Board of Regents Chapter 7 Policy - Oversees the guidelines for all Registered Independent Organizations (RIOs) which at UH Hilo are Registered Independent Student Organizations (RISOs). Clubs are INDEPENDENT of the University of Hawaii system and are being embraced by student life.

The BOR Chapter 7 Policy also indicates the following:
- RISOs are not directly supported financially through mandatory student activity fees.
- RISOs are not involved in the governance process and does not represent or serve the entire student body on their campus.
- The University assumes no responsibility for the activities of a RISO. RISOs must fully inform its members and the public of its relationship to the University by including the following disclaimer in its publications and communication with third parties: “Although the registered organization has members who are University students, the registered organization is independent of the University and does not represent the views of the University. The registered organization is responsible for its own contracts, acts, or omissions.”

Board of Regents Webpage: [http://www.hawaii.edu/offices/bor/policy/](http://www.hawaii.edu/offices/bor/policy/)

RISO Webpage is at [http://hilo.hawaii.edu/campuscenter/riso/](http://hilo.hawaii.edu/campuscenter/riso/)

Contains info on the following:
- RISO Registration Packet
- Sample Constitution & By-laws
- Contact Info for Campus groups that extend privileges to the RISOs
- Registered RISO List with contact info*

* Contact info with the RISO List may not be used as an email listserve by any RISO to promote activities solely for your own benefit.

* RISO Updates/News Letter – will be your source of communication. If you’d like anything announced, please email to boggeln@hawaii.edu.

Make the RISO Handbook the “Club’s Resource” as it has websites and general info your club will need to know with the following items:
- RISO registration last from the time of approval until the end of the Spring Semester of the academic year.
- Facility Usage on Campus – remember it is a privilege and needs approval. Each RISO is responsible to follow the specific guidelines of each facility which can be found either by contacting them directly or looing on their website.
- Clubs may not use the University address ( 200 W. Kawili st.) as their clubs mailing address.
- Clubs may not use the terms University of Hawaii at Hilo, UH Hilo, UH in their name as it denotes a relationship with the University.
- Being a RISO does not give you the permission use the UH Hilo Logo or Vulcan Logo
- No food waiver is needed to have food on campus. However, rental of Hale Kehau Dining Hall and Campus Center Dining Facility, a Sodexo food waiver will be needed.
  - Food preparation must be done in a certified kitchen by the Department of Health
Services Offered to RISOs

Campus Center Services include the following:
- Bulletin Boards for fliers which are preapproved
  - Remember to include the following statement:
    - "Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), 808-932-7002 (TTY) by (date that is 10 working days prior to the event)."
- News and Events Calendar
- Meeting Rooms – reserve online at least 10 working days before your activity
- Renting tables and chairs for some on-campus events
- Tabling and doing events in the Plaza

Your Chartered Student Organizations can do the following:
- BOMB/URH/VVP – announcements, guest interview, sound equipment – fees apply
  - BOMB…CC-313…
- BOSP/Ke Kalahea – advertisement, announcement or feature story
  - BOSP… CC-214…
- SAC & UHHSA – collaborate with funding RISO activities
  - SAC… CC-301-B…
  - UHHSA… CC-203-A…
- RISOs requesting funding are required to attend a Funding Workshop.

Other Services
- College of Continuing Education & Community Service (CCECS) facilities
- Performing Arts Center
- The Library Lani
- Student Life Center rooms and facilities
- Motor Pool Vans

RISK Management at UH Hilo:
- Advisors are to be at meetings, activities or events. Advisors are being held responsible for UH Hilo vans from Auxiliary and facilities and must be present during the use of vans with trips.
  - A certified van driver must be registered with Auxiliary for van usage
  - Visit the UH Hilo Parking Office to register for trainings with van driving
  - Please abide by Auxiliary guidelines to be in good standing for another reservation.
- Fliers with events and activities must have a designated start and ending time
  - **FLIERS need to have the following statement:**
    - "Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), 808-932-7002 (TTY) by (date that is 10 working days prior to the event)."
- We are a drug and alcohol free campus – Abuse of this policy will have privileges as a club revoked.
Changing Members after you have turned in your registration form:

- If you need to change an officer, authorized user or advisor for your club after you turned in your registration form
  - Please fill out the RISO authorized Representative Change Form which can be found under forms
  - Form must be submitted within 10 working days of the change

REMEMBER as a RISO you have opportunities to:

- Socialize and be a part of an organization that has the same goals
- Network and collaborate with other RISOs, CSOs and community organizations
- Discover and develop your leadership skills
- Be a part of student life and engage in service learning activities
- Have access to meeting rooms, the motor pool and Campus Center services

For more info, contact Maile Boggeln at 808.932.7796 and/or boggeln@hawaii.edu. MAHALO!