STUDENT ORGANIZATION ADVISOR ORIENTATION
LAND ACKNOWLEDGEMENT

The University of Wisconsin-Madison occupies Ho-Chunk land, a place their nation has called Teejop (Day-Jope) since time immemorial. In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin. This history of colonization informs our shared future of collaboration and innovation. Today, UW-Madison respects the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today.
AGENDA

Get-to-know-you!

Student Organization Eligibility & Registration

Role of Advisor & Legal Liability

Registered Student Organization Resources & Policies

Questions
GET-TO-KNOW-YOU!

- What is your name?
- What student organization do you advise?
- How long have you been advising this group?
- What is one thing you are hoping to get out of today’s session?
ACRONYMS YOU MAY HEAR

- RSO – Registered Student Organization
- CfLI – Center for Leadership & Involvement
- WIN – Wisconsin Involvement Network
- SAC – Student Activity Center
- CESO – Campus Event Services Office
- CSO – Committee on Student Organizations
- SOAP – Student Organization Alcohol Policy
- ASM – Associated Students of Madison
- SORPG – Student Organization Resource & Policy Guide
- WEG – Wisconsin Experience Grant
RSO ELIGIBILITY

Complete the RSO Registration process every year!
• 2019-2020 Registration Opened: Thursday, August 1st
• 2019-2020 Registration Closes: Friday, May 1st

Completed the Badgers Step Up! Program (pre-test, session, and post-test)

Abide by the Naming Guidelines
• May NOT use any form of UW-Madison as the BEGINNING WORD(S) of the name of an RSO or any references to the RSO (email, Facebook page, etc.)

Be not for profit
• no individual or group may profit from the work/activities of the organization

**CfLI conducts audits throughout the year to check eligibility**
RSO ELIGIBILITY: STUDENT CONTACTS

Identify four student contacts

Enrolled at least part-time at UW-Madison:

- A Primary Contact who is responsible for assisting with accessibility request
- Second/Financial Contact who is authorized to represent the RSO in financial matters
- A Third and a Fourth Contact

**Advisor is not required**
## RSO Eligibility: Operating Documents

| Constitution/Bylaws | The purpose of the organization  
| How decisions are made  
| How leaders are selected  
| Membership/leadership criteria (UW-Madison students) |

| Review | 20-21 | A-L  
| 21-22 | M-Z  
| 22-23 | Dual Reg |
HOW WOULD YOU DEFINE YOUR ROLE AS AN ADVISOR?
ROLE OF ADVISOR

Advise: to offer advice to, counsel: to recommend, suggest; to inform, notify; to take counsel, consult.

Teaching/Educator
Resource Person
Coordinator and Expediter
Support Person, Listener
Account Administration Official
Risk Management Consultant
ADVISOR RESPONSIBILITY

To the organization
To the students
To the University
RESPONSIBILITY TO THE ORGANIZATION

- Be present
- Help them set realistic goals and help them evaluate these goals
- Be familiar with University and Student Organization Policies
- Provide consistent & ongoing feedback
RESPONSIBILITY TO THE STUDENTS

Help them to find balance between classroom and student organization work – They are students first and foremost!

Develop students’ leadership skills (you may focus your time on the leaders of the org)

Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals.
RESPONSIBILITY TO THE UNIVERSITY

Help students make their programs beneficial to other students and consistent with educational objectives of the University.

Become familiar with the policies and procedures pertinent to RSOs and strive to see that they are followed.

Become familiar with the responsibilities of departments who choose to sponsor RSOs on campus and/or co-sponsor programs or activities.
To provide the campus community with accurate, complete, and timely information about crime and the safety of the campus environment

YOU are a Campus Security Authority (CSA)
- If you receive information about a crime, you must report it!
- Report to UWPD or the Dean of Students Office
- Complete the Campus Security Authority Training
LEGAL LIABILITY

Most common legal issue = negligence

• “General Standard” – you must behave the way a reasonable person would in a similar situation
  • Make thorough plans
  • Keep complete records of activities
  • Be honest & open
  • Ask questions and be informed & abide by rules
  • Document your role as an Advisor!
ADVISOR & ORGANIZATION RESOURCES
WELCOME TO CFLI AT UW-MADISON

The Center for Leadership & Involvement (CFLI) assists students in intentionally connecting with the far ranging opportunities that exist throughout campus, including student organizations, the College of extension, and more. The CFLI offers workshops, programming, and more to support students in making the most of their college experience.
The Student Organization Resource and Policy Guide is the source for policies all Registered Student Organizations (RSOs) must follow and the resources and benefits available for RSOs to use. This guide is reviewed every year and updated as information changes. We hope you find it helpful to have all of this information available in one place!
Discover unique opportunities at University of Wisconsin - Madison

Search Events, Organizations and News Articles
WISCONSIN INVOLVEMENT NETWORK

Available to anyone with a UW Net ID
- Guest user access now available for Advisors

Individual student services
- L&I Record

Organization services
- Internal: roster, documents, elections
- External: website, forms, events, recruiting
CFLI AVAILABLE RESOURCES

- Audio/Visual Equipment
- Keys
- Card Scanners
- Mass Emails
- CfLI Buzz Newsletter
- Event Planning Guide
RESERVING SPACE

Campus Event Services Office (CESO)

Memorial Union, Union South, Red Gym, Most Classrooms, Outdoor (Bascom Hill and Library Mall)

Departmental Co-Sponsorship is required when non-UW are invited

Must abide by University Facility Use Guidelines
FUNDING

Associated Students of Madison (ASM)
- Event, Operations, and Open Fund Grant
- Travel – additional documentation required (on SORPG)

Chancellor Fund Event Grants
- Global Badger Experience Grant
- Multicultural Council Grant
- Wisconsin Experience Grant

Additional Funding
- Wisconsin Union Directorate, Lectures Committee, Kemper K. Knapp Bequest Committee, etc.
RSO POLICIES
COMMITTEE ON STUDENT ORGANIZATIONS (CSO)

Comprised of students, staff, & faculty

RSO disciplinary process
  • Hear cases of Student Organization Codes of Conduct alleged violations

Sanctions range from a warning letter to termination
  • Details, Process, and Code of Conduct can be found in the Resource & Policy Guide
STUDENT ORGANIZATION ALCOHOL POLICY (SOAP)

At any event with alcohol (regardless of location):

- An appropriate selection and quantity of non-alcohol beverages and food must be available
- Measures in place for prevention of underage drinking

Any Registered Student Organization event with alcohol not held at a venue with an alcohol license must abide by the following additional policies:

- Alcohol beverages are limited to beer and wine
- Beer should be served in individual cans or bottles. Common sources of alcohol (such as kegs, bowls) are not permitted

Sober Monitors must be present at the event
At any event where alcohol is to be served, each sponsoring organization must provide:

• A minimum of two sober monitors for up to 50 total attendees
• One additional sober monitor from each sponsoring organization for every additional 25 attendees
• Over half of the sober monitors must be in an officer/executive position or have been a member for over one year
At least one sober monitor must be 21 years of age or older.

The sober monitor shall refrain from the consumption of alcohol until the time that they have completed serving in this capacity.

All sober monitors must complete an online sober monitor training program prior to serving in this role.

- Resource & Policy Guide > Organization Management > Trainings > Sober Monitor Training
ASSEMBLY GUIDELINES

Applies to Picketing, Rallies, Parades, Demonstrations, Protests

Connects to UWS 18.11(4) - outlines the limitations on such assemblies including hindering entrance/exit and passage, limiting signs with sticks or standards, noise, employing force, declaring a gathering unlawful and the response to such actions

If an org is planning an event that may elicit these types of response (or planning this type of response) should contact CfLI to initiate a Security Assessment
PROTEST GUIDELINES

• The ideals of free expression and protest are part of UW-Madison’s DNA. It is vital that members of the university community feel free to express their views on all sides of issues.

• Protesting is fine, disrupting others’ free speech or creating an unsafe environment is not.

• UW–Madison helps facilitate peaceful campus protests, and it holds people accountable when they disrupt events and speakers or violate the law.

• What’s new is a 2017 Board of Regents policy that requires all UW System campuses to discipline students who repeatedly disrupt the free expression of others.
POLITICAL CAMPAIGNING

Political Campaign Activity

• Political Event- program, debate, or public forum featuring candidates for public office or political campaign issues
• Political Fundraising- an event or activity during which individuals or groups are asked to contribute to a political candidate, party, or committee

Political Events on Campus

• May not use university resources to engage in political campaign activities at any time.

Hosting Events Featuring Political Candidates on Campus

Political Fundraising

• Student groups may not use segregated fees to make direct gifts, contributions, or donations to political campaigns or candidates.

Use of Segregated Fees for Posters, Ads, or T-Shirts

Urging Students to Vote
## POSTING POLICIES

### Chalking

| Only allowed on University sidewalks and streets | Use water-soluble chalk | Spray/oil based chalk can **not** be used under any circumstances | **Do not** chalk on vertical surfaces or other restricted areas |

Subject to sanctioning by the CSO
POSTING POLICIES CONT.

Leafleting

| Must receive permission from building manager |
| Do not leaflet in classrooms, only in designated areas |
| When distributing approved leaflets, you must directly hand them to people, giving them a choice or whether they accept it or not |

Subject to sanctioning by the CSO
FINANCIAL REGULATIONS

Must have a student who can represent the RSO in financial matters

Maintain accurate and complete financial records of all receipts & expenditures that can be made available no later than 15 days after receiving a request from CSO Chair or CfLI Director

Will be held accountable for fraudulent practices, such as falsifying information on grant applications
FINANCES: RECOMMENDED PRACTICES

Prepare a budget with expected income and expenses

Be careful with ATM/Debit Cards

Require 2 signatures to sign off on checks & 2 names to be listed on the signatory card

It's advised that all banking transactions are handled through checks & deposit slips
INFORMATION ON COVID-19 (CORONAVIRUS)

• Alternate delivery of classes began on March 23 and will continue through the end of the semester.

• All university-sponsored travel are cancelled.

• All campus events (including Division of Extension sponsored events outside of Dane County) are cancelled through June 30th.

• For more detailed information on the virus, please visit the UHS website https://www.uhs.wisc.edu/coronavirus-2019/
ADDITIONAL CFLI SERVICES

Student Organization Fair

- Every fall and spring (Sign-up for fair occurs the semester prior)

Advising (for you or for organizations)

Wiser Advisor Newsletter
QUESTIONS?

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