REGISTERED STUDENT ORGANIZATION
MANDATORY MEETING
STUDENT ENGAGEMENT AND DIVERSITY

*This presentation and other helpful guides can be found on:
https://involvementcenter.unlv.edu/organization/SORCE
• Definitions and Policies
• Registration
• UNLV Involvement Center
• Benefits and Resources
  • Funding
  • Space/Equipment Reservations
  • SORCE
• Risk Management Training
• Upcoming Events

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https://involvementcenter.unlv.edu/organization/SORCE
The University of Nevada, Las Vegas defines a Registered Student Organization as a group of five or more students actively enrolled at UNLV who share a **common purpose or interest**. A Registered Student Organization is entirely operates 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, you need to be aware there are certain matters which are not benefits. 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**. You are not permitted to act as an extension of UNLV.

*The full definition can be found in the RSO Manual on the Involvement Center*
Process
1. Complete the online registration
2. Communicate w/advisor (advisor must complete agreement/registration form)
3. Attend the RSO Meeting

Registration closes September 30th! Everything MUST be complete by then!

RSO Requirements:
• Minimum of 5 UNLV enrolled students
• Officers of your organization MUST be UNLV students
• Full-time UNLV faculty/staff member
• Agree to UNLV terms and conditions (in registration)
• Have a mission statement
Involvementcenter.unlv.edu

- Online registration
- Organization website
- Main form of contact with Administration & the general public
- Communication is routed through your RebelMail

**ALWAYS UPDATE THE ROSTER!**

Officer transition is important for the success of the organization.
BENEFITS AND RESOURCES
STUDENT UNION EVENT SERVICES (SUES)

• Room Reservations
• Indoor and Outdoor Equipment (including rentals)
• Event Coordinators
• Catering (through Aramark)
• Overnight Accommodations
• Marketing
• Parking
SUES

General reservations requests:
• Indoor Spaces: Student Union and Student Recreation & Wellness Center
• Outdoor Spaces: North Field, SRWC Lawn, Moyer Courtyard, Alumni Amphitheater, Intramural Field, and Pida Plaza

Marketing requests:
• Plasma Digital Ads (SU & SRWC)
• Plasma Video Ads (SU & SRWC)
• Marketing Tables (SU & SRWC)
• Banner (SU)
• Table Tents (SU)
• Display Case (SU)

*Need 4 business days meeting and event, and at least 3 weeks for major events
How to submit requests:

1. Complete organization registration
2. Ensure form is completed and signed by org member on scheduling liaison list
3. Deliver paper requests to SU 315, fax to 895-1609, email to eventservices@unlv.edu
4. Confirmation will be emailed to primary and secondary contact
5. Check for accuracy and potential charges on confirmation

*Note: Cancellations must be made 7 days prior to the request date.*
CHANGE REQUEST FORM (BLUE FORMS)

• Add things to reservation
• Delete things from reservation

EQUIPMENT LOAN FORMS (GREEN FORMS)

• Equipment Loan
• Equipment Check Out
HOW TO SUBMIT FORMS TO SUES

• Fax: 702 895 1609
• Email: eventservices@unlv.edu
• In person: SU 315, 8am to 5 pm, Monday through Friday
STUDENT UNION EVENT SERVICES

Things to Remember:

- Must cancel 7 days before event
- Confirmation Email will be sent out with in 4 business days
- At least one contact must be on Scheduling Liaison List
- Fees
- Insurance
- Co-Sponsored
- unlv.edu/eventservices
Located in SU 305 (Don’t forget to bring your rebel card!)

Hours:
- Monday - Thursday: 10am-8pm
- Friday: 10am-4pm

Services and Resources:
- Computers – with complete Adobe Suite!
- Limited Printing
- Arts/Craft Supplies
- Work/meeting space
- Storage and Mailbox Space – request through Involvement Center
- SORCE Staff
- Poster Run
MARKETING & ADDITIONAL RESOURCES

• Poster Run (changed every Friday at noon)
• UNLV Master Calendar: http://go.unlv.edu/calendar
• RAVE & SEND
• Student Organization website: http://www.unlv.edu/getinvolved/student-orgs
• Twitter: @InvolvementUNLV
• Facebook: Involvement UNLV
• Instagram: @InvolvementUNLV
• The UNLV Involvement Center
FUNDING
STUDENT ORGANIZATION
FUNDING BOARD

Open to graduate and undergraduate RSOs
Proposal form available on Involvement Center under “Campus Links”
Apply 1x/semester

Monthly meetings TBA
Open to undergraduate RSOs
Proposal form available on CSUN website
Apply 1x/year

http://unlvcsun.com/funding/
RSO
RISK MANAGEMENT TRAINING
What is Risk Management?

• Process of understanding and considering potential and perceived risks associated with...
  • Organization activities
  • Organization events
  • Organization services
• Minimize injury, damage, and/or loss
• Being proactive is key!
Examples of High Risk Activities

- Alcohol
- Illegal Drugs
- Sexual Abuse and Harassment
- Fire or other safety issues
- Travel
- Off-campus events
- Behavior of organization members at parties and social events
Steps to Identifying Risk

1. Identify the high-risk behavior/activity
2. Assess all outcomes (good or bad)
3. Identify ways to implement controls to minimize risk
4. Reassess the activity or come up with an alternative
Quiz 1

• Which of the following is a high risk behavior?
  • Alcohol
  • Having an organization meeting in SORCE

• True or False: Risk can be completely eliminated?
Office of Student Conduct (OSC)

OSC promotes awareness of student & student organization rights and responsibilities – Student Conduct Code: [http://studentconduct.unlv.edu](http://studentconduct.unlv.edu)

• Any student/organization may be held accountable for the actions of any of its members if violation of the code is in any way related to the organization

• Organization misconduct does not need to be officially approved by the entire membership to be considered for grounds for possible conduct action toward the organization.

The actions of even one member can have an impact upon the entire organization
Hazing

Any method of initiation into or affiliation that intentionally or recklessly...

- endangers another individual
- destroys or removes public/private property
- subjects any person to any mental/physical requirement
- request or obligation that could cause:
  - Discomfort
  - Pain
  - Fright
  - Disgrace
  - Injury
- degrades/violates any federal/state/local laws or university policy
Hazing examples

- Paddling in any form
- Blindfolding
- Physical/psychological shock
- Late work sessions which interfere with academics
- Advocating or promoting illegal alcohol or controlled substance use
- Tests of endurance
- Submission of members or prospective members to potentially dangerous/hazardous circumstances with risk
Contact OSC

Central Desert Complex (CDC), Building 1
http://studentconduct.unlv.edu
702-895-2308
officeofstudentconduct@unlv.edu
Quiz 2

• True or False: the actions of one member can impact the entire student organization?

• True or False: it’s not hazing if a member agrees to participate?
TITLE IX

Patsy T. Mink Equal Opportunity in Education Act
Title IX – It’s the law…

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

• Gives women equal opportunities in athletics
• Prohibits discrimination (based on gender) of students and employees of education institutions receiving federal financial assistance
• Sex discrimination (including sexual harassment and sexual violence)
Title IX at UNLV

• UNLV prohibits gender discrimination in any form, including sexual harassment of students, faculty or staff
• UNLV requires all students, faculty, and staff to comply with this policy
• UNLV has also designated one employee to coordinate its efforts to comply with title IX mandates including investigation of complaints
• UNLV has published and made available to students and employees of the name, office address, and telephone numbers of the Title IX Coordinator and deputy coordinators
Gender Discrimination

the unequal or disadvantageous treatment of an individual or group of individuals based on gender

Examples of this discrimination can include treating someone differently based on their gender in:

- academia
- extracurricular activities
- academic programs
- discipline
- classroom assignments
- physical education
- grading
- athletics.
Sexual Harassment

- Unwelcome sexual advances
- Sexual assaults
- Requests for sexual favors
- Other verbal or physical conduct of a sexual nature

Sexual harassment can be based upon an individual’s perception of the event in question.

If this conduct is **unwelcome** and could be **offensive** to a reasonable person, and is in fact offensive to someone complaining about certain physical and/or verbal acts, then it can be sexual harassment - even if it was not intended to be offensive.
Statistics

• 1 in 5 women are victims of completed or attempted sexual assault while in college
• 6.1% of males were victims of completed or attempted sexual assault during college
• 3,300 forcible sex offenses were reported by college campuses in 2009
Your Responsibility

• Everyone is responsible for preventing sexual harassment and ensuring that the work and academic environments are harassment-free
• Become informed about sexual harassment
• Evaluate your own behavior to ensure that you are not engaging in sexual harassment

• You must report:
  • If you believe you have been subjected to sexual harassment by a UNLV faculty, staff, or visitor under any form of gender discrimination under Title IX
  • If you believe you have been or are the victim of sexual harassment (including sexual assault, sexual violence, or other sexual misconduct) by another UNLV student
How to Report

• Title IX Coordinators:
  • https://www.unlv.edu/diversityinitiatives/titleIX
• Office of Student Conduct
• Police & Public Safety
• Housing & Res Life
• The Women’s Center
• Student Engagement & Diversity
• Any UNLV staff/faculty member
• Online complaint form
Women’s Center

*a place where students, staff and faculty can go if they are or have experienced interpersonal violence, which includes sexual assault, domestic/dating violence and stalking*

- 24 hour Campus Advocacy Resource and Empowerment (CARE) Line that is staffed by trained victim advocates
- Walk-in/appointment office hours: M-F, 8-5

*Even though we are the Women’s Center our services are open to any gender!*
Women’s Center

- help navigate the multipronged process of healing and safety;
- file out protection orders or no contact orders from OSC;
- make safety plans for students who are being stalked or are in a domestic/dating violence situation;
- connect students to Counseling and Psychological Services office on campus to be triaged;
- help students report the crime that happened to them once the student is ready to make that step;
- help talk to professors regarding exams, missed classes or any other issue that may come up related to the violence they have experienced.

Our services are available even if the event occurred off campus and regardless of gender or sexual orientation. If you are someone you know is being hurt please call the CARE Line at 895-0602.
Quiz 3

• True or False: Title IX only applies to athletics?

• Where on campus can you report a Title IX violation including sexual harassment and gender discrimination?
  • Title IX Coordinator
  • The Women’s Center
  • Police & Public Safety
  • Any UNLV Faculty or Staff member
  • All of the above
CLERY ACT

Named after Jeanne Clery
Clery Act

- federal policy that mandates the compilation and disclosure of campus crime statistics and requires the collection of information regarding incidents from non-law enforcements known as Campus Security Authorities or CSAs

- Clery act requires colleges and universities to disclose certain information about campus crimes and security policies. Institutions can be fined and lose federal funding for not reporting.
The Clery Act identifies four groups of individuals on campus as CSAs:

1. Members of campus police or security department
2. Individuals responsible for safety (but not police or security)
3. Institution officials who have “significant responsibility for student & Campus Activities”* 
4. Any individual or organization designated to receive reports of crimes from students and employees

*In regards to your student organization, your advisor is considered a CSA and is REQUIRED to report any possible Clery Act violations.

Student leaders of your organization also have a requirement, and that is to report any possible Clery Act violations to the organization’s advisor.
Reportable Crimes

- Crimes that must be reported under the Clery Act include:
  - Arson, Aggravated Assault, Burglary, Criminal Homicide, Hate Crimes, Motor Vehicle Theft, Robbery, Sex Offenses both forcible and non-forcible, domestic violence, dating violence, stalking and arrests or disciplinary referrals including Drug Law Violations, Liquor Violations and Illegal Weapons Possession

- Reportable if you witness them either on or off campus.
- If you own or control a property or facility in the name of your organization, it must be registered with the Student Engagement and Diversity.
Reporting

- To report a Clery Act crime, email Jim Morrow and/or Phil Burns: jim.morrow@unlv.edu; phillip.burns@unlv.edu

- Reports can also be filed through contacting Police Services.
UPCOMING DATES!

Involvement Fair – Fall 2016
September 7th, 10am – 2pm
Registration opens August 1st

Don’t Forget to complete RSO registration on the UNLV Involvement Center! Registration closes March 1st!