

RSO

Registered Student Organization

MANUAL

Guide & Information for Registered Student Organizations at UNLV



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Disclaimer

This UNLV Registered Student Organization Manual and/or any other written materials regarding Registered Student Organizations (hereinafter for ease of reference “Manual”) is intended to be a guideline. It shall not be construed or interpreted to create an express and/or implied contract of any type. Also, it should not be construed or interpreted in any manner to create any legal, equitable and/or administrative rights, remedies and/or obligations greater than or in addition to those expressly created by Nevada and/or Federal statutory, administrative, common, or constitutional law.

UNLV assumes no legal liability or responsibility for the accuracy, completeness, or usefulness of any information provided in this Manual or for any damages resulting in whole or in part, from any use of or reliance thereon even if UNLV has been specifically advised of the possibility of such damages.

UNLV makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this Manual and expressly disclaims liability for errors or omissions contained within its content. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular use is given with respect to this Manual.

These guidelines are not intended to create, nor shall they in any manner be interpreted or construed to create, any third party beneficiary rights in any person and/or legal entity.

This Manual is subject to change, termination, updates, revisions, or amendments at any time with or without notice. Also, new policies and procedures regarding any subject matter contained herein may be adopted at any time with or without notice.



Introduction

Being a part of a registered student organization (RSO) is only one example of getting involved at UNLV and can be one of the most fulfilling aspects of your college 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.

Through your involvement in a RSO at UNLV, there are great opportunities for you to develop leadership experience, interpersonal relationships, and decision making skills. Additionally, you can make an impact both on campus and in the larger Las Vegas community. This handbook provides information and resources to aid in the success of your RSO.

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 overseeing RSO's on behalf of UNLV 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:

getinvolved.unlv.edu
Involvement Center: involvementcenter.unlv.edu
Facebook: InvolvementUNLV
Twitter: @UNLVInvolvement
Instagram: InvolvementUNLV

Contact Us:

Office Hours:

Monday, 8 a.m. – 6 p.m.

Tuesday - Friday, 8 a.m. – 5 p.m.

Phone: (702) 895-5631

Email: su316@unlv.edu or involvement@unlv.edu



Defining a Registered Student Organization

The University of Nevada, Las Vegas defines a Registered Student Organization (RSO) as a group of five or more actively enrolled UNLV students who share a common purpose or interest. A Registered Student Organization is entirely operated and organized by actively enrolled students with the exception of a required full-time UNLV faculty or staff advisor. Registered Student Organizations may also be members of other University-based communities that impose additional standards of conduct. Registered Student Organizations shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or disability. The benefits of forming and becoming a member of a Registered Student Organization are explained herein. However, participants need to be aware there are certain matters that are not benefits. Please read the important detailed below.

The term Registered Student Organization in this section shall also apply to the individual student members thereof. In summary, a Registered Student Organization is not an agent, representative, or employee of UNLV and is not permitted to act as an extension of UNLV. Therefore, along with any other relevant considerations, participants must contemplate the following:

***Registered Student Organizations are not granted the non-profit nor tax-exempt statuses of UNLV. If an organization desires to be considered tax-exempt and/or or non-profit, they must obtain, at their own expenses, such status through the IRS or a national affiliation.

***Registered Student Organizations receive no insurance coverage of any type from UNLV. UNLV makes no representation about the ability of a Registered Student Organization to obtain any private insurance coverage. The ability to obtain any type of insurance coverage is at the sole discretion, expense, and risk of the Registered Student Organization.

***As an entity of the State of Nevada, UNLV is insured through the State of Nevada's self-insurance program and is an ordered limited liabilities as per the Nevada Revised Statutes Chapter 41. You are not entitled to the coverage of this self-insurance program and the limited liabilities contained therein i.e. among other matters you are not entitled to a defense or indemnification. You do not have any liability coverage of any type.

***UNLV is not responsible for the contracts, indebtedness, obligations, and/or liabilities of a Registered Student Organization. You are responsible for the same. The Registered Student Organization is not appointed and shall not act as an agent of UNLV and shall have no right, power, or authority, to enter in to any agreement, contract, or other obligation on behalf of UNLV or otherwise bind UNLV. A Registered Student Organization 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.



Organization Categories:

Student organizations at UNLV can self-select their organization interest through the UNLV Involvement Center. This allows them 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. Some of these organizations may have Greek Letters in their name, but are not associated with the Fraternity & Sorority Life governing structures.

Civic Engagement & Advocacy

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

Diversity & Multicultural

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

Environmental

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

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

Groups 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 (Interfraternity Council, 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 Association (GPSA) after completing the online registration.



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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.

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.

University Department

Student organizations who are directly affiliated with the mission of a department or functional area at UNLV. These groups also have dedicated staffing and student members who are documented volunteers or documented employees. These groups are covered by UNLV's insurance program and function to further the UNLV mission by providing specific programs and services. Organizations in this category must be pre-approved by Student Involvement & Activities.

Special Interest

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



UNLV Involvement Center:

The UNLV Involvement Center was established in Fall 2012, as a site devoted to RSOs by encouraging and promoting involvement. 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.

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

New Organization Registration

Making the decision to create a new student organization can be very exciting and overwhelming at the same time. UNLV works with over 350 registered student organizations, 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 student organizations included on the UNLV 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 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 one academic year.

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?
- 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 UNLV faculty or staff (full-time) member who would be



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interested in serving as an advisor to the group?

- How will the organization be governed?

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

Registration Process:

All organizations must create an organization profile through the UNLV 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. In order to complete the new organization registration and create an organization profile:

- I. Navigate your web browser to involvementcenter.unlv.edu
- II. Log into the UNLV Involvement Center 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 at the start of each semester.

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

- I. The name, contact information, and a brief description of the organization
- II. The names and Rebelmail addresses of the organization's President, Vice President, Secretary, Treasurer, UNLV Faculty/Staff advisor, and two Scheduling Liaisons.

Once the organization has completed the registration, they must attend a RSO Mandatory Meeting, in which policies, procedures, and resources are discussed. Only one member of the organization must attend one of the set meetings. The meetings are scheduled throughout the registration period. Contact Student Involvement & Activities for information about upcoming meeting dates or visit getinvolved.unlv.edu.

If the proposed organization meets all of the criteria they will be made an active registered student organization for that academic year. All RSOs must complete this process and register or re-register with the university annually beginning in August. While the registration period will open at the start of each semester, RSOs are only required to register once per academic year.

Existing Organization Registration

All organizations must maintain an organization profile through the UNLV Involvement Center and include a roster of members. The registration process, benefits, resources and university



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communication utilizes the UNLV Involvement Center. In order to complete the re-registration process and update the organization profile:

- I. Navigate your web browser to involvementcenter.unlv.edu
- II. Log into the UNLV Involvement Center 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. Search for your organization
- VI. Select the "RE-REGISTER" button next to your organization's name

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

- I. The name, contact information, and a brief description of the organization
- II. The names and Rebelmail addresses of the organization's President, Vice President, Secretary, Treasurer, UNLV Faculty/Staff advisor, and two Scheduling Liaisons.

Once the organization has completed the registration, they must attend a RSO Mandatory Meeting, in which policies, procedures, and resources are discussed. Only one member of the organization must attend one of the set meetings. The meetings are scheduled throughout the registration period. Contact Student Involvement & Activities for information about upcoming meeting dates or visit getinvolved.unlv.edu.

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 registered student organization, must at all times maintain:

1. Register each once per academic year.
2. Attend a RSO Mandatory Meeting hosted by Student Involvement & Activities.
3. Update and maintain the organization profile within the UNLV Involvement Center, including any changes in leadership that may occur throughout the year.
4. Consist of at least 5 actively enrolled UNLV students.
5. Have a full-time UNLV faculty/staff advisor.
6. Ensure that the organization does not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or ability status.
7. Openly communicate with members and interested contacts that the organization and members of the organization are not covered by liability insurance.
8. Understand that RSOs do not carry the tax-exempt or the non-profit status from the University of Nevada, Las Vegas or the Nevada System of Higher Education Board of Regents, but can become eligible by filing the appropriate documents required by the IRS.
9. Comply with the student code of conduct, UNLV policies and procedures, and state and federal law and ordinances when conducting organizational business.
10. Report "any building or property owned or controlled by a student organization"



that is officially recognized by the institution” during the registration process.

Additional Governing Bodies

Governance

UNLV's registered student organizations and their members are awarded the opportunity to organize and manage their operations. Since organizations are highly encouraged to govern themselves, 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, Club Sports, and additional sponsoring departments. Most of the policies are outlined within this manual.

Constitution/Bylaws

While not required, each organization should create a constitution as a governing document to refer to for organizational procedures. An example outline is available online at unlv.edu/getinvolved.

University Guidelines

UNLV established the goal of creating an inclusive and just community. The university strives to establish a spirit of community in accordance with high standards of academic excellence and freedom, institutional and individual integrity, and constitutional protections. Each member of the university, including student organizations, shares responsibility for maintaining conditions, conducive to the achievement of the university's goals. The UNLV Student Conduct Code is designed to provide basic standards to ensure a means to fulfill its purpose.

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. The Consolidated Students of the University of Nevada, Las Vegas provides funding for undergraduate registered student organizations. In order to be eligible for funding, organizations must be registered.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association provides support and networking for graduate organizations that complete the registration requirements and submit an updated constitution and signed signature form to the GPSA Office. More details can be found at: <http://gpsa.unlv.edu>.



Sports Club Council

The UNLV Sports 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 the Sports Club status must be fully registered and complete the additional requirements set forth by the Sports Club Council. More information is available at unlv.edu/campusrec/sportclubs.

Fraternity & Sorority Life

Fraternities and sororities must complete the registration requirements, act in accordance with their respective governing council policies, and comply with policies enacted by the Fraternity & Sorority Life staff at UNLV. More details regarding Fraternity & Sorority Life at UNLV can be found at unlv.edu/getinvolved/fraternity-sorority.

Membership Guidelines

General Membership

Registered Student Organizations (RSOs) cannot unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or ability status. 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 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 communication. This can mostly be accomplished through the use of the UNLV 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 roles. If positions (officer, executive board, directorships, etc.) or hierarchies are created, members of the RSO are encouraged to collectively create a constitution to govern how, when, and to whom responsibility will be delegated. Outlines for constitutions are available online at unlv.edu/getinvolved. Additional assistance is available in the Student Organization Resource Center (SORCE, Student Union 305).

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 a full-time UNLV faculty/staff advisor at all times. This advisor must be employed by the University of Nevada, Las Vegas. If there is a change in the advisor for a RSO, the organization roster must be updated immediately and the Involvement staff must be notified via email to involvement@unlv.edu. This is located 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 full-time UNLV faculty/staff.

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 cannot be confirmed.



Space Reservations on Campus

RSOs have the ability to utilize UNLV space in planning events, meetings, and organization functions. Below details the various departments and areas of campus through which RSOs can make space reservations. During registration every organization is asked to provide two scheduling liaisons defined as the organization members who will make reservations on behalf of the organizations. The scheduling liaisons must be actively enrolled students at UNLV. These two scheduling liaisons can be changed by contacting Student Involvement & Activities. 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, Center for Social Justice, several classroom spaces, and campus green spaces for discounted rates through the SUES office. The opportunity to utilize these spaces is a privilege for RSOs and the violation of SUES policy for abuse of this privilege may result in the RSO's loss of SUES space usage. It is imperative to read and understand all SUES policies and procedures stated below.

Policies can be found by visiting:

<http://www.unlv.edu/eventservices/policies-and-procedures>



Financing Your Organization

RSOs are responsible for the management of all funds relating to their organization. Fiscal management and decision-making processes must be outlined within the constitution 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.

Student organizations cannot act as an extension of UNLV in that they are not covered by liability insurance or tax-exempt status from the University of Nevada, Las Vegas or the Nevada System of Higher Education Board of Regents. If a 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)
 - Information and proposal forms can be found online by visiting: unlv.edu/csun/so-funding
- Co-sponsorship opportunities with other RSOs or SSOs
- University Department: some departments are willing to help fund RSO initiatives if the initiatives are parallel to the department mission and values
- Fundraising
- Membership dues
- Rebel Raiser: this crowd-funding platform is operated and managed by the UNLV Foundation, a non-profit organization that raises and manages private funds for the benefit of UNLV. The Rebel Raiser platform can be found online at rebelraiser.unlv.edu

Bank Accounts

UNLV does not specifically encourage or advise RSOs to maintain an off-campus bank account. Faculty/staff advisors should not serve as signatures of off-campus bank accounts. If an RSO chooses to open an off-campus bank account they 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. Organizations may need to file a FORM 990-N with the IRS within three years of establishing an organization with a EIN and thereafter. **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.**

RSOs can apply for a EIN online at www.irs.gov 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 before officer transitions are complete.



This number is used to complete a W-9 (available in the CSUN office, SU 316) in order to receive funding from CSUN, other campus reimbursements, and to create off-campus 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 a 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 organization before the philanthropy is conducted. University funds may not be donated to off-campus interests. Fraternities and Sororities must also comply with the Fraternity and Sorority Life Philanthropy policy that addresses additional Fraternity & Sorority Life community concerns, points, and procedures.

Fundraising

Fundraising is considered a normal organizational function. The funds raised will be managed by the RSO and will be managed as directed by the constitution created by the organization. If an organization initiative is to donate such funds to a philanthropic organization, they are required to appropriately document all transactions and comply with the philanthropy guidelines. RSOs do not fall under the tax-exempt and non-profit status through the United States Internal Revenue Services. Some organizations may be covered through their affiliations with professional, national, or international organizations. More information can be found at <http://www.irs.gov>.

Membership Dues

RSOs may collect dues to cover organization expenditures if desired. Funds collected will be managed by the organization as prescribed by the constitution created by the organization. Contracts, Sales, and Licensing

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, for more information about the sale of merchandise at on-campus venues.

Raffles, Free Drawings, and Giveaways

The distribution of prizes or gifts by chance where money is exchanged is against University policy, and therefore, prohibited. However, free drawings, or “give-a-ways” may be held if:



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- 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

Use of Licenser Brands

UNLV owns and controls the words, phrases, insignias, and designs that have come to represent the University to the public. As outlined in the RSO definition, “a 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 Trademarks and Licensing department. 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, student organizations may contact the UNLV Trademarks and Licensing department at (702) 895-0294 or online at unlv.edu/identity/licensing.



Additional Benefits and Resources

Student Organization Resource Center (SORCE)

The SORCE room is a space shared and open to all RSO members working on official organization business. The SORCE room provides resources, including but not limited to, art supplies, limited printing, computers with Adobe Creative Suite, etc. Provided resources are only to be used for official RSO business. Resources cannot be used for personal or academic purposes as the budget is limited to support over 350 RSOs.

Location: Student Union room 305

Hours: Monday – Thursday, 10 am –pm

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

Involvement Fair

The Involvement Fair is an opportunity for UNLV students to learn about the over 350 RSOs on campus as well as community organizations in the Las Vegas 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. Every RSO is invited to participate and all UNLV students are encouraged to visit the event.

Marketing Resources

Poster Run: our staff post your printed marketing in select buildings around campus each week

- Must drop off 25 posters to SORCE by Thursday at 7 p.m.

UNLV Master Calendar: unlv.edu/calendar

RAVE: Rebel Announcements Via Email

- oit.unlv.edu/rave

SEND: Student E-Newsletters to Departments

- webapps.oit.unlv.edu/send

Involvement UNLV Social Media handles:

- Twitter, Facebook, and Instagram: @InvolvementUNLV

UNLV 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.



RSO Conduct

Nevada System of Higher Education and Student Conduct Code

The behavior of all students and student organizations, as members of the university community, is governed by the Nevada System of Higher Education (NSHE) and the UNLV 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, club sports' 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. For the complete version of the Code of Conduct, visit unlv.edu/studentconduct.

Rights and Responsibilities

The University of Nevada, Las Vegas 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 all of the guarantees and protections afforded students at public institutions by the United States and Nevada Constitutions. Following is a listing of some of the student rights 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, gender, age, religion, creed, national origin, disability, or sexual orientation.
- 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, and other recognized groups within the University.
- VI. Ready access to established University policies and procedures.



The officers, leaders, and advisors of a student organization may be held collectively and/or individually responsible when Student Conduct Code and NSHE Code violations are committed by persons associated with the organization who have received consent or encouragement from the organization or from its officers or leaders.

University officials may direct the officers or leaders of a student organization to take action designed to prevent or end such violations by the organization or by any persons associated with the organization 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 this Code both by the officers or leaders of the organization and by the organization itself.

Sanctions for organizational misconduct may include revocation of that 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.

Title IX, Clery Reporting, and Resources

Title IX is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance.

- Title IX prevention, training and resources for survivors and allies: www.unlv.edu/compliance/TitleIX
- The Jean Nidetch Women's Center cares for any student, faculty, or staff member that has experience sexual assault, stalking, domestic/dating violence, or is concerned for a friend: unlv.edu/womenscenter
- Form to file a Title IX complaint/incident: unlv.edu/compliance/complaint-investigation-procedures

In accordance with the Clery Act, faculty/staff advisors of RSO's are considered Campus Security Authorities (CSAs) and are required to report crime 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. Reports should be forwarded to Jim Morrow at police services (mail stop 2007) or emailed to jim.morrow@unlv.edu. CSA online training is available: unlv.edu/police/CSA.



RSO-Related Policies

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 issued by 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 by 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, call the advisor of the student organization or consult the Student Conduct Code.
- 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?

Juvenile Policy

Any on-campus event open to the attendance and/or participation of juveniles is required to have the faculty/staff advisor of the RSO responsible for the event in attendance for the duration of the event. Adapted from the policy “Juveniles on Campus” for student organizations: unlv.edu/campuslife/scheduling-guidelines#juveniles

Media on Campus

UNLV has several student run media outlets, including KUNV, UNLV Scarlet & Gray Free Press, and UNLV-TV, in which any organization may submit material to. Non-UNLV media markets are required to subject all material to approval of the Media Relations department, which may be conducted 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 the Student Union & Event Services office 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 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 to discuss historical context, current issues, and future vision
- Transfer administrative access to UNLV Involvement Center to appropriate officers
- Training on the UNLV Involvement Center administration
- If the RSO has an off-campus 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, crime, 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 and prepare for the potential risks involved, while being aware of additional risks throughout the activity. Student Involvement & Activities provides the Risk Matrix (located through the UNLV Involvement Center, on the SORCE page under documents) as one option to help students begin to assess the risk involved with their activities.

Student Involvement & Activities also advises that RSOs require liability waivers be completed by any individual participating in an event that may have associated risk. Templates of UNLV General Council approved liability waivers are available on the SORCE page on the UNLV Involvement Center, located in the documents section.

Travel

Students traveling off-campus for organization-related activities are responsible for upholding the Student Conduct Code and are strongly encouraged to take precaution with all



aspects of travel. Create and maintain appropriate documentation (see general examples listed below). Provide a copy of these records with a responsible individual not attending the activity but who is informed of the itinerary and purpose of the trip. Maintain copies of all applicable documentation with the group traveling. Documentation may include:

- Liability release forms
- Insurance documentation
- Medical emergency contact information for all attendees
- Emergency contact information (campus, destination specific, travel accommodations, etc.)

RSOs cannot act as an extension of UNLV in that they are not covered by liability insurance or tax-exempt status from UNLV or the Nevada System of Higher Education Board of Regents. RSOs must seek tax-exempt status as well as purchase their own liability insurance when needed.



Appendix A – How to Fill Out a W-9

| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---------------------------------------|-----------------------------------|---------------|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
| Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service | Request for Taxpayer Identification Number and Certification | Give Form to the requester. Do not send to the IRS. | | | | | | | | | | | | | | | | | | | | |
| Name (as shown on your income tax return) Organization Name Business name/disregarded entity name, if different from above | | | | | | | | | | | | | | | | | | | | | | |
| Print or type See Specific Instructions on page 2. | Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee | | | | | | | | | | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> Other (see instructions) ▶ Student Organization | | | | | | | | | | | | | | | | | | | | | |
| | Address (number, street, and apt. or suite no.) 4505 S. Maryland Pkway, Box 452008 (UNLV Student Union, SU 316) | Requester's name and address (optional) | | | | | | | | | | | | | | | | | | | | |
| | City, state, and ZIP code OR - address stated on your Tax ID information List account number(s) here (optional) | | | | | | | | | | | | | | | | | | | | | |
| Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter. | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | Social security number | | | | | | | | | | | | | | | | | | | |
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| Employer identification number | | | | | | | | | | | | | | | | | | | | | | |
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| Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4. | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Sign Here</td> <td style="width: 40%;">Signature of U.S. person ▶</td> <td style="width: 40%;">Date ▶</td> </tr> </table> | | | Sign Here | Signature of U.S. person ▶ | Date ▶ | | | | | | | | | | | | | | | | | |
| Sign Here | Signature of U.S. person ▶ | Date ▶ | | | | | | | | | | | | | | | | | | | | |
| General Instructions Section references are to the Internal Revenue Code unless otherwise noted. | | | | | | | | | | | | | | | | | | | | | | |
| Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. | | | | | | | | | | | | | | | | | | | | | | |
| Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. | | | | | | | | | | | | | | | | | | | | | | |



Appendix B - Assumption of Risk & Release of Liability Form



**[Your Group's Name]
[Specific Activity]
UNLV / State of Nevada
Assumption of Risk / Release of Liability Form
Page 1 of 2**

I, _____, understand and agree that the **[Specific Activity]** sponsored by the **[Your Group's Name]** involves certain risks and that regardless of the precautions taken by the **[Your Group's Name]**, some bodily injuries may occur.

Specific risks/hazards involved in the **[Specific Activity]** include but are not limited to the following:

1. **[Driving to and from the off-campus retreat site, which may also include hazardous weather and road conditions]**
2. **[Be as specific as possible, listing each and every conceivable hazard]**

Knowing this information, in consideration of my participation in the **[Specific Activity]** sponsored by the **[Your Group's Name]**, I **expressly and knowingly release** the Board of Regents of the University of Nevada Las Vegas (UNLV) and the **[Your Group's Name]**, and the State of Nevada their officers, agents, volunteers, and employees, from any and all claims and causes of action for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of the **[Your Group's Name]** caused by **risks associated by this activity** and/or the **negligence of the sponsoring group**.

In addition, I understand and agree that the **[Your Group's Name]** cannot be expected to control all of the risks articulated in this form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. UNLV **does not carry medical or accident insurance** for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I **voluntarily and knowingly** agree to **protect, hold harmless, and indemnify** the Board of Regents of the University of Nevada Las Vegas (UNLV) and the **[Your Group's Name]**, and the State of Nevada, their officers, agents, volunteers, and employees, against all claims, demands, or causes of action for property damage, personal injury, or death, including defense costs and attorney's fees arising out of my participation in **[Specific Activity]** sponsored by the **[Your Group's Name]**. I understand that as a University sponsored event, the student rights and responsibilities outlined in the UNLV Code of Conduct and all other UNLV policies apply.

I have read the agreement and have willingly signed for the consideration expressed and with a full understanding of its purpose. Participant represents that he/she is eighteen (18) years of age or older and is otherwise competent to execute this agreement, or that his/her legal guardian is also signing.

Print Name: _____ ID #: _____

Date of Birth: _____ Phone #: _____

Local Address: _____

E-mail Address: _____

Participant Signature _____

Date _____



[Your Group's Name]**[Specific Activity]****UNLV / State of Nevada****Assumption of Risk/ Release of Liability Form**

Page 2 of 2

If you are under 18 years of age, a parent/guardian must sign this also. By signing the document you are saying that you have read, understood, and agree to the conditions set forth in the release of liability.

Parent / Guardian Signature_____
Date**Person to Notify in Case of an Emergency**

Name _____

Phone # _____

Address _____

City _____ State _____ Zip _____

Please list any special services you may require due to an existing medical condition or physical disability: _____

ONE COPY SHOULD REMAIN ON CAMPUS IN A DESIGNATED LOCATION THAT CAN BE ACCESSED IN CASE OF EMERGENCY AND ONE COPY SHOULD ACCOMPANY THE FACULTY/STAFF ADVISOR FOR THE TRIP OR ACTIVITY.



Appendix C - RSO Guide to Writing a Constitution and Bylaws

While Registered Student Organizations are not required to have a Constitution and Bylaws, these can be incredibly helpful in establishing the mission and purpose of your organization as well as defining the organization's operations and expectations. Below are tips and advice for developing or re-evaluating these documents.

Constitution

- Your organization's constitution should be a guiding document that guides your organization in decision making around programs, membership selection, and the overall direction of your group.
- Depending on the stability of your organization and the strength of your constitution, your group should revisit its constitution once a year to revise and amend as necessary. It's supposed to be a living document that changes over time (think of all of the changes to the US Constitution over the past 200+ years!).
- Your constitution should be stable and require at least 2/3 or 3/4 membership approval to revise. Items in your constitution should be very basic. More specific topics should be covered in your group's bylaws.

Suggested Constitution Format

- I. Article I- Name: State the full name of your organization.
- II. Article II- Preamble: States the purpose of your organization.
- III. Article III- Non-discrimination clause: As a registered student organization at UNLV, you are agreeing to comply with the non-discrimination clause of the University and the appropriate recognizing body (CSUN, GPSA, OCED, Sport Clubs).
- IV. Article IV- Membership: Who is eligible for membership? Who makes up your membership? (i.e.- undergraduate students, graduate students, both undergraduate and graduate students)
- V. Article V- Officers/ Executive Board: What are the roles and responsibilities of officers in your organization? (President, Vice President, Secretary, Treasurer, etc.). Officer names and descriptions may be unique to your organization and that is ok! What is important is that you define clearly each of these roles.
- VI. Article VI- Elections: What is the rough timeline for elections? (spring or fall semester) How are officers elected? What happens if a position is vacant? What are the terms of offices?
- VII. Article VII-Amendments: How can the group amend this document? How many people are required to be in attendance for an amendment to pass (quorum)?



How many people must make an affirmative vote for an amendment to this document (traditionally, 3/4 or 2/3 affirmative vote)?

Bylaws

- Committee structure (standing and ad hoc committees, who serves on committees? How are committees established? What are the goals of committee work? etc.)
- Meeting time, dates, location
- How are meetings run? (Robert's Rules of Order is a good base-these can be found on the Involvement Center)
- Any other items that you deem important to your organization
- Your bylaws should be easier to revise and can be updated as needed.

Final Tips: Both your constitution and bylaws should be public documents that all your members are familiar with. Once you establish these documents, it is critical to abide by them in order to promote organization consistency and unity. If you have these documents and do not honor them, members may become confused, frustrated, and disengage in the organization. As with many aspects to your organization, membership buy-in is essential for the organization's development and growth.

