

RSO MANUAL

**Policies, Procedures, & Information for
Registered Student Organizations at UNLV**

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Disclaimer

This UNLV Registered Student Organization Manual (hereinafter for ease of reference the “Manual”) and/or any referenced materials regarding Registered Student Organizations (RSOs) is intended to be a guideline. The Manual shall not be construed or interpreted to create an express and/or implied contract of any type between the University of Nevada, Las Vegas (UNLV or University) and any Registered Student Organization. All official rules, regulations, and policies are published on the [UNLV website](#) and/or the [Nevada System of Higher Education \(NSHE\) website](#). UNLV makes no claims, promises, or guarantees about the accuracy or completeness of the contents of this Manual and expressly disclaims liability for errors or omissions contained within its contents.

This Manual, at the University’s sole discretion, may change, delete, suspend or discontinue, in whole or part, any part or portion of the Manual at any time with or without prior notice. The most current version of the [RSO Manual is available online](#).

Introduction

Being a part of an RSO is only one example of getting involved at UNLV and can be one of the most fulfilling aspects of your collegiate experience. Making new friends, building relationships, networking, and establishing a strong skill set for the workforce are just some of the many benefits that come from getting involved.

Location*:

Student Involvement & Activities
University of Nevada, Las Vegas
4505 S. Maryland Pkwy Box 452008
Las Vegas, NV 89154

Student Involvement & Activities (SIA) is located on the 3rd floor of the Student Union in suite 316. SIA is responsible for supporting RSOs and is your first resource for information regarding your RSO.

* RSOs are encouraged to utilize this address for the purpose of on-campus mail delivery.

Website/Social Media:

www.unlv.edu/sia/student-orgs

Involvement Center: involvementcenter.unlv.edu

Facebook: [InvolvementUNLV](https://www.facebook.com/InvolvementUNLV)

Instagram: [@InvolvementUNLV](https://www.instagram.com/InvolvementUNLV)

Contact Us:

Office Hours:

Monday and Tuesdays, 8 a.m. – 6 p.m.*

*office closes at 5 p.m. during summer/breaks

Wednesday - Friday, 8 a.m. – 5 p.m.

Phone: (702) 895-5631

Email: involvement@unlv.edu

Defining a Registered Student Organization

UNLV defines an RSO as a group of five (5) or more actively-enrolled UNLV students who share a common purpose or interest. An RSO is entirely operated and organized by actively-enrolled students with the exception of a required full-time UNLV faculty or staff advisor. RSOs may also be members of other University-based communities that impose additional standards of conduct.

RSOs shall not unlawfully discriminate against any person on the basis of race, age, color, religion, national origin or ethnicity, immigration status, sex or gender, gender identity or expression (actual or perceived), sexual orientation, veteran or military status, marital or family status, pregnancy, or disability. While there are many benefits of forming and becoming a member of an RSO, participants need to be aware there are certain limitations to those benefits. The term RSO in this section shall also apply to the individual student members.

An RSO is not an agent, representative, or employee of UNLV. An RSO is not permitted to act as an extension of UNLV.

- RSOs are not appointed and shall not act as an agent of UNLV and shall have no right, power, or authority, to enter into any agreement, contract, or other obligation on behalf of UNLV or otherwise bind UNLV.
- An RSO shall not execute any document or instrument on behalf of UNLV and shall not, at any time, hold themselves out to any third party as an agent of UNLV or imply to any third party that they have any authority to so act on behalf of UNLV.
- The RSO's UNLV faculty/staff advisor is not permitted to sign contracts on behalf of the RSO or UNLV.
- RSOs do not acquire or have the non-profit or tax-exempt statuses of UNLV. Any RSO desiring to be tax-exempt and/or non-profit must separately obtain, at their own expense, such status through the U.S. Internal Revenue Service (IRS) or a national affiliation.
- RSOs are not entitled to coverage under the State of Nevada's Self-Insurance Program and the limited liabilities contained in Nev. Rev. Stat. 41.
- RSOs are not entitled to a legal defense or indemnification under Nev. Rev. Stat. 41.
- RSOs are solely responsible for the contracts, indebtedness, obligations, and/or liabilities of the RSO, not UNLV.
- RSOs are solely responsible for ensuring they have the proper insurance coverage for use of UNLV facilities for its events. The ability to obtain any type of insurance coverage is at the sole discretion, expense, and risk of the RSO.

Organization Categories:

Student organizations at UNLV can self-select their organization categories through the [Involvement Center](#). This allows an RSO to be searched by self-assigned keywords. The designated categories are as follows:

Academic/Pre-Professional/Honorary

Groups that further the content knowledge and experience in an academic field or professional area and/or recognize academic excellence. Some of these organizations may have Greek letters in their names, but are not associated with the governing structures of Fraternity & Sorority Life (UNLV recognized social fraternities and sororities).

Civic Engagement & Advocacy

Groups that further the progress of an idea or initiative for the community at large (service, political, social justice, advocacy, etc.).

Diversity & Multicultural

Groups that celebrate, educate, and communicate the nature of specific shared identities and experiences such as race, class, gender identity, sexual orientation, ability, and ethnicity.

Environmental

Groups who promote or educate associated members and/or the community about causes related to the environment.

Film/Publications/Media

Organizations that are founded around film, publications, and/or media or whose mission/purpose further the content, knowledge, or experience of these areas.

Fitness & Wellness

Groups who promote or educate associated members and/or the community about fitness & wellness.

Fraternities & Sororities

Social fraternities and sororities that are directly associated with the [Fraternity & Sorority Life](#) procedures and policies on campus and have an existing relationship with one of the four Greek governing councils ([Las Vegas Fraternity Association](#), [Multicultural Greek Council](#), [National Pan-Hellenic Council](#), [Panhellenic Council](#)).

Games & Gaming

Groups that encourage or promote gaming culture.

Graduate & Professional

Organizations created and maintained by graduate or professional students. These organizations must declare themselves with the [Graduate & Professional Student](#)

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[Association \(GPSA\)](#) after completing the online registration.

International

Groups that celebrate, educate, and communicate the nature and individualities of a specific culture or nationality outside of the United States.

Political

Groups who promote or educate around political views and/or parties.

Service

Groups that promote service or who provide service to the community.

Special Interest

Groups that encourage social interaction around a shared interest or theme.

Spiritual & Faith-Based

Groups that promote the personal growth of associated members in relation to spirituality and/or religion.

Sport Clubs

Organizations founded around a sport that can be categorized as recreational, instructional, or competitive as defined in the Sport Clubs Manual. These organizations must contact [Sport Clubs](#) after completing the online registration.

The Involvement Center:

The [Involvement Center](#) was established in Fall 2012 as an online hub for RSOs and involvement opportunities at UNLV. The Involvement Center is accessible online to students, faculty, and staff by logging in with their ACE account. The Involvement Center is the centralized portal through which organizations will receive campus updates and alerts, complete registration, manage membership, and post events and news. It is an expectation that RSOs actively use the Involvement Center in their organization operations, including keeping their organization's information, rosters, and assigned leadership roles accurate and up-to-date.

The Involvement Center also allows students to search organizations based upon interests and connect directly with members of RSOs. RSOs can link their profile on the Involvement Center to their social media accounts and external websites. Additionally, students can interact directly with RSOs through communication features on the site.

To access the [Involvement Center](#), visit involvementcenter.unlv.edu and login with your ACE account.

Registration

Eligibility Requirements

Any group of actively enrolled students that have convened to support or practice a common interest and that seek the resources and benefits of a RSO, must:

1. Successfully complete RSO Registration once per academic year.
2. Regularly update and maintain the organization's profile on the [Involvement Center](#), including any changes in leadership or membership that may occur throughout the year.
3. Maintain a membership roster of at least five (5) actively-enrolled UNLV students.
4. Have a UNLV faculty/staff advisor; advisors must be employed by UNLV as teaching faculty, administrative faculty, classified, or letter of appointment. Changes in advising must be communicated in a timely manner to the SIA staff.

Existing Organization Registration

All existing RSOs are required to re-register every year. RSOs must maintain an organization profile through the Involvement Center and include a roster of members and assigned leadership roles. The registration process, benefits, resources, and university communication utilize the Involvement Center. To complete the re-registration process and update the organization profile:

- I. Navigate your web browser to involvementcenter.unlv.edu
- II. Log in with your ACE account
- III. Select ORGANIZATIONS from the menu bar
- IV. Once on the ORGANIZATIONS page, scroll down the left-hand side and click

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REGISTER AN ORGANIZATION

- V. Search for your organization
- VI. Select the RE-REGISTER button next to your organization's name

In the registration application you will be asked to provide updated information, including:

- I. The organization's name, contact information, and a brief mission or purpose statement
- II. The names and RebelMail addresses of the organization's President, Treasurer, UNLV full-time faculty/staff advisor, and up to two Scheduling Liaisons
- III. A roster of at least five (5) actively-enrolled UNLV student members

Once the organization has completed the online registration application, they must complete the required RSO Leader Online Training through Canvas. At least one member of the organization must complete the training modules in order to meet the requirement. The final requirement in RSO registration is for the organization's faculty/staff advisor to complete the online Advisor Agreement Form and [Campus Security Authority \(CSA\) training](#).

New Organization Registration

Deciding to create a new student organization can be both exciting and overwhelming. UNLV works with over 450 RSOs, all of which have a wide variety of interests. Before beginning the process of forming a new student organization, it is recommended that the group research existing RSOs in the [Involvement Center organization directory](#). If a group of students is unable to identify an existing organization that is of interest, then the group is encouraged to create a new student organization. All organizations must be initiated and governed by actively-enrolled students of UNLV.

A new RSO is defined as an organization that has never previously existed at UNLV or has been on campus before but has been considered inactive by the university for at least two (2) academic years.

Here are some questions to consider to aid in creating a new student organization:

- What is the purpose of the organization?
- What are the goals of the organization?
- Who does the organization serve?
- How will the organization accomplish its goals?
- What is unique about the organization?
- Are there other students who may be interested in joining the organization?
- What type of commitment will members need in order to form the organization?
- How will the organization identify and recruit members?
- Does the organization know a full-time UNLV faculty or staff member who would be interested in serving as an advisor to the group?
- How will the organization be governed?
- How does the organization improve the UNLV community?

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Answering these questions will help the group to begin the registration process. If a group would like guidance or assistance, contact the SIA staff at involvement@unlv.edu, 702-895-5631, or by visiting the Student Union, suite 316.

New Organization Registration Process:

All organizations must create an organization profile through the Involvement Center and regularly maintain a roster of members. In addition to the registration process, the Involvement Center serves as a hub for RSO benefits, resources, and University communication. To complete the new organization registration and create an organization profile:

- I. Navigate your web browser to involvementcenter.unlv.edu
- II. Log in with your ACE account
- III. Select ORGANIZATIONS from the menu bar
- IV. Once on the ORGANIZATIONS page, scroll down the left-hand side and click REGISTER AN ORGANIZATION
- V. Click the blue button that reads REGISTER A NEW ORGANIZATION

*Note that the registration portal will only be available during the posted registration periods. If you wish to start a new organization outside the registration window contact the SIA staff.

In this registration application you will be asked to provide information, including:

- I. The name, contact information, and a brief mission or purpose statement of the organization
- II. The names and RebelMail addresses of the organization's President, Treasurer, UNLV full-time faculty/staff advisor, and up to two Scheduling Liaisons
- III. A roster of at least five actively-enrolled UNLV student members

Once the organization has completed the online registration application, it must complete the required RSO Leader Online Training through Canvas and attend the New RSO Meeting. Only one member of the organization must complete the trainings in order to meet the requirement. Contact [Student Involvement & Activities](#) for information about upcoming meeting dates. The final requirement in RSO registration is for the organization's faculty/staff advisor to complete the online Advisor Agreement Form and [CSA training](#).

If the proposed organization meets all of the criteria they may be approved as an active RSO for that academic year. All RSOs must complete this process and register with the university annually beginning in May. RSOs are only required to register once per academic year.

Constitutions and Bylaws

Constitution

A constitution defines the mission and purpose of a Registered Student Organization (RSO). These crucial documents define the organization's operations and expectations and guide the decision-making process.

Beginning with the 2023-2024 academic year, all RSOs must submit a constitution for approval by the Student Involvement & Activities (SIA) staff. RSO constitutions must comport with existing federal and state laws and all NSHE and UNLV policies and guidelines. Any new federal, state, NSHE, or UNLV laws, policies, or guidelines that are developed will supersede an organization's constitution.

Constitutions must follow the format found in the RSO Constitution Template available on the [Constitution and Bylaws page](#) of the SIA website. See APPENDIX C of this manual for a copy of the template. Once reviewed and accepted by the SIA staff, constitutions must be publicly posted and available via the organization's Involvement Center page. RSO's that do not submit a constitution will be assigned the UNLV RSO Default Constitution (see appendix).

Bylaws

While an RSO's constitution will define the fundamental principles that govern the organization, bylaws establish the more specific procedures that guide its operations. Bylaws are not required for RSOs but may be incredibly helpful in the day-to-day work of the organization.

Bylaws must not contradict the organization's constitution. What should be included in an organization's bylaws are very specific to the needs of that RSO but some common topics included are committee definitions and procedures, financial management, parliamentary procedures, and the method to amend the bylaws.

Additional Governing Bodies

Governance

Registered Student Organizations (RSOs) are self-governed entities. RSO leaders and members are given the opportunity to develop and enhance their leadership skills and acquire meaningful experiences that contribute to their collegiate experience.

Although RSOs are self-governed, there are guidelines set forth by entities such as the [Nevada System of Higher Education](#), [UNLV](#), [Student Involvement & Activities](#), [CSUN Student Government](#), [Graduate and Professional Student Association](#), [Fraternity & Sorority Life](#), [Sport Clubs](#), and additional sponsoring departments. Most of the policies and guidelines are outlined within this Manual.

Additional Governing Bodies

Consolidated Student of the University of Nevada, Las Vegas (CSUN)

[CSUN](#) is the undergraduate student government at UNLV and is funded through a fee assessed to all undergraduate students. CSUN provides [funding for undergraduate RSOs](#). To be eligible for funding, organizations must complete the registration process.

Graduate & Professional Student Association (GPSA)

The [Graduate College](#) and the [Graduate & Professional Student Association](#) provide support, leadership experience, scholarships, and networking for graduate organizations that complete the registration requirements. RSOs with memberships that consist of more than 50% graduate or professional students may also apply for the distinction of [Graduate Registered Student Organization \(GRSO\)](#) for additional support and funding opportunities.

Sport Club Council

The [Sport Club Council](#) provides students the opportunity to participate, educate, and compete in recreational activities as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development. Any organization seeking Sport Club Council recognition must be fully registered as an RSO and complete the additional requirements set forth by the Sport Club Council.

Fraternity & Sorority Life

Fraternities and sororities must complete the registration requirements, act in accordance with their respective governing council policies, and comply with requirements set forth by the [Fraternity & Sorority Life](#) staff at UNLV.

Membership Guidelines

General Membership

Registered Student Organizations (RSOs) shall not unlawfully discriminate against any person on the basis of race, age, color, religion, national origin or ethnicity, immigration status, sex or gender, gender identity or expression (actual or perceived), sexual orientation, veteran or military status, marital or family status, pregnancy, or disability. Each RSO must maintain a minimum of five actively enrolled UNLV student members. RSOs may also, if the organization deems it applicable, consist of community, alumni, or faculty/staff members in addition to the required five (5) student members and the UNLV faculty/staff advisor. These additional members may only serve as general members to the organization and cannot hold officer positions or act as the organization's Scheduling Liaisons.

Members of RSOs are advised that the success of their involvement experience is largely based upon the effort and initiative taken by the individual member. It is the responsibility of all involved students to stay informed of RSO business and UNLV communications. This can mostly be accomplished through the use of the [Involvement Center](#), organization calendar, message system, and news updates.

Officers & Executive Boards

The structure of membership within the organization may be unique and determined by its collective members. Only students actively enrolled at UNLV may hold an officer or Scheduling Liaison role. If positions (officer, executive board, directorships, etc.) or hierarchies are created, a general description of each position's responsibilities must be included in the organization's constitution to govern how, when, and to whom responsibility will be delegated.

While it is the responsibility of each member to stay informed of organization business and UNLV communications, it is highly suggested that the leadership within the organization creates an expectation for open communication with members and interested contacts.

Advisors

Every RSO must have an eligible UNLV faculty/staff advisor at all times. This advisor must be a UNLV employee in a teaching faculty, administrative faculty, classified, or letter of appointment position. Graduate Assistants may not serve as an advisor. Suggested [roles of the advisor](#) can be found on the SIA website. If there is a change in the advisor for an RSO, the organization roster must be updated immediately and the SIA staff must be notified via email to involvement@unlv.edu. This is located on the Involvement Center within the organization profile, under "Roster." Accurate campus contact information must be provided for each advisor. The contact information of the advisor must be the UNLV office phone number and UNLV email address as this information will be published online. Do not provide personal cell phone and email addresses for faculty/staff advisors. Organizations that are affiliated with community or national entities may carry additional advisors, but must retain a UNLV faculty/staff in the primary advisor role.

During the registration process, faculty/staff advisors will be contacted directly to confirm their role as the organization advisor. Faculty/staff advisors must complete a series of requirements by the established deadline in order for the organization to complete the RSO registration process. If the faculty/staff advisor listed does not confirm their role as the advisor or complete the requirements by the deadline, the organization's registration will not be confirmed.

Space Reservations on Campus

RSOs have the ability to reserve UNLV space for events, meetings, and organization functions. Below details the various departments and areas of campus through which RSOs can make space reservations. During RSO registration every organization is asked to provide up to two (2) scheduling liaisons defined as the organization members who will make reservations on behalf of the organizations. The scheduling liaison(s) must be actively enrolled student(s) at UNLV. These scheduling liaison(s) can be changed by contacting Student Involvement & Activities (SIA). Please note that there are different policies and procedures each department utilizes in handling reservations. Advisors may not serve as

scheduling liaisons for their RSOs.

Student Union & Event Services (SUES)

RSOs have the privilege of utilizing the Student Union, Student Recreation and Wellness Center, several classroom spaces, and campus green spaces for discounted rates through Student Union & Event Services (SUES), and the Student Recreation and Wellness Center (SRWC). The opportunity to utilize these spaces is a privilege for RSOs and the violation of SUES or SRWC policy or abuse of this privilege may result in the RSO's loss of SUES/SRWC space usage. It is imperative to read and understand all SUES/SRWC policies and procedures stated below.

- [SUES Policies & Procedures](#)
- [SUES Reservation Forms](#)
- [SRWC Policies & Procedures](#)
- [SRWC Reservation Forms](#)

Financing Your Organization

RSOs are responsible for the management of all funds relating to their organization. UNLV does not oversee the financial operations of RSOs and assumes no financial control or responsibilities. Fiscal management and decision-making processes should be outlined within the constitution/bylaws of the RSO. Some organizations are subject to fiscal guidelines based upon any national, international, or professional affiliations. RSOs should maintain transparency with the membership of the organization regarding the management of funds.

An RSO cannot act as an extension of UNLV or on behalf of UNLV. An RSO is not covered by UNLV's self-insurance or tax-exempt status. If an RSO wishes to seek tax-exempt status with the IRS they must do so on their own, as well as purchase their own liability insurance when needed.

Funding Opportunities

- [CSUN Student Government](#)
 - Only available to undergraduate RSOs (organizations with undergraduate student members)
- [Graduate Professional Student Association \(GPSA\)](#)
 - Only available to graduate RSOs
- Co-sponsorship opportunities with other RSOs
- University Department: some departments are willing to sponsor RSO initiatives if the initiatives are parallel to the department mission and values
- Fundraising
- Membership dues
- [Rebel Raiser](#): UNLV's crowdfunding platform

Bank Accounts

UNLV does not specifically encourage or advise RSOs to maintain an account with a commercial bank. Commercial banks are defined as any bank that offers services to the general public, is outside of the University's financial systems, and includes banks with locations on campus. Faculty/staff advisors may not serve as signatures of RSO commercial bank accounts. If an RSO chooses to open a commercial bank account it must first acquire an Employer Identification Number (EIN) from the IRS. RSOs are responsible for any income tax reporting and are encouraged to consult with a certified tax consultant or attorney for additional support and guidelines. **RSOs do not carry the non-profit nor tax-exempt statuses from UNLV. If an organization wished to be considered tax-exempt or non-profit they must apply for that status through the IRS.**

Employer Identification Number (EIN)/Tax ID

RSOs can apply for a EIN online with the [IRS](#) or by calling 1-800-829-4933 and providing the requested information (SSN, mailing address, etc.). Do not use UNLV in the name of the organization. This information must be updated annually before officer transitions are complete. This number is used to complete a [W-9](#) in order to receive funding from CSUN, other campus reimbursements, and to create commercial bank accounts.

Philanthropy

Philanthropy is the act of donating money, goods, services, time, and/or effort to support a social beneficial cause, with a defined objective and with no financial or material reward to the donor. Such events also serve as a way to build community among UNLV students and the Las Vegas community.

Funds raised by an RSO for an outside entity are to be gifted in their entirety (100%) to the named philanthropy. Costs incurred to create the philanthropic event must be fully funded by the RSO before the philanthropy is conducted. University funds, such as those received from CSUN, GPSA, or academic/administrative units, may not be donated to off-campus interests.

Fundraising

Fundraising is considered a normal organizational function. The funds raised are to be managed by the RSO as outlined by the constitution created by the organization.

If a RSO initiative is to donate funds to a philanthropic organization, they are required to appropriately document all transactions and comply with the philanthropy guidelines above. RSOs are not included in the tax-exempt and non-profit status of UNLV but may coordinate in advance with the Division of Student Affairs Director for Development to work with UNLV Foundation to accept donations on the RSO behalf . Some organizations may have non-profit status through their affiliations with professional, national, or international organizations.

Membership Dues

RSOs may collect dues to cover organization expenditures if desired. Funds collected should be managed by the organization as prescribed by the constitution created by the organization.

Merchandise Sales

Some groups have been quite successful in conducting regular concession sales items such as t-shirts, flowers, etc. There are a number of state laws and campus policies that impact concessions and other sales. No door-to-door solicitations are allowed on the UNLV Campus. Contact the [Student Union Event Services](#) office, located in the Student Union suite 315, for more information about the sale of merchandise at on-campus venues. Some RSO's have also worked concessions (stadiums, fireworks, Thomas & Mack, etc.) as a fundraiser for the RSO. RSO's with non-profit status may partner with local restaurants in which the RSOs encourage people to dine at a restaurant that donates a predetermined percentage of sales for the particular day to the RSO.

Raffles, Free Drawings, and Giveaways

The distribution of prizes or gifts by chance where money is exchanged is regulated by the Nevada Gaming Control board (NRS 462) and may require a state license. However, free drawings, or "give-a-ways" may be held if:

- All persons who request a ticket are accommodated
- No participant is required to donate money to obtain tickets for the drawing and this is printed on the tickets
- It is made clear whether or not the ticket holder needs to be present in order to win

Additional Benefits and Resources

Student Organization Resource Center (SORCE)

The [SORCE](#) room is a space shared by and open to all RSO members working on official organization business. The SORCE room provides resources, including but not limited to, art & craft supplies, limited printing, computers with the Adobe Creative Suite, rental equipment, storage, etc. Provided resources are only to be used for official RSO business. Resources shall not be used for personal or academic purposes as the budget is limited to support over 450 RSOs.

Location: Student Union Room 305

Hours: Monday – Thursday, 10 a.m. – 7 p.m.

Contact: sorce@unlv.edu | (702) 895-5576

Involvement Fair

The [Involvement Fair](#) is an opportunity for UNLV students to learn about RSOs and departments on campus as well as trusted non-profit community partners in the Las Vegas

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area. The Involvement Fair is also an opportunity for RSOs to meet new students, collaborate with other student organizations, and network with partners in the community.

The Involvement Fair happens at the beginning of fall and spring semester on the first floor of the Student Union and the surrounding green spaces. Every RSO is invited to participate and all UNLV students are encouraged to visit the event.

Marketing Resources

- [Poster Run](#): the SORCE staff will post your printed marketing in select buildings around campus each week during the fall and spring semesters
 - Must drop off 25 posters (size 8.5" x 11") to SORCE by Thursday at 7 p.m.
 - They may include 50 additional copies for Residence Hall distribution.
- [Involvement Newsletter](#): RSOs may submit digital content to this electronic newsletter that goes out to all students on campus who are listed on at least one roster in the Involvement Center
- [UNLV Master Calendar](#)
- [Rebel Announcements Via Email \(RAVE\)](#)
- [Student E-Newsletters from Departments \(SEND\)](#)
- Involvement UNLV Social Media
 - [Facebook](#)
 - [Instagram](#)
- [Involvement Center](#): organizations have the option of advertising their event on the main page of the Involvement Center by submitting an event through their organization's homepage

SORCE Storage

Limited storage space is available for RSOs to reserve for the academic year. The storage space is to be used for RSO-related business only. RSOs may not store materials for departments, other companies/organizations, or personal items. All items must be contained in the provided container and/or space. No items that are perishable (food or otherwise), flammable, hazardous, or illegal are permitted to be stored in the SORCE storage room for any amount of time - any perishable items will be donated or disposed without notification. The SORCE room and UNLV staff are not liable for the safety and security of the items in the room - if you store items, you are doing so at your own risk. Students wishing to gain access to the SORCE storage room must do so during the SORCE hours of operation only. Any RSOs that damage or remove the SORCE container from the SORCE storage space will no longer have access to storage space for the remainder of the academic year and a \$25 fee may be charged. RSOs are expected to remove all items from their storage bins by the end of the spring semester and may not store items over the summer months. At the end of the spring semester, any items not accounted for by the SORCE room staff will be donated or disposed of without notification.

If your student organization is interested in requesting storage space with the [Student Organization Resource Center \(SORCE\)](#), you may complete the request form on the

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[Involvement Center](#). Storage space is limited and is provided on a first-come, first-served basis.

Mail

An RSO can choose to have RSO-related business mail delivered to the [Student Involvement & Activities \(SIA\)](#) office. If RSOs plan to have sensitive information, confidential materials, packages, expensive materials, or money/checks sent to the office, it must first contact the SIA office in SU 316 or email involvement@unlv.edu. Picking up mail from SIA should be during the hours of operation. The SIA staff will not be liable for the safety and security of mail - if you have items mailed, you are doing so at your own risk. SIA staff will notify the RSO's primary contact when mail is received so be sure the email provided is accessed regularly. SIA will keep mail for 2 weeks. If mail is not picked up, it will be returned to sender.

SORCE Rentals

The [SORCE](#) Room has items that RSOs can rent for RSO-related business such as tables, chairs, pop-up tents, etc. RSOs wishing to rent from the SORCE room must do so during the SORCE hours of operation only and must abide by the rental procedures. Any RSOs that damage rental items may assume a replacement fee and may have rental privileges revoked for the remainder of the academic year. Any RSOs that remove rental items without permission from the SORCE staff will may have rental privileges revoked for the remainder of the academic year.

RSO Conduct

Student Conduct Code

The behavior of all students and student organizations, as members of the university community, is governed by [Student Conduct Code](#). Students and student organizations may also be members of other university-based communities that impose additional standards of conduct, intercollegiate athletic teams' expectations, [Sport Club Council's](#) expectations, and [Fraternity & Sorority Life](#) social organizations' expectations. The rights and responsibilities accorded students by the [Student Conduct Code](#) extend to all such student conduct codes, standards, and governing documents.

The [Student Code of Conduct](#) applies to all students taking a course at UNLV, during break periods, and to all persons who are not officially enrolled for a particular term but have a continuing relationship with the university. Student organizations, including fraternities and sororities, as well as their members, may be held collectively and/or individually responsible for violations of the [Student Conduct Code](#).

Rights and Responsibilities

UNLV is an academic community in which all persons share responsibility for its quality and well-being. As members of the university community, students can reasonably expect the

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guarantees and protections afforded students as outlined in the [UNLV Student Conduct Code](#). Refer to the [UNLV Student Conduct Code](#) for a complete listing.

- I. The right to exercise their freedoms without fear of university interference.
- II. The right to be free from discrimination on the basis of race, age, color, religion, national origin or ethnicity, immigration status, sex or gender, gender identity or expression (actual or perceived), sexual orientation, veteran or military status, marital or family status, pregnancy, or disability.
- III. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
- IV. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent that such activity does not disrupt the educational functions of the university. The university reserves the right to approve the time, place, and manner of such activities.
- V. The opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the University, [CSUN Undergraduate Student Government](#), the [Graduate & Professional Student Association](#), and other recognized groups within the University.
- VI. Ready access to established University policies and procedures.

The officers, leaders, and advisors of an RSO may be held collectively and/or individually responsible when [Student Conduct Code](#) and NSHE code violations are committed by persons associated with the RSO who have received consent or encouragement from the RSO or from its officers or leaders.

University officials may direct the officers or leaders of an RSO to take action designed to prevent or end such violations by the RSO or by any persons associated with the RSO that can reasonably be said to be acting on its behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of the [Student Conduct Code](#) both by the officers or leaders of the organization and by the organization itself.

Sanctions for organizational misconduct may include revocation of the use of University facilities, privileges, resources, or benefits for a definite period of time, denial of University recognition or registration, and suspension of participation in or sponsorship of social or intramural activities or events, as well as other appropriate sanctions permitted under the [Student Conduct Code](#) or other codes, standards, and governing documents of the University.

Alcohol

No alcohol is allowed to be stored, possessed, or consumed on UNLV property or at a UNLV-sponsored event unless prior approval has been obtained from the [Vice President of Student Affairs](#). Please refer to the [UNLV Student Conduct Code](#) and the [UNLV Alcohol Event Policy](#).

Violation of the policies will warrant an investigation and is punishable in accordance with the [Student Conduct Code](#).

Hazing

Any and all forms of hazing are strictly prohibited and punishable under the [Student Conduct Code](#) and state and federal law. Student consent is not a legal defense and all actions that could be interpreted as hazing should be strongly analyzed. Here are a few questions you can ask yourself to determine if an activity could be hazing:

- Is it hazing? If you are asking this question, it probably is. If in doubt, consult the [Student Conduct Code](#) or contact the [Office of Student Conduct](#).
- Is alcohol involved?
- Would all members, current and new, want to participate?
- Is there a risk of injury or safety concerns?
- Do you have any reservation describing the activity to parents, a professor, or a University official?
- Would anyone object to the activity being photographed for the school newspaper, or filmed by the local television station?

Title IX, Clery Reporting, and Resources

[Title IX](#) is an all-encompassing federal mandate prohibiting discrimination based on the sex of students and employees of educational institutions receiving federal financial assistance.

- Title IX prevention, training and resources for survivors and allies
- The [Jean Nidetch Care Center](#) cares for any student, faculty, or staff member that has experienced sexual assault, stalking, domestic/dating violence, or is concerned for a friend
- [Report a Title IX concern](#)

In accordance with the Clery Act, university officials, including faculty/staff advisors of RSOs, are considered [Campus Security Authorities \(CSAs\)](#) and are required to report alleged Clery Act crimes associated with university activities on- and off-campus reported by a victim or third-party witness whenever they believe that a reported crime is not simply rumor or hearsay. If the victim wants to remain anonymous, the crime should still be documented. In order to serve as an RSO advisor, faculty/staff must complete [CSA training through UNLV Police Services](#).

RSO Related Guidelines

Licensed University Logos & Marks

UNLV owns and controls the words, phrases, insignias, and designs that have come to represent the University to the public, including but not limited to the block logo, academic signatures, athletics logo, and curved spirit logo. As outlined in the RSO definition, “a

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Registered Student Organization is not an agent, representative, or employee of UNLV. You are not permitted to act as an extension of UNLV.” In accordance with this definition, RSOs are not permitted to use the University’s licensed marks and logos. All uses of the University marks by Non-University entities (such as RSOs) require prior approval, even if the proposed uses do not involve the sale of a product.

If an RSO wants to request approval to use the University’s marks or logos they must contact the [UNLV Licensing Program](#). If permission is granted, marks and logos may not be modified and must be used in accordance with UNLV graphic standards guidelines.

No merchandise or use of UNLV logos and trademarks will be approved when used in conjunction with or making reference to:

- Drugs or drug paraphernalia
- Alcohol, alcohol consumption, and/or abuse
- Tobacco products and usage
- Sexual conduct, imagery, or inferences
- Profanity or inappropriate/insensitive language
- Gambling
- Firearms or weapons
- Political and religious endorsements
- Any other merchandise or use of UNLV logos and trademarks judged by the UNLV Licensing Program to be inappropriate, unacceptable, or inconsistent with standard licensing practices of UNLV

To obtain more information about these guidelines, RSOs may contact the [UNLV Licensing Program](#) at (702) 895-0294.

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Approved Use of UNLV RSO Logo

Although RSOs do not have access to utilize the University's registered logos and marks in promotion of their organization, the SIA staff created two alternate logos approved for use in association with marketing for the organization and its sponsored events and programs.



These are the only official logos approved for usage in conjunction with RSO-related marketing or apparel. [Official guidelines for use of the UNLV RSO logo](#) can be found in this manual in Appendix E and online. These logos must be used as they are and may not be altered or amended in any way.

If you have questions about the use of the UNLV RSO logo, contact SIA staff at involvement@unlv.edu.

Youth/Minors Policy

Any on-campus event open to the attendance and/or participation of youth/minors (persons under the age of 18) must comply with the [Youth/Minors on Campus policy](#).

Media on Campus

UNLV has several student run media outlets, including [KUNV](#), [Scarlet & Gray Free Press](#), and [UNLV TV](#), in which any organization may submit material to. Non-UNLV media outlets are required to subject all material to approval of the [Office of Media Relations](#), which may be contacted at (702) 895-3102.

Off-Campus Partnerships

Partnerships and collaborations with off-campus interests (non-profit organizations, religious institutions, national organizations, etc.) are encouraged only when the interest of the students is first priority. Please refer to [Student Union & Event Services](#) at (702) 895-4449 when such partnerships bring off-campus entities to campus for sales, marketing, contracts, and licensing. Such instances may be subject to financial responsibility by the RSO.

RSOs that exist in support of off-campus, for-profit commercial entities are not permitted. RSOs may, however, work with off-campus, for-profit commercial entities for sponsorship but the mission of the organization cannot be to support that entity.

Officer Transitions

The responsibility of an outgoing officer does not end at elections. Outgoing officers are responsible for properly transitioning the newly elected/appointed officers to success. This transition includes, but is not limited to:

- Provide access to organization documentation
- If the RSO has an Employer Identification Number (EIN), update fiscal officer information for the incoming officer by calling the IRS with the new officer information and the correct EIN. If you have lost the number, you will need to update this information from a previous officer or you will need to call 1-800-829-4933
- Set up transition meetings (including time with your advisor) to discuss historical context, current issues, and future vision
- Transfer administrative access to the [Involvement Center](#) to appropriate officers
- Training on the administration of your Involvement Center page
- If the RSO has a commercial bank account, changing signing authority on that account to the new leadership

Risk Management

Many factors contribute to the levels of risk involved with any activity, including but not limited to: climate, transportation, access to medical resources, personal health, dining accommodations, wildlife, natural disasters, individual training/preparation, first response team accessibility, lodging, terrain, activity specific risks, any activities that could cause injury or financial loss, etc. While all risk associated with any event is not completely avoidable, RSOs are encouraged to research all aspects of their activities, prepare for, and mitigate the potential risks involved. The Risk Matrix (Appendix D of this manual) is a resource to help students begin to assess the risk involved with their activities. Some considerations include:

- Whether the event is open to the public, a student only event, or an invitation only event. Large, open events have inherently more risk.
- Ways to control access such as a single point of entrance and a second point of exit. A visual identifier of check-in such as a wristband is recommended.
- If the activity is risky consider having Emergency Medical Services on standby.

Liability Waivers

Liability waivers must be completed by any individual participating in an RSO hosted event that may have associated risks. RSOs must utilize the provided RSO Liability Waiver template on the [SIA Risk Management](#) page that has already been vetted by UNLV General Counsel.

Responsible Action Protocol (Amnesty / Good Samaritan)

The health and safety of members of the UNLV community is a primary concern. As such, all UNLV students are expected to alert appropriate officials in the event of any health or safety emergency. Students need to seek immediate medical attention for themselves or others when someone's health and/or safety is at risk (examples include: alcohol poisoning,

unconsciousness, sexual assault, physical assault, and accidents). Because the University understands that fear of possible disciplinary actions may act as a barrier to students seeking requests for emergency assistance, the University has adopted a Responsible Action Protocol (see [UNLV Student Conduct Code](#) section III) to alleviate such concerns and promote responsible action on the part of students.

Insurance

RSOs are not entitled to coverage under the State of Nevada's Self-Insurance Program and the limited liabilities contained in NRS Chapter 41. It is the responsibility of RSOs to ensure they have insurance coverage for use of UNLV facilities and for off-campus events. Having insurance is strongly encouraged for all of an RSO's events, especially for events involving travel, physical activity, or minors. In some cases, the RSO may be required to obtain insurance as a requirement of the use of the facility. If your RSO is part of a national organization, insurance coverage might be provided. RSO's can purchase single event insurance through Insurance Companies.

Contract liability

Each RSO is solely and fully responsible for its own contracts, indebtedness, obligations, and liabilities. UNLV is not responsible for the contracts, indebtedness, obligations, and/or liabilities of an RSO. The RSO is not appointed and shall not act as an agent of UNLV and shall have no right, power, or authority, to enter into any agreement, contract, or other obligation on behalf of UNLV or otherwise bind UNLV. An RSO shall not execute any document or instrument on behalf of UNLV and shall not, at any time, hold themselves out to any third party as an agent of UNLV or imply to any third party that they have any authority to so act on behalf of UNLV. Faculty/staff advisors of RSO's are not permitted to sign contracts on behalf of the organization. Should a member of your organization choose to enter into a contract or agreement as a representative of your RSO, any individual who signs that contract may be personally responsible for the contract, indebtedness, obligations, and liabilities. Students should be aware of the gravity of signing contracts, should act with care, and should always get a contract in writing. If your RSO is part of a national organization, it is recommended that you consult with representatives from the national level before entering into any agreement on behalf of the organization.

RSO Off-Campus Events

An RSO event held at a location other than a UNLV facility may be considered an off-campus event. All RSO off-campus events must relate to the purpose and guiding principles of the organization. While off-campus, participants are bound by university policies as stated in the [UNLV Student Conduct Code](#), as well as applicable laws. Failure to abide by policies and guidelines may subject participants and sponsoring organizations to university review and disciplinary action.

An off-campus event is considered an RSO event if:

- Social media and other marketing indicate it is an RSO event
- A significant number of attendees are members of the RSO

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- Using RSO funding received through University funding process or RSO generated funds in an RSO commercial bank account for the event
- Others could reasonably infer it is an RSO event based on event signage, participant attire, or social media

RSO Off-Campus Events Guidelines

- Off-Campus events should be held at venues that allow entry to persons of any age.
- When engaging in a high-risk activity (such as rock climbing, sky diving, axe throwing, etc) use a reputable, licensed business that has insurance for the activity and trained professionals who ensure adequate safety measures are in place.
- Indoor and outdoor events must be limited to the legal capacity of the venue.
- For events with alcohol, RSO should utilize a third-party vendor that is responsible for checking identification of participants and serving alcohol in accordance with state and federal regulations and laws.
- RSOs must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol such as drinking games.

RSO Travel Guidelines

- One student who is traveling with the group must be designated the “trip leader.” The trip leader ensures safety protocols are followed, maintains a roster of trip participants and copies of liability waivers and emergency contact information and enacts Emergency Procedures.
- Liability waivers with emergency contact information must be completed by all individuals traveling. No alcoholic beverages, cannabis or illegal drugs/controlled substances may be transported or consumed in any vehicle (private, rented, or leased) at any time or used, consumed, or possessed during the course of the travel. Illegal drugs/substances should not be in the possession of, or used by, any participant at any point.
- Travel must be scheduled so that it does not create an unnecessary interference with a student’s academic responsibilities. Student-organization travel does not constitute an “excused absence” from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.
- RSOs are encouraged to utilize licensed commercial airlines or to rent a bus, van, or other large vehicle to transport all participants, with a fully licensed professional driver.
- If a private vehicle is used for travel, then the vehicle must have insurance coverage. The trip leader should make a copy of the insurance card for their records.
- All students who operate vehicles during travel are required to have a valid U.S. driver’s license for the vehicle being driven with appropriate classifications, restrictions, and/or endorsements.

- All vehicles must have a responsible person in the front passenger seat to assist with navigation. This “navigator” is expected to remain awake at all times.
- Drivers must not use cell phones while driving unless a hands-free device is used. Drivers should pull over to the side of the road or wait until they reach their destination before texting/using a phone.
- Vehicle passengers must wear seatbelts at all times, and the total number of passengers in a vehicle may not exceed the number of seat belts available. Fifteen passenger vans are not permitted and no more than 10 people should travel in 12 passenger vans.
- One week before travel, start checking weather conditions every day. Adjust travel plans to avoid inclement weather and road closures.
- Trips requiring more than 10 hours of driving time round trip must include overnight lodging.
- For trips more than 350 miles each way, two valid drivers are required per vehicle, and the drivers must rotate every three to five hours.
- Driving overnight is prohibited. Itineraries may not include more than 1 hour of drive time between midnight and 6am.
- Any parking fines, motor vehicle infractions or other liability charges are the personal liability of the driver.
- International travel must be coordinated through International Programs and may have additional requirements.

Travel Itineraries

It is recommended the designated student trip leader prepare an electronic Travel Itinerary and Roster google folder of information that can be accessed by those traveling and shared with a responsible person that is not traveling. Information should include:

- A roster of students traveling that includes student names and NSHE#'s
- Name, phone, and address of lodging if applicable
- Date and time of the departure from campus/Las Vegas and date and time of planned arrival at lodging/destination
- Date and time of the departure from lodging/destination and planned arrival date and time for the return to campus/ Las Vegas
- List of name and valid driver license number and state of issue for any person who will operate vehicles
- Copies of liability waivers and emergency contact information for all travelers

Travel Emergency Procedures

In the event of a motor-vehicle accident, the trip leader must:

- Stop immediately and notify the proper law enforcement agency and/or emergency medical services (911).
- A formal police report is suggested. Inquire with the responding law enforcement officials about how you can obtain the police report number.
- Obtain the following information from the driver(s) of other vehicles involved in the accident:

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- Name and contact information
- Driver's license number
- Make, model, year, color, and license plate number of vehicle
- Record the names, addresses, and contact information of any witnesses.
- Insurance information, including policy number and effective dates of coverage.
- Notify UNLV of the accident – see RSO Incident Report

RSO Incident Report / Emergency Notification

In the event of any accident or incident (injuries sustained, medical emergency, student arrest, missing person, etc.), RSOs are required to notify UNLV within 12 hours (preferable immediately).

- Notify the proper law enforcement agency and/or emergency medical services (911) if necessary.
- Notify the UNLV Student Involvement & Activities Office by calling 702-895-5631 or if after business hours call University Police Services non-emergency number, 702-895-3668. Please be prepared to give the dispatcher the student's name and a brief description of the incident and student emergency contact information. The dispatcher will notify the appropriate university administrators.
- Send a detailed written report via email to involvement@unlv.edu within 12 hours of the incident. A written report is required even if you contacted UNLV by phone. If incident occurred while traveling include a link to the electronic Travel Itinerary and Roster folder in the email report. Appendix A – How to Fill Out a W-9

What is a W-9?

Form W-9 is used in the United States income tax system by a third party who must file an information return with the Internal Revenue Service (IRS). It requests the name, address, and taxpayer identification number of an organization. The form is never actually sent to the IRS, but is maintained by the entity who files the information return for verification purposes.

Why Do We Need a W-9?

If you do business with any outside entities, it is likely they may request you submit a W-9 to them. This could include any organization that is donating funds, goods, or services to your organization or that you may enter into an agreement with.

How Do We Fill Out a W-9?

Here are some tips on how to complete the form:

- Name: The official name of your RSO as registered with the IRS for your taxpayer ID/EIN
- Check appropriate box for federal tax classification: Choose the "other" checkbox and write in "Student Organization"

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- Address: We recommend you utilize the Student Involvement & Activities office address which is 4505 S Maryland Parkway, Box 452008, Las Vegas, NV 89154 OR the address included on your Tax ID information
- Part I: Do not include your individual social security number. Instead, use your organization's Employer Identification Number (EIN)
- Part II: Sign and date the form

[Additional information about W-9 forms](#) can be found on the IRS website.

Appendix B - Assumption of Risk & Release of Liability Template

ASSUMPTION OF RISK, RELEASE OF LIABILITY AND CONSENT TO EMERGENCY MEDICAL TREATMENT AGREEMENT

Event: **Enter the Event Name**
Date of Event: **Enter the Event Date**

I, _____, (“Participant”) in consideration of my participation in the **Enter the Event Name** (“Event”), on behalf of myself, my assigns, and my heirs, expressly and knowingly agree to **indemnify, defend, and hold harmless** the **Enter the Name of the RSO** (hereinafter: “Sponsor”), Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas (“UNLV”), its officers, agents, employees, and volunteers, for any and all claims, demands, and/or causes of action for property damage, personal injury, or death sustained by me arising out of the Event conducted by or under the auspices of Sponsor, including, but not limited to, the selection and/or provision of emergency medical services. *(Initial beside each item below)*

- I understand and agree that Sponsor cannot control all of the risks associated with the Event, and may need to respond to accidents and other emergency situations. Therefore, I hereby give my **consent to the administration of any medical treatment** that may be deemed necessary by Sponsor resulting from my participation in the Event, with the understanding that **all costs of such treatment will be my sole responsibility** and the Sponsor, UNLV, its officers, agents, volunteers, and employees harmless from all costs associated with such treatment.
- I acknowledge that Sponsor **does not carry medical or any other insurance** for participants in the Event. Therefore, I must provide my own medical, disability, or other appropriate insurance.
- I acknowledge the inherent risks associated with participating in the Event and that such risks include, but are not limited to the following:
 - **LIST POSSIBLE INJURIES**
- I hereby certify that I am in good physical and mental health and have had no previous, and have no pre-existing, medical conditions or injuries affecting my ability to participate in the Event, nor have I been declared medically ineligible for any athletic competition.
- I hereby grant to UNLV the right to photograph, videotape, or otherwise digitally collect my likeness, voice, and sounds. I understand that video and/or audio recordings taken of me by UNLV shall be used for educational purposes, including dissemination of information for public service announcements.

This agreement contains the entire agreement between parties, and supersedes any prior written or oral agreements between them concerning the Event. The provisions of this agreement will continue in effect after the conclusion of the Event, whether said conclusion is by agreement, operation of law, or otherwise.

I have read the foregoing Agreement and have knowingly and willingly signed it with a full understanding of its purpose. I affirmatively represent that I am at least eighteen (18) years of age and am otherwise competent to execute this Agreement, intend to be bound by it, and agree that it shall be governed by the laws of the State of Nevada.

Signature Date

Printed Name Phone number

Local Address: _____

ASSUMPTION OF RISK, RELEASE OF LIABILITY AND CONSENT TO EMERGENCY MEDICAL TREATMENT AGREEMENT

UNDER 18 YEARS OF AGE

I expressly represent that I am a parent or legal guardian of Participant, that I am legally authorized and entitled to execute this agreement on my behalf and that of Participant, that I have read the foregoing agreement and have signed on behalf of Participant and myself with a full understanding of its purpose. I acknowledge that the activity specified involves strenuous activity, and I know of no medical reason why Participant should not participate. I affirmatively represent that I am competent to execute this agreement, Participant and I intend to be bound by it, and agree that it shall be governed by the laws of the State of Nevada.

Parent/Legal Guardian Signature

Date

Printed Name

EMERGENCY CONTACT INFORMATION:

Participant Name: _____ Date of Birth: _____

Emergency Contact's Name: _____

Address: _____ Phone Number: _____

Please list any special medical services required, existing medical conditions, or allergies of Participant:

To participate in the Event, you must scan and email or bring this completed form with you to the first event you attend. **Failure to submit this completed form to the RSO at or prior to the Event, will preclude the individual from participating in the Event.**

Appendix C - RSO Constitution Template

Constitution of

Name of Organization

at the University of Nevada, Las Vegas

Effective Date: _____

Article I - Name

This organization shall be named **Name of Organization**. **[[INCLUDE IF APPLICABLE]]**
Name of Organization may also be referred to as **ACRONYM**.

Article II - Mission Statement

Section 1 - Mission/Purpose Statement

[[INSERT MISSION STATEMENT]]

A mission statement defines who you are, what you do, why you do it, and who you serve. It should be clear, powerful, and broad enough to guide your decision-making and help explain your organization to potential members. Developing your mission statement should be a group effort with input from many people. Be brief and concise, no more than 1 to 2 sentences.

Section 2 - Core Values **[[OPTIONAL]]**

The core values of **Name of Organization** are:

- **[[INSERT AS BULLETS, recommend 4-6 values]]**

The core values of an organization express your highest priorities, deeply held beliefs, and fundamental driving principles. They represent what you stand for and provide guidance for decision-making. Mission statements define where you're going but core values define how you operate. If including, recommend 4 - 6 core values.

Section 3 - Affiliation **[[INCLUDE IF APPLICABLE]]**

This organization is affiliated with the **Name of Regional, National, or International Organization**

This is for organizations that are affiliated with a regional, national, or international organization. Affiliated organizations must provide information about their parent organization within their annual registration application.

Article III - Statement of Compliance with Campus Regulations**Section 1 - Non-Discrimination Clause**

Name of Organization shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender identity, veteran status, or disability. Harassment or discrimination in any form based on any of these characteristics is strictly prohibited. Further, no individual shall be subject to retaliation for bringing a good faith complaint pertaining to harassment or discrimination within the organization against themselves or on behalf of another.

Section 2 - Requirements

This organization shall comply with all Nevada System of Higher Education (NSHE) and University of Nevada, Las Vegas (UNLV) policies and procedures, including but not limited to, those policies set forth in the UNLV Registered Student Organization (RSO) Manual and the UNLV Student Conduct Code, as well as local, state, and federal laws.

Section 3 - Involvement Center

This organization's Involvement Center page must be maintained regularly to reflect the current mission statement, governing documents, contact information, and leadership roles to remain in good standing with the office of Student Involvement & Activities and UNLV.

Article IV. Membership**Section 1. General Membership**

This article outlines the requirements and expectations for membership to be granted into the organization. Each RSO must maintain a minimum of 5 actively-enrolled UNLV students. RSOs may also, if the organization deems it applicable, consist of community, alumni, or faculty/staff members in addition to the required five student members and the UNLV faculty/staff advisor. These additional members may only serve as general members to the organization and cannot hold leadership roles, vote in elections, or act as the organization's Scheduling Liaisons. Things to consider: Who is eligible? Is there an attendance requirement at meetings/events? Is membership open to all students or limited to undergraduate/graduate/professional students? Is there a GPA requirement? Is membership only open to those in a specific major? Is an invitation to join required? The more detail provided here the better.

Example: General membership is available to all actively-enrolled students at UNLV. To remain in good standing with the organization, members must

- *Attend at least 60% of general membership meetings*

- Attend at least one special event per semester
- Maintain a cumulative GPA of at least 2.0 at UNLV
- Pay semesterly dues

Section 2. Dues **[[INCLUDE IF APPLICABLE]]**

If financial dues are required to gain or maintain membership in the organization, this must be detailed in this section. What are the cost of dues? How frequently are dues collected? What happens if a member is unable to fulfill their financial obligations? Does payment of dues guarantee any specific items (such as a member t-shirt or certificate)? If dues are to be collected, organization leaders must be transparent with members on the expenditure of those funds.

Article V. Executive Board

Section 1. Positions

*Every student organization must have a **President** (or equivalent position title), **Treasurer** (or equivalent position title), and at least one (but no more than two) **Scheduling Liaison**. The structure of leadership within the organization may be unique and determined by its collective members. Additional leadership roles are at the discretion of organization members. Only students actively-enrolled at UNLV may hold a leadership or Scheduling Liaison role. A minimum of three responsibilities must be listed under each position contributing to the organization's guiding principles. The scheduling liaison role may be held by someone holding another leadership role in the organization.*

- A. President *(or equivalent position title)*. The president shall:
- i. Serve as the primary contact person for the organization
 - ii. Serve as the primary liaison for all official communication with Student Involvement & Activities
 - iii. Ensure the annual re-registration of the organization with Student Involvement & Activities
 - iv. **[[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**

Examples:

- *The president shall serve as the chief executive officer of the organization and shall supervise general oversight of its activities and programs*
 - *Preside over all general member and e-board meetings*
 - *Meet regularly with the organization's faculty/staff advisor*
 - *Work with the other officers of the organizations to ensure accountability for their position duties*
- B. Treasurer *(or equivalent position title)*. The treasurer shall:

- i. Maintain up-to-date financial records
- ii. Provide transparency for all organizational funds
- iii. **[[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**

Examples:

- *Provide a monthly statement of organizational income, expenses, and expected costs*
 - *Manage all incoming funds for the organization (dues, fundraising, etc.)*
 - *Pay all financial obligations of the organization in a timely manner*
 - *Prepare annual budget*
- C. Scheduling Liaison. The scheduling liaison shall:
- i. Serve as the primary contact for space and marketing reservations with Student Union & Event Services
 - ii. **[[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**
- D. **[[INSERT ADDITIONAL EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES]]**

Examples of additional positions could include:

- *Vice President*
- *Secretary*
- *Marketing/Social Media Chair*
- *Community Service Chair*

Section 2. Eligibility Requirements

In this section, detail the requirements a student must meet in order to be considered eligible to hold a leadership position in the organization. These requirements can differ depending on the position held. Term limits should be included if the organization deems appropriate.

Examples:

- *Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. (OR)*
- *All active members who have been active for at least one (1) semester are eligible to run for office. (OR)*
- *The president must have been an active member for at least one (1) semester but any active member is eligible to run for other officer positions.*

Section 3. Elections and Length of Term

Specifically detail the process of electing Executive Board members, the length of their

terms, etc. Specificity in this section can prevent challenges to the process.

- A. All members of the organization must be made aware of openings on the Executive Board.
- B. Elections will be held in **[[INSERT TIME FRAME OF ELECTION]]**

Example:

- *Elections will be held in April of each year. (OR)*
- *Elections will be held at the end of the fall semester will new officers assuming their roles at the start of the spring semester.*

- C. **[[INSERT THE NOMINATION PROCESS]]**

Example:

- *Any member may nominate another member, including themselves.*
- *The nominated member must be willing and able to accept that nomination.*

- D. **[[INSERT THE PARAMETERS REQUIRED FOR ELECTION INTO A POSITION]]**

Detail what it takes to be elected to an officer position. Are elections held in person or online through the Involvement Center? Does the winner need a simple majority of those who voted or is the threshold higher?

Example:

- *Voting will occur by secret ballot*
 - *An officer will be elected into a position upon receiving a simple majority of general membership votes in attendance.*
 - *If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients.*
- E. All officers will serve a term of one (1) year or until until their successor can be duly elected .
 - F. **[[INSERT ANY OTHER PROCESSES RELATED TO ELECTIONS]]**

Section 4. Vacancies

[[INSERT OPERATING PROCEDURES IF AN OFFICER RESIGNS FROM THEIR ROLE]]

Detail what will happen if a vacancy in an elected position occurs outside of the regular elections schedule. Who will fill that role temporarily? How will a permanent replacement be determined? Is a special election held or will the board appoint someone into the position?

Examples:

- *If a vacancy occurs in the President position, the vice president will fill assume the role until a special election takes place for the President position at a time and place determined by the Executive Board.*
- *If a vacancy occurs, the Executive Board will appoint an eligible member into the position by a two-thirds majority vote of the Board. (OR)*
- *If a vacancy occurs a special election will be held and a winner will be chosen by a simple majority of voting members.*

Section 5. Removal of Executive Board Officers

Each officer shall be responsible for their duties as listed in this constitution. Officers may face removal from their position if they fail to meet the outlined responsibilities, do not maintain the membership requirements of the organization, are found in violation of NSHE or UNLV policy, or **[[INSERT OTHER VIOLATIONS THAT COULD RESULT IN THE REMOVAL OF AN OFFICER]]**

A. Petition

Detail what it takes to initiate the removal of an officer from their position.

Example: A written request by at least three (3) voting members of the organization should be submitted to the Executive Board

B. Procedure

Once a petition of removal is submitted, detail what is the procedure upon which an officer is actually relieved of their responsibilities.

All parties, including active members, the Executive Board, advisor, and the Executive Board member who is up for removal must be notified at least two (2) weeks in advance of any vote to remove.

i. **[[INSERT REMOVAL PROCEDURES]]**

Example:

- A. *A meeting must be held in which all Executive Board officers, general members, the Executive Board member who is up for removal, and advisor are invited to attend.*
- B. *Removal proceedings must occur during the academic semester.*
- C. *The moderator of the removal proceedings will be the president, unless they are the one being considered for removal, in which case it will be another member of the Executive Board.*
- D. *The members who petitioned for removal as well as the Executive Board member who is up for removal will be given an allotted amount of time to state their case. Time will be reserved for questions or statements from general members.*
- E. *Removal requires a two thirds majority vote of present members.*

Section 6. Officer Transitions

- A. Each officer shall maintain a record of the duties and responsibilities performed in their position. These records should be maintained in an organizational shared digital drive and not in a personal digital drive.
- B. Outgoing officers shall make every effort to assist incoming officers through the transition process.

Article VI. Advisor

The primary advisor for **Name of Organization** must be a full-time UNLV faculty or staff member. The name and contact information for the primary advisor of this organization must be on file with Student Involvement & Activities and they must complete all requirements set forth by that department. Changes in the advisor role must be declared to Student Involvement & Activities within two weeks.

Article VII. Amendments to the Constitution

Section 1. Amendment Proposals

Detail in this section who is able to propose amendments to this constitution and the process of submission. How long of a notice is required between submitted proposals and a voting date? How are members notified of proposed amendments?

Example:

- A. Amendments to this constitution may be made by any member of the organization as defined in this document.
- B. Proposed amendments must be submitted at least two (2) weeks in advance of a scheduled vote.
- C. An email must be sent to all members of the organization at least one (1) week in advance of a scheduled vote with the proposed amendment for review.

Section 2. Ratification

Detail in this section the process of voting to ratify the new constitution. Who is eligible to vote? How will debate regarding the amendment be conducted? Is there a minimum number of members required for a vote to occur and if so, what percentage? What percentage of votes is required to affirm the changes?

Example:

- A. At least two-thirds of the Executive Board of the organization must be in attendance in order for a vote to be held on any proposed amendments.
- B. The student who has proposed the amendment will present their proposal at the meeting scheduled for the vote. All organization members in attendance at the meeting must have the ability to state their opinion, if they so choose.
- C. All members of the organization as defined in this document are eligible to vote on proposed amendments.
- D. A two-thirds majority of all organization members in attendance is required for

- approval of the amendment.*
- E. Unless stipulated otherwise in the amendment, changes to the constitution will take effect upon ratification.*

Section 3. Final Approval

Once ratified, amendments to this constitution must be submitted in writing to Student Involvement & Activities for final review. Once approved by Student Involvement & Activities, the final constitution must be uploaded to the organization's Involvement Center page and all previous versions must be removed.

Appendix D – Risk Management Matrix

A risk management matrix allows you to assess the risk of an activity or program by indexing the probability of harm against the likelihood that it may occur. In a perfect world you would eliminate all risk when planning your programs and events, but that isn't always possible. The goal of a risk management matrix is to help you identify risks and to maintain an acceptable level of risk. High risk activities should be avoided whenever possible. For medium and low risk programs and events, methods to mitigate those risks should be identified and implemented.

	FREQUENT Risk is likely to occur immediately or expected to occur	LIKELY Risk is likely to occur in time	OCCASIONAL Risk may occur in time	SELDOM Risk not likely to occur but possible	UNLIKELY Risk is unlikely to occur
CATOSTROPHIC May result in severe injury, disability, or death	Extremely High	Extremely High	High	High	Medium
CRITICAL May cause injury, major property damage, financial loss, and/or could result in negative publicity for organization or UNLV	Extremely High	High	High	Medium	Medium
MARGINAL May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for organization or UNLV	High	High	Medium	Medium	Low
NEGLIGIBLE Hazard presents a minimal threat to safety, health, and well-being of participants	Medium	Medium	Medium	Low	Low

Develop a Risk Mitigation Plan

Utilize the above risk matrix to complete a risk mitigation plan for your events and activities.

- Step 1: List all elements of the event (be as specific as possible)
- Step 2: Honestly identify the associated risks for each program element
- Step 3: Using the Risk Matrix, identify the impact for each element (low, medium, high, or extremely high)
- Step 4: Identify methods to minimize the identified risk for each program element

List ALL elements of your event	Associated risks	Impact (as per the Risk Matrix)	Method to mitigate risk

Appendix E – RSO Logo Identity Guidelines

RSO Logo Identity Guidelines

1. RECTANGLE LOGO



2. BANNER LOGO



TYPEFACE *used for the logo text*

FORWARD

A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ! ?

COLORS *CMYK colors used for print materials*



SCARLET CMYK: 0, 100, 81, 4
UNLV's Official Red Color












GRAY CMYK: 0, 0, 0, 44
UNLV's Official Gray Color



BLACK CMYK: 0, 0, 0, 100
UNLV's Alternate Use Black Color

RSO MANUAL

Correct Usage	Incorrect Usage
<p>Rectangle Logo</p> <p>Against light background</p>  <p>Against dark background</p> 	<p>Changing of logo color is not allowed</p>  
<p>Banner Logo</p> <p>Against light background</p>  <p>Against dark background</p> 	<p>Incorrect contrast of background for logos</p>  
<p>Must resize with equal proportions/ratio</p> 	<p>Do not rotate logos or resize disproportionately</p> 