



UNIVERSITY OF IDAHO

EMERGENCY INCIDENT SUPPLEMENTAL MATERIALS

This document outlines the policy review Student Affairs will engage in during the summer of 2017, as a follow-up to the Incident Review Report regarding the rocket fuel explosion on April 13, 2017.

The following questions were asked of the Department of Student Involvement to guide the recommendations identified in the incident report:

- Q1: Paperwork clubs need to fill out? When would we say “no” to a club?
- Q2: How much funding can a club obtain from ASUI? Are there restrictions on funding?
- Q3: What are the roles of an advisor that come in to the formation of a club?
- Q4: How does the University address inherently dangerous types of activities? Risk management requirements? When would we say no to a club?

Explanation of the Department of Student Involvement and ASUI’s Registered Student Organizations (RSO) Policies and Procedures

RSO Recognition: The University through the Associated Students University of Idaho (ASUI) outlines recognition through the Funding Board bylaws. ASUI is a representative body of undergraduate students who initiate and coordinate activities, promote and represent student interests, provide expression of the student opinion, develop understanding, enact policies, and award funds, among other duties. These representatives are elected and/or appointed by the student body and ASUI leadership.

The Department of Student Involvement employs student and professional staff to support student organization functions and assist in implementing ASUI policy. Student organizations register with the Department of Student Involvement to become an ASUI Registered Student Organization (RSO).

Policies related to student club formation

Q1: Paperwork clubs need to fill out? When would we say no to a club?

A: The process for students to form a club and receive the status of an ASUI recognized student organization is outlined in ASUI's Funding Board Bylaws and the Department of Student Involvement's Handbook, which all clubs receive and have regular access to on VandalSync. For your reference, we have included a portion of the bylaws that discusses requirements for RSO formation. The only required paperwork is an online registration form on VandalSync. They must:

- list an advisor and their contact information
- 4 club members and their contact information
- upload a constitution
- select a category and write a club description
- write and upload a constitution
- agree to abide by the Student Code of Conduct
- indicate if they are funded by a department
- indicate if they may participate in events that can cause physical harm

ASUI Funding Board Bylaws

Article VI – ORGANIZATIONS

Section A - Registration

To qualify as a registered club or organization, groups must file a completed request for registration form by signing up as a new organization on VandalSync and adhere to the requirements listed below (Article VI, Section B).

Section B - Requirements

To qualify as an ASUI registered club or organization, groups must comply with the following requirements:

1. All organizations must have a mission statement to define their purpose.
2. All organizations must have a constitution and/or bylaws to dedicate how they will be ran.
3. All organizations must have an advisor. This person must be a benefits eligible University of Idaho staff, faculty, or administration member.
4. All organizations must provide contact information for at least **TWO** members and the advisor. Information must include address, E-mail, and phone number for each contact. The advisor's contact information must include the name, University Department, and Campus Zip Code.
5. An organization may **not** use "University of Idaho" at the beginning of the organization name or "of the University of Idaho" at the end of organization name, unless you receive direct funding from a University Department. Organizations may use "At the University of Idaho" or "U.I. Chapter" at the end of organization name.
6. The majority of the membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Idaho. Only those

members who are currently registered University of Idaho students have voting privileges.

7. Membership in this organization is open to all University of Idaho students meeting the above criteria, irrespective of race, color, gender, class, national origin, sex, sexual orientation, gender identity/expression, age, disability, religion, or status as a Vietnam era veteran as outlined in the faculty/staff handbook in Chapter 3: 3200. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

Section C – Denial

Organizations may be denied for the following reasons:

1. The request for recognition form was not properly completed or was incomplete.
2. The request is not in line with the mission statement of the student organization.
3. The project/event/activity is already a University of Idaho project/event/activity.
4. The proposed organization has a statement of purpose or goal that is in violation of federal law, state law, and local law or the ASUI Rules and Regulations.

Section D - Appeals

Any group denied recognition by the board may appeal to the ASUI Senate.

The Department of Student Involvement’s RSO Handbook

Operating as “the University”

- Some RSOs may be affiliated with, or sponsored by University of Idaho departments/colleges. In that case, the sponsoring department assumes more responsibility for said organization and may offer additional benefits, resources, and policies.
- Most RSOs do not conduct “business” on behalf of or officially represent the University. Therefore, policies exist to enforce the separation (naming, insurance, travel, etc.)
- Recognition by ASUI does not confer the tax-exempt status of UI upon RSOs and are therefore, required to obtain tax-exempt status independently of UI and obey respective state and federal taxation laws and filing requirements.

How to Start a Student Organization

New Student Organizations may form anytime during the academic year.

Steps to register:

1. Have a minimum of four (4) members to start the proposed organization.
2. Review the list of registered student organizations (RSOs) to verify the club you intend to start does not already exist.
3. Confirm a board-appointed university faculty or staff employee to serve as an advisor for your organization.
4. Create a student organization constitution incorporating required elements.
5. Log in to www.VandalSync.orgsync.com

6. Select “organizations” from the top menu.
7. Click “Register new Organization” button and fill out the form.
8. A Student Involvement Staff member will contact you.

Constitution Requirements

All RSOs are required to have a constitution or bylaws specific to the University of Idaho (not national or another institution/organization). Constitutions must include:

- The full name of the organization
- The stated purpose and/ or mission of the organization
- A nondiscrimination clause: *This organization shall not discriminate in its membership on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a military member or Vietnam era veteran*
- An outline of all officer positions and their responsibilities
- A provision for election and removal of officers
- A provision for selection and removal of advisor
- A provision for decision-making voting processes
- A provision for amending the constitution

Policies related to student club funding

Q2: How much funding can they get from ASUI? Are there restrictions on funding?

A: All clubs are eligible for up to \$2,000 in reimbursement funds. There are restrictions on what can or cannot be funded, which are outlined in our ASUI Funding Board Bylaws. The bylaws were written by ASUI student representatives and over the years have been amended by ASUI. In addition, to the bylaws, all funding is up to the discretion of the Funding Board Committee. Clubs may be funded in full, in part, or not at all. For your reference, we have included a portion of the ASUI Funding Board Bylaws that speaks to this.

ASUI Funding Board Bylaws

Article VII – GENERAL FUNDING & LARGE EVENT FUNDING HEARINGS

Section A – Hearings

Funding hearings will occur two times per semester, typically scheduled bi-monthly, throughout the academic year. The deadline for organization funding requests and the date of the organization funding hearings will be publicized each semester. No organization funding requests will be accepted after 12:00 PM, two operating business days prior to the scheduled board meeting.

Section B – Organization Funding

The allocation of funds will be determined by, yet not limited to, the following criteria:

All funds allocated by the ASUI Funding Board shall be at the discretion of the Board.

No state, federal, or other applicable laws shall be violated; all requests must conform to the ASUI Funding Board Bylaws; the ASUI Constitution, Rules and Regulations, and Bylaws; and all policies and regulations of the Board of Regents and the University of Idaho.

The Board may fund a maximum of \$2000 to recognized organizations in any given fiscal year. Funding requests to exceed the \$2000 limit may be heard at the last fee allocation hearing of the budget cycle and will only be heard if funds are available.

The funds must be used for programs, events, and services that benefit the students at the University of Idaho, enhance the image of the University, and comply with the ASUI Funding Board Mission Statement.

All funding will be considered on a matching- existing funds basis.

This will require proof of income to be verified with a bank statement.

Organizations must develop a total cost budget for the activity.

All funding will be on a **reimbursement** basis.

The board **shall not** fund for the following activities:

Purchase of food or beverages or other perishable items, unless purchased through the University of Idaho (Vandals Dining or Sodexo)

Cash awards, prizes or gifts

Labor costs

A bingo event or raffles

Per Diem while traveling

Long-distance phone calls

Charitable contributions

State and Federal Income taxes

Organizational or departmental graduation parties, award ceremonies, and banquets

Transportation and or lodging for speakers, unless part of the contractual agreement

All organizations requesting reimbursement by check **must maintain a bank account in organization's name**, opened with the organization's employer identification number.

The Board shall not allocate funds to "umbrella" groups for the purpose of redistribution of funds to other subgroups.

The Board shall not fund any group that is formed on the basis of common living arrangements, including, but not exclusive to, Greek houses and residence halls.

The Board shall not fund any Sports Club group recognized by the Sports Club Federation.

The Board shall only fund expenses accrued during the current academic year of the request.

The events/programs/services must be initiated and ultimately controlled by University of Idaho students.

All events/programs/services that receive funding must be open to all UI students irrespective of race, color, gender, class, nationality, disability, religion, Veteran status, or sexual orientation.

The Board will not fund for events/programs/services that are viewed, or could be construed to be extensions of the classroom setting or academic program, testing for certification, or job placement efforts. Extensions of the classroom include, but are not limited to:

- Field trips where organization members are required to attend, and class is dismissed due to the trip
- Trips to conventions, clinics, workshops, and meetings where professional certification testing is performed or where personal professional certification is obtained
- Trips required as part of any class curriculum
- Trips where the participants are all members of one academic course

Organizations may not apply for funds to be donated to:

- Charities or other philanthropic entities
- Advocate legislation or to promote partisan political activity
- Establishes or contributes to scholarship funds, nor can they fundraise with funds allocated by the Board to contribute their proceeds to such causes

If an organization is allocated funds to a future program, publicity for such program funded must clearly give recognition that the event was funded by the Student Activity Fee with the statement, **“FUNDED BY THE ASUI STUDENT ACTIVITY FEE.”** Noncompliance with this policy may result in denial of future funding.

Examples of things the Board may fund:

- Fundraising activities
- Travel to conferences
- Registration fees

Speakers brought to the University of Idaho
Educational programs
Organizational operations such as:
Publicity

Such activities pertaining to clothing will be funded at ½ (\$0.50) the cost.

Office supplies
Telephone for crisis hotlines
Other activities consistent with the ASUI Funding Board Mission Statement

Organizations may submit more than one funding request during each semester.

Misrepresentation of student organization membership, make-up, mission, or other aspects related to the organization may result in suspension of funding eligibility for remainder of academic year.

Organizations may appeal the Board's funding allocation decision by:

First submitting a written appeal to the Board Chairperson asking the Board to reconsider its request at the ASUI Funding Board's next meeting. No written appeal will be accepted after 12:00 PM, two operating business days prior to the scheduled board meeting. If a further appeal is made, the club must submit a written appeal to the ASUI President or Senate asking for a hearing on the Board's decision.

Article VIII – ALLOCATION/ FUNDING CRITERIA

Section A – Merits of Funding Request

The Board will use the following criteria to judge the merits of each funding request, although they are not limited to these criteria:

The number of students affected.

The quality of the experience and benefit to students, and the contribution to enhancing campus life for all UI students.

The organization's efforts to be active and open to all members of the student body.

The organization's efforts to raise money from other sources.

The amount of financial contribution the organization is making towards their events/programs/services.

How well planned the events/programs/services is/was/were.

The timing and spacing of events and programs over the fiscal year.

The past accountability of the organization:

Degree of success of organization's past programming

Involvement of students in the organization

Goals and objectives of the organization as stated in its constitution.

The amount of demonstrated financial need shown by the organization.

Percentage of undergraduate students to graduate students.

Section B – Priority of Funding

The Board will give priority of funding in the following order:

On campus co-sponsored events open to campus and community.

On campus events open to campus and community.

Off campus events open to campus and community.

Travel events promoting the organization and the University of Idaho.

Clubs requesting funding for equipment/supplies that are needed for the functionality of the club

Travel in competition.

Travel developing leadership of organization.

Travel to conferences.

Section C- Board Discretion

If a request does not fall under one of the above categories, it will be up to the discretion of the Board to determine where the request will fall on the list's priority.

What type of student club oversight is assigned to University employees?

Q3: What are the roles of an advisor that come in to the formation of a club?

A: It is our understanding that our office is to operate with a "hands-off" approach as advised by General Counsel. We recognize RSOs if they agree to follow our policy, yet they are not formally tied to us or the University of Idaho. They are self-governing clubs/organizations

recognized by another student organization (ASUI) who is given considerable autonomy by our institution.

The Department of Student Involvement has not actively asserted itself into any approval process for events/activities or operations of student organizations as we have been advised by University Counsel to avoid such direct oversight and for reasons of staffing practicality considering the numbers and governance of such groups.

Upon completing their VandalSync registration form with their club constitution attached, DSI Student Engagement Coordinator and her student employees review the application and constitution to ensure it is complete and that it has followed all the rules set forth in the ASUI bylaws and DSI Handbook. We confirm their mission/purpose statement, club description, and constitution. If there were mention of any activity incongruent with the Student Code of Conduct or any local, state, or federal laws, we would take note of that and bring it to the attention of our Department Director. To our best knowledge, we have never needed to do this. The Student Engagement Coordinator and/or Student employees meet in-person with at least one club officer for a brief 20 minute orientation training. During the training we place the handbook into their hands, provide a VandalSync tutorial, show them all of the organizational leadership manuals and documents for new officers and advisors as well as event planning documents located in VandalSync's shared drive system, and then show them all of the perks and resources within our office, such as access to computers, event planning manuals, free printing, and our supplies closet arts and crafts. We briefly discuss the role of advisors. We do not dictate to the advisors how active or involved they must be with their student club. We tell the students that they must have conversations with their advisor and come to an agreement with their advisor on the advisors' level of supervision as well as specific roles. We do go over the basic expectations of the advisor, listed below, and then refer them to the Advisor manual in VandalSync.

- **Advisers Role:**

- Guide the group in accordance with the purpose and educational objectives of the University.
- Supervise the financial procedures followed by the organization in handling its funds.
- Help increase student and staff awareness of University facilities, events, and personnel.
 - Be familiar with the policies and procedures listed in the University's Student Code of Conduct and ASUI Student Organization & Advisor Handbook.

- **ASUI appointed executive, ASUI Funding Board Chair and volunteer members' role:**

- Managing and oversight of Funding Board bylaws
- Coordinating the reimbursement application and voting mechanism for qualified student organizations.

- **DSI Student staff role:**
 - Supporting and facilitating student organization registration, operations, and trainings.
 - Providing guidance to student organizations and their advisors.
 - Organizing and coordinating the Involvement Fairs to highlight student organizations and connect students with opportunities to get involved with student organizations.
 - Maintaining and utilizing the Department of Student Involvement's and the Registered Student Organizations' pages within VandalSync, the university's online engagement platform.

- **DSI Professional Staff position duties:**
 - Student Engagement Coordinator:
 - Developing and administering university policies and procedures related to student organizations.
 - Developing and presenting session/materials for student organization enhancement.
 - Providing training and resources for advisors.
 - Advise the Associated Students University of Idaho (ASUI) Funding Board and other registered student organizations as necessary or assigned by the Director of Student Involvement.
 - Facilitate and execute the necessary processes and ensure proper reimbursement procedures with student organizations.
 - Encourage and offer assistance and advisement to student organizations planning volunteer projects and community service initiatives.
 - Serve as the lead for VandalSync online community for organization management and involvement.

 - Administrative Coordinator: processing ASUI Funding Board reimbursements, confirming receipts for reimbursement are congruent with approved expenditures, communication to pick up checks.

 - Assistant Director: Training and evaluating the Student Engagement Coordinator position in the creation and implementation of student organization support and leadership development initiatives. Creating and monitoring program budgets.

 - Director: oversight of professional and student staff, ASUI adviser

Requirements for Student clubs to implement risk control measures and coordinate their activities with appropriate University Stakeholders.

Q4: How do we address inherently dangerous types of activities? Risk management requirements? When would we say no to a club?

A: In fall 2016 a meeting with the UI Risk Management Office and our newly hired Student Engagement Coordinator yielded better clarification of how the University treats RSOs with respect to travel, insurance and risk management procedures. Risk Management Office asked the Department of Student Involvement not to advise RSOs on risk management because it is not our area of expertise. Instead, they requested that we provide planning documents and further refer club officers directly to the risk management website and staff to discuss risk and to design a waiver. After this meeting concluded, the Student Engagement Coordinator added a question to the VandalSync registration form, "Does your organization participate in events that can cause physical harm? [i.e. sports, physical activities, use of equipment]." If the organization indicates that they do engage in activities that can cause harm, we mention the importance of risk management and then advise them to contact Risk Management Office as soon as possible. We give them the contact information for the Risk Management Office. This new feature only applied to newly registering organizations, not existing ones. Every year in September, our department requires ALL RSOs to update their VandalSync portal profile information (which is essentially their registration form). In September 2017, all clubs would be required to answer the new physical harm question and then routed to the UI Risk Management Office.

- In our event planning manual, available in person and on VandalSync. We provide a resource for minimal risk management procedures; it serves as a basic resource to manage physical, reputational, organizational, financial, and emotional risk by asking questions regarding each type.
- We would say "NO" to a club formation or disabling the club in VandalSync, if they do not abide by the Student Code of Conduct, state, local, and federal law, have an incomplete registration form, or if their purpose/mission statement raises logical red-flags. This would remove their recognition and ability to receive support, including room reservations and funding.
- We do not have a process to say no to a club functions/activities, as they do not submit them for approval through our department. Nor are we included in waiver approvals through Risk Management or room reservations. If they approach us for help or resources, we advise them to our best ability, sharing resources and consulting governing documents.

VI. What could the University do better?

- Ideas of how the University could improve procedures with high-risk clubs:
 - Among all of the RSOs that indicate “Yes” on our new physical, harm registration question. DSI could further internally categorize the level of harm and document their information and activities to share out if necessary.
 - Inclusion of the Risk Assessment Guide, Risk Map for Travel, Risk Quadrant worksheet, in yearly trainings, in the Handbook, and on VandalSync.
 - DSI will continue to refer high-risk clubs to the Risk Management Office; however, DSI could follow-up regularly with the club officers and Risk Management Office to ensure they have completed a waiver and taken steps to mitigate identified risks prior to DSI and ASUI officially acknowledge them as an RSO and fund any of their activities. For these clubs, DSI could require a longer orientation training that requires all officers and the advisor to attend. In this meeting, we could discuss the roles and expectations of the advisor and the officers at greater length and physically hand them more organizational leadership handouts and manuals.
 - As the advisor to ASUI’s Funding Board, the Student Engagement Coordinator will discuss and advise the Funding Board Committee to make amendments to the ASUI Funding Board Bylaws that requires the committee to exercise greater scrutiny of funding applications that come from high risk RSOs.
 - In the registration process, DSI could initiate a club advisor confirmation request along with an agreement form signed by advisor and officer.
 - We could add videos concerning risk assessment resources, Travel/Auto and harm reduction to our registration process and or as resources on VandalSync and our website.

Conclusion: TBD Summer 2017