



# Registered Student Organization Procedure Manual



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## Policies for Registered Student Organizations and Campus Activities

To remain in compliance with NWACC Policy 4010.3 Student Organizations, NorthWest Arkansas Community College (NWACC) will provide opportunities for enhanced student engagement learning through participation in registered student organizations. Student organizations welcome participants without regard to race, gender, national origin, disability, religion, marital and/or parental status (including pregnancy), protected veteran status, military service, genetic information, sexual orientation, or gender identity. Student organizations shall abide by the rules and policies of the College, the Office of Student Life, and state and/or federal laws and regulations as amended. Student organizations are under the direction of the Office of Student Life. The Director of Student Life will have the responsibility of ensuring anti-discrimination policies are observed by all registered student organizations. The administration of the College is committed to fulfilling the requirements of Title IX and section 504 of the Rehabilitation Act. NorthWest Arkansas Community College is committed to non-discrimination. Student organizations must examine their policies and bylaws to ensure that they reflect a non-discrimination policy.

Any student group requesting to use college facilities must be registered annually as an official organization with the office of Student Life. Qualification for student organizations will be administered under the jurisdiction of the Dean of Students. Once officially registered, an organization is entitled to reserving space on campus for meetings and events, fundraising activities on campus, membership in the Inter-club Council (ICC), funding opportunities through the ICC, recognition on the NWACC website, and opportunities to post on NWACC bulletin boards and NWACC Announcements.

To remain in compliance with NWACC Policy 4010.2-Student Leadership Position Restrictions, Students with a felony conviction, registered sex offender status or disciplinary dismissal from a post-secondary institution may or may not be eligible to fill student leadership roles or be a member of any NWACC student club or organization. Students registering to become members of NWACC student clubs may be subject to a background check.

### **Registered Student Organization**

Definition of Registered Student Organizations (RSO) - a group with at least 5 currently enrolled credit students at the time of registration. The organization must maintain this membership requirement while registered. Membership in student organizations shall be open to currently enrolled students at NorthWest Arkansas Community College.

To be a registered student organization at NorthWest Arkansas Community College requires the approval of the Director of Student Life. **Student organizations must renew their registration by November 1st, 2023.** Organizations recognized by the College must follow all college policies and procedures.

## Procedures for Student Organizations

### Forming a new student organization

<https://www.nwacc.edu/campuslife/registeredclubsorganizations/clubresources/>

1. Obtain a copy of the NorthWest Arkansas Community College Student Organization Procedure Manual from the college website.
2. Each student organization must select an advisor who is an employee (full-time or part-time) of NorthWest Arkansas Community College and possesses the knowledge and willingness to serve in an advisory role. The advisor must have approval by their supervisor to serve in the capacity as an advisor. The Director of Student Life will review the advisor's credentials to verify qualifications and ensure that the advisor has a copy of the RSO Procedure Manual.
3. Recruit at least five currently enrolled credit NorthWest Arkansas Community College students to join the organization.
4. Complete the Student Organization Formation Application including signatures of members and advisors, a constitution, and/or bylaws. All forms are on our NWACC Website.
5. Submit Student Organization Formation Application to the Director of Student Life. Applications will be reviewed by the Director of Student Life. The organization advisor will be notified when an approval decision is made or if additional information is needed.
6. If the student organization plans to maintain funds, the advisor is required to open an account with the Office of Student Life. This account will be for funds the RSO raises, memberships fees, external donations, etc. Funds in this account will not be supplied by NWACC. RSO's are not allowed to open their own external accounts.

### Renewing a Registered Student Organization

Link to the Renewal Form: <https://forms.office.com/r/VYnNtC1cN2>

1. Complete the Student Organization Renewal Application **no later than November 1st of each year.**
2. Submit Student Organization Renewal Application to the Director of Student Life. Include student ID numbers for all officers listed on the application. Include an updated membership list to include student ID numbers. Applications will be reviewed by the Director of Student Life. The organization advisor will be notified if additional information is needed.
3. Advisors of all registered student organizations are required to submit their membership list to the Director of Student Life at the beginning of each fall and spring semester. The membership list must include student's name and student ID number.

## **Constitution and Bylaws**

The constitution of a student organization contains the fundamental principles that govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All NWACC RSO's must have either a constitution and/or bylaws on file in the Office of Student Life.

RSO's are encouraged to either complete the sample or change the sample based on the specific needs of their organization. The constitution and bylaws may change yearly based on the different needs of students. Each year, student organizations should review these documents and update them if necessary. If the constitution and bylaws are changed, a copy must be sent to the Director of Student Life.

Every member and advisor should have a copy of the constitution and bylaws. A thorough study of these documents should be a part of officer training and transition.

## **Advisor Responsibilities**

Student organizations should carefully select a full-time or part-time faculty or staff member to serve as their advisor.

New advisors are required to complete the Advisor Agreement Form and have their supervisor complete the Supervisor Permission Form. After completion, both forms should be submitted to the Director of Student Life.

Advisors should expect to fulfill the following responsibilities:

1. Serve as an advocate for the group.
2. Abide by procedures outlined in the Registered Student Organization Advisor Procedure Manual.
3. Serve as a resource and guide to assist students in developing their own organization constitution and/or bylaws, policy, rules, guidelines, and goals.
4. Serve as a resource to answer questions when necessary, help resolve problems and conflict confronting the group, and help guide students in the decision making process.
5. Assume responsibility for and attend meetings and events sponsored by the student organization.
6. Complete and return the yearly RSO Renewal Application and membership lists.
7. Ensure that events conform to the policies and procedures set forth in the Student Organization Procedure Manual as well as NWACC policies and procedures.
8. Oversee the organization's monetary account. These accounts are held in the Office of Student Life. No off-campus accounts are permitted.
9. Guide members through the co-curricular assessment process.



10. Inform members of relevant institutional matters as well as activities promoted by their associated state, national, and international organizations (where applicable).
11. Provide leadership development experiences for students.
12. Ensure that all reasonable steps have been taken to protect the safety and welfare of group members.
13. Ensure officers maintain accurate records for historical purposes and that those records are accessible to future members.
14. If any crimes are committed during any events, off campus or on campus, please call 911 for off campus & (479) 619-4229 for on campus events.

### **Required Training for all RSO's**

- All RSO advisors and at least one officer from each RSO are required to complete General RSO Advisor and Officer training. These trainings will be offered in the Fall and Spring Semester.
- Each RSO must have a currently trained officer. If the trained officer leaves the organization the Director of Student Life must be notified and a replacement officer must complete training.
- Returning advisors and officers are required to complete any updated training annually.
- Training may be offered in person.

### **Co-curricular Assessment**

- All RSO's are required to submit a co-curricular assessment plan in September of each year.
- The results report for the assessment plan will be due in June of each year.
- RSO's will receive co-curricular assessment training each fall and spring.

Each year, Student Life will host a meeting for RSO advisors and Officers to come and create their Assessment Plans. There you will get guidance on how to create and assessment plan for the school year. If you need anymore help you can contact [Studentlife@nwacc.edu](mailto:Studentlife@nwacc.edu).

### **Planning special events and activities**

A Special Event is any activity, on or off campus, sponsored by a club or organization, including regular meetings, fundraisers, special events, off-campus retreats and events, etc. Each club is allowed to have up to one meeting a week on campus.

Steps for planning special events

1. Submit the completed online Application for Special Events to the Office of Student Life at least two weeks before the event. Be very detailed in the description of the event. This will make approval a quicker process. <https://forms.office.com/r/dSQnKr5bxZ>



2. A single application may be used to request a room for regular meetings for the entire semester – just be sure to add all dates to the single application. Every other event or activity must have its own separate form submitted.
3. The Director of Student Life will review the application and will e-mail the advisor to approve or deny the request.
4. If the event is denied, the student organization may appeal that decision by completing the Student Activities Appeal Form and submitting it along with a copy of the Application for Special Events to the Vice President for Student Services. The Vice President will review the decision in consultation with the Director of Student Life and Dean of Students and may invite a representative of the student organization to discuss the event. The Vice President will make the final decision. Appeal Form: <https://forms.office.com/r/jWFCbyxXGQ>
5. Once an event is approved, the listed club member and club advisor will receive an e-mail from the Director of Student Life with further directions for securing a space at the college for the event. If the request involves reserving a table in public area, the Director of Student Life will make that reservation when the approval is given. If you are wanting to reserve the Student Center Lobby, please contact the Director of Student Life. If a room is required, it is the responsibility of the advisor to use the Ad Astra program to request space for the event. Events are not fully approved until Ad Astra has confirmed that the space required is available for the club's use. NWACC Special Events team will NOT approve room reservations until the Special Event Request has been approved by the Director of Student Life.
6. To request on-campus publicity for the event, the advisor or a student member should fill out the News Publicity Request Form on the NWACC website at <https://api.nwacc.edu/newspublicity.php>. Technology requests for the event should be included with the room or table request.
7. If for any reason the organization decides to cancel an approved event, the advisor must inform the Director of Student Life immediately.
8. A sufficient number of organization members and at least one advisor must be in attendance at all times during the event to assure that it is properly managed and controlled. It is not the responsibility of the college physical plant, public safety personnel, the Special Events Coordinator, or the Director of Student Life to manage or control student organization events. However, public safety personnel are available to respond to event emergencies and should be contacted immediately by calling 619-4229.
9. If damage to personal or college property due to negligence (beyond normal wear) takes place at the event, the person or persons responsible must pay for that damage. The college will charge the person or persons for the damage. If those responsible for the damage do not make payment, then the student organization will be charged for the damage.
10. The student organization is responsible for clean-up and removal of items at the event (displays, giveaways, special equipment, etc.) with the exception of college property used at the event. The college physical plant or IT employees will remove college property. However, if the event is held outside after normal weekday working hours (8:00 am-4:00 pm, Monday through Friday) the



student organization is responsible for securing college property inside a building or storage facility immediately after the event. All trash must be collected and transferred to the dumpsters on the west side of the campus.

### **Special Events that involve food**

There are special guidelines for events that involve food. This includes club activities involving food as well as fundraisers that involve food. See Sales on Campus section below.

### **Use of college facilities for student organization meetings**

1. To reserve space on NWACC campus the student organization must be an official RSO at NWACC.
2. RSO's are allowed to reserve space on campus for one meeting per week.
3. RSO meeting rooms may be reserved on a semester basis. No annual reservations will be made.
4. RSO members must clean up meeting rooms after every meeting. Failure to do this may result in loss of facilities usage.

### **Funding for Student Organizations**

A budget of \$2,000 is allocated for Student Senate per semester, which means there are 10 requests for \$200. Each club can only submit one request in the fall and one request in the spring.

Items requested are up to the creativity of the club. Always follow all the policies and procedures from the college. Submit the application before the monthly Student Senate meeting. Please remember all request must follow college policy and procedure. Additionally, if your club requires the Marketing office to sign off on your request, that approval MUST be submitted with this application. All the purchases will be made by the office Student Life.

For more information, please contact [Student\\_Senate@nwacc.edu](mailto:Student_Senate@nwacc.edu)

### **Registered Student Organization Monetary Accounts**

All RSO's doing fundraising, accepting membership fees, accepting monetary donations, and all other things involving money will be required to hold an account with the Foundations Office. This account will be for funds the RSO raises, memberships fees, external donations, etc. Funds in this account will not be supplied by NWACC. RSO's are not allowed to open their own external accounts.

### **Travel/Field Trip Guidelines**

#### **Introduction**

Field trips are often an essential part of teaching and learning at NorthWest Arkansas Community College. A *field trip* is defined as a registered student organization, or class-related trip or student activity





that takes place away from the regular classroom and involves the student organization, or class as a whole (as opposed to clinicals, service learning, and internships that are individually arranged). The following procedures are intended to assist faculty, staff, students, and volunteers in planning and preparing for health, safety, and risk management issues related to field trips so that the outcome will be a positive learning experience for all involved.

### **Preparations for Field Trips**

1. Some department/division heads will require that faculty or staff planning field trips fill out the Pre-Approval Form for Semester Field Trips to get advanced approval of the planned field trips for learning goals and budget availability. Check with your department head.
2. Advisors who are going to take their students on a field trip must get from each participating student a signed Release of Liability Form. RSO advisors must forward all signed Release of Liability Forms to the Director of Student Life and keep a copy with the advisor/supervisor of the field trip.
3. Advisors must complete the Travel Form and submit to the Director of Student Life prior to departure. The Director of Student Life will submit the forms to the Director of Risk Management and to the NWACC Department of Public Safety.
4. If students will miss classes or work-study duties because of the trip, they must contact their instructors and supervisors in advance. Although instructors and supervisors are encouraged to cooperate in supporting field trips, the decision of whether or not to approve an absence and make-up work for an individual student rests with each supervisor or instructor affected by the absence.
5. Only one Release of Liability Form must be completed by each student for each club per year. The forms remain effective for one year. Students must complete new forms each year. Once the yearly form has been completed there is no need to complete a form for each event. If a student is a member of more than one RSO then he/she must complete a form for each RSO in which he/she is a member.
6. Driving a private vehicle for off campus field trips:  
NWACC does not provide insurance coverage or indemnification for any accident or injury involving students, their passengers, or any third party stemming from the use of privately-owned vehicles, even when they are used in connection with NWACC or NWACC RSO sponsored programs and activities. The driver (and/or the owner) of the private vehicle is wholly responsible for any litigation, financial exposure, or other repercussions that may result from its use. Additionally, passengers should realize they are not covered by any NWACC indemnification program or policy.

### **While on the Field Trip**



1. All RSO related travel is limited to only RSO members, advisors, and other NWACC personnel.
2. Participants are expected to attend all meetings, workshops, and other scheduled event programs.
3. The advisor or appointed delegate must be always informed of members' whereabouts.
4. The advisor has total authority over the supervision of the RSO member participants. All students must adhere to and abide by the advisor decisions and judgements, and accord him/her the courtesy and respect due him/her as an official representative of NWACC.
5. All participants are expected to abide by the NWACC Student Code of Conduct located in the Student Handbook. <https://nwacc.policystat.com/policy/5936762/latest/>

### **Following College and State Rules on Field Trips**

All college, state, and federal guidelines, rules, regulations, policies, and laws must be followed by all participants on all field trips.

### **Emergency Procedures While Traveling**

Report emergencies during the day to the college through this number: 1-800-995-6922 and to the sponsoring department. After hours, report emergencies to the Campus Police Department at 1-479-619-4229. In the case of accidents, the college will need the name of the injured; the date, time, and location of the accident; and a description of the incident. Vehicle accidents should also be reported in accordance with local requirements. Affected employees are asked to cooperate with local law enforcement authorities. Matters relating to insurance coverage, however, should not be discussed with anyone except an authorized agent of the college's insurance company. All questions regarding insurance should be directed to NWACC Director of Risk Management at 479-936-5173.

All property loss claims should be reported as soon as possible to the Office of Risk Management at 479-936-5173. Upon returning to the NWACC campus, the driver of the vehicle may be asked to provide an accident narrative to the Risk Management Office.

### **Posting Information on Campus**

#### **NWACC NEWS BULLETIN BOARDS**

Bulletin boards will be provided by the Office of Student Life in campus buildings for student, faculty, and staff use. These will provide an avenue to share information about campus events, organizations, services, and programs.

Guidelines for NWACC News boards:

1. Students, faculty, and staff may post fliers on these boards at any time.
2. The fliers may not exceed 8.5"x11" in size.
3. The boards may not be used for commercial purposes.
4. After an event is over, the party who posted the event is asked to remove the flier/s. The college also reserves the right to remove a post after an event.
5. After a post has been up for at least 2 weeks, the college reserves the right to remove the post to provide space for new postings.



6. Posts may also be removed by the college if they are a violation of campus, state, or federal policy or regulations.
7. No-one should remove a post because they are in disagreement with the views expressed.
8. Questions about the locations of the NWACC News bulletin boards may be answered by the Student Information Center at 479-619-4109 or 479-619-4353 or [sic@nwacc.edu](mailto:sic@nwacc.edu)

### **Sales on Campus**

Approved NWACC RSO's may engage in campus sales as long as they do not compete with contracted food service providers or book providers. Some exceptions are made but require permission from food service or book providers and the Director of Student Life. The selling of merchandise must be limited to fundraising activities that will directly benefit the student organization, College, or College division. Individuals or groups not affiliated with NWACC cannot engage in campus sales. All campus sales must be approved by the Director of Student Life using the Application for Special Events electronic submission located at <https://www.nwacc.edu/web/clubs/specialevents>

### **Food Sales on Campus**

To comply with food safe handling guidelines, all groups holding food sales and food related events are required to abide by the following guidelines. Non-commercial is defined as any food products prepared outside of a commercial kitchen and/or are perishable and require heating/refrigeration.

1. All food sales and events that have non-commercial food items are not permitted at this time.
2. Foods that are prepared by commercial kitchens, restaurants, bakeries, purchased as pre-packaged, etc. will not fall within these guideline.

### **Use of College Name or Symbols**

No individual or group may use the name of the College for any activity, on or off campus, without prior approval of the NWACC Public Relations and Marketing team. This applies to printed materials, tickets, posters, advertising, and solicitations of any type.

Any use of the College name or symbols, (logo, seal, etc.) in promotional items, (t-shirts, notebooks, pens, etc.) must be approved by the NWACC Public Relations and Marketing team. Neither the name "NorthWest Arkansas Community College" nor "NWACC" may be used in the name of a club unless it is an NWACC RSO.

### **RSO Logo's and Marketing Materials**

All RSO's are required to work with the Office of Student Life when creating logos and new marketing materials. The Office of Student Life will be the connection to the NWACC Marketing Department.

### **Social Media Policies**

All RSO's are encouraged to create their own social media presence. If you create a social media account, use the RSO'S NWACC Email. To remain in compliance with NWACC Policy 2010, all social media accounts



must be reviewed by the NWACC Marketing Department. The account information must be sent to the Marketing Department. It is the responsibility of the RSO Advisor to ensure all NWACC policies, procedures and guidelines are followed.

### **Freedom of Expression**

Northwest Arkansas Community College (NWACC) believes that freedom of expression is an indispensable quality of College life, and that active participation in political and social expression both enhances the education of the individual and contributes to the betterment of society. The College is committed to respecting and promoting the rights afforded by the First Amendment to the Constitution of the United States, including the right to free speech, petition, and assembly.

To view the full policy, follow this link: <https://nwacc.policystat.com/policy/7088910/latest/>

### **Suspension and Grievance**

If the Office of Student Life receives evidence that any RSO or RSO members are not observing RSO, Student Life, NWACC, state, and/or federal policies, procedures, or laws, the Office of Student Life will take appropriate action. When it is deemed necessary, the Office of Student Life will work with the Director of Community Standards and/or the Dean of Students to take appropriate action. The following are examples of instances when action may need to be taken:

- Registration status may be suspended if the RSO does not fulfill the required steps for renewal.
- Registration status may be suspended if the RSO does not adhere to the policies and procedures outlined in the NWACC Registered Student Organization Procedure Manual.
- Registration status may be suspended if the RSO members violate the NWACC Student Code of Conduct outlined in the NWACC Student Handbook.

Any RSO in violation will receive a letter from the Office of Student Life that outlines the violation and recommendations.

An RSO that loses registration will lose privileges afforded RSO's and will no longer exist as an officially registered student organization at NWACC.

To be considered for reinstatement, any RSO that has been suspended must resubmit a Formation Application before it will be considered for reinstatement.

Any RSO that has been subject to suspension may appeal this decision through the Office of Student Life.

### **Dissolution of Registered Student Organization**

There are several reasons an RSO may be dissolved including but not exclusive to the following:

- Club members decide to dissolve the RSO. This typically occurs when primary members graduate or move on from NWACC.
- When an RSO fails to complete annual requirements.



- When an RSO is inactive for more than one year.
- The NWACC Office of Student Conduct has the right to dissolve any RSO due to violating NWACC policy or breaking local, state, or federal laws.

In the event of dissolution all financial assets and funds will be moved to a general RSO fund to be used by active RSO's. Use of these funds will be by application only and will be maintained by the Office of Student Life.

### **Changing Student Organization Procedures**

The Registered Student Organization Procedure Manual is a living document and as such is subject to change. An inclusive approach will be taken when changes need to be made to the Registered Student Organization Procedure Manual. Changes will be generated by Director of Student Life then approved by the Dean of Students and Vice President of Student Support Services. After approval is received from the necessary officials, the suggested changes will be announced to Registered Student Organization advisors, and their comments will be considered before the changes are finalized.

### **RELATED DOCUMENTS AND FORMS**

NWACC Policy 4010.2 Student Leadership Position Restrictions

<https://nwacc.policystat.com/policy/5179225/latest/>

NWACC Policy 4010.3 Student Organizations

<https://nwacc.policystat.com/policy/5178755/latest/>

NWACC Student Code of Conduct located in the Student Handbook.

<https://nwacc.policystat.com/policy/5936762/latest/>

NWACC Free Speech/Expression on Campus Policy Statement

<https://nwacc.policystat.com/policy/7088910/latest/>

Registered Student Organization Advisor Procedure Manual

### **QR CODES:**

