AGENDA

- Get-to-know-you!
- Student Organization Eligibility & Registration
- Role of Advisor & Legal Liability
- Registered Student Organization Resources & Policies
- Questions
GET-TO-KNOW-YOU!

- What is your name?
- What organization do you advise?
- How long have you been advising this group?
- What is one thing you are hoping to get out of today’s session?
ACRONYMS YOU MAY HEAR

RSO – Registered Student Organization
CfLI – Center for Leadership & Involvement
WIN – Wisconsin Involvement Network
SAC – Student Activity Center
CESO – Campus Event Services Office
CSO – Committee on Student Organizations
SOAP – Student Organization Alcohol Policy
ASM – Associated Students of Madison
**RSO ELIGIBILITY**

- Complete the RSO Registration process every year!
  - 2017-2018 Registration Opened: Tuesday, August 1\(^{st}\)
  - 2017-2018 Registration Closes: Friday, May 4\(^{th}\)

- Completed the Badgers Step Up! Program (pre-test, session, and post-test)

- Abide by the Naming Guidelines
  - May NOT use any form of UW-Madison as the BEGINNING WORD(S) of the name of an RSO or any references to the RSO (email, facebook page, etc.)

- Be not for profit – no individual or group may profit from the work/activities of the organization

**CfLI conducts audits throughout the year to check eligibility**
RSO ELIGIBILITY: STUDENT CONTACTS

- Identify four student contacts
- Enrolled at least part-time at UW-Madison:
  - A Primary Contact who is responsible for assisting with accessibility requests
  - A Second/Financial Contact who is authorized to represent the RSO in financial matters
  - A Third and a Fourth Contact

**Advisor is not required**
RSO ELIGIBILITY: OPERATING DOCUMENTS

- Provide a constitution/bylaw document that outlines the following:
  - The purpose of the organization
  - How decisions are made
  - How leaders are selected
  - Membership/leadership criteria (UW-Madison students)

- **Reviewed every THREE years (unless changed)**
  - 17-18 | A-L
  - 18-19 | M-Z
  - 19-20 | Dual Reg.
HOW WOULD YOU DEFINE YOUR ROLE AS AN ADVISOR?
ROLE OF ADVISOR

Advise: to offer advice to, counsel: to recommend, suggest; to inform, notify; to take counsel, consult.

- Teaching/Educator
- Resource Person
- Coordinator and Expediter
- Support Person, Listener
- Account Administration Official
- Risk Management Consultant
ADVISOR RESPONSIBILITY

- To the organization
- To the students
- To the University
RESPONSIBILITY TO THE ORGANIZATION

- Be present
- Be familiar with University and Student Organization Policies
- Help them set realistic goals and help them evaluate these goals
- Provide consistent & ongoing feedback
RESPONSIBILITY TO THE STUDENTS

- Help them to find balance between classroom and student organization work – They are students first and foremost!
- Develop students’ leadership skills (you may focus your time on the leaders of the org)
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals
RESPONSIBILITY TO THE UNIVERSITY

- Help students make their programs beneficial to other students and consistent with educational objectives of the University.
- Become familiar with the policies and procedures pertinent to RSOs and strive to see that they are followed.
- Become familiar with the responsibilities of departments who choose to sponsor RSOs on campus and/or co-sponsor programs or activities.
CLERY ACT

- To provide the campus community with accurate, complete, and timely information about crime and the safety of the campus environment

- **YOU** are a Campus Security Authority (CSA)
  - If you receive information about a crime, you must report it!
  - Report to UWPD or the Dean of Students Office
  - Complete the Campus Security Authority Training
LEGAL LIABILITY

- Most common legal issue = negligence
- “General Standard” — you must behave the way a reasonable person would in a similar situation

  - Make thorough plans
  - Keep complete records of activities
  - Be honest & open
  - Ask questions and be informed & abide by rules
  - Document your role as an Advisor!
ADVISOR & ORGANIZATION
RESOURCES
CFLI ONLINE RESOURCES

- CfLI Website
- Student Organization Resource & Policy Guide
- Wisconsin Involvement Network
WELCOME TO CFLI AT UW-MADISON

The Center for Leadership & Involvement (CFLI) assists students in intentionally connecting with the far ranging opportunities that exist throughout campus, including research, mentoring, leadership, and community engagement. CFLI offers leadership opportunities that expand personal and professional development. It is CFLI’s mission to encourage student leadership, create meaningful opportunities, and enhance student engagement.
The Student Organization Resource and Policy Guide is the source for policies all Registered Student Organizations (RSOs) must follow and the resources and benefits available for RSOs to use. This guide is reviewed every year and updated as information changes. We hope you find it helpful to have all of this information available in one place!
WISCONSIN INVOLVEMENT NETWORK

- Available to anyone with a UW Net ID
  - Guest user access now available for Advisors

- Individual student services
  - L&I Record
  - Interest matching to find orgs

- Organization services
  - Internal: roster, documents, elections
  - External: website, forms, events, recruiting
CFLI AVAILABLE RESOURCES

- Audio/Visual Equipment Keys
- Card Scanners
- Mass Emails
- CfLI Buzz Newsletter
- Event Planning Guide
RESERVING SPACE

- Campus Event Services Office (CESO)
- Memorial Union, Union South, Red Gym, Most Classrooms, Outdoor (Bascom Hill and Library Mall)
- Departmental Co-Sponsorship is required when non-UW are invited
- Must abide by University Facility Use Guidelines
FUNDING

- **Associated Students of Madison (ASM)**
  - Event, Operations, and Open Fund Grant
  - Travel – additional documentation required (on SORPG)

- **Chancellor Fund Event Grants**
  - Global Badger Experience Grant
  - Multicultural Council Grant
  - Wisconsin Experience Grant

- **Additional Funding**
  - Wisconsin Union Directorate, Lectures Committee, Kemper K. Knapp Bequest Committee, etc.
RSO POLICIES
Comprised of students, staff, & faculty
RSO disciplinary process
Hear cases of Student Organization Codes of Conduct alleged violations
Sanctions range from a warning letter to termination
Details, Process, and Code of Conduct can be found in the Resource & Policy Guide
At any event with alcohol (regardless of location):

- An appropriate selection and quantity of non-alcohol beverages and food must be available
- Measures in place for prevention of underage drinking

Any Registered Student Organization event with alcohol not held at a venue with an alcohol license must abide by the following additional policies:

- Alcohol beverages are limited to beer and wine
- Beer should be served in individual cans or bottles. Common sources of alcohol (such as kegs, bowls) are not permitted

Sober Monitors must be present at the event
SOBER MONITORS

At any event where alcohol is to be served, each sponsoring organization must provide:

- A minimum of two sober monitors for up to 50 total attendees
- One additional sober monitor from each sponsoring organization for every additional 25 attendees
- Over half of the sober monitors must be in an officer/executive position or have been a member for over one year
SOBER MONITOR CONT.

- At least one sober monitor must be 21 years of age or older
- The sober monitor shall refrain from the consumption of alcohol until the time that they have completed serving in this capacity
- All sober monitors must complete an online sober monitor training program prior to serving in this role
  - Resource & Policy Guide > Organization Management > Trainings > Sober Monitor Training
ASSEMBLY GUIDELINES

- Applies to Picketing, Rallies, Parades, Demonstrations, Protests
- Connects to UWS 18.11(4) - outlines the limitations on such assemblies including hindering entrance/exit and passage, limiting signs with sticks or standards, noise, employing force, declaring a gathering unlawful and the response to such actions
- If an org is planning an event that may elicit these types of response (or planning this type of response) should contact CfLi to initiate a Security Assessment
POSTING POLICIES

Chalking

- Only allowed on University sidewalks and streets
- Use water-soluble chalk
- Spray/oil based chalk can **not** be used under any circumstances
- **Do not** chalk on vertical surfaces or other restricted areas

Subject to sanctioning by the CSO
**POSTING POLICIES CONT.**

**Leafleting**
- Must receive permission from building manager
- Do not leaflet in classrooms, only in designated areas
- When distributing approved leaflets, you must directly hand them to people, giving them a choice or whether they accept it or not

Subject to sanctioning by the CSO
FINANCIAL REGULATIONS

- Must have a student who can represent the RSO in financial matters

- Maintain accurate and complete financial records of all receipts & expenditures that can be made available no later than 15 days after receiving a request from CSO Chair or CfLi Director

- Will be held accountable for fraudulent practices, such as falsifying information on grant applications
FINANCES: RECOMMENDED PRACTICES

- Prepare a budget with expected income and expenses
- Be careful with ATM/Debit Cards
- Require 2 signatures to sign off on checks & 2 names to be listed on the signatory card
- It’s advised that all banking transactions are handled through checks & deposit slips
ADDITIONAL CFLI SERVICES

- Student Organization Fair
  - Every fall and spring (Sign-up for fair occurs the semester prior)
- Advising (for you or for organizations)
- Leadership Certificate
- Wiser Advisor Newsletter (Every other Wednesday)
- Spring Events:
  - All Campus Leadership Conference (hosted by Student Leadership Program)
  - Bucky Awards (hosted by Student Leadership Program)
QUESTIONS?