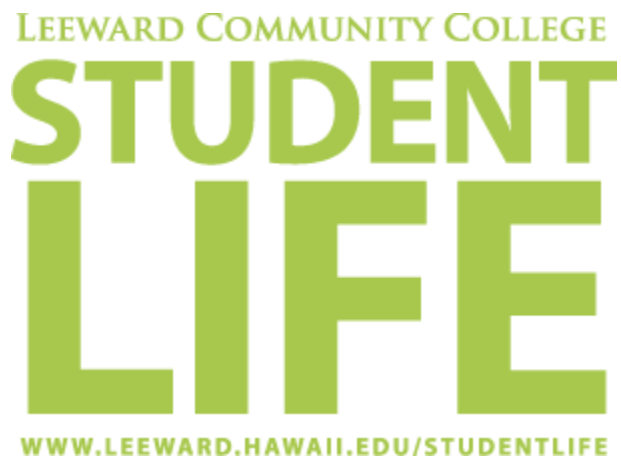




Registered Independent Student Organization Handbook

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RECOGNITION

This handbook has been modeled after the UH Hilo and UH Maui College RISO handbooks. This handbook has been reviewed and approved by the Leeward Community College Chancellor, Manny Cabral on June 25, 2014.

INTRODUCTION

At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

Leeward Community College (Leeward CC) is committed to nurturing and inspiring students by providing co-curricular activities that enable students to gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development. Participating in programs and activities outside the classroom is an integral part of the collegiate learning experience.

This handbook is a resource guide to assist in developing and registering organizations so they can be an official Registered Independent Student Organization (RISO) at Leeward Community College.

Any questions or need assistance please contact:

Lexer Chou

Student Life Coordinator

Office: Student Life Office: AD 229

Email: achou@hawaii.edu

Phone: 808-455-0248

Website: www.leeward.hawaii.edu/studentlife

DEFINITION OF A REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

Any group of six (6) or more students currently enrolled at Leeward CC wishing to pursue a common educational, civic, social, cultural or recreational interest may become a RISO by completing the registration form and submitting the required documents. 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.

Every RISO must have a Faculty or Staff Advisor. The Advisor must sign the RISO Advisor Agreement stating that the Advisor understands the responsibilities.

Registration Term: July 1 – June 30

RELATIONSHIP TO THE UNIVERSITY

Referencing the Board of Regents (BOR) Chapter 7: Executive Policy on Student Organizations:

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 Leeward CC.” However, this does not permit usage of the University of Hawai‘i or Leeward CC logo due to RISOs being independent of the University of Hawai‘i. 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.

GUIDELINES/POLICIES FOR BEING AN OFFICIAL RISO

All RISOs must comply with the following guidelines and policies referenced in BOR Chapter 7:

1. Complete the RISO Registration form with the following information:
 - a. List of the six (6) Leeward CC currently enrolled student members of the RISO, their e-mail addresses, and their telephone numbers.
 - b. Submit a current Constitution and By-Laws.
 - c. List your financial institution.
 - d. If the RISO is affiliated with a local, national, or international organization (i.e., Greek or other organization) a copy of that organization's constitution, charter and/or by-laws must be submitted at time of registration.
2. RISOs (any representative) must attend an annual RISO Orientation.
3. RISOs must comply with policies, rules, and procedures of the University (designated campus).
4. RISOs must maintain a current list of officers with the Student Life Office.
5. RISO name must not include University of Hawai'i or Leeward CC.

All RISOs must comply with the following Leeward CC guidelines and policies:

1. All RISOs must have an Advisor who is a Leeward CC Faculty or Staff.
2. All RISO Advisors must attend an annual Campus Security Authority (CSA) Training.
3. Must maintain adequate documentation of all meetings, members, and attendance. That documentation may be requested at any time by the Student Life Coordinator to verify club officers or events.
4. Open membership without discrimination to students of Leeward CC is a constitutional requirement for all RISOs.
5. 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.
6. RISO Registration Form requires the representative to agree to all guidelines and policies in this Handbook on behalf of the RISO.

Submit your [RISO Registration Form](#)

RISO PRIVILEGES

Being a Registered Independent Student Organization allows your RISO to:

- Reserve on campus facilities.
- Fundraise on campus if the RISO has a financial institution listed with the Student Life Office.
- Apply for campus funding via the [Budget and Finance \(B&F\) Committee](#).
- Receive extra funding from Student Government with participation in Student Life or specific campus events.
- Receive services from the Student Life Office and other campus departments.
- Request workshops from the Student Life Office pertaining to RISOs such as event planning, fundraising, marketing, and leadership building.
- Request RISO exposure through Leeward CC's student publication, Ka Mana'o by contacting Stanley Lee, stanleyl@hawaii.edu
- Post flyers on campus bulletin boards by emailing: leewardstudentlife-L@lists.hawaii.edu
- Post announcements in the weekly Student Life Monday email blast by emailing Lexer Chou, achou@hawaii.edu

RISO ADVISOR RESPONSIBILITIES AND DUTIES

Every RISO is required to have at least one Leeward CC faculty or staff advisor throughout the duration of their registration term. An advisor can be a valuable source of information and continuity for the group. The advisor plays a key role in assisting the organization to establish and conduct a program of activities.

As an advisor you are making a difference. It is an honor to be asked by a RISO to serve as an advisor. Such a request implies respect from the students. The advisor should recognize this responsibility carries with it additional demands on one's time.

Advisors must understand that RISOs are *independent* from the University of Hawai'i. Advisors are fully aware that they serve without pay, receive no release time, no comp time, no overtime, and no workload hours. RISO duties, including events and meetings, are strictly voluntary hours.

Important Clery Act Information:

RISO Advisors are considered a “Campus Security Authority” for the College and must attend annual trainings. As such, a crime that the Advisor is aware of must be immediately reported to Leeward CC. All information is provided at the CSA Trainings. Contact the Student Life Coordinator for more information.

Advisors must sign the RISO Advisor Agreement stating that the Advisor understands the responsibilities outlined in this Handbook.

Advisors may/should:

- Support the RISO in any conflicts with members of the College staff or faculty.
- Attend all official RISO functions, including meetings and events, on or off campus, for the duration of each.
- Reserve on campus facilities and other logistics related to event planning.
- Be familiar with College policy when relevant to the discussion
- Assist and advise the students in planning, implementing, and evaluating the programs and activities consistent with its purpose.
- Serve as a resource during meetings, events, fundraising, or any other RISO activity.
- Assist with the development, training and orientation of new club members.
- Assist the officers to maintain accurate records of finances, programs, and activities in order to promote organizational documentation and efficiency
- Assist with the formulation and/or revision of the RISO’s constitution and by-laws, and ensure that members do not violate their own constitution.
- The advisor should inform the RISO’s leadership if they are not going to return as advisors so there is adequate time for the organization to recruit another advisor.

Advisors may NOT:

- Select members (but may participate in selection discussion)
- Determine or direct the RISO’s programs, goals, and performances
- Control the RISO’s finances
- Vote
- Hold office
- Represent the RISO to the University or community

WRITING A CONSTITUTION AND BY-LAWS

Robert's Rules of Order, Newly Revised, states that a constitution of an organization:

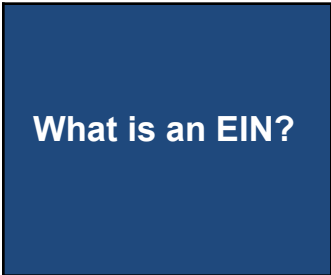
- a. Defines its primary characteristics.
- b. Prescribes how it functions.
- c. Includes all rules that the organization considers so important that the rules cannot be changed without previous notice to members.

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 constitution and by-laws can be found on page 16 and 19. It is an outline of a constitution and by-laws that can be utilized in developing one for any RISO. The constitution should contain statements and provisions concerning the continuing aspects of the RISO. Items that detail more specific operational procedures and/or rules that are subject to more frequent revision should be included in the by-laws.

FINANCIAL, BANKING, AND TAX INFORMATION

Each RISO will need to have a Federal Employer Identification Number (EIN) to open a bank account if the RISO collects dues and/or fundraising, as referenced in the BOR Chapter 7: Executive Policy. Having an EIN 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.



What is an EIN?

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, Federal Employer Identification Number (FEIN), Tax Identification Number TIN or Tax ID.

This is an identifying number that the Government assigns to an entity to identify the business.

The EIN is a 9 digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.

The EIN will identify the business accounts, tax returns, and many other business related documents. **Click or copy and paste the below link to complete application:**

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 Punchbowl Street or online at <http://tax.hawaii.gov/forms/>.
2. Fill the form out carefully.
3. Return the form, with the required fee, to the Tax Office and they will issue the license.
4. Call the State Tax Office, **808-587-4242**, for further information.

FUNDING OPPORTUNITIES

RISOs can request funds from the student activity fee through the Budget and Finance Committee (B&F).

What is the Budget and Finance Committee (B&F)?

The Budget and Finance Committee is a sub-committee of the ASUH-Leeward CC Student Government. This committee focuses on properly allocating funding to student organizations and campus departments in co-sponsoring their events/programs.

Funding:

- \$5000/semester will be allocated to the B&F Committee to distribute to the RISOs and departments. (There are more opportunities for funding in the beginning of each semester)
- Maximum of \$500/semester can be requested by RISOs

- Maximum of \$300/event with a total maximum of \$1200/semester can be requested by campus departments
- Submit 1 signed copy to the Student Life Office: Must be filled out through the website, typed, and printed out at least 45 days before the event. Form can be downloaded here: [B&F Application](#)

Requirements:

- RISOs must attend a Funding Workshop before requesting funds. The Student Life Coordinator will announce workshops via the leewardriso-L@lists.hawaii.edu listserv.
- Requests must be submitted at least 45 days prior to event date.
- A representative from the RISO must attend the B&F meeting and can only be the Advisor, Division Chair, or the requestor.
- B&F will inform the organization within 2 weeks of submission date if their request or portion of their requests has been approved or denied.
- The Final Budget Form, Reimbursement/Purchase Order Form, and event flyer must be submitted 30 days prior to the event.
- All receipts must be submitted 3 days after the event date to the Student Life Office.

B&F uses the following criteria in determining where funds are to be allocated:

- Value of activity to the Leeward campus, groups, and individual students
- Degree of planning and prospects for success
- Whether the group has used funds responsibly in the past

B&F Meetings: TBD every semester. Visit www.leeward.hawaii.edu/studentlife

Budget and Finance Committee has no obligation to fund any group

Please refer to the website for more information and the application form:

[B&F Application](#)

FUNDRAISING/DONATIONS

Fundraising refers to events scheduled on campus/off campus with the intent to raise monies for a RISO through solicitation of donations, charging of admissions, or selling of products/services. Such fundraising activities should be for the benefit of the RISO and funds should be used for RISO sponsored activities.

RISOs are allowed to hold fundraisers in accordance to the following:

- Baked good or food sales: RISOs are advised to file an application for a Temporary Food Establishment permit with the Department of Health (DOH).
 - RISOs not complying with 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
 - Application can be found here: [Visit the Website](#)
- Donations: Must be tracked and deposited into the RISO financial institution. The item and value, donor name, address, and contact information must be kept on record. This information can be requested at any time by the Student Life Office.

Accountability, Limitations & Liability:

The RISO assumes all accountability, responsibility, and liability with fundraisers and receiving donations. All phases of carrying out the fundraising event, federal, state, and local laws regarding food prep, taxes, etc. will be entirely complied with. Leeward CC reserves the right not to allow use of its facilities or funds for the fundraiser.

Reasons include, but are not limited to: Inappropriate use, past abuses, health and safety factors, potential property damage, public and/or college nuisances, lack of space/utilities/security/custodial service, and potential injuries.

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 necessary to plan events considering and preparing for risks.

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 on a ridge. 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 College is not responsible for the activities of RISOs, assistance can be requested with risk management concerns.

Risk Release Waivers

To protect the RISO, its officers and advisor(s), participants in all off-campus activities and some on-campus activities should be required to sign a Participant and Event/Travel Form (found on page 21 and 22) prior to the activity. The waiver form does not mean that the RISO cannot get sued. However, it does mean that the RISO can show that the participant was informed of risks and chose to assume the risks and responsibilities associated with the particular activity.

Sample forms can be found here:

[Sample Waiver Forms](#)

Alcohol and Substances

It is strongly recommended 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.

Members who engage in alcohol before or after the event is not the RISO's responsibility. Student fees may not be used to purchase alcohol nor can RISO 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 Leeward CC 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. All persons should 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 [Disability Services](#). .

Sexual Harassment and Sexual Assault

The University is committed to providing a safe and comfortable campus for all of students. RISOs, in its on-campus and off-campus activities, are expected to observe the University's Sexual Harassment and Sexual Assault policies. For information and assistance, contact the Dean of Student Services, in Administration (AD) 224A.

Student Conduct Code

All Leeward CC students participating in RISOs are expected to conduct themselves 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 Leeward CC Student Conduct Code. The student conduct code can be downloaded here: [Student Conduct Code](#)

Blue = emails/websites

Red = Notes/Suggestions

Resources on Campus

Division	Contact	Location
Student Life	Lexer Chou	achou@hawaii.edu
Facilities	Will Akama	akama@hawaii.edu
Operations and Maintenance	Grant Okamura	okamurag@hawaii.edu
Educational Media Center		
Security	Chris Segawa	csegawa@hawaii.edu
Marketing	Tad Saiki	tads@hawaii.edu

GENERAL STEPS TO SUCCESSFULLY COORDINATE YOUR EVENT ON CAMPUS:

Students should not be the point contact with campus divisions except with Student Life

I. RESERVING A FACILITY:

1. Fill out the reservation form: [Download PDF Form](#)
2. Fill out the #1 area
3. Advisor signs the form
4. Submit to Will Akama
 - i. Please list if you are having a radio station, a fundraiser, etc on this form

5. Will Akama will send an email confirmation to the Advisor regarding the approval or denial of the facility

i. **Note: All requests must be submitted no later than 2 weeks prior to the event. Do not publicize event until proper clearance is received.**

ii. **Suggestion: Submit at least 3 weeks in advance**

6. **Reserving the Student Lounge**

i. The Student Lounge cannot be closed due to an event during:

Monday – Thursday from 8am – 4:15pm or Friday from 8am – 3pm

ii. Events CAN be held during the Lounge open hours; however it must still be available for students to use for their leisure.

iii. To request the Student Lounge, complete the Facilities Request Form and submit to the Student Life office. [Download PDF Form](#)

iv. The Student Life Coordinator will contact you to meet with a Student Life employee to discuss your event in detail and collaboratively arrange the Lounge to accommodate your event and still maintain space for the student users.

v. After the agreement, the Student Life Coordinator will send the approved form to the Facilities Coordinator.

vi. Further Lounge policies can be found here: [View Lounge Policies](#)

II. **LOGISTICAL NEEDS:**

1. **Operations and Maintenance (O&M)** includes 6' tables (30), 8' tables (21), chairs (150), 20'x20' tents (4), water shut off on grass courtyards, and a stage (Six – 4'x8' portable panels)

2. Work orders must be received no less than five (5) days before the event

i. **Suggestion: Submit it at least 2 weeks in advance**

3. Only Advisors/Division Secretaries can submit work orders on Asset Works.

4. All events requiring a set-up (tables, chairs, tents, stage, etc.) must have a detailed map attached for the proper set-up. No changes will be accommodated once O&M has completed the set-up.
5. Work orders requesting any type of furniture or equipment must be submitted on separate work orders.

- i. Example:

1. Work Order for tables and chairs
 2. Work Order for Tents
 3. Work Order for Stage
 4. Work Order for water shut off
6. O&M will contact the Advisor ONLY if there is a discrepancy or if the work order has been denied.

- i. **Note: If you request 6' tables you MUST store them in a secure location after your event. You need to include this information on the work order**

7. Movement Request Form is primarily if an item needs to be moved from one area to another:

- i. Example: Moving the Theater podium to Tuthill

Courtyard

III. AUDIO VISUAL NEEDS:

1. Media Center's primary obligation is to instruction. They have supported other campus activities based on the availability of equipment and personnel. During a time of budget reduction it will be difficult for the Media Center to support any non-instructional activities.
2. If you plan on hosting a large event that requires AV, please discuss this with the Media Center first before you start planning. If they do not have the staff OR the equipment you will need to contract with an off campus vendor.

IV. SECURITY:

1. Will Akama will contact the Advisor if the reservation form signals any red flags possibly including:

- i. Evening activity

- ii. Weekend activity
 - iii. Open to the public
- 2. A discussion may follow including Security

V. **MARKETING:**

1. If you are hosting any event that may attract community or off-campus audience, please inform the College Marketing Director. If you intend on creating an online presence outside the Student Life website, please contact them for institutional guidelines.
2. For maximum effectiveness, submit the event to the College's online calendar, [Leeward Events](#), as soon as all event details have been approved. Use the calendar's social sharing capabilities to promote the event. Instructions on how to use the calendar are: [online](#).
3. The Student Life Office and the Marketing Department are unable to accommodate flyer design, printing, copies, etc.
4. The Student Life Office will support RISO events in the following ways:
 - i. Digital signage once the flyer is approved
 - ii. **Weekly Monday email blasts** to students:
Email Lexer the information you would like included in the following format by the Friday before the Monday you want the announcement in the email:
 1. Title
 2. Date
 3. Time
 4. Location
 5. 2-3 sentence description
 6. Contact Information

5. **BULLETIN BOARD POSTING POLICY:**

- a. Must be emailed to leewardstudentlife-L@lists.hawaii.edu
- b. An email approval will be sent within 2 days

- c. Your flyer must be taken down 30 days from the email approval or 3 business days after your event
- d. For posting inside buildings (ex. Library) please print out the email approval
- e. Violations of this policy will result in a hold status on your RISO
- f. Full policy can be found on: [Bulletin Board Policy](#)

VI. PARKING:

- 1. The campus does not reserve parking for events including vendors for events
- 2. If Advisors feel that it is necessary to the success of the event please contact Talbort with Security to initiate discussions

VII. UNLOADING/LOADING FROM VEHICLE:

- 1. If a vendor needs to unload from the parking lot please work with The Security Office on your needs
- 2. To unload from the 2nd floor to the 1st floor, the Learning Commons elevator is open for use

VIII. ENTERTAINMENT:

- 1. Paid entertainers need to fill out the Non-employee invoice and W-9 form
 - i. Download the form here: [Download Here](#)
 - ii. Can only hire from outside the UH system
 - iii. Any faculty, staff, or student within the UH System cannot be paid or given a lei
- 2. Volunteer entertainers do not need any forms

IX. FUNDING SOURCES:

- 1. Please review the funding policy for the Budget and Finance Committee (B&F) here: [B&F Policies](#)

For updates and information: www.leeward.hawaii.edu/studentlife

Sample Constitution

Constitution of ____ (Name of RISO)

Article I: Name

Section 1: The name of this organization shall be... (Provide actual name which will be used for all official business), hereafter referred to as...

Article II: Purpose

Section 1: The purpose of this organization shall be... (State the purpose, aims, and function of the organization)

Article III: Affiliations

Section 1: This organization is affiliated with... (Indicate if the RISO has any affiliation with any other local, state, national, or international organization and explain the relationship. Organizations with inter/national affiliations must submit their inter/national constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)

Article IV: Membership

Section 1: The membership of this organization shall consist of enrolled Leeward Community College students.

Section 2: This organization... (All RISO's must include in their constitution a non-discriminatory policy statement that is consistent with Leeward Community College's non-discriminatory policy statement. An example would be: "This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.")

Section 3: Membership in this group shall be open to all who are interested and...
(List the criteria for membership to your organization, if you have any)

Article V: Officers**

Section 1: The officers of the organization shall consist of... (State all officer titles and duties – examples below)

- A. President – The President shall...
- B. Vice President – The Vice President shall...
- C. Secretary - The Secretary shall...
- D. Treasurer - The Treasurer shall...
- E. Etc.

Section 2: The qualifications for each office... (State the qualifications, if any, for the offices)

Section 3: The term of each office shall be... (Example: one year from July 1 to June 30. Make sure elections are held before the term expires.)

Section 4: Should an officer's position become vacant during his/her term, the following will
take place...

Article VI: Advisor

Section 1: Our organization must maintain at least one advisor that is a member of the faculty or staff of Leeward Community College.

Section 2: The duties and responsibilities of the advisor shall be... (See guidelines in the RISO Handbook)

Section 3: Should the position of advisor become vacant during the year...

Article VII: Meetings

Section 1: Regular meetings of the organization shall be held... (Consider how often you would like to meet, who calls the meeting, etc.)

Section 2: Special meetings of the organization shall be held... (Consider who has authority to call these meetings, how much notice is required, etc.)

Article VIII: Amendments

Section 1: This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2: Provision for advance notice of amendment shall be... (Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

Date Ratified (Insert date the constitution is initially ratified)

Date Revised (Insert date the constitution is revised)

Date Revised (Insert date the constitution is revised)

Date Revised (Insert date the constitution is revised)

****Sample: Basic Officer Duties**

(these may be changed within each constitution or set of by-laws)

President: The President creates the agenda for each meeting and distributes the agenda to all members. The President usually chairs the meeting, keeping order but still having fun. The President knows all RISO information and encourages all to complete their obligations.

Vice President: The Vice President knows everything about the President's job in case the Vice President needs to step into the position of President. Other responsibilities may be laid out within the constitution or By-Laws.

Secretary: All meetings must have a recorded set of minutes. They are legal documents. Minutes are made available to all members and the advisor(s) in a timely manner. In some cases the Secretary is also in charge of membership records. All official RISO minutes should be kept on file with the RISO or advisor and may be asked for at any time.

Treasurer: Takes care of all the financial business of the organization, following club's constitution and the policies and procedures of Leeward CC.

After the basic officers' positions are filled, the RISO may become creative and setup positions for their own needs (i.e. Fundraiser Chairperson, Special Events Coordinator, Marketing Coordinator, etc.) The more members who have a job (position/responsibility), the more

successful your RISO will be. Just remember to be flexible, give everyone an opportunity to have a responsibility, and most of all have fun!

Sample By-Laws

By-Laws of ____ (Name of RISO)

Article I: Membership

Section 1: The procedure for selection of membership...

Section 2: Dues for this organization shall be... (Indicate amount, if any, and how often they are paid)

Section 3: Membership responsibilities shall include...

Section 4: Membership shall be terminated by...

Article II: Selection of Officers

Section 1: The selection of officers shall be done by... (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take place during the academic year)

Section 2: The provisions for removal of an officer include...

Article III: Selection of Advisor

Section 1 The selection of the advisor shall be done by...

Section 2: The provisions for removal of an advisor include...

Article IV: Committees

Section 1: All permanent committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

Section 2: All ad-hoc committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

Article V: Rules of Order

Section 1: This organization shall be governed by... (Specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order" in cases when it is applicable and consistent with the organization's constitution and by-laws.)

Article VI: Amendment

Section 1: These by-laws may be amended by a vote of ... (Should be similar to constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)

Date Ratified (Insert date the by-laws are initially ratified)

Date Revised (Insert date the by-laws are revised)

Date Revised (Insert date the by-laws are revised)

Date Revised (Insert date the by-laws are revised)

REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

Participant Waiver

Student Name: ____ Student ID Number:

RISO Name: ____ Academic Year: 20____- 20____

Valid for all activities and meetings related to the Registered Independent Student Organization (hereafter referred to as the “RISO”):

· I understand that the RISO is independent from the University of Hawai‘i; therefore the University of Hawai‘i is not responsible or liable for any activity, meeting, or program related to the RISO. As an independent organization from the University of Hawai‘i, I hereby release all responsibility from the University of Hawai‘i and its employees.

- I understand that my participation in this organization and its activities is voluntary. I fully understand and agree to abide by the safety precautions and other rules that are governed by the RISO in regards to my participation in any activity coordinated by the RISO.
- I understand that I need to review my personal circumstances to determine whether I am physically able to participate in the RISO and whether I have adequate resources or insurance to cover me in case of injury to myself or others as a result of my participation.
- I understand that the RISO is not insuring, defending or indemnifying me with respect to injuries or other liabilities that may arise out of my participation in this Club.
- I hereby release liability or all persons involved in the organization of the RISO, from loss or damage to property or injury to me or any person resulting from my participation in this RISO.
- I understand that I will need to find my own transportation to all RISO events and hereby release all responsibility and liability from all persons involved in the RISO.

I HAVE READ AND UNDERSTOOD THE FOREGOING WAIVER OF MY LEGAL RIGHTS. I ALSO HAD THE OPPORTUNITY TO, AND HAVE ASKED ANY AND ALL QUESTIONS THAT I HAD ABOUT THIS WAIVER BEFORE SIGNING IT AND WAIVING MY RIGHTS.

Signature

Date

Print Name

REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

University of Hawai‘i Event and Travel Waiver

Student Name: ____ Student ID Number:

RISO Name: ____ Event:

Date & Time of Event: ____ Transportation to Event:

Valid for all University of Hawai‘i Events (hereafter referred to as the “Event”) sponsored by the RISO named above (hereafter referred to as the “RISO”).

· I understand that the RISO is independent from the University of Hawai‘i ; therefore the University of Hawai‘i is not responsible or liable for the Event. As an independent organization from the University of Hawai‘i , I hereby release all responsibility from the University of Hawai‘i and its employees.

- I understand that my participation in this Event and its activities is voluntary. I fully understand and agree to abide by the safety precautions and other rules that are governed by the RISO and the Event in regards to my participation in any activity coordinated by the Event.

- I understand that the RISO is not insuring, defending, or indemnifying me with respect to injuries or other liabilities that may arise out of my participation in this Event and during my transportation to the Event from my starting destination.

- The purchase, possession or consumption of alcoholic beverage is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverage on campus. Students are referred to the Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

- Public intoxication is expressly prohibited. Use, possession, manufacturing, or distribution of alcoholic beverages by any person under twenty-one (21) years of age is expressly prohibited.
 - I hereby release liability or all persons involved in the organization of the RISO, from loss or damage to property or injury to me or any person resulting from my participation in this Event.

I HAVE READ AND UNDERSTOOD THE FOREGOIN WAIVER OF MY LEGAL RIGHTS. I ALSO HAD THE OPPORTUNITY TO, AND HAVE ASKED ANY AND ALL QUESTIONS THAT I HAD ABOUT THIS WAIVER BEFORE SIGNING IT AND WAIVING MY RIGHTS.

Signature

Date

Print Name

REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)

ADVISOR AGREEMENT

Purpose of Advisors

- The advisor serves in a voluntary capacity to the RISO and provides guidance, direction, advice, and continuity to both the members and officers of the organization.
- Every RISO is required to have at least one Leeward CC faculty or staff advisor throughout the duration of their registration term.
- An advisor approves and submits campus paperwork regarding college services.

Advisor Responsibilities

It is important that advisors understand the responsibilities involved before making a commitment to the RISO that they plan on advising. Those responsibilities include:

- Understand that RISO's are *independent* from the University of Hawai'i.
- Serve as an advisor on a voluntary basis.
- Due to your role as an advisor of a RISO, you are considered a "Campus Security Authority" for the College and must attend annual trainings. As such, you must immediately report any crimes that you are made aware of, to Leeward CC.
- Support the RISO in any conflicts with members of the College staff or faculty.
- Attend all official RISO functions, including meetings and events, on or off campus, for the duration of each.
- Reserve on campus facilities and other logistics related to event planning.
- Be familiar with College policy when relevant to the discussion.
- Assist and advise the students in planning, implementing, and evaluating the programs and activities consistent with its purpose.
- Serve as a resource during meetings, events, fundraising, or any other RISO activity.
- Assist with the development, training and orientation of new club members.
- Assist the officers to maintain accurate records of finances, programs, and activities in order to promote organizational documentation and efficiency.
- Assist with the formulation and/or revision of the RISO's Constitution and By-laws, and ensure that members do not violate their own Constitution.

- The advisor should inform the RISO's leadership if they are not going to return as advisor so there is adequate time for the organization to recruit another advisor.

RISO's Responsibilities to the Advisor

- Officers and leadership must notify the advisor of all meetings and events.
- Consult advisor in the planning of projects and events.
- Consult advisor before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken.
- Allow the advisor speaking privileges although advisor is not allowed a vote.
- Be aware that the success of the organization and its events rest on the members of the organization itself, not the advisor.
- Discuss concerns and issues with the advisor.
- Acknowledge the advisor's time and energy are donated, and express appreciation.
- Be clear and open about expectations of advisor and periodically evaluate the advisor.

Advisor Agreement

I agree to be the advisor of the (list all the RISO's you are committing to advising) ____ and have received a copy the *Registered Independent Student Organization (RISO) Handbook*. I recognize the duties of an advisor and agree to fulfill the above responsibilities.

Name: ____

Date:

Room Number ____

Telephone:

Title:

Signature: _____

This agreement is adapted from Baldwin-Wallace College