This handbook and its policies are currently under review.

April 25, 2014
It takes just 6 students with a common interest to form a Registered Independent Student Organization AKA a club!

The University of Hawai‘i at Hilo welcomes your interest in forming and being a registered independent student organization! Participating in programs and activities outside the classroom is an integral part of your total collegiate learning experience. The University is committed to providing a full range of co-curricular programs, services and activities that meet your academic or personal interests. This handbook is a resource guide to assist in developing and registering your organization so it can be an official University of Hawai‘i at Hilo (UH Hilo) registered independent student organization (RISO).

The Campus Center Director or other staff as directed can assist in organizing your group, in planning activities and in providing leadership development training. Contact the Student Leadership Coordinator, Leomi Bergknut, in Campus Center, rm 309 or call 933-1907 or email her at bergknut@hawaii.edu whenever you have a question or need help with any aspect of your RISO.

Each RISO is expected to read this Handbook. Officers and advisors are expected to be familiar with and abide by the rules governing RISOs as presented in this Handbook. The annual RISO registration form requires the RISO President and advisor(s) to agree to all rules in this Handbook.

GENERAL POLICY

Co-curricular learning, through various programs, activities and services, is integral to a student’s total higher education experience. This learning prepares students for the transition towards independence and self-responsibility as well as to support career and life changes. Registered Independent Student Organizations (RISOs) provide opportunities for students to acquire leadership skills, to interact with other people and to participate in civic, recreational, social and academically-related activities.

DEFINITION OF A REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

Any group of six (6) or more students currently enrolled at UH Hilo and Hawaii Community College wishing to pursue a common educational, civic, social, cultural or recreational interest may become a RISO by completing the registration application and submitting the required documents. RISO Officers (President, Vice-President, Secretary and Treasurer) can consist of 3-UH Hilo students and a Hawaii Community College (1-HawCC) registered student with 6 or more credits.

A minimum membership of six (6) students must be maintained throughout the period of registration. In addition to the six student members, membership may include associate members who are faculty, staff or community (including alumni). Associate members cannot vote, become officers or serve as official representatives of the RISO. At all times, at least 75% of the membership must be currently enrolled students of UH Hilo. 25% of the membership can include Hawai‘i Community College students, faculty, staff, and community members.
**RELATIONSHIP TO THE UNIVERSITY**

All RISOs assume responsibility for their activities including debts incurred, insurance coverage, legal defense, risk management and relationships with third parties.

The RISO must include the following disclaimer on all publications and communications with third parties: “Although the RISO has members who are University of Hawai’i students, faculty or staff, the RISO is independent of the University. The RISO is solely responsible for all its contracts, debts, acts and omissions.”

The RISO name shall not include “University of Hawai’i”. A RISO name may include the following affiliation with being “at the University of Hawaii Hilo.” However, this does not permit usage of the UH Hilo logo due to RISO’s being independent of the University of Hawaii.

The University views its relationship with the RISOs as consistent with the University’s philosophy of education and student self-governance. RISO leaders and advisors assume responsibility for the organization’s activities and the conduct of its members. The University has staff available to provide educational services to support the effective functioning of RISOs.

**HOW TO FORM A RISO**

Students with common interests are encouraged to form RISOs to bring together others who share those interests, to provide involvement activities and to have fun. RISOs, although independent of the University, have basic responsibilities which include:

1. Abiding by all State and County laws
2. Operating within the policies and procedures of the University
3. Adhering to their own Constitution and By-Laws
4. Keeping an accurate accounting of funds
5. Filing the annual RISO registration form
6. Avoiding any policy or practice that discriminates against any person by reason of race, creed, color, age, national origin, ethnic background, gender, sexual orientation or religion, except as exempted by federal, state, and county laws.
7. Retaining an Advisor who is a member of the UH Hilo faculty and staff, an alumni or community member.

Any student interested in forming or registering a RISO should:

1. Read the full text of this Handbook and complete the annual RISO registration form. Printed copies of the Handbook and registration form are no longer available.
2. First time RISOs need to write a Constitution and By-Laws. If assistance is needed to write or revise a constitution, contact the Student Leadership Development Coordinator.
3. Read this Handbook to be sure the RISO is in compliance with all rules.
4. RISO authorized representative and contact person MUST be a student member of the RISO.
5. Return the completed RISO form to Campus Center, rm 210.
6. After the registration has been approved, the RISO’s president and advisor will receive a confirmation. If there are any questions, the Student Leadership Development Coordinator will inform the group of what needs to be done to complete the registration process.
The Campus Center Director or other staff as directed will distribute the list of registered organizations to the various University departments and units who interact regularly with RISOs. These include the chartered student organizations, the Library, Student Housing, Intramurals, the Athletic Dept, Sodexo Campus Services, the Theater, Auxiliary Services and Administration. The RISO president, advisor and other contact persons will be on the distributed list.

WRITING A CONSTITUTION AND BY-LAWS

Webster’s Collegiate Dictionary defines a constitution as “the system of fundamental principles according to which a nation, state or group is governed”. Robert's Rules of Order, Newly Revised, states that a constitution of an organization: 1) defines its primary characteristics; 2) describes how it functions; and 3) includes all rules that the organization considers so important that the rules cannot be changed without previous notice to members.

The constitution of an organization, as its basic road map, defines the limits of its authority, establishes the structure through which it achieves organizational goals, and provides a sense of order and practice. By keeping all provisions of a topic under one heading in a single document there will be fewer problems of redundancy and internal inconsistency. The constitution and by-laws should be easy to read and understand.

SAMPLE #1 is an outline of a constitution and by-laws that you can follow in developing one for your RISO. The constitution should contain statements and provisions concerning the enduring aspects of your organization. Items that detail more specific operational procedures and/or rules that are subject to more frequent revision should be included in the by-laws. The Campus Center Director can provide you with advice as needed.

BANKING AND TAX INFORMATION

Each RISO will need to have a Federal ID number to open a bank account, or to receive payments from SAC, UHHS or any other University source. Internal Revenue Service application forms can be found on their website at, http://www.irs.gov/Forms-&-Pubs. Having a Federal ID number is not the same thing as having IRS non-profit status.

RISOs cannot use the University of Hawai’i in the name of the account. University addresses cannot be used for the account's address.

All fundraisers are taxable, even those for non-profit organizations, so when planning a fundraiser, be sure to:

1. Pick up an application for General Excise Tax license from the Tax Office at the State Building on Aupuni Street or online at http://www.state.hi.us/tax/a1_forms.htm.
2. Fill the form out carefully.
3. Return the form, with the required fee, to the Tax Office and they will issue the license.

Call the State Tax Office, 974-6321, for further information.

APPROVAL FOR RISO USE OF CAMPUS FACILITIES AND SERVICES

RISOs planning to use campus facilities, vehicles, media services, security services and any other campus services where charges may be incurred, must have the request for use approved by the Campus Center Director. This policy has been established due to a few RISOs leaving unpaid and uncollectible campus financial obligations at the end of each year. These debts have been paid by the
Campus Center to ensure that the services and facilities remain available for RISOs. RISOs leaving such debts unpaid shall be denied registration until the Campus Center is reimbursed.

**USE OF CAMPUS FACILITIES**

Whenever you plan an event using campus facilities, one of the first steps should be to contact the person in charge of the facility you wish to use. An early contact will give you the best chance of having a successful event on the date you want it. Most campus facilities have fees for staff, technical and other special services.

Sodexo Campus Services is the exclusive food contractor for the campus. If you plan to have food or refreshments at your event, you must arrange it through their catering department or obtain a waiver if you plan to bring your own food. Contact them at 974-7303. Use of campus facilities is a privilege and is at the discretion of each facility manager or of Auxiliary Services. Each RISO is responsible to follow the specific use rules for each facility.

**Campus Center**

The Campus Center offers meeting rooms, a gameroom, lanais and lounges for RISOs use. The gameroom, lounges and lanais may be reserved for RISO use in the evenings, and on weekends. There is no room fee for use, however, regular gameroom and staff time fees will be charged.

The RISO advisor or other designated faculty or staff must be present throughout the entire event or activity. In order to ensure fair use and availability of rooms, RISOs are limited to six consecutive reservations at a time. Further reservations may be made after the fifth use. There are certain other conditions that may apply so contact the Student Leadership Development Coordinator when planning your event.

The Campus Center Plaza (covered area between the Campus Center and UCB) is now available for general campus use. Groups requiring amplified sound and/or food must use the Plaza instead of the Library Lanai.

To reserve Campus Center spaces, go to [http://www.UH Hilo.hawaii.edu/campuscenter/](http://www.UH Hilo.hawaii.edu/campuscenter/). Call the Campus Center Office, 974-7499, to arrange use of the lanais, cyberlounge or gameroom.

**Athletic Complex**

The Athletic Complex has several facilities which can be reserved for RISO use. There are classrooms, a weight room, tennis courts, a baseball field, multipurpose field and two gyms. Contact the Intramural Director at 974-7702 for information, procedures and reservations.

**Campus Center Dining Room**

The Dining Room can be reserved for major events which take place after Sodexo’s regular food service hours. The Sodexo office is near the handicapped entrance/exit of the main dining room. Call 974-7303 for inquiries or reservations, go to [http://www.uhh.hawaii.edu/depts/sodexho/index.php](http://www.uhh.hawaii.edu/depts/sodexho/index.php)

**Library Lanai**

The Library Lanai is a popular spot for open-air, yet covered events. There are restrictions limiting use of the Library Lanai to non-amplified events without any food. For further use rules and to reserve the Lanai, go to [http://www.UH Hilo.hawaii.edu/campuscenter/](http://www.UH Hilo.hawaii.edu/campuscenter/).
Theater

The UH Hilo Performing Arts Department has priority use of the Theater, however RISOs may also use the Theater pending availability. Many community groups use the Theater so it’s very important to plan far in advance when considering an activity in the Theater. The Theater Lanai is another popular performance area that can be used by the RISOs when use is not in conflict with other events in the Theater. There are fees for use, technical and special services. To reserve the Theater, go to http://performingarts.net/Theater/use/index.html

College of Agriculture, Forestry and Natural Resource Management Farm Pavilion

An excellent, but little known, venue for activities and major events is the pavilion at the CAFNRM Farm in Panaewa. This open-air, covered facility, tucked away in the forest, can hold very large groups. Contact the College, at 974-7393, to arrange programs and events at the Farm. Fees may be charged for use.

Notice to Public (Signage)

Whenever RISOs use campus facilities, you are required to have a banner or visible sign with your organization’s name on it. In addition, you will also need a sign indicating the activity you are undertaking. For example, if you are fundraising, recruiting members, providing information, taking a survey, you need to let people know this without their having to actually go to your table or booth. When using a public venue, RISOs may not approach people to solicit them. Although we support a diverse intellectual and social atmosphere on campus, we also believe that each person should be able to freely choose whether to listen to your solicitation or not. At all times, during a RISO’s use of any campus facility, there shall be RISO members present. Some of our RISOs have community members as well as students and we welcome such involvement with our students. However, a RISO is a student organization and therefore, we expect that community affiliates of RISOs will work together with our students in all on-campus activities. The Campus Center Director reserves the authority to close down any RISO’s activity or display if there is no sign with the club’s name or activity on it and if there are no student members present.

Security arrangements

Campus security officers or off-duty police officers are required for dances and major events open to the public that are held on campus. Security requirements vary for campus facilities so ask what they are when making your reservation. Consult with the Campus Center Director or the Director of Campus Security prior to your event to determine what appropriate security measures are needed. When arranging for security, you must identify the RISO contact person and advisor who will be in charge of the event. The person must identify him/herself to the officers prior to the event. Plan for the officers to report at least ½ hour before your event begins and to remain at least ½ hour after the event ends. This start-end time may vary depending on the nature of the event. Security is there to assist the RISO in having a safe and disruption-free event. Communicate any concerns and requirements to them to enable them to give you the best assistance possible. UHH security cost varies from $16.32-$17.37/hour. Hawaii Police Officer cost vary from $32.00-$34.00/hour; additional $10.00/hour for vehicle. The UH Hilo has a contract for security services and campus security officers are arranged by calling Campus Security at 933-3131.

Janitor arrangements

Janitors are required for dances and major events open to the public that are held on campus. Janitorial requirements vary for campus facilities so ask what they are when making your reservation. Consult with the Campus Center Director or the Director of Auxiliary Services Director prior to your event to determine what your janitorial needs are. When arranging for janitorial services, you must identify the RISO contact person and advisor who will be in charge of the event. Plan for the janitors to report at the start of your event and to remain at least ½ hour after the event ends. This start-end time may vary depending on the
nature of the event. Campus Center will schedule for janitorial services for your event. The R ISO will be charged for this service. UHH janitor cost $25.00/hours. If you have questions contact Auxiliary Services at 974-7369.

**CAMPUS CENTER SERVICES**

R ISOs may request assistance from the Campus Center Director or other staff as directed for any aspect of their planning, training or organizational needs. The Director is committed to providing the services that R ISOs need for their success.

**Campus Center Bulletin Boards**

R ISO flyers and announcements about upcoming events may be posted in the kiosk bulletin boards outside Lava Landing. All flyers should be brought to the Campus Center office.

The Campus Center also has sign boards that can be suspended over the dining room balcony or from the 3rd floor balcony. Contact the Campus Center office to reserve a board for your event or announcement. SAC (974-7518) and UHHSA (974-7500) may be willing to post your items on their bulletin boards so contact them with your request. Anything posted at/in the Campus Center must be approved before posting. Bring your flyers, posters, banners to the Campus Center office for approval.

**News and Events Calendar**

To view and post events, go to [http://www.uhh.hawaii.edu/news/ann_submit.php](http://www.uhh.hawaii.edu/news/ann_submit.php). R ISOs are encouraged to check the calendar before planning events to see what else is happening at the same time. R ISOs should post your activities as soon as dates are set so others may see what you’re doing. There is no fee for posting.

**Ke Kalahea Kalendar**

R ISOs are invited to submit news releases and photos of their activities and events to Ke Kalahea, the student newspaper. R ISO members interested in submitting news releases should contact the Editor to find out requirements and editing practices. Subject to space availability, Ke Kalahea will print announcements of upcoming events. This service is free to R ISOs. Items need to be submitted two weeks prior to publication. Call 974-7504 for more information and the current year's publication deadlines.

**Student Activities Council (SAC)**

The SAC is always interested in supporting UH Hilo and R ISO activities. If your organization would like to have SAC co-sponsor an event, you should drop by the SAC office, CC rm 301A, to discuss the possibility with any SAC member. You will need to complete a request for co-sponsorship form. Any event that is co-sponsored by SAC must be open to all students of UH Hilo. SAC does not fund activities that are for R ISO members only (UHHSA, however, does make grants to R ISOs for such activities). R ISOs may use SAC paints and paper for posters for R ISO events. Please coordinate use with a SAC member as paints must be used in the SAC office. Contact SAC, at 974-7518, to find out how they may help your R ISO.
OTHER CAMPUS SERVICES

Media - AV equipment

RISOs may request use of AV equipment through their advisor. An equipment request form must be submitted a minimum of five (5) working days prior to the requested date. Equipment is loaned on a first come, first reserved basis so get your request in early. An equipment request must be signed by your advisor.

Media - Graphics/Duplication

If your RISO needs graphic design and layout assistance with a major, campus-wide event or with making tickets and large poster prints or with duplicating materials, the Media/Graphics department may be able to help you. Media/Graphics’ first work priority is for academic needs. It’s important to remember this and get your order in as early as possible. It is unlikely that last minute requests will be accepted. For graphic design work, orders should be in at least six (6) weeks prior to your desired receipt date. Duplicating work orders must be in at least one week prior to need. All work orders and duplication orders must be approved by the Campus Center Director.

FUNDING YOUR RISO

Membership Dues

The most common way organizations fund their basic operating expenses is to assess membership dues. The RISO may decide to collect dues per month, semester or any other time period. If the RISO decides to assess dues, it should be stated in the group’s Constitution (the amount should be in the By-Laws). When determining whether to assess dues or not, the group should consider what its basic expenses will be and how they will be paid if dues are not assessed. When determining the amount of the dues, the RISO should keep in mind an amount that would be reasonable for most members to pay.

Fundraising

A RISO can raise money by selling goods or services, by charging admission for an event, or by soliciting donations. Such fundraising activities should be for the benefit of the RISO and funds should be used for RISO sponsored activities. RISOs must inform the Campus Center Director of fundraising activities by submitting the fundraising information sheet prior to the first day of fundraising. RISOs who are fundraising through UHHSA and SAC do not need to submit the information sheet. The Campus Center Director does not approve or disapprove RISOs’ fundraising activities. The information sheet enables the Director to respond to any inquiries about RISO fundraising.

Any RISO selling food on-campus must contact the Sodexo Director to obtain a special waiver. The RISO is also responsible for obtaining a temporary food permit from the Dept. of Health for any food sales, on- or off-campus. RISOs attempting to sell food on campus, without the Sodexho waiver and the temporary DOH permit, will have their fundraiser stopped immediately. RISOs not complying with Sodexho or DOH regulations related to food preparation and handling are at risk of being held liable for any illness or death due to poor food preparation and handling.

The Campus Center is currently gathering information about fundraising sources and this information will be added to the RISO website. The list will be continually updated. If any RISO has fundraising information to share on the list, please contact the Campus Center at 974-7499 or come by Campus Center, rm 210.
UH at Hilo Student Association (UHHSA) Funding

In addition to generating your own funds, RISOs may request funding from the UH at Hilo Student Association. The UHSA Senate represents all UH Hilo students and its decision to approve funds is determined by many factors. These include the significance of the program, project or activity; the probability of success; the benefit to all students; the availability of funds; and, the appropriateness of UHHSA funding the request. Programs with inherent cultural, social, economic impact and those which strive to manifest the Senate’s goals are most likely to receive funding. UHSA can also provide seed money for a RISO’s fundraising effort. Senate guidelines for RISO funding change from year to year so contact the UHHSA Senator in charge of RISOs for current information. Applications for funding are available at the UHHSA office, CC rm 211 or Campus Center, rm 210. Call the UHHSA office at 974-7500 for more information about ways that UHHSA can support your RISO.

See previous section on Campus Center services for information about Student Activities Council support for RISOs.

RISK MANAGEMENT

When your RISO is planning its activities, it is important to consider the risks involved with those activities. Although it is unrealistic for an activity to be completely risk-free, it is also unrealistic to plan events without considering risks.

Æ For all of your organization’s activities, appropriate rules of safety should be shared with everyone involved. A list of possible risks should be discussed with all participants. If potentially dangerous or hazardous conditions exist, consider what safety personnel might be needed, i.e. hiring a lifeguard for a beach trip or a guide for hiking near the volcano. The RISO may even consider obtaining event insurance if the situation warrants it. It is highly recommended that events and activities have a designated certified First Aide/CPR person. While the University is not responsible for the activities of RISOs, we will assist whenever possible with risk management concerns. If you have any questions, contact the Campus Center Director.

Risk Release Waivers

To protect your organization, its officers and advisor(s), participants in all off-campus activities and some on-campus activities should be required to sign an “Assumption of Risk and Release” form (Sample #2) prior to the activity. Your list of potential risks must be included on this form. The release form doesn’t mean your organization can’t get sued. However, it does mean that you can show that the participant was informed of risks and chose to assume the risks and responsibilities associated with the particular activity.

Alcohol and Substances

We very strongly recommend that all RISO activities be alcohol-free and that RISOs adopt a policy prohibiting use of the RISO’s funds for purchase of alcohol. To limit the RISO’s risk, there should always be a specific time period placed on any activity. Activities members may engage in before or after the event is not the RISO’s responsibility. Student fees may not be used to purchase alcohol nor can student organization (UHHSA, SAC or publications) sponsored events, held on or off campus include alcohol.

UNIVERSITY POLICIES

RISOs are expected to follow major University policies and procedures including, but not limited to the following:
Americans with Disabilities Act (ADA)

Many of our students, faculty and staff have disabilities that may affect their participation in RISO activities. Events, on or off campus, must be accessible to students, and other participants, including the general public. We want everyone to be able to equally enjoy and benefit from various campus activities. To become familiar with our campus’ policy and procedures related to persons with disabilities, you may contact Susan Shirachi, UH Hilo University Disability Services Director. She is willing to meet with any group to share information and answer your questions. When publicizing your events, please use the following statement on your flyers, posters, news releases and announcements:

“Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), 933-3334 (TTY) by (date at least 10 days prior to the event).”

Susan can be reached at 933-1836.

Sexual Harassment and Sexual Assault

The University is committed to providing a safe and comfortable campus for all of our students. RISOs, in its on-campus and off-campus activities, are expected to observe the UH Hilo’s Sexual Harassment and Sexual Assault policies. For information and assistance, contact the Vice-Chancellor for Student Affairs, Dr. Luoluo Hong, at 974-7334.

Student Conduct Code

All UH Hilo and HawCC students participating in RISOs are expected to behave in a civil manner that respects the rights of others while supporting an environment of learning and mutual enjoyment of student life programs, activities and services. Students who choose to violate the rights of others and disrupt activities through impermissible behavior will be subject to disciplinary action under the UH Hilo Student Conduct Code. Copies of the Conduct Code are available in the Campus Center office, rm 210.

CONTACT US!

If you have any questions, need help or want leadership training, please contact the Student Leadership Coordinator, Leomi Berkgnut. You may email her at ekusano@hawaii.edu or call 933-1907 or come to Campus Center, rm 309.

HAVE A GREAT YEAR!