









# The Basics

Definition of an RSO

- x Philanthropic supports and/or helps fundraise for nonprofit organizations; provides volunteer opportunities on and off campus
- x Professional provides students with a preview of their anticipated professional careers typically associated with a college or degree program
- x Recreational promotes sports-oriented programs and/or recreational activities
- x Religious serves as a support network for students of a particular religious denomination or spiritual interest
- x Leadership & Service provides leadership opportunities on campus
- x Special Interest focuses on a specific interest or topic

## RSO Statuses

- x Active- Active status is defined as the status of an RSO that has completed all requirements to start a new organization and been approved by the Office of Student Life and Leadership or to maintain active status. Organizations on active status are listed in Wingspan and may take advantage of all benefits offered to RSOs at ULM.
- x Inactive- Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status with ULM Student Life. Organizations on inactive status are removed from all RSO lists and are not permitted to utilize any of the benefits offered to RSOs at ULM. Inactive organizations can become active again by contacting the RSO Advisor and fulfilling any outstanding responsibilities.
- x Probationary- Probationary status is defined as the status of an RSO that has been removed from active status for violations of Student Life policies, University policies, and/or local, state, and federal laws. The length and terms of probationary status vary. Organizations on probation may be required to complete certain requirements before being placed back on active status and may lose some or all benefits offered to RSOs at ULM.
- x Provisional- Provisional status is defined as the status of an RSO that is made up of less than 10 members. This status is given on a case-by-case basis and is determined by the Office of Student Life and Leadership. Organizations on provisional status may receive limited benefits offered to RSOs at ULM.
- x Temporary- Temporary status is defined as the status of an RSO that exists for only one semester that was formed to support a specific goal such as a political campaign, natural disaster, etc.

## RSO Requirements

the following requirements annually:

- x Renew annually with ULM Student Life and Leadership
  - o Update the membership roster
  - o Submit a new advisor agreement
  - o Confirm all profile details are up-to-date
- x Attend fall RSO meeting, spring RSO meeting, Hazing Prevention Training, and any other meetings or training sessions deemed mandatory by the Office of Student Life and Leadership



## Renewal/Reregistration Process

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- x Complete the renewal application in Wingspan
- x Update the membership roster in Wingspan
- x Attend fall RSO meeting
- x Submit a new advisor agreement contract

## Wingspan Compliance Policy

The Wingspan Compliance Policy Outlines all expectations of RSOs and their duty to uphold the proper use and maintenance of their Wingspan profiles in order to stay in good standing (active status) with the University and the Office of Student Life and Leadership

- x All active, inactive, probational, provisional, and temporary RSOs must be registered in Wingspan.
- x A complete roster must be maintained regularly to reflect accurate active membership.
- x All faculty/staff advisors must be included in the roster. Four primary officers (president, vice president, secretary, treasurer) must be recorded on the roster list at all times and updated immediately upon leadership change.
- x All event requests must be submitted to Wingspan a minimum of one week prior to the event date.
- x Wingspan is to be the primary source of communication between the RSO Coordinator and RSOs. A designated officer of each RSO should be responsible for Wingspan maintenance and communication.
- x Failure to comply with the Wingspan policy will result in forfeiture of RSO benefits and loss of good standing (active status) with the University and Office of Student Life and Leadership.

## 5 Star Point System

RSOs will be assessed anTJ 0 G n1a<nTJ E5P <</M3e q 0.00000912 0 612 792 R/MCID 15>> BDC q





x Warhawk Volunteer of the Year (community service hours based, Wingspan hours only)

RSOs at ULM are required to include a set of basic policies, membership requirements, officer requirements, amendment procedures, and appeals process that are set forth by the University. The following general outline should be followed:

## Constitution Outline

A. Name of Organization

B. Purpose of Organization

C. Membership

a. Defined

b. Qualifications

c. Non-discrimination membership clause

d. The constitution of each organization seeking recognition by the University must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of the University of Louisiana Monroe.

D. Officers and Advisors

a. Positions

b. Duties for each position

c. Method of selection

d. Officers in any RSO must have at least a 2.5 cumulative GPA and be in good standing with university at the time of elections and during of office. (Greek organization officers must be in accordance with their national headquarters' policy.)

E. Meetings

a. How often/when and how long they occur

b. How to run the meeting

F. Committees (optional section, only if applicable)

a. Names of committees

b. Responsibilities

G. Requirements for Amendment of Constitution

## Constitution Amendments

Any proposed change in the constitution/bylaws of an RSO must be emailed to the RSO Advisor. The Office of Student Life and Leadership will review any proposed changes and notify the organization in writing of the action taken (adoption, rejection, or return of the proposed change for further development). No change in a RSO constitution/bylaws will become effective until officially approved.

## Officer Requirements

Each RSO's President serves as the primary liaison to the University. Additional positions for each organization include: Vice President, Secretary, Treasurer. Each of these officers must be listed in the roster as the position they hold. The officers listed on the roster are the only students who are allowed to represent the RSO in official business with the University. Only the officers are permitted to make reservations, register events, and conduct other business on behalf of the organization. Officers must meet the following criteria:

- x Full time ULM student
- x Must maintain at least 2.5 cumulative GPA
- x Must not be on academic or disciplinary probation

## Membership Requirements

RSOs must have at least ten (10) members in order to maintain active status. Members must meet the same criteria listed about in Officer Requirements.

## Advisor Requirements

All RSOs are required to secure and maintain an on-campus advisor who is a current full-time employee (faculty or professional staff) of the University. RSO Advisors are integral to the success of the organization and the development of its student leaders

In order to serve as an advisor, the Advisor Agreement Contract must be submitted on behalf of the organization to the RSO Coordinator each academic year. In the case of an advisor change, a new contract must be submitted immediately. This form can be found in the RSO Application packet on the Student Life and Leadership webpage ([ulm.edu/studentlife](http://ulm.edu/studentlife)).

As outlined in the RSO application guidelines for Recognized Student Organizations at ULM, the following duties are required of RSO Advisors:

- x Attend RSO Advisor training meetings annually
- x Complete hazing prevention training annually
- x Renew Advisor Agreement Contract annually
- x Review all RSO event request submissions in Wingspan. RSO event requests will not be approved without Advisor approval
- x Submit grade report of all active organization members to the RSO Coordinator semesterly

Duties that are encouraged but negotiable with student leaders include, but are not limited to, the following:

- x Meet individually with the RSO President before each meeting
- x Attend officer and organization meetings

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- x Help student leaders prepare an annual budget.
- x Proofread any correspondence before it is sent out.
- x Let the RSO thrive or decline on its own merits; do not interfere unless it is requested to do so
- x Represent the organization in any conflicts with members of the University faculty or staff
- x Assist in planning events

For in-depth conversations, please schedule a private meeting by emailing [miles@ulm.edu](mailto:miles@ulm.edu)

All virtual RSO events must be submitted via Wingspan a minimum of 1 week in advance of the proposed date of the event for approval by the Office of Student Life and Leadership.

Off-campus events do NOT need to be registered in Wingspan. They may however be submitted strictly for promotional purposes. Approval of these events by the Office of Student Life and Leadership does not in any way hold the University responsible for an off-campus event hosted by an RSO.

## Wingspan Event Submission Process

Below is an overview of the event submission and approval process. Changes have been made to streamline this process so please carefully reference the steps below when planning your event. Events must be submitted to Wingspan a minimum of 1 week (7 days) prior to proposed event date.

1. Plan proposed event with organization. This plan does NOT mean the event is finalized; it is a proposal.
2. Secure the desired facility with the correct facility manager as well as any other supplemental confirmations needed for your event (I.E. ULM Police, ULM Physical Plant, etc.) must have this confirmation receipt to upload to Wingspan in order to submit your event request. See [Campus Facilities Available for Reservation](#) for more information.
3. Create an event request submission in Wingspan for your organization and upload your facility

1. If there is an issue or question about your event, ULM Student Life and Leadership contacts the RSO officer who submitted the event in Wingspan. Communication will take place in the comment section of the event request submission and you will be notified by email from Wingspan.
2. If the event is denied, the officer who submitted the event will receive email notification from Wingspan with an explanation. Events can be resubmitted more than once for review.

## Multiday Events

Events that are recurring throughout the semester should be registered as a single event with multiple dates added to the event request submission on the first page. (Ex: weekly chapter meetings)





ULM Office of Student Life and Leadership

Chris Williams ([cwilliams@ulm.edu](mailto:cwilliams@ulm.edu)) 318-342-5289

- x Bayou Park
- x The Quad
- x Library Overhang

Emily Essex ([essex@ulm.edu](mailto:essex@ulm.edu)) 318-342-5286

- x Student Grove
- x SGA Bayou Landing Stage

Brown Gym

Mark Kerry ([kerry@ulm.edu](mailto:kerry@ulm.edu)) 318-342-3078

ULM Athletics Facilities

Lakeyn Bolfin ([lbolfin@ulm.edu](mailto:lbolfin@ulm.edu)) 318-342-5415

ULM Office of Recreational Services

Colton Bernstein ([cbernstein@ulm.edu](mailto:cbernstein@ulm.edu))



h. It is the responsibility of the ULM division/department, ULM program or ULM Center to remove all postings 48 hours after completion of the publicized event.

i. All out-of-date postings will be removed weekly. In case of University closure, holidays or weekends, removal will occur on the next business day. Fliers will be removed due to damage or deterioration caused by inclement weather or excessive posting.

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c. All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Student Life for approval. All materials selected for posting or standing must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

d. The following is the appendix to the ULM Posting Policy and Procedures for standing signs.

e. All individuals or groups wishing to post materials on campus must register with the Office of Student Life (5227).

f. No commercial advertisements should be distributed in this way on the ULM campus.

g. The placement of freestanding signs must be in accordance with Americans with Disabilities Act (ADA) codes, and is limited to the following grass/paved areas: Bayou Park (as long as the signs are at least 8ft away from any sidewalk), Grove (next to tailgating area or tent), Walker Hall, Commons (as long as the signs are at least 8ft away from any sidewalk), and Front of the Coliseum next to the information board. Placements outside the designated areas will require special permission from the Office of Student Life, in consultation with the President or designee.

h. The placement of freestanding signs on sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by ULM Police department or law enforcement/emergency officials, facilities management officials/Physical Plant, or University officials acting on behalf of the University to announce a matter directly related to the health, safety, or welfare of the university community.

i. The maximum size for freestanding signs is 8 feet by 4 feet (tall or wide).

j. The maximum number of freestanding signs that can be placed per ULM department, ULM program, or ULM RSO is as follows: 1) One A Signs/Sandwich Boards/Set of Greek Letters per organization 2) Ten Stake Signs

k. Freestanding signs may be placed on campus for a set number of days determined by the Office of Student Life on an event by event basis.

l. The ULM division/department, ULM program or ULM RSO will be responsible for removal of all signs within 24 hours after the ending date/time of the event(s).

m. Signs will be removed due to: harm posed to the university community, damage or deterioration by inclement weather, excessive postings, or space constraints.



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- 13. Brown Hall hallway by room 102, West and East stairwell
- 13. Brown Annex hallway across from Rm 116
- 18. Student Union Building (SUB) south and east entrance
- 32. Strauss Hall north and south stairwell first floor
- 33. Stubbs Hall northwest stairwell, north central stairwell, northeast stairwell, central hallway, and south stairwell
- 36. CNSB northwest and southwest stairwell 1st floor, northeast and southeast stairwell 2nd floor, hallway outside Rm. 100 and 101
- 37. Hanna Hall east and west stairwell 1st floor
- 38. Walker Hall central front stairwell, south, central and north back stairwell 1st floor
- 40. Construction Building lobby outside Studio 100
- 42. Caldwell Hall north and west entrance
- 43. Band Building front and north entrance
- 44. Biedenbarn Hall northeast entrance, lounge behind recital hall, and north stairwell
- 52. Hemphill Hall southeast and northwest stairwell 1st floor

## Social Media Guidelines

Various ULM entities are using social media outlets such as Facebook, YouTube, Twitter, Blogger, LinkedIn, RRS feeds, and other social media tools to connect with those interested in ULM. Social media is a great way to stay in contact with your audience. To help you make the best use of these social media

RSOs are required to have their social media and any other websites listed on their Wingspan profile. RSO social media are required to follow Student Life and Leadership social media and allow Student Life and Leadership accounts to follow back. RSO social media may not block any content from view by Student Life and Leadership social media accounts. Any social media violations will be monitored by the Office of Student Life and Leadership.

Instagram: @ulmstudentlifeandleadership

Facebook: ULM Office of Student Life and Leadership

Posting on social media in promotion of approved campus events must follow the same guidelines as posting of flyers. RSO name, event date, time, location, and contact information must be present on the social media flyer.

## Marketing Guidelines

RSOs are required to adhere to the marketing and branding policies set forth by the ULM Office of Marketing and Communications. All policies can be found online at [ulm.edu/omc/](http://ulm.edu/omc/).

If a student organization plans to use any of the University logos, shirts, promotional materials, etc.

- x A student organization CANNOT use the official academic or athletic logo without permission.
- x Approved organizations exemplify the goals and values of the university, have a history of serving and supporting the ULM community. Examples would be the Student Government Association, Campus Activities Board, etc.
- x The Logo may not be altered, stretched, distorted, or modified in ANY WAY.
- x For approved Registered Student Organization have your faculty advisor or Student Life and Leadership representative request a logo for your organization by contacting the Office of Marketing & Communications.

## Banking Information

RSOs who collect member dues, host events, or travel may need to acquire a checking account. RSOs are welcome to apply for a checking account through La Capital Federal Credit Union on our campus, but are not prohibited from using other off-campus banks. RSOs may be required to submit annual financial statements to the Office of Student Life and Leadership for verification of appropriate handling and use of funds.

To open an RSO checking account at La Capital, you will need the following information:

- x Minimum of 2 officers who will have access to the account
- x Drivers licenses and Warhawk IDs for both officers to be listed on the accounts
- x Official minutes from the RSOs meeting stating that these are the officers of the organization and they will have access to the RSO checking accounts



Student Life and Leadership defines fundraising as any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donation to charity. Some examples include donations, ticket sales, sale of items, or donation of goods. (I.E. canned food drives with donations to a food bank)

## Travel

Traveling as an RSO can be a rewarding professional, academic, and social experience. To ensure a successful trip, preplanning all trips is advised. RSO advisors are not required by Student Life to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college.

RSOs traveling with the assistance of ULM funds (such as funding from a department or SAEF feed) must first receive authorization to travel. RSOs not traveling with assistance from ULM funds do not need this authorization, but may need to fill out forms on travel and use of personal vehicles, should they apply.

All travel forms are accessible from the Student Life website at [ulm.edu/studentlife/](http://ulm.edu/studentlife/) by clicking the "forms" tab on the menu







will be allowed. Providing a common source of any alcoholic beverage, beer, alcoholic punch, or an open bar implies that it is provided by or on behalf of the organization, regardless of who actually purchased it. In addition, no alcohol may be served from common source containers on organization property or at organizational events. This provision also applies to third party vendors.

12. NonAlcoholic beverages (other than water) must be readily available and in sufficient quantities for members and their guest. The nonalcoholic beverages must be displayed in equal prominence along with the alcoholic beverages.

13. An ample supply of non-salty food must be provided at all events where alcohol is present and must be displayed in equal prominence along with the alcoholic beverage.

14. Events must be centered on a theme; not alcohol. Organizations are strongly advised to select





The Medical Alcohol Amnesty Policy is a way for the University of Louisiana Monroe to reduce the harmful consequences caused by the abuse of alcohol. This policy is designed to promote responsible decisions when students are faced with medical emergencies requiring emergency medical attention. Emergency medical attention is defined as admittance to a hospital. This policy is in place to encourage students to not fear seeking the help of others when faced with a high risk alcohol event.







(ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(iii) Emergency medical personnel.

(iv) ULM faculty or staff member.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

#### Reporting Procedures

It shall be the duty of all student organization members and pledges to report immediately any violation of this policy to the appropriate institution administrator. Any violation of this Policy shall be investigated and appropriate disciplinary action taken.

investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.





person who 3 commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, 4 with or without hard labor, for up to five years.

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To ensure the health and safety of individuals and the collective ULM community, Recognized Student Organization (RSO) activities will operate with strict parameters during the Fall 2020 semester. These are the established guidelines and expectations. Exceptions to these guidelines may be made by the Office of Student Life and Leadership. Failure to comply with these guidelines will result in serious repercussions and possibly suspension of the RSO.

### Specific Guidelines for the Activities of Recognized Student Organizations:

- x A moratorium for ALL in-person RSO events and activities will be in effect between the time residence halls open on Friday, August 14<sup>th</sup> and after 5pm Tuesday, September 1, 2020. No events will take place until Wednesday, September 2<sup>nd</sup>. These events will only be approved at that time if your RSO has met the attendance requirements.



- x When posting content on your official RSO platforms, you must be mindful that you are using the University's name and representing ULM at all times. Your content must align with the policies and mandates set forth by the University.
- x Content taken on ULM campus MUST showcase all social distancing guidelines are being followed, whether on official RSO social media accounts or personal member social media accounts representing an RSO by association.
- x Content taken at an RSO event on or