose changes. Bylaws detail the procedures a group must follow to conduct business in an orderly manner. They provide further definitions to the articles of the constitution and can be changed more easily as the needs of the organization change.

Why Have a Constitution?
The process of writing a constitution should serve to clarify the organization’s purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members, and potential members, to have a better understanding of what the organization is all about and how it functions.

What should be Included in a Constitution?
The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

- Article I. The name of the organization
- Article II. Affiliation with other groups (local, state, national, etc.)
- Article III. Purpose, aims, and functions of the organization
- Article IV. Membership requirements (how determined, who’s eligible, etc.)
- Article V. Officers (titles, term of office, how and when elected, responsibilities, removal process)
- Article VI. Standing Committees
- Article VII. Meetings (frequency, special meetings and who calls them)
- Article VII. Quorum (how many votes needed to pass something)
- Article IX. Advisor (term of service, how selected, removal process)
- Article X. Amendments (means of proposal, notice required, voting requirements)

What Should Be Included in the Bylaws?
By-Laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

- Membership (requirements, resignations, expulsion, rights, and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Budget (procedure for approving, reviewing, amending, etc.)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
- Order of Business (standard agenda for conducting meetings) and Parliamentary Authority
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specific policies and procedures unique to your organization necessary for its operation

Once We Have Them — What Do We Do with Them?
The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and by-laws are kept up-to-date to reflect the current state of affairs. Make sure every new member of the organization has a copy. This will help to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member.
APPENDIX 2: SAMPLE CONSTITUTION

The (insert organization name here) Constitution

Article I – Name of Organization
The name of the organization shall be _______________________________.

Article II – Affiliation
[If an organization has any national, state, or local affiliation, include that information here.] This organization shall be affiliated with (insert name of national, state, or local organization) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU policies and procedures shall take precedence over the constitution and by-laws of (insert name of affiliation).

Article III – Purpose
The purpose of _______________ shall be … [Organizations should be certain to include a complete statement of purpose. Activities and programs sponsored by the organization will be expected to fulfill the organization’s stated objectives. The purpose of the organization should also be related to the promotion of student learning and shall not conflict with the mission, goals, and policies of Washington State University.]

Article IV – Membership
Section 1: Regular membership. Voting members of this organization shall consist of regularly enrolled full-time undergraduate and graduate students of Washington State University (may further qualify by any specific skills, GPA, requirements, or interests a member should have).
Section 2: Honorary or associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group’s constitution will need to be upheld. Only current students may be voting members of the organization].
Section 3: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran’s status, sex, national origin, sexual orientation or disability in its selection of members.
Section 4: Dues. If members of the organization pay dues, include information regarding when the organization determines the amount of dues and the approval process or membership support to increase the dues.

Article V – Officers
Section 1: Officers of the organization shall be as follows: (titles, terms of office, duties). Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that it hinders the organization’s ability to be effective and efficient.
Section 2: Election of officers. (Include how officers are elected/selected, method of nominations, and how balloting is used). The Executive Board of the student organization will be elected between March 15-April 15 for the following academic year.
Section 3: Officers shall take office on April 30th and shall serve for a period of one full academic year.
Section 4: Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)
Section 5: Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.
Section 6: The removal of an officer requires a majority vote of (two-thirds, three-quarters) organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

Article VI – Advisor
Section 1: Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, administration, or qualified teaching and graduate assistants.
Section 2: The advisor must take an active role in assisting the student organization in achieving its mission and purpose.
Section 3: List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Campus Involvement and the organization he/she is advising.
Article VII – Meetings
Section 1: A regularly scheduled general meeting shall be held at least (specify an amount which is at least once a semester). The officers may call additional meetings when the need arises.
Section 2: A quorum shall consist of (x) voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)
Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions.
Section 4: Parliamentary Authority (Roberts Rules of Order is typically used.)

Article VIII – Standing Committees (if needed)
Section 1: Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity)
Section 2: Appoint of committees by president, chairperson, or council.

Article IX – Quorum
Section 1: Quorum is defined as 50% of the organization’s total membership plus one.
Section 2: Quorum is necessary for any voting that occurs within the organization.

Article X – Method of Amending Constitution
Section 1: All amendments to this constitution require notice of (specify time) prior to being discussed and voted upon.
Section 2: The constitution may be amended by a vote of (two-thirds or three-quarters) majority membership at any regular or special meeting.