

WCSA Student Organization Policies

Wilson Commons Student Activities
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Table of Contents

Activities Fair.....	1
Club Sports Field Access	1
Group Accident/Injury Policy.....	1
Hazing Policy.....	2
Leadership Transitions.....	3
Organization Guidelines Policy	5
Physical Activity Policy.....	7
Ruth Merrill Center Copying.....	7
SAAC Policy Guidelines.....	8
Student Organization Fundraising.....	10
Student Organization Resource Room.....	12
Student Organization Space/Storage Policy.....	13

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 executive board.

Club Sports Field Access

Issues regarding the fields (e.g., turf tears, light outages, etc.) must be reported immediately to Jane Possee at jane.possee@rochester.edu or (585) 472-0955. Space must be left clean and orderly.

If the garbage receptacles are full, please email Jane Possee.

Group Accident/Injury Policy

If an accident or injury occurs during a student organization run event, meeting or activity then an organization leader will need to submit an [Accident and Injury Form](#) within 24 hours of the incident. All of the following require filling out the form:

- # Nausea or vomiting
- # Injury to hands, fingers, feet, toes, limbs
- # Inflammation, bruising, and broken bones
- # Head, neck, or back injuries

- # 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 public safety 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 [standards of student conduct page](#).

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 [[PDF Download](#)]

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 be 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.

New Organizations: Set-Up and Renewals

Along with the new organization proposal, each new organization must submit a current copy of the constitution or charter, which must define the proposal and function of the organization, and its goals and principles. All changes in the written constitution, by-laws, or rules of order of an organization must be reported to the Administration and Review Committee. All constitutions must follow the approved constitution format.

Organizations must seek advisor signatures on their new organization and renewal forms. The category of an organization determines the signature or signatures needed.

- # Academic/pre-professional: College Department Office and 201 Wilson Commons
- # Club sports: Jeff Jauron (2117 Goergen Athletic Center) and Faculty Advisor
- # Class council, clubs, awareness, entertainment programming, intercollegiate competition, media/publications, performing and fine arts, political, and student government: 201 Wilson Commons
- # Community service: Center for Community Engagement
- # Fraternity/sorority: Assistant director of fraternity and sorority affairs
- # Hall councils and special interest housing: Residential life advisor and Ed Feldman, Susan B. Anthony Hall
- # Religious: Interfaith Chapel, Eileen Bruton

Contracts

Students' Association (SA) organizations are not allowed to sign contracts or enter into contractual agreements. Only your advisor has the authority to sign contracts or enter into contractual agreements.

Funding

Funds must be approved by the advisor from the responsible office. All organizations are encouraged to seek additional advisors from the University community to serve as resources. See the funding policy for more information.

Membership

A student organization must be organized by its undergraduate student members, but may include all members of the University community (faculty, staff, and graduate students).

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

Student Organizations who bank with the Students' Association Appropriation Committee (SAAC), can print up to 50 copies per print job from the printer located in the Ruth Merrill Center. All printing fees are automatically charged to the Student Organization once the request has been fulfilled. All printing requests must be related to the mission of the Organization. Unrelated requests will be denied.

2022-2023 Printing Rate Per Page

Color:

- 1-sided = \$0.25
- 2-sided = \$0.48

Black & White:

- 1-sided = \$0.10
- 2-sided = \$0.18

How to Submit a Printing Request

Step One – Email your file(s) to wcic@rochester.edu. Include the following information in your email:

- # Name of the Organization
- # Number of copies needed
- # Identify if files(s) need to be printed in black/white or color

Step Two – Visit the Common Connection Information Desk within 201 Wilson Commons to pick up your Organization’s copy card. Print requests can only be completed by a member of your Organization’s e-board.

Step Three – Stop by the printer in the Ruth Merrill Center to complete your request.

SAAC Policy Guidelines

The Students' Association Appropriations Committee (SAAC) primarily works with the business manager for organizations that are recognized by the Students' Association (SA) and that “bank” with the Student Organization Finance Office (SOFO) in order to process transactions.

SAAC works with student organizations to create and maintain budgets that are in line with SA Government policies and SAAC guidelines. Organizations that are budgeted, flat-funded, or have an agency account must go through SOFO for financial transactions, even if it is an unbudgeted program or expense.

The business manager is the only member of a student organization that is authorized to transact in the SOFO. All business managers must attend the mandatory Business Manager Training in the fall. If you fail to do so, your organization’s funds will be frozen until you receive approval from the SA treasurer. If the Business Manager is unable to attend the mandatory training, they may send an e-board member in their place AFTER receiving approval from the SA Treasurer.

If your organization does not get any funding from the SA, there may be some exceptions to SAAC policies for agency accounts. Please discuss these with your student accountant. Even with the exceptions, organization accounts must maintain proper accounting of all funds and business managers must attend the required Business Manager Training.

Visit [SAAC's web page](#) on the SA Government website for more detailed policy information, digital copies of approved budgets for this school year, monthly reports, and more.

Budgets

Each spring, SAAC begins its budgeting cycle for the upcoming fiscal year. All groups that seek funding from the SA must participate in the budgeting process in order to be considered for SA funding. The most important stages in the process are:

- # Budget training session for business managers
- # Working with fellow e-board members and committees to ensure proper budgeting for all aspects of a student organization
- # Continued interaction/communication between your organization, student accountant, and your advisor

All organizations should review the budgeting guidelines that have been developed for your category on the SAAC website.

Flat-Funded Organizations

Flat-funded organizations do not submit a budget each year and are not required to attend the Business Manager Budget Training sessions. Flat-funded organizations fall under one of the three categories listed below:

- # **Pre-professional and undergraduate academic councils:** Receive \$200 annually
- # **Religious and political organizations:** Receive \$80 annually, to be used for General Interest Meetings (GIMs)
- # **Class councils:** Receive a predetermined amount annually

Student Organization Fundraising

The University of Rochester recognizes that student organizations may wish to seek external funds to support key initiatives and therefore may wish to explore certain fundraising and/or fundraising opportunities.

The University supports all appropriate student organization fundraising endeavors, however it is important that students understand that the University benefits greatly from the ongoing generosity of UR alumni, parents, and students who provide significant monetary support for student-related events, programs and services on an annual basis. In addition, businesses and vendors in the Rochester community also contribute significantly to the University by providing monetary support and services that enrich student life. For these reasons, it is imperative that all student fundraising opportunities are conducted in coordination with the Wilson Commons Student Activities Office and the Office of Advancement.

The overall purpose of this policy is to help student organizations be as successful as possible in their efforts!

Student organizations seeking fundraising opportunities are asked to:

1. review the following fundraising guidelines and application procedures thoroughly and direct any immediate questions to Brian Magee at brian.magee@rochester.edu or 585-275-7316;
2. acknowledge and confirm the organization's adherence to this policy by checking the box below and clicking submit; and then
3. complete in full and submit the following Student Organization Fundraising Application.

Student Organization Fundraising Guidelines

1. The Student Fundraising Policy applies whenever a student organization seeks to raise private monetary or volunteer support, or sponsorship in the name of the University of Rochester from any entity (e.g. individuals including alumni, parents, students, foundations and corporations) via a fundraising opportunity.
2. A fundraising opportunity is defined as one that involves the solicitation of multiple individual donors/volunteers and is not already part of an on-going fundraising program.
3. Examples of opportunities for which student organizations may consider fundraising include annual programming, speaker series, leadership conference attendance or other leadership training, service trips, travel expenses, event sponsorship, materials and supplies, building/maintenance campaigns, honoring funds, organization-based annual funds, and scholarship funds.

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 mission of the institution;
 - b. maintain an orderly and respectful approach to private funding sources and prospects;
 - c. help student organizations understand fundraising best practices, set feasible fundraising goals and develop opportunity plans; and
 - d. ensure smooth donor communication, acknowledgement/stewardship, donation management and receipting processes.

Applying for Fundraising Opportunity Approval

1. A successful fundraising opportunity requires commitment and energy from student organization leaders and members. Each group is encouraged to designate one member of the organization as a fundraising leader who can regularly communicate with UR staff members and lead fundraising efforts on behalf of the student organization. In addition, designating a group of dedicated organization members who will commit to completing action items is also recommended.

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.

Available Items

A full list of available items can be found by completing the [WCSA Resource Request](#) form. The following items are available for request:

- # Craft paint
- # Markers
- # Painters tape
- # Paper (colored, white, various sizes)
- # Sharpie markers (max quantity of 2)
- # Balloons
- # Name tags
- # Raffle tickets
- # Streamers
- # String and ribbon
- # Disposable plates and/or bowls
- # Napkins
- # Serving utensils
- # Plastic table coverings
- # Cutlery (forks, spoons, knives)
- # Balloon weights
- # Clipboards
- # Party clickers (limited quantity available)
- # Signs for parties
- # Lawn games
- # Portable speaker

Student Organization Space/Storage Policy

This policy applies to all student organization space/storage managed by the University. This includes but is not limited to Wilson Commons offices and cabinets/storage rooms, Morey storage rooms, Spurrier storage rooms, Spurrier basement storage, Todd offices, .

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
- # Room G06A: Call Spurrier / Genesee Building Manager (585-622-5996)
- # Room G17: ID Card
- # Spurrier Basement: Email WCSA@rochester.edu to request a time to access this storage.

Todd Union

- # Radio Station: ID Card

Other

- # Southside Shed: Keys can be signed out from advisor

Ruth Merrill Center Flat File Usage

A flat file is a type of filing cabinet that stores posters and other large items on a flat surface. Use of the flat file is assigned to organizations that currently have cabinet space in the Ruth Merrill Center.