WCSA Student Organization Policies

Wilson Commons Student Activities
University of Rochester
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Table of Contents

Activities Fair

At the start of each semester, Wilson Commons Student Activities (WCSA) hosts an Activities Fair cosponsored by the Department of Athletics and Recreation. Student organizations are invited to showcase their organizations to the undergraduate student body. Registered organizations usually have displays, information, or demonstrations at the fair. The goal is to:

Celebrate the beginning of each semester

Give students a chance to find out how student-led organizations and clubs contribute to the life of the University community

Provide the organizations an opportunity to recruit new members, especially first-year students

When student organizations are recruiting new members, they will want to collect email addresses so they can be entered into the CCC. Registration for both fairs is through the CCC form system and an email notice typically goes out a month in advance to the organization's

Falling

Any other serious injury

When filling out the form, you will need to know:

The name of the student organization or department hosting the event/meeting where the injury happened

Person(s) injured

Date and time of injury

Location where the injury happened

Type of injury

Cause of occurrence

Contact information of the student organization's event manager

Name and contact of one witness

When an emergency happens, event managers should call <u>public safety</u> at (585) 275-3333.

Hazing Policy

No student should ever be harmed or degraded while seeking membership in any student organization at the University of Rochester.

The University defines hazing as "any action taken or situation created, whether on or off University premises, which has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

Such activities include:

Use of alcohol

Paddling in any form

Creation of excessive fatigue

Physical and psychological shocks

Quests, treasure hunts, or scavenger hunts (without the expressed and prior approval of the appropriate director or dean)

Road trips or any other such activities carried on outside or inside the confines of any living unit (without the expressed and prior approval of the appropriate director or dean)

Wearing public apparel that is conspicuous and not normally in good taste

Engaging in public stunts and buffoonery

Morally degrading or humiliating games and activities

Any other activities not consistent with fraternal law, ritual, or policy, or the regulations and policies of the educational institution

More information is available at the University of Rochester's <u>standards of student conduct page</u>.

Leadership Transitions

Remember a successful executive board is not only the glue that holds your organization together but also the fuel that propels it in a forward direction. A successful officer transition is neither difficult nor very time-consuming, however if you don't do it or do it wrong your organization can struggle.

Leadership Transition Checklist [<u>PDF Download</u>]

Responsibilities for **outgoing officers**:

Be sure to review all of the following information with incoming officers:

Your organization's history

University of Rochester's policies and procedures

Your organization's constitution, mission statement, and officer responsibilities (if these need updating, now is a great time to do that!)

Old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents used for advertising past events, and correspondence **(upload what you can to CCC)**

Officer job descriptions and expectations for each new officer regarding the role and responsibilities, verbally share advice on past successes and mistakes **(upload what you can to CCC)**

Your organization's calendar (and any important annual events that non-executive board members might not know about, such as leadership training events and/or budget and bill deadlines)

Forward on reservation confirmations for meetings and programs

Your organization's status reports on continuing projects (inform new officers—with specific detail—any organizational responsibilities that will been left unfinished at the end of the year)

Your organization's annual budget, evaluations for projects and events, achievements, and mistakes

Important contacts used for past and future events

Transfer ownership on membership lists, mailing lists, account passwords (social media, website, email, bank), contracts, addresses, phone numbers, etc.

Sit with your incoming officers and help them plan their first courses of action over their first few months

Give them access to the CCC group page with instructions on how to update executive board members and general members

Introduce officer to key contact people, especially your group's advisor(s) and any relevant supervising staff

Responsibilities for **incoming officers**:

Renew organization and/or attend mandatory meetings to access funds

Understand present and future programs

Develop a master calendar with meetings, programs, and events

Update CCC presence and webpage (if applicable) with new officer information

Update your Virtual EMS contact so you can reserve rooms

Attend a Community Kitchen training if you do programs in that space.

Establish meeting agendas, times, and locations

Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you recruit and train new leadership

Work with outgoing officers to review last year's concerns, achievements, and goals

Establish new goals and prioritize them

Attend fall and mid-year leadership training

Bookmark the Wilson Commons Student Activities and SA government website AND know your key resources there

Review past Activity Reflections, Student Organization Annual Report (SOAR) evaluation letters, budgets, and financial statements

Great questions to get the transitional meeting started

1) What was your best experience in this position?

2) What are you most nervous about going into this position?

3) Name the administrators/staff you found to be helpful in your position.

4) What did you find most difficult in this position?

5) What was the best resource you used in this position?

6) Which offices/departments/student groups did you co-sponsor with that worked well?

7) Please list any projects or ideas you were developing that you would like to see continue.

8) Name one thing you wished you knew when you started the position.

9) Do you think the student body knows of your position and the services your group provides?

Organization Guidelines Policy

Rules and Regulations

Student organizations and their members must abide by federal, state, county, and municipal laws, student conduct policies, and the operating policies of the University.

Organizations must also comply with such other conditions and regulations, which may be adopted by the University. Organizations will also adhere to their own constitution and bylaws. For matters not otherwise specified, Robert's Rules of Order shall apply.

Violations of the rules and regulations for student organizations may result in sanctions.

Registration

Registration forms must be submitted to Wilson Commons Student Activities (WCSA) by the third Friday in September each academic year. Each organization shall ensure that the information on its registration form and Campus Community Connection (CCC) site is complete and current.

Officers must be full-time matriculated undergraduate students of the University of Rochester. Officers are encouraged to maintain good academic standing (minimum 2.0 GPA).

No person shall be excluded from the activities of an organization on the basis of race, sex or sexual orientation, gender identity or expression, religion, national origin, handicap, marital or parental status, unless such exclusion is otherwise legally sanctioned.

No organization shall engage in hazing. See the hazing policy for more information.

Branding

The University views all registered student organizations as private affiliates and does not endorse the missions, goals, or purposes of any organization, nor allows the organization to act on behalf of the University.

The use of the name, the seal, or any facsimile, or any trademarked or copyrighted name or symbol of the University of Rochester must be approved.

Physical Activity Policy

All participants must sign a physical liability release and Medical Emergency Response Team (MERT) must be notified of the event.

Ruth Merrill Center Copying

4. Prior to embarking upon a fundraising opportunity, all interested student organizations must complete and submit the Student Organization Fundraising Application.

5. All applications will be reviewed by the appropriate staff from with the Wilson Commons Student Activities Office and the Office of Advancement and may be approved, recommended for revision, or denied in consultation with the Dean of the College.

6. Any student organization that does not agree to adhere to the Student Fundraising Policy and/or does not submit a Student Fundraising Application, yet otherwise proceeds with fundraising without approval will face the appropriate repercussions.

7. The Office of Advancement is a donor-centric organization and reserves the right to communicate with and solicit any and all alumni, parents, community members or friends of the University at any time for any opportunity.

8. Certain fundraising opportunities are exempt from the Student Organization Fundraising Application requirement:

   a. class campaign gifts (which are already administered through University staff support); and

   b. student fundraising events which do not involve University alumni, parents, faculty/ staff or community friends.

9. Remember, the Office of Advancement and Wilson Commons Student Activities staff are your partners and guides in fundraising. During planning and execution of student organization fundraising opportunities, they will be available to:

   a. ensure that all fundraising opportunities are in alignment with the priorities and

2. The fundraising opportunity leader should obtain approval from the group's advisor before completing the Student Organization Fundraising Application.

3. Prior to beginning the application, student organizations should obtain the following information:

   a. Student Organization Information

   b. Organization Leadership Information

   c. Fundraising Opportunity Information

   d. Fundraising Opportunity Budget

   e. Fundraising Opportunity Timeline

   f. Prospective Donor Information

   g. Other Funding Sources

4. Applications must be submitted at least 30 days prior to the event or opportunity deadline for large scale fundraisers (Funderbolt, Event, etc.). Applications must be submitted at least 10 days in advance for smaller scale fundraisers (tabling). Organizations planning ahead may submit applications at any time during the semester. Please allow 5-7 days for staff to review fundraising applications.

5. Incomplete applications will be returned to the organization for revision. If the student(s) initiating the opportunity needs assistance in completing the form, please contact Brian Magee at brian.magee@rochester.edu or 585-275-7316.

6. To submit an application. Please fill out this form

Student Organization Resource Room

Overview

\# Student Association funded student organizations or those hosting student association funded programs or events can request general craft supplies, party supplies and paper products from the student organization resource room at no cost. All requests must be submitted a minimum of 7 days in advance of the activity date.

\# Eligible organizations can request items from a list of available products by submitting the WCSA Resource Request form. Once requested and approved the items will be available for pickup from the Common Connection desk in Wilson Commons 201 on the date indicated in the form.

Any space assigned to your organization can only be used for the purpose it was assigned (example: storage rooms are only to be used for storing your organization's materials and **cannot** be used for personal storage).

All items must be kept within your assigned space/storage. Items left outside of rooms, leaning against cabinets, or in public spaces will be disposed of.

Request Space/Storage

If your organization needs space/storage, you must fill out this form. Space/storage is limited and is not guaranteed.

Prohibited and Restricted Items

Prohibited items:

- # Paint cans
    - ◦ Acrylic poster paint is permitted.
- # Spray paint
- # Sterno ("canned heat")
- # Compressed gasses (example: helium, propane, etc.)
- # Flammable items (example: candles)
- # Food or drink (including candy and nonperishable food)
- # Disposable serving wear (paper plates, utensils, cups, etc…)

Prohibited items will be confiscated and disposed of if found in your assigned space. Storing prohibited items may result in a loss of assigned space or a reassignment of space.

How to Access Space/Storage

Depending on the location of your assigned space/storage it will either be accessed by signing out a key or using your University ID. If your ID does not have access, fill out this form to request it.

Wilson Commons

- # Ruth Merrill Cabinets: Keys can be signed out from Common Connection.
- # Ruth Merrill Offices & Storage Rooms: ID card

Room 304: ID Card

Room 501B: ID Card

Graphic Arts Cabinets: Keys can be signed out from Common Connection

Graphic Art Suite: ID card

Morey Hall

Room 110: Keys can be signed out from Common Connection

Room 222D: Keys can be signed out from Common Connection

Room 227 & 224: ID Card

Spurrier Hall

Room G02: ID Card

Room G04: ID Card

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