

Student Organization Adviser Handbook



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1.1 Introduction and Overview of Student Life

Mission Statement

The Office of Student Life is dedicated to the education and development of UCR's diverse student body by providing a meaningful co-curricular experience through involvement, leadership, community building, creative expression and the fostering of campus pride.

1.2 Overview of Student Life

The Office of Student Life oversees all student organizations, the Fraternity and Sorority Involvement Center, Leadership and Service Programs, Highlander Orientation, First Year Programs, Veteran Services, and Commuter Programs. We also support some of UCR's large campus-wide activities and events. We're located in the Highlander Union Building, room 229. You can also call our office between 8am-5pm at (951)827-7344. This is where student organizations can come meet their Student Life advisor, get fliers approved, set up appointments, or ask general questions.

Connected to Student Life is the Student Organization Workroom, located in HUB 228. The Workroom is where student organizations can meet and chat. Student Life offers various workshops throughout the year and most of them meet here. Members of student organizations can also come here to paint banners and can ask anyone working to help get paper and the paint.

Student organizations also have access to a mailbox where they can have mail sent. If the group you advise want to have mail sent here, this is the address:

(Student Organization's Name)
900 University Ave
229 HUB
Riverside, CA 92521

1.3 Adviser Manual Preface and Disclaimer

Congratulations for taking on the role as adviser for one or several of the reputable student organizations here at University of California – Riverside. While being an adviser is no easy task, we commend you for taking on the responsibility.

An adviser has the capabilities to inspire students to think outside of the box, expand student perspectives, and increase students' sense of purpose, all while maintaining a balance of respect and trust. The office of Student Life created this manual as a tool for the adviser, to be a resource for student organizations.

All policies and procedures described in this manual are subject to change throughout the year, as prescribed by the Office of Student Life. For the most updated policy or procedure, please visit our website at www.studentlife.ucr.edu. The manual is meant to be used as a helpful, quick reference guide to student organization advisers.

1.4 Student Life Staff

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The office of Student Life is located in the Highlander Union Building (HUB) in room 229. Student Life staff members are available Monday through Friday from 8:00am-5:00pm.

**University of California, Riverside
Department of Student Life
HUB 229
900 University Ave. Riverside, Ca 92521**

**Department Email: ucrlife@ucr.edu
Department Phone: (951) 827-7344**



2.1 Definitions

Student Organization Types

The purpose of student organizations is to provide an opportunity for members of the campus community to connect with campus community members with similar interests. Student organizations promote diverse opportunities for involvement that are reflective of the campus community. There are three different types of student organizations.

- A. **Registered Student Organizations (RSO):** Organizations composed of UCR students that are recognized by the campus via annual registration through the office of Student Life. The decision making power within these organizations rests in the hands of currently enrolled UCR students who are members of the organization.
- B. **Departmental Organizations for Students (DOS):** Organizations composed of UCR staff, faculty, community members, and/or students that are not required to re-register annually. These organizations are overseen by a campus department or unit. These organizations are for students, but managed by a University unit/department.
- C. **Graduate Student Associations (GSA):** Organizations composed mostly or entirely of UCR graduate students and are registered through the office of Student Life via an annual registration. These organizations may have additional requirements under the larger umbrella of the Graduate Student Association as a whole.

2.2 Student Organization Categories

Each student organization falls under one of the 10 categories.

- A. **Academic/Professional** - These groups are primarily affiliated with an academic department or major and focus on the professional development of their members.
- B. **Action & Awareness** - Organizations whose primary focus is on endorsing/supporting candidates for elected positions, ballot initiatives, referenda and the like, and/or debate, discuss, advocate and educate on regional, state, national or international political issues. Action Organizations primary focus is on educating individuals on and engaging in public discussion of issues affecting individuals, society and the environments in which they exist. This group would also include but not limited to groups focused on social support, topical discussions, gender and/or gender role issues, age related issues who hope to get action on a particular topic.
- C. **Arts & Expression** - Organizations whose primary focus is in the development of, participation in or appreciation of art forms or entertainment or whose focus is to produce one or more publications.
- D. **Cultural** - Organizations whose primary focus seeks to educate and share with the University community on the cultures we have across our campus and around the world.

- E. **Fraternities & Sororities** - Organizations whose membership is limited to a single gender and granted exception to Title IX requirements for the purpose of cultivating and supporting an environment of brotherhood or sisterhood. In addition, membership in one organization in this category is mutually exclusive to membership in any of the others (i.e., an individual may only belong to one of the organizations in this category).
- F. **Graduate Student Associations** - Organizations who are connected with the Graduate Student Association or are mostly or entirely graduate students.
- G. **Honor Societies** – These groups confer membership as an honor for academic/scholarly/leadership achievement.
- H. **Recreational** - Organizations whose primary focus is on engaging in recreational activities, which may or may not be competitive.
- I. **Service** - Organizations whose primary focus is on providing volunteer service to others.
- J. **Spiritual/Religious/Atheist** - Organizations whose primary focus is on educating about and supporting particular spiritual and/or religious practices, philosophies, and beliefs.

3.1 Registration and Membership Requirements

Registering a New Organization

Potential new Registered Student Organizations or Graduate Student Associations must meet the following registration criteria in order to register as a new organization:

1. Meet with a Student Organization Advisor during the first 5 weeks of Fall and Summer (Graduate groups can meet with an advisor year-round). This meeting will also go over the process to register a new group, which is summarized below.
2. Participate in a New Organization Workshop and complete an assessment to demonstrate comprehension of registration requirements, campus policies, and other applicable information that is discussed at that workshop. These dates and times will be given to students by their Student Organization Advisor.
3. Provide an organization membership roster by the announced deadline. The roster should include a minimum five (5) currently enrolled undergraduate and/or graduate UCR students. UCR Extension students do not count in the five (5) member minimum requirement.
4. Sign an agreement to the policies outlined in this document.
5. Upload a copy of the organization's constitution and/or bylaws to be approved by Student Life. Additional operating documents may be required depending on individual organization circumstances and off-campus affiliations. Minimum requirements for an organization's

constitution will be provided by Student Life upon request and are available on the Student Life website.

6. If the organization has an off-campus affiliation with a local, regional, state, national or international organization which requires adherence to guidelines or regulations, a copy of these requirements should be uploaded to the student organization database additional operating documents. Any advisors connected to the club will be listed as well.

Once all these steps are completed, the groups Student Organization Advisor will activate the new organization and they will have access to the many resources outlined in this document.

3.2 Benefits of Being a Registered Student Organization

There are tons of benefits and opportunities that come with being a registered student organization and here are some of the biggest ones below.

- The ability to request workshops for the entire organization or executive board on topics such as communication, officer transition, and leadership assessment.
- Access to Event Management System (EMS) to book rooms for meetings, including indoor and outdoor locations.
- A profile on HighlanderLink to help advertise the organization, such as posting events, online elections, digital forms and surveys, and messaging features.
- Free use of the Graphic Design Center, including free design assistance and limited help with printing banners.
- Access to Student Org Workroom (HUB 228), free banner paper, and use of markers and paint.
- Use of a centralized organization mailbox.
- Opportunities to table during Involvement Fairs and other recruitment events.
- Ability to checkout tables and chairs from the HUB Info Desk.
- Funding assistance such as ASUCR funding allocations and various sponsorships through both ASUCR and ASPB.
- Use of campus bulletin boards and ability to post banners around campus.
- A dedicated Student Life Advisor, available to meet with students needs consulting or specialized assistance on certain topics.

3.3 Maintaining Status as a Registered Student Organization

Currently registered student organizations must meet the following on-going registration criteria to maintain registration with the University through the office of Student Life:

1. Re-register annually with the office of Student Life in an electronic process through the HighlanderLink database (must meet all other requirements below to be eligible).
2. Maintain a minimum of five (5) currently enrolled UCR students (undergraduate and/or graduate students). UC Extension students are not eligible for the ten member minimum. All officers of the student organization must be current registered UCR students. At least 50% of membership must be made up of currently enrolled UCR students (undergraduate and

graduate). All student organization officials/officers must be in good social standing, and in good academic standing per the University General Catalog.

3. Update the student organization database roster with new officers within ten (10) business days of the change being made.
4. All registered student organizations must have an approved constitution on file with Student Life. Constitutions and other important student organization documents may be uploaded to the student organization database, and can be viewed by organization members listed on the student organization roster.
5. Update organization membership rosters by the registration deadlines. Fraternity and sorority organizations are required to participate in a scholarship reporting system and meet additional requirements found in the Policies Governing Fraternities and Sororities at UCR.
6. Complete an annual check-in meeting with your assigned Student Life Organization Advisor. Some clusters may have additional requirements about mandatory meetings.
7. A member of your registered student group must attend the Student Organization Leadership Seminars offered annually during week zero of the Fall quarter. GSAs are exempt from this requirement.
8. Comply with all policies outlined in this document.
9. Student organizations that have accrued \$300 in late fees for reservations they've placed on-campus are not eligible to re-register until they've paid all fees through our Student Business Services office.

4.1 Role and Responsibilities of an Adviser

A student organization adviser is a person, selected by the organization, who can provide guidance and advice in the operations of the organization. There are required advisors that work in Student Life, who likely meet the club regularly, are the often optional advisers who are specialized to that specific organization.

Advisors are educators outside of the classroom setting and a resource person for the organization. They will counsel and advise organizations by asking the “tough” questions, assist students in their thinking process, and challenge the organization to go beyond the status quo. Advisers often serve as continuity for an organization as they can pass along valuable information regarding the history of the organization and their past accomplishments. Since officers in a club transition often, this continuity is key.

An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students. **As a disclaimer:** The decision making and goal setting for the organization should remain in the hands of the student membership but should be tempered with the valuable insights of the adviser. Advisers cannot vote in elections, cannot appoint positions, cannot amend the constitution, and in general should not be making decisions for the organization.

Advisers have four broad functions.

1. First is to help with the leadership development of students. The adviser will assist students in leadership development of skills such as time management, problem solving, delegation, conflict resolution, and communication.
2. Second is to add to the continuity of the group as members graduate. The adviser will share the history of the organization and explain why past decisions were made to new officers.
3. Third is to serve as a liaison between the university and the organization. The adviser will explain university policies and connect students to the appropriate offices for assistance. The office of Student Life will be working on enhanced resources to help advisers do this.
4. Fourth is to assist in the area of program content and purpose. They will assist in the development of projects, event, and activities. The role is flexible though. The exact role of the adviser should be determined by the adviser and the student organization.

This role may vary from organization to organization, based on the organizations needs and goals. Ideally the adviser is not just a signature in order to receive recognition. The new student leadership of the organization and the adviser should have a conversation early on to determine the role and expectations of the adviser and the adviser's expectations of the students. The specific expectations of the adviser depend on the student organization's needs and the advisers' leadership style and level of commitment. Advisers should meet regularly with organization leaders to determine what the expectations of their commitment will be. They should be informed about and consulted with regard to the on-going business of the organization (what is the club up to). An adviser does not take control of the organization; this is the responsibility of the student membership and if the organization ceases to exist due to inaction by the student membership, this is an unfortunate but appropriate outcome. Advisors cannot meet the requirements set by the university but can only nudge the students involved to complete those requirements.

Additionally, organizations should not look to their advisers to do crisis intervention on behalf of the organization but only to seek to do so in conjunction with student leadership. The summary here is that advisers are a supplementary role. They are not required by the university but can be an additional resource to help student organizations exist.

4.2 Benefits of Advising

Becoming an advisor can be very beneficial to both the advisor and students of the organization. These benefits include but are not limited to the following:

- Working with students as they learn and develop new skills
- Sharing one's knowledge and experiences with others
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests
- Helping a disparate group come to an understanding of differences
- Coming together to share common interests and working toward a common goal

*Adapted from the ACPA Advisor Manual

4.3 Basic Level Advising

At this basic level, the adviser demonstrates an understanding of the essential duties needed to meet the most basic duties of their role.

- Review Adviser Manual
- Review organization's constitution and bylaws
- Maintains communication with executive officers and general members
- Serves as a resource for organization
- Attend some meetings or activities programmed by organization
- Report any incident that does not comply with University, Federal, State, and local laws

4.4 Intermediate Level Advising

At the intermediate level, the adviser is more than just a resource for organization members. The adviser demonstrates a higher understanding of having students reflect on what they are doing. Below are a few possible duties of an intermediate level adviser.

- Reviews Officer Specific Transition Manuals
- Assist members with officer transition
- Schedule weekly or bi-weekly meetings with officers to discuss upcoming meetings and programs
- Encourages members to attend Student Life workshops
- Interpret campus policies and procedures with members
- Maintains impartiality with all members
- Ensures organization RSVP and attend Student Involvement Fairs and other tabling opportunities to recruit new members

4.5 Advanced Level Advising

The advanced adviser incorporates the basic and intermediate expectations and is able to motivate students to excel and carry out their individual and organizational goals.

- Encourage members to get involved with leadership opportunities on and off campus
- Work with officers to prepare and submit applications for Student Org Awards and other campus awards
- Reviews Transition Manual with each chapter officer
- Assists with short and long term goal setting for the organization and individual officers
- Mediates conflict amongst the group

4.6 Adviser Selection Process

The Office of Student Life does not require student organizations to have an adviser outside of their designated Student Life Advisor. However, a group may have specific requirements for an optional adviser detailed in their constitution and bylaws.

In the event, you, as the adviser choose to step down from your role, you should give the student group an adequate amount of notice. We recommend a minimum of at least 30 days.

We understand that not all adviser-to-student organization pairings will be a perfect fit. If you would like to try advising a different group, submit the [Adviser Interest Form](#) and we can help match you with an organization that might be a better fit.

4.7 Officer Positions and Possible Responsibilities

President:

- Reviews Transition Manual and complete incoming officer transition
- Reviews Student Org Handbook
- Schedule weekly or bi-weekly meetings with all members and preside over meetings
- Ensure the chapter constitution and bylaws are updated and reviewed by the chapter, and approved by Student Life if any changes were made
- Maintain communication with executive officers, general members, and advisers
- Ensure proper representation at the Student Org Leadership Seminar
- Schedule and attend check-in meeting with Cluster Advisor
- Complete annual re-registration

Vice President:

- Reviews Transition Manual and complete incoming officer transition
- Reviews Student Org Handbook
- Attends general and executive board meetings
- Assumes the duties of president in their absence
- Schedule weekly or bi-weekly meetings with all committee chairs and preside over meetings
- Ensures there is a positive experience and development of members

Treasurer:

- Reviews Transition Manual and complete incoming officer transition
- Reviews Student Org Handbook
- Oversees the financial management of the organization
- Prepares the organization budget for the year
- Keeps accurate records of expenditures and revenues
- Collects membership dues
- Deposit funds into organization bank account

Other Possible Positions:

- Co-President
- Secretary

- Public Relations/Marketing Director
- Historian
- Events/Activities Director
- Recruitment Director
- Fundraising Director
- Community Service Director

4.8 GPA Request Process for Honor Societies

1. Go to https://ucrsupport.service-now.com/ucr_portal/
2. Click on *Make a Request* at the top right corner.
3. Under categories, click *Other ITS Services* then click *Request for Reporting Services*.
4. Requestor information: Enter your information as the adviser.
5. Reporter tool: Select *Cognos*.
6. Request type: Select *New Data/Report Request*.
7. Subject: Enter name of the honor society.
8. How will you use this data?
Write the following: This information will be used to email (or mail) out invitations to join this National Honor Society to recognize their academic achievements in the last quarter.
9. What is your selection criteria?
The honor society contact person should provide you with this information. There is usually a “class standing” and minimum GPA or Top percentage/fraction requirement. If you have no provided information or something is ambiguous, the Registrar’s Office will contact you via email for clarification.
10. What information do you want displayed on your report?
Select: *Name, Email Address*
11. Supervisor information: They will always ask this, but never contact your supervisor.

Although the Registrar’s Office asks for 2-3 business days for FERPA review and an additional 5-7 business to complete the request, you will usually get the results within 3-5 days unless they are backed up with requests.

5.1 Policies: Conduct and Discipline

All Registered Student Organizations and Graduate Student Associations are required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations provide an opportunity for a hearing with basic standards of procedural due process through the Student Conduct and Academic Integrity Programs office (SCAIP).

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex*, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

**With respect to fraternities and sororities there may be an exemption to Title IX of nondiscrimination on the basis of gender/sex, whereby membership may be limited to single sex members.*

5.2 Policies: Anti-Hazing Compliance

California state law defines hazing as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.” (Source: California Penal Code Section 245.6).

UC Hazing Policy 102.12 prohibits “participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.”

The University has jurisdiction over on and off-campus incidents involving students or student organizations. The University may impose discipline for a violation or an attempt to violate any University policy or campus regulation. The lack of intent to commit a violation is not a factor in determining if a violation has occurred.

Organizations and/or individual students may face sanctions intended to stop the behavior and prevent its recurrence. This can include University/chapter/organizational and/or individual student suspension or dismissal from the University of California

Hazing includes but **is not limited to**:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement to a small space, calisthenics, scavenger or treasure hunts, or other activity that may subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the subject.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may be reasonably expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of California State Law.

Additional information is available on the [Dean of Students website](#).

How to Report Hazing:

Report hazing immediately to the following:

- [UC Police Department](#) at (951) 827-5222
- Student Conduct & Academic Integrity Programs at (951)827-4208 Costo Hall 111
- You can also [complete a Public Incident Report online](#)

5.3 Policies: Use of the University Name

A registered student organization may not imply that it is sponsored by the University, and therefore shall not use the name of the University of California, or abbreviation thereof as a part of its own name other than as a location, i.e. “at UCR.”

5.4 Policies: Fiscal Accountability

All student organizations must comply with the University regulations on fiscal accountability. Student organizations are encouraged to receive funding through ASUCR or they can go to an approved banking institution. Organizations that have off-campus accounts must apply for an Employee Identification Number (EIN) with the IRS. This EIN must be included in the organization’s profile in the student organization database. The President/Chairperson is personally responsible and financially liable for the organization’s fiscal matters. To learn how to open an off-campus account, refer to [this tutorial](#).

5.5 Policies: Hold Harmless Agreement

The registered student organization and its members agrees to indemnify, hold harmless, defend, release, and forever discharge the University, its officers, agents, employees, and any person or persons under its direction and control from, and waive any and all responsibility of same, for any and all liability, claims, demands, actions, loss or expense (including costs and attorney’s fees), loss or damage of any kind whatsoever imposed by law upon the University for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising out of or in consequence of the performance of this agreement, provided such injury to persons or damage to property results from and is caused by the negligent or willful acts or omissions of the student organization, its officers, agents, employees, and any person or persons under its direct supervision and control.

5.6 Policies: Constitution and Bylaw Policies

It is required to have a formal document on file with the office of Student Life that outlines each organization’s mission, structure, and processes. We encourage groups to act as a democracy and allow voting by all members but an organization may create an appointment process instead if they’d like. Whichever process they choose must be outlined in detail in this document.

This document also must outline any dues that an organization enforces for joining, clearly stating how much is due and what the window is to pay these dues in order to join or retain membership.

Student Life provides a template when writing a constitution that includes two statements mandated by the University of California Office of the President, including a statement on non-discrimination and

a statement on fiscal accountability. Any organization missing these mandated statements will be asked to include them before recognizing the organization.

5.7 Policies: Sexual Violence and Sexual Harassment - Title IX Compliance

The University of California (“University”) is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs, activities and services can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Sexual violence, sexual harassment, retaliation, and other behavior prohibited by this Policy interfere with those goals. The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, discipline, behavior that violates this Policy.

Responsible Employee:

Any University employee who is not a Confidential Resource. If a Responsible Employee learns, in the course of employment, that a student may have experienced Prohibited Conduct, they must promptly notify the Title IX Officer or designee. This includes resident assistants, graduate teaching assistants, and all other student employees, when disclosures are made to them in their capacities as employees.

In addition, if any of the following people learn, in the course of employment, that any other person affiliated with the University may have experienced Prohibited Conduct, they must promptly notify the Title IX Officer or designee:

- Campus Police
- Human Resources Administrators, Academic Personnel Administrators, and Title IX Professionals
- Managers and Supervisors including Deans, Department Chairs, and Directors of Organized Research Units
- Faculty members

Reportable Crimes:

- Sexual violence (penetration or contact)
- Relationship violence (dating or domestic)
- Stalking (following or monitoring a person for either a sexual or nonsexual nature)
- Sexual harassment (unwelcomed advances)
- Other prohibited behavior (extortion, videotaping or watching a person without consent)
- Retaliation (threats or intimidation)

How to Report Sexual Violence and Sexual Harassment Crimes:

Dawnita Franklin, Interim Title IX Officer/Director

Phone: (951) 827-6221

Email: dawnita.franklin@ucr.edu

Office: Skye Hall room 0349

[Online Title IX Incident Reporting by Responsible Employees:](#)

Incident reporting by non-confidential UCR employees, including student employees. All UC Riverside employees in receipt of a complaint or report by a student (undergraduate, graduate, or professional) in the course of employment must report it without delay. The information will not be disseminated to the public unless required by law.

[Online Title IX Reporting for Victims/Survivors:](#)

Online report for UCR students, faculty, staff, or visitors. The information provided will not be disseminated to the public unless required by law

For confidential help, contact Campus Advocacy, Resources, & Education (CARE). <https://care.ucr.edu/>

*Source: <https://titleix.ucr.edu/>

5.8 Policies: Clery Act Compliance for Campus Security Authorities (CSAs)

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

Campus Security Authority (CSA)

Individuals at the University who because of their functional role have an obligation to notify the University department responsible for collecting crime information (e.g., the campus police department) of alleged Clery Crimes that are reported to or witnessed by the CSA. CSAs include campus police employees and other persons who:

1. Have responsibility for campus security but who are not employees of a campus police department or a campus security department;
2. Are specified in the campus ASR as an individual to whom students and employees should report criminal offenses; or
3. Have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

*Source: <https://compliance.ucr.edu/clery-act-compliance>

The CSAs' responsibilities include, but are not limited to, the following:

- Report any Clery Act crimes or incidents to the campus Clery Act Coordinator, but do not investigate
- Refer resources to victim
- Report crimes to local law enforcement
- Refer to University of California's – Policy Clery Act for additional responsibilities.

<https://policy.ucop.edu/doc/1100669/Clery>

Reportable Crimes:

- Murder
- Negligence/Non-negligent Manslaughter
- Robbery/Burglary
- Aggravated Assault
- Motor Vehicle Theft

- Arson
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Hate crimes
- Domestic or dating violence
- Stalking
- Drug and liquor law violations

How to Report:

Magaly Perez, Clery Act Coordinator

Phone: (951) 827-5747

Email: magaly.perez@ucr.edu

Office: Skye Hall room 365

UC Police Department

Phone: (951) 827-5222 (non-emergencies)

Phone: 911 (emergencies)

City of Riverside Police Department

Phone: (951) 354-2007 (non-emergencies)

Phone: 911 (emergencies)

6.1 How to Use HighlanderLink

HighlanderLink is our online database for all student organizations and campus departments. It can do many things and the basics are covered in informational videos at the bottom of this section.

Students can:

- Add members by clicking on Roster then Invite People.
- Assign different officer titles to individual members by clicking on the Manage Roster tab. It is very important to assign Reservers if the organization wants to be able to reserve spaces on campus. Only these two positions are able to do so.
- Create events by clicking on Events on the profile page and then Create Event. When creating events be sure the organization adds a picture or flier so the event will be posted on the home screen bulletin board
- Manage the profile by clicking on profile then edit and also by clicking the Manage tab.
- Connect their HighlanderLink to social media such as Facebook, Twitter, and YouTube.

Members must be logged in with their Net ID and password and also have administrative privileges in the organization to make any of the changes mentioned above. For more details on how to use HighlanderLink please contact Student Life at (951)827-7344 or watch these videos:

[How to Use HighlanderLink](#)

[HighlanderLink Tutorial: Forms](#)

[HighlanderLink Tutorial: Inviting and Removing Members](#)

[HighlanderLink Tutorial: Creating Events](#)

[How to Create a Co-Curricular Transcript](#)

7.1 Event Reservations, Food, Insurance, and Speakers

If students would like to reserve space on campus please visit [HUB Scheduling](#) to learning more about procedures and policies.

To login to the [room reservation site](#), the two Reservers on the HighlanderLink roster can login using their UCR credentials. Most of the spaces available on this reservation site are free. The Reserver will need to provide their ASUCR account number (if they receive funding from them) or an Employer Identification Number (if they bank off campus) for their organization. This info is needed in case the group accrue any costs or fees. Additionally, the group will need to have the Reservers set in HighlanderLink for 72 hours before they can reserve spaces or apply for insurance.

The first time a Reserver logs in, they may need to reset their password in order to gain entrance to the website, essentially creating a profile.

If the group needs a room set up a certain way or need media to be set up, there will be additional costs. When reserving a space the reserver should provide as much detail as possible and describe everything that will be happening at the event. In the event that HUB Scheduling emails the group with questions about the event and they fail to respond, it may result in a cancellation of the reservation, so be sure to inform members to pay close attention for any messages!

Not all spaces can be reserved this way. Some Recreation spaces require special approval and some other venues like the Barn do not show up in this system. Housing Spaces can be reserved at <http://conferences.ucr.edu> or by collaborating with housing staff to help put on your event. There will always be a cost/fee when reserving these spaces. Collaboration with a housing staff member may waive the reservation fee. This includes the use of our Alumni and Visitor Center.

Organizations can reserve outdoor spaces, but if they plan on using amplified sound (anything from a speaker or that you can hear from a significant distance) they must get a Sound Exemption Form, which is available through the HUB Scheduling office.

7.2 Reservations and Food

Organizations who are planning on giving away or selling food to the general public must get training and food permits through the office of Environmental Health and Safety(EH&S). Both the training and permits can be found at their website [ehs.ucr.edu](#). For groups interested in reserving a blue tent, we have an in-depth tutorial on how to do so [here](#). If groups are only providing food for general members or the event is invite-only, a food permit is not required.

7.3 Reservations and Insurance

If groups are doing anything that could be considered risky, the university might ask for additional information to get insurance to cover the event. All registered student groups that do not have insurance provided to them by any other means have access to insurance at [risk.ucr.edu](#). If an event is occurring on-campus, the insurance is paid for by the University of California Office of the President. If

an event is happening off-campus, groups might be asked to pay for insurance coverage, so have students think about how often they want to host events off-campus.

7.4 Reservations and Guest Speakers

Student groups who are bringing a speaker on to campus, there may be additional requirements as well. Anyone that's NOT associated with the university, so not a staff, student, or faculty member, has to sign a form similar to the above Hold Harmless Agreement section (3.4). This form can be found [here](#). By signing this form, the speaker is agreeing that whatever they are talking about, the university isn't condoning or approving it.

7.5 Unpaid Fees Policies

Event organizers have 30 days from date of their final event bill to pay their event fees. After 30 days, the Cashier's office will begin to assess late fees of \$25 a month up to \$300 in total late fees. If an organization goes past 90 days, they will lose their event reservation privileges until payment is made in full.

Student organizations that have late fees of \$300 (in addition to their original fee) may not re-register with the office of Student Life during Spring quarter unless they pay their balance in full and are able to complete re-registration before the deadline. If a student organization goes inactive and they owe fees, the organization will continue to owe those fees if they ever re-register. Individuals that are part of a student organization that goes inactive may not register an organization of the same purpose or intent or with a membership that overlaps by more than 30% of its members.

Fees are not eligible for financial forgiveness and no partial payments or payment plans accepted.

7.6 Lawn Use

The Bell Tower and surrounding lawn areas are usually very busy, with student organizations tabling and promoting upcoming events. Please encourage groups to help do their part by holding their members accountable and encouraging them to remember the following:

- Pick up trash at and around your space
- Nothing can be attached or leaning on/against the trees.
- Do not remove HUB metal chairs and tables from the HUB patio area.
- Collecting donations, selling items, or selling food require reservations via [HUB Scheduling](#)
- Respect those at and around your space.
- Grounds staff continue to work on the lawns until 7:30am. Lawn spaces may not be occupied at all until after 7:30am. All items must be removed by 8:00pm each day (if you are driving onto campus the allotted time for pick-up is from 5:30pm-6:30pm). Exceptions may be granted with prior approval and a reservation due to an event.

7.7 Major Events Policy

There are certain events that may happen on-campus which trigger a process outlined in the [Major Events Policy](#). These events are typically in larger in scope or involve a prominent speaker/guest that might require some additional steps or meetings prior to the event happening.

In this policy, a 'Major Event' is classified as an event that has an expected attendance of over 300 individuals *or* might impact the safety, security, campus services, or campus operations based on proposed location, time of day, date/time of the week, use of amplified sound, proximity to other events, needed security resources, anticipated weather conditions, expected duration, involvement of alcoholic beverages, or any objective and credible evidence of a threat to campus safety.

If the event is classified as a Major Event, the policy itself outlines the timeline of meetings and various additional requirements that other events may not need. If you believe your events might fall under this category, read the [policy itself](#) to become familiar with the timeline and expectations.

8.1 Finances: Best Practices

Student organizations should always use best practices when it comes to fiscal accountability. The organization is solely responsible for their own bookkeeping and should consider taking as many safeguards as possible to make sure their banking information is not misused, mishandled, or mistreated. Here are some ways to help make sure your finances are safe and secure.

A. Multiple Officers Involved

No one person should be responsible for the entirety of your finances. If the Treasurer is responsible for writing checks or paying expenses, maybe another position should look over the monthly statement and make sure it all lines up ("reconciling"). The more officers are able to look at and discuss the organization's finances, the harder it will be for anyone to misuse them.

B. Transparency of Records

It shouldn't be a secret what the organization is spending funds on, so having these records available to members at meetings is always a good idea. They may not want to look at them, but at least the officers are showing an effort to be transparent with how the organization spending its money.

C. Use a Central Mailing Address

Sometimes a new account may be set up using an officer's address but that officer will eventually graduate, so it's a good idea to have all bank information, such as monthly statements and checkbook deliveries, sent to one address. All student organizations can have mail sent to:

(Organization Name)

900 University Ave, HUB 229

Riverside, CA 92521

We'd recommend officers check their mailbox *at least* monthly for important mail that might be coming in.

D. Consider Consequences for Embezzlement

Hopefully something like embezzlement is a rare concern but it's best for members of the organization to be prepared. Consider adding a clause in the constitution or bylaws that outlines the consequences for embezzlement. Define what embezzlement means, how do you track spending and catch misuse of funds, and then what are the consequences. Any potential cases of embezzlement should be brought up with a Student Organization Advisor in Student Life, who can refer members to the proper resources. Hopefully by outlining the definition and consequences, it will deter activity before it begins.

E. Removing Information Before Leaving Office

If a student graduates or are no longer an officer, make sure that their information is disassociated with the organization's bank account, so that they will not be responsible for future misuse. Removing information doesn't release responsibility for misuse that occurred while an officer was in the organization however.

8.2 Finances: Fundraising

Business Sponsorships can help with something simple such as purchasing fliers or helping to pay for a portion of an event. Whatever the organization works out with that business is between them and that business, Student Life doesn't mediate or track these discussions. Students are always allowed to take donations. Some people may want proof of non-profit status for tax purposes but be aware that just because the organization doesn't make a profit, that doesn't mean they are officially a non-profit organization. To learn more, watch [this tutorial video](#).

Students can bring a vendor on to campus twice a quarter and each time, the vendor has to pay them at least \$150 dollars, or more depending on what they negotiate. Once they have a business they are working with, head up to the Highlander Events Scheduling office at 353 HUB to start the process.

If the organization is planning an event and need some help paying for some of the costs, they can apply for a co-sponsorship with ASPB. If they would like to know more have them visit the ASPB office at 111 HUB. These co-sponsorships happen the quarter prior to your event, with the exception of Fall co-sponsorships being accepted at the very beginning of Fall quarter.

ASUCR also has specific grants that can help you, including grants for outreach to K-12 or community colleges, grants for sustainability-focused projects, and events to help pay for large-scale programming open to the entire campus.

8.3 Finances: Gambling

Any and all forms of gambling are against UC policy and are not allowed to be used as fundraisers on or off campus. There are three elements to gambling, listed below, and you must remove at least one of them.

Consideration (Payment) - If there is an admission charge for the event then there is an element of *consideration*. A "casino night" format in which no guest is required to part with anything of value to participate in games of chance lacks the *consideration* element of the offense of gambling. Therefore, if there is no admission charge for the event, no charge to play any games or enter any drawing, and all guests are given gaming pieces (chips or gaming money) there is no *consideration*.

Chance - Since the object of the "casino night" is to play games of *chance*, it is difficult to completely eliminate this element. As stated previously, the penal code is not violated if one of the three elements is absent. Therefore, the element of *chance* does not have to be removed from the games when either *consideration* or *prize* is absent.

Prize - A *prize* is something offered that has a value. Certificates or trophies having no resale value would not be considered *prizes*. If there is no charge for the gaming pieces then *prizes* of value can be auctioned or given away based on winning.

Groups should not be holding raffles at their events because that could potentially be considered gambling. If members want to do a raffle, tournament, or anything else that requires participants paying for the chance to win something, they should meet with their organization advisor to help them brainstorm and come up with an activity that is appropriate for their event, removing one or more of the above factors.

8.4 Finances: Date Auctions and Service Auctions

Date auctions have a similar structure to slave auctions. Slave auctions essentially turn human beings into merchandise, and involve one person "bidding" for the services of another and places a "value" on each person being auctioned. This action of auctioning one human being's services to another closely resembles the slave auctions of the past. Another concern regarding date auctions is personal safety. The organization has no way of knowing what motives a bidder has in buying this person's time. This presents an opportunity for bidders to purchase time with someone they have a fascination or affinity toward. This can result in a huge risk and legal liability for the organization who sponsors this type of event.

There are many concerns that expose the potential for persons to be physically and/or emotionally hurt or offended, and therefore date auctions may be an ill-conceived manner to raise money. As an alternative, we suggest auctioning items (tickets, services, etc.) rather than individuals.

- Adapted from the Texas A&M Department of Student Life Date auction Policy

9.1 Elections Policies and Requirements

All student organizations must have a written process for how they conduct annual elections. While we encourage open and democratic voting structures, student organizations have the freedom to create an appointment / interview process, as long as it's outlined in their organization constitution.

We *recommend* elections or appointments take place at the end of Winter, allowing for Spring quarter to serve as a transition period. Advisers can help facilitate voting, but cannot serve as a voting member and shouldn't be breaking ties of any sort.

If a student organization needs assistance, their Student Life Advisor can assist with the elections process either by instructing on how to use HighlanderLink's elections tool, by creating and facilitating the elections themselves, or attending meetings and facilitating in-person elections. This is useful in situations in which current board members are also running for positions or the trust in the executive board has been lost.

10.1 Marketing Your Organization and Events

There are many ways to post around campus and the policies change based on what and where groups are posting.

Student Design Center

The Student Design Center is located in the Student Org Workroom (HUB 228). This is where all of the student organization's design needs can be met. Here, there are graphic designers that can help groups design logos, posters, graphics or anything you need designed. If organization members know how to use the graphic design software there will be computers available for them to produce their own designs for the group. These designers also can help groups to use images of Scotty Highlander, UCR's mascot, if they want to use Scotty in their organization's logo or marketing. Using other logos and images that don't belong to individuals isn't allowed, which includes images copyrighted to UC Riverside such as the starburst R logo, the University seal, and images belonging to specific departments such as Athletics.

Not permitted for student organization use:



10.2 Posting Policies

Traditional 8.5x11 fliers are allowed on bulletin boards, per the posting policy. The posting policy in its entirety can be [found here](#). All fliers must include the organization's name, there must be a UCR email or a phone number listed as contact information, and must include the date, time, and location of your event. We will give students a map so that they can see all the bulletin board locations around campus and where they can put them up. Note: A maximum of 30 copies must be taken to Student Life to be approved and stamped. They can be up for 2 weeks. Students cannot put up a flier that says just to join their group.

Larger banners can be made in the Workroom and posted at the Bell Tower and Spieth Hall with Student Life approval. They must include the organization's name on it, there must be a UCR email or a phone number listed as contact information, and should include the date, time, and location of the event. Students can also have a banner made by a graphic designer in the Student Design Center, limit 1 per quarter.

10.3 Other Marketing Techniques

The HighlanderLink news feed is an easy way to get exposure for events just be sure to include a date, time, and location.

Tabling at the Bell Tower can also be a way for groups to get exposure about their events or their organization in general. The HUB Info Desk on the first floor of the HUB provides a table and chairs to student organizations on a first come first serve basis. Note: If the group plans to only give out information at the Bell Tower, no reservation is needed.

Social media posts should utilize common hashtags such as #ucr, #ucriverside, and #highlanderorientation during the summer for new students to find you.

If groups are posting events, meetings, or fundraisers, they can use the following hashtags that Student Life will then repost on Instagram on their [@ucrstudentlife](#) account:

#shareRmeeting for meeting announcements and information.

#shareRfundraiser for events such as food sales, off-campus restaurant fundraisers, and more.

#shareRevent for one-time big events that you'd like to advertise to non-members.

These hashtags should be used by 3pm on Monday of that week in order to be posted Monday afternoon/evening.

For some ideas on marketing through social media please [watch this video](#). To learn about tips on how to make your social media accessible to students with disabilities, check out [this video](#).

11.1 Additional Adviser Resources

<http://www.myacpa.org/sites/default/files/acpaadvisormanual.pdf.pdf>

https://www.naspa.org/images/uploads/main/ACPA_NASPA_Professional_Competyency_Rubrics_Full.pdf

<https://studentlife.ucr.edu/>