WCSA Student Organization Policies

Wilson Commons Student Activities
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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 Campus Community Connection (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

Request for access must be approved by Jane Possee or Griffin LaDew in athletics. Approval will be granted via the SA Storage Request form.

Keys to access the Southside Recreation Field and Towers Field will be signed out in Wilson Commons, room 101. Limit one key per organization.

Key A577 is for goals and gates. The club sport team is responsible for putting the goals back and locking them up after each use. Key E10 is for the lights at Southside. The club sport’s team using the lights is responsible for turning them off (if they turn them on).

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 that a successful transition is not only the glue that will hold your organizations together from year to year, but also the fuel that continues to propel it in a forward direction. A successful transition is neither difficult nor very time-consuming.

**Leadership Transition Checklist**

For a successful transition, below is a list of 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

Officer job descriptions and expectations for each new officer regarding the role and responsibilities (offer advice on past successes and mistakes)

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)

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

# Be sure to do the following:

Update letterhead

Pass on membership lists, mailing lists, computer passwords, phone passwords, accounts, contracts, keys, addresses, phone numbers, emails, 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 Campus Community Connection (CCC) group page with instructions on how to update board members and general members

Transfer over ownership of email lists and websites

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

Transition 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 Campus Community Connection (CCC) presence and webpage (if applicable) with new officer information

# Establish meeting agendas, times, and locations (you can reserve meeting locations up to a year ahead of time)

# 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
# Encourage attendance at fall leadership training

## 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: Rochester Center for Community Leadership (RCCL)

# 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.

Registration Information Policy

Only organizations that were registered in the previous year or are currently in preliminary status can complete this process. If your organization has not already been approved by Senate, please submit a New Organization proposal or New Committee proposal.

# The registration process opens by the first day of classes and must be completed by the second Friday after classes are in session.
# Registration is completed through Campus Community Connection (CCC).
# When registration is live, a registration button will show up on Campus Community Connection through the Action Center page of each organization.
# The student listed as the primary contact for the organization must complete the registration process.

If the registration process is not completed by the deadline, organizations will be frozen and will lose the benefits of being a registered student organization, including the ability to make reservations and use funding. Specific instructions will be provided to frozen organizations on the process that must be followed in order to return to an organization in good standing.
Ruth Merrill Center Copying

Student Organizations that bank with SAAC can print up to 50 copies per print job through the new copier in the Ruth Merrill Center and have the cost auto-paid by their student organization SAAC account (see pricing below). This is only to be used for student organization related printing, all other print jobs submitted will be denied. Through this service organizations will have access to print in black and white or color on paper up to 11x17. Colored paper is also available for 8.5”x11” printing. Any special instructions (paper size, color, etc.) should be included when submitting your file and the preferred file types are jpeg or pdf.

Student organizations needing to print must email the print ready file to wicobuma@ur.rochester.edu or bring a hard copy to the Common Connection and then call the Campus Center Building Manager at 585-329-9093. The building manager will meet with the organization representative at the Common Connection desk in Wilson Commons at which time the Building Manager will confirm all details and then print the job. All organization print jobs will be logged. Please keep in mind that it may take up to 20 minutes for the manager to get to Common Connection to meet with the organization representative.

Pricing per page:

- Black and white 1 sided - $0.007
- Black and White 2 sided - $0.014
- Color 1 sided - $0.19
- Color 2 sided - $0.38

Student Organization Copying Process

- Student organization calls about a print job
- They will have already sent a file in an email to wicobuma@ur.rochester.edu or they will bring a physical printed copy of whatever they are making copies of

If file is emailed

- Open file on building manager computer
- Ensure the file is related to the organization that is asking for the printing (not personal like homework, etc.)
- Ask organization representative if there are any special instructions (colored paper, paper size, number of copies on a page like 4 up, etc.)
# Send file to Ruth Merrill printer, Ruth Merrill BW Secure or Ruth Merrill Color Secure (for color only, this will automatically charge the color rate), enter the number of copies, and name the job (the name is how you will find the job when you go to the copier)

- If using colored paper or a size other than 8.5x11, from the print menu select printer properties and select the size or color of paper being used and select bypass tray as the output destination

# Walk down to the Ruth Merrill Center and unlock the paper supply cabinet across from the copier

# Find the copy card labeled for the appropriate student organization

# If there is special paper required (i.e. colored paper or large paper) take the paper from the supply cabinet and add it to the bypass tray and confirm the paper type you added

# Swipe the student organization copy card and select the job from the job menu to print

# Log the copy job on the “Ruth Merrill Student Organization Copying Log” located on the clipboard in the paper supply cabinet

# Close and lock the supply cabinet and give the copies to the student organization representative

If original is brought in to be copied

# Ensure the document is related to the organization that is asking for the printing (not personal like homework, etc.)

# Ask organization representative if there are any special instructions (colored paper, paper size, number of copies on a page like 4 up, etc.)

# Walk down to the Ruth Merrill Center and unlock the paper supply cabinet across from the copier

# Find the copy card labeled for the appropriate student organization

# If there is special paper required (i.e. colored paper or large paper) take the paper from the supply cabinet and add it to the bypass tray and confirm the paper type you added

# Place the original in the feeder tray of the copier and adjust the guides to match the width of the paper or place the original on the copier glass

# Enter the number of copies needed and adjust any other settings as needed for the copy job

# Swipe the student organization copy card

# Log the copy job on the “Ruth Merrill Student Organization Copying Log” located on the clipboard in the paper supply cabinet
# Close and lock the supply cabinet and give the copies to the student organization representative

## 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:

1. **Budget training session for business managers**
2. **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 Association (SA) Storage Policy

This policy includes the Ruth Merrill Center offices and cabinets, Morey shared storage, Spurrier storage closets, and Spurrier limited access storage.

Any storage space assigned to your organization can only be used to store your organization’s materials. This space cannot be used for personal storage.

Prohibited and Restricted Items

Prohibited items:

1. Paint cans
2. Spray paint
3. Sterno (“canned heat”)
4. Compressed gasses (e.g., helium, propane, etc.)
5. Flammable items
Prohibited items will be confiscated and disposed of if found in your assigned storage space. Storing any of these items in your organization’s storage space will automatically earn the organization an unsatisfactory rating.

Food items must be stored in sealed containers. Acrylic poster paint is permitted.

Contact Renewal

SA storage contracts must be renewed at the beginning of each school year; your contract runs from August–May each year, unless other arrangements have been made with the SA storage team. SA Storage contract renewals must be completed no later than October 31 of each year. The operations graduate assistant (GA) will email one on October 1 and one on October 15 to all e-board members and advisors who have not renewed their SA Storage contract.

If your organization does not complete the renewal, your group forfeits use of the storage space. You will have seven days to coordinate a time with the operations GA to clean out the items currently in storage. If a time is not set up, all items in your storage locker will be discarded.

Assessment and Ratings

Assigned storage spaces must be kept clean and organized. Assessments of your space will be conducted three times a year (July, November, and March) with the final assessment to occur prior to final budgeting.

Your e-board and advisor will be notified of your rating (satisfactory, needs improvement, or unsatisfactory) within 10 business days following each assessment. If your space is rated unsatisfactory during the final assessment, your organization may be assessed a minimum fine of $50 and/or your SA budget for the following school year may be impacted.

If your organization is put on probation after an assessment, WCSA will send you a list of changes that should be done and reported to the Wilson Commons director within one week. If changes are not reported back or made, your organization may be removed from the space.

If your storage space is rated unsatisfactory for two consecutive final assessments, your group may be required to vacate the assigned space.

Initial Setup

Student organizations should indicate a need for storage space on their SOAR report or via the SA Storage Request.
Storage is given on a first-come, first-served basis. If there are not enough storage spaces, your organization will be added to a SA storage waiting list.

Storage space will be assigned by the SA storage team after the request has been reviewed. SA storage requests should clearly indicate:

# What will be stored in the space
# How much space is needed
# What it will be used for

If this information is not indicated on the request form, the student organization will be notified by a member of the SA storage team.

Once a space has been assigned, a member of the student organizations e-board will be directed to Wilson Commons 101, located in the Ruth Merrill Center, to complete and sign the SA storage contract.

Keycard swipe access or a key will be granted once this requirement has been completed. Keys will be issued to Campus Community Connection (CCC) e-board members. A $5 cash deposit per key is required at time of pick-up. Card swipe access does not require a deposit and will be granted once each e-board member has signed the SA Key Log/Card Swipe Contract.

Swipe access to storage space will be granted three business days after each e-board member has signed the SA Key Log/Card Swipe Contract in the SAAC office.

**Request More Storage**

If your organization needs more storage space, you must complete an SA Storage Request Form.

Storage space is a privilege and is not guaranteed.

**Space Specific Policies**

**Ruth Merrill Cabinets/Offices, Todd Offices, and Spurrier Storage Closets**

Keys are signed out by the operations graduate assistant (GA) located in the Ruth Merrill Center. Organizations looking to sign out keys are required to email the GA at OperationsGA@ur.rochester.edu to make an appointment. There is a $5 refundable cash deposit for each key that is issued. Keys are only distributed to members of the e-board listed
on the Campus Community Connection (CCC) with a maximum of five keys signed out per organization.

Each May, a key inventory will be processed by the SA office assistant and assigned GA. Keys are to be returned before students leave campus each school year; if keys are not returned prior to student’s departure, a $50 fine may be assessed.

Lost or unreturned keys result in a $50 fee to the individual listed on the Key Log/Card Swipe Contract (this is due to the cost of changing the lock). All keys must be returned and/or fines must be paid in full by cash or check (payable to the University of Rochester) before any keys will be re-issued to student organizations for the following year. Fines cannot be paid using SA budget.

Ruth Merrill Center Flat File Usage

A flat file is a type of filing cabinet that stores poster 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.

Effective fall 2016, all supplies must be kept in the assigned cabinet or assigned flat file drawer. Items resting on top of or beside cabinets in Ruth Merrill will be disposed of.

Shared Storage (Morey and Prop Room)

Morey keycard swipe access will be granted once the SA Storage Contract has been signed by a member of the e-board and the Key Log/Card Swipe Contract has been completed by each e-board member requesting access to the space.

Swipe access will be cleared at the end of each school year. Access will be granted for the new school year by completing the steps above.

Only e-board members can request access to the prop room. You can sign out the key at the Common Connection desk.

All items must be stored in a stackable plastic container and labeled with your student organization’s name unless otherwise approved. Adding additional bins without prior authorization is prohibited. Removal of items that belong to a different group is prohibited.

A toter (a large plastic bin on wheels) is available in the storage room to assist with moving items, but toters must be returned after use.

Accessing the space with unauthorized individuals is prohibited.
Spurrier Limited-Access Storage

Items stored in Spurrier should be items that are only accessed once or twice a semester.

Accessing stored items in Spurrier limited-access storage requires a staff member or designee to accompany the student to Spurrier and must be coordinated ahead of time through the operations GA.

Key Return

Each May, a key inventory will be processed by the SA office assistant and assigned GA. Keys are to be returned before students leave campus each school year; if keys are not returned prior to student’s departure, a $50 fine may be assessed.