

Student Organization Handbook

2024-2025

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LETTER TO THE READER.....3

Dear RSO Leader,

Thank you for taking the time to review the policies and procedures for Recognized Student Organizations (RSO's) at Wichita State University. Student Engagement & Belonging, hereinafter referred to as (SE&B) believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 200 recognized student organizations on campus. These organizations play a vital role at Wichita State as the primary source of co-curricular engagement. Co-curricular engagement supplements traditional education, helping to prepare students for graduation. (Article 7.03 (b) (1) (i) (C) (1) (3) (a) (1) (8)

- RSOs are not subject to the provisions or protections of the Kansas Tort Claims Act and should consider purchasing liability insurance for social events or activities which involve risk for personal injury.
- RSOs should note that when traveling or representing the university off campus, the Student Code of Conduct, and university policies and procedures govern the actions of the members.
- Any document, contract or agreement signed by the organization must have the signatures of the advisor, president and/or treasurer.
- It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It, therefore, stands that any suspicious activity or questionable behavior should be reported by any member who becomes aware.
- No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.

2.6 Student Organization Advisors

An advisor can prove to be an asset to your organization by sharing their experience and wisdom, and by providing continuity, organizational memory, and connection to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, contact SE&B for assistance.

Section 2.6.1 Liability

Student organization advisors should understand how a Court of Law may establish liability on the part of an individual or organization. With this general knowledge, RSO advisors can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under w508 385.32 Tm[S/1-1.7 (2 Tm[S8 385.s0.7 (i)-225 (a)-85 (i)

If a faculty/staff member were to be sued for an act or omission in connection with their service as an advisor to a Recognized Student Organization in good standing with Wichita State University, the University General Counsel has opined that such service would be within the scope of their employment as an employee of the State of Kansas, thereby providing them with protection under the Kansas Tort Claims Act. However, if the faculty/staff member serves as an advisor for an organization that is not officially recognized by the University, there may not be coverage under the Kansas Tort Claims Act as it becomes difficult to argue that such service is on the behalf of the University. Any litigation or threat of litigation should be brought to the attention of SE&B and the University's General Counsel immediately.

If an advisor engages in intentional or grossly negligent behavior or conduct, i.e. providing alcohol to minor at an organizational event, they will not be covered by the Kansas Tort Claims Act. If an advisor engages in conduct which they have specifically been directed not to engage in by the University, they will likely be considered to have taken themselves outside of the course and scope of their employment and they will not be covered by the Kansas Tort Claims Act.

Section 2.6.2

policies, state & federal laws while traveling and representing the organization and university. **For example**, if members in the RSO, are traveling together for Spring Break, Travel Forms are not needed if no organizational business is taking place. However, if the group is traveling on Spring Break and attends a conference or conducts an organizational activity, the Travel Forms would be necessary. Student organizations traveling with minors should note that additional approvals will be needed from parents or guardians.

2.8 Mediation and Reporting of Concerning Behavior

As a resource to student organizations, SE&B can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incidence to the University by ways of SE&B. To request mediation of any issue please contact SE&B. SE&B reserves the right to suspend organization operations if behavior is not improved upon the recommendation from the Organization's Advisor.

Section 2.8.1 RSO Temporary Suspension Policy

Any RSO that is subject to review by the Office of Student Conduct and Community Standards and Student Engagement & Belonging, the Student Government Association or is under investigation by the University for any reason may be placed on a temporary suspension by SE&B. During temporary suspension, RSO's will not be allowed to engage in the following:

- Recruit new or potential members
- Have events that include but are not limited to those outlined in section 5 of the RSO Handbook on or off campus, including meetings.
 - This encompasses all events put on by the organization regardless of ShockerSync approval status until the investigation concludes and you receive formal notice that the suspension is lifted.
- Apply for any organizational funding through Student Government Association. Any funds already dispersed will be frozen until suspension is lifted.
- Social Media usage including, but is not limited to, social media sites such as Twitter, Facebook, Instagram, etc. or
- Other restrictions as placed by SE&B

Once a report has been submitted, the ShockerSync Portal of the RSO in question will be made inactive by SE&B until the investigation has ended and recommendations have been given. By being made inactive the RSO will no longer show up in the search bar and will not have any access to the functions available. Those groups will also be removed from the EMS system that allows them to reserve rooms on campus.

When SE&B has confirmation that the investigation has ended, and that the RSO has completed all required sanctions, they will then meet with SE&B staff to discuss the process for regaining active organization status.

2.9 Roster and Membership Updates

All RSOs are required to update organization membership rosters by the announced deadline in fall and spring semesters, respectively. The purpose of this process is not only to aid the University in managing student organization information, but also to provide organizations with a centralized membership roster that will accurately portray all students participating. Roster information should be updated using the Rosters tab of the organization's ShockerSync portal throughout the academic year whenever members or officer's change.

Section 2.9.1 ShockerSync Positions

Each organization must designate a President, Treasurer and On-Campus Advisor on the organization's ShockerSync portal. Other executive officer positions should also be designated on ShockerSync.

Section 2.9.2 Semester Membership Rosters

All Recognized Student Organizations are required to update their ShockerSync portal membership roster each semester by the n eai t bs 8e (s)8.5 (-)2.6 (c / .4 (a

Section 2.9.3 Failure to Update Rosters

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3.2 Renewal for All Recognized Student Organizations

Each year organizations need to renew their portal on ShockerSync to receive full RSO benefits. Any group which renews after their renewal cycle or is chartered during the fiscal year will be on provisional status. The RSO Renewal period will depend on the organization's election cycle.

- Group A reflects groups that hold officer elections from December to June. The renewal period for Group A will be February 15th to June 15th.
- Group B reflects groups that hold officer elections from July to November. The renewal period for Group B is August 15th to November 15th.

Section 3.2.1 Required Steps for Renewal

1. Update your organizations contact information through ShockerSync
 - a. Primary Contact
 - b. President
 - c. Treasurer
 - d. Lead Advisor
 - e. Additional Position Roles
 - f. Roster of Members
2. Update your organizations constitution and upload to ShockerSync
 - a. **a**
 - a**
 - a**

- The university has blocked certain types of retailers like liquor stores, bars, casinos, and adult entertainment locations.
- Careful attention should be given to over-the-phone purchases. Make sure the merchant uses the correct zip code, otherwise, it could be declined.
- The organization will reimburse Financial Operations the full cost of replacing any card(s) should they become damaged, lost, or not returned.

Section 4.1.2 Procedures for Handling Money at Meetings and Events

- Cash donation given for a specific effort or given without restrictions
- Funds available immediately with minimal guidelines

Endowed Funds

- Cash donation given for a specific project without restrictions to provide ongoing support for the program. Each year, based on endowed funds policies, a portion is disbursed to be used by the RSO.
- Endowed funds are assessed an annual fee for administrative and management costs
- Any income earned in excess of the amount made available shall be reinvested and become a part of the endowment
- A minimum account balance to create an endowment may be named for a donor or designated individual
- Funds may be created with less money, but total funding must be reached within 5 years

Gift in Kind (GIK)

- A non-monetary gift, may include but is not limited to art, books, equipment, software, or space which has a designated value
- GIK value is generally less than \$5,000
- If greater than \$5,000, the donor must provide an independent appraisal

Section 4.4.3 Proposals for Solicitation Fundraising

Your student organization must:

- Be currently recognized and in good standing with the University
- Have a successful history, including sound financial management. Provisional student organizations are not allowed to seek outside funding by grants or solicitation.
- Be capable of successfully executing the fundraising effort
- Be able to successfully complete grant requirements with university obligations
- Have previously sought funding from on-

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Events cannot be advertised until final approval from SE&B has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, University Police Department agree on the expectations and execution of the plans for the event.

1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
3. The event is open to and purposefully marketed to the public (more than three of the following items are used: Facebook, poster, handbill, text message, website, formal invitation, Twitter, Instagram, Snapchat, TikTok, organizational calendar, information table)
4. Alcohol will be served
5. Food will be served or sold
6. The event requires the RSO to enter a contract

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12. The time of day the event is to take place
13. The date and day of the week
14. The proximity of the event to other activities or location that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented
15. The resources needed to secure the event
16. The anticipated weather conditions
17. The estimated duration of the event
18. Similar content-neutral considerations relevant to assessment of security needs

Level of Risk

100 guests plus security properly
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An RSO that would like to have alcohol at a sponsored event will need to attend one of the three in person training courses offered at the beginning of each semester. The trainings are held in the Rhatigan Student Center and details can be found on Shockersync.

1. There is no max on how many members from an organization can attend.
2. Trainings are roughly 45 minutes long.
3. Once the training is complete, the organization will receive a formal letter from SE&B with the names of whoB 92167a ()11 (a)-6.p (a)-1.p(a)-1.6 (r)0.9

prior to the event. No Late-Night Event will be approved if the Late-Night Event is not submitted to SE&B at least 30 business days prior to the event.

Section 5.6.4 Event Restrictions

The following restrictions shall apply to all Late-Night Events:

1. All Late-

Section 5.6.8 Safety and Security

1. Security shall be required pursuant to policy 10.4 Major Events as set forth in this handbook. If security is deemed necessary for the Late-Night Event, such security shall be provided by UPD. All costs for security shall be at the expense of the RSO.
2. All "Weapons," as defined in WSU Policy 11.19 / Weapons on University Property, are prohibited at all Late-Night Events. Because of this, adequate security measures must be in place, which shall mean, at a minimum, that electronic equipment shall be used at all entrances to detect and restrict the carrying of any Weapons into the Approved Location. This may include, but not be limited to, metal detectors, metal detector wands, or any other equipment used for similar purposes.
3. WSU reserves the right to adjust the venue, date and/or time of the event, provide additional law enforcement, impose additional controls or security checkpoints, create buffer zones around the Approved Location. (A)2(c)O.re(A)2E Odrn/LBody AV

- High Risk

State main campus. Reservations must be made ***at least three business days in advance of the event*** by completing the SE&B Checkout/Loan Agreement on ShockerSync. Once processed, SE&B will contact the group by phone or email.

Precedence for equipment use is given as follows:

- Tier 1: SE&B staff and student groups directly advised by SE&B
- Tier 2: Recognized Student Organizations
- Tier 3: Campus Departments

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case-by-case basis according to the availability of the equipment. Equipment used after normal office hours should be returned to the SE&B office by contacting an RSC Building Manager at (316) 978-3028. Damage to equipment used during checkout due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and forfeit the group'

The necessary paperwork required by criteria #2 and #3 should be provided to SE&B with the

9.12 Student Travel

WSU Policies & Procedures [8.13 / Student Travel](#)

9.13 Use of the University's Name, SE&B, Logos or Marks

If an organization wishes to use the University's Name, Logos or Marks, they must follow the [WSU Visual Identity Stan02 0.388 0.757 rg8.36 0 1.3 \(\)JEMC Ep 681.24 Tm\[792 reW e1tLm\[c 0.03\[792\(t\)5.6 0.7](#)

according to subjective criteria consistent with the University's nondiscrimination policies and National Headquarters' guidelines. Fraternities and Sororities are entitled to single-gender

- a. If a chapter falls below the minimum five member the chapter will become an affiliate chapter and will have three semesters to increase chapter size.
 - i. If a chapter falls under moratorium and goes below the minimum requirement, the chapter will have two semesters once the ban has been lifted to meet the minimum requirement.
 - ii. When a chapter surpasses the minimum requirement, the chapter will once again become a fully recognized chapter at Wichita State University.
 - iii. If a chapter does not meet the minimum requirement after the three semesters, it will no longer be a recognized Greek-lettered organization at Wichita State University.
6. Each organization is required to maintain membership with a council to be considered a social fraternity or sorority within SE&B, Fraternity and Sorority Life and Wichita State University. These councils are the:
 - a. Interfraternity Council (IFC)
 - b. Cultural Greek Council (CGC)
 - c. National Pan-Hellenic Council (NPHC)
 - d. Panhellenic Council (PC)

10.3.2 Benefits of Recognition

A Fraternity or Sorority is eligible for the following privileges and benefits as a recognized chapter:

- a. Identification of the chapter with Wichita State University and use of the University's name along with, but not in place of, identification with the sponsoring body.
- b. Eligibility for participation in a self-governing council (IFC, CGC, NPHC, PC) of the Greek system at Wichita State University.
- c. Eligibility to vote on council matters affecting the community.
- d. Participation in University membership recruitment/intake programs or separate membership recruitment/intake programs, as articulated and monitored by SE&B within the terms of university policies.
- e. Participation in the educational and social programs and activities of the University which are provided for fraternal organizations.

10.3.3 Affiliate Recognition

Affiliate Recognition constitutes a conditional recognition for a specified period, no longer than two semesters, during which the chapter will be eligible for the Benefits of Recognition under this policy but will not have voting rights within the Council. When SE&B

6. Rosters: Chapters are required to have the most updated rosters on file with SE&B throughout the entire year.
 - a. Rosters will be submitted four times a year for the assessment of semesterly FSL Fees, Council Dues, and Grade Reports.
 - i. September, November, February, and April 15th
 - b. Chapters will be provided with the most updated roster at the beginning of each semester to verify with the SE&B Staff and throughout the semester, upon request.
 - c. All new members and transfer students will be placed on the chapter roster once the Member23.8 (r2T-2)0.6 (h)-6.4 (e)-3.8 (2 (e)7.1 (s)-6.4 Tc 0 TBr)0.9 (51 Tw 0.207 0 Td(S)0.8

Initiation Policy:

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- a. Chapter:
 - i. Chapters that fall below a 2.50 GPA will be placed on an Academic Evaluation status and will be required to adhere to an academic improvement plan developed in conjunction with SE&B staff.
 - ii. Chapters that fall below a 2.00 GPA will be placed on Academic Probation.
 - 1. Academic Probation Sanctions:
 - a. Required to meet with a council advisor, on-campus advisor, and off-campus advisor to develop and submit a strategic plan designed to significantly improve their academic performance.
 - b. Chapters will not be able to host social events or participate in intramurals, Shocktoberfest/Songfest, Hippodrome or participate in Council events.
 - c. Must host an academic programming workshop hosted by a campus official.
 - iii. Significant improvement can be defined as meeting and/or exceeding the minimum requirements of chapters.
 - iv. If a chapter GPA falls below a 2.5 for more than 3 semesters in a row the chapter will be placed on Academic Suspension.
 - 1. Academic Suspension Sanctions:
 - a. Required to meet with a National or Headquarters Professional that includes on-campus advisor, council advisor, SE&B Staff member to discuss the future of the chapter at Wichita State University.
 - b. Chapters will not be able to conduct any chapter business.
 - c. Bi-monthly chapter study group held in the SE&B office supervised by council advisor.

10.8 Expansion/Extension Policies and Procedures

The following shall serve as a guide for individuals and organizations interested in forming a university-recognized social fraternity or sorority at Wichita State University. For the purpose of this document, "expansion/extension" shall refer to:

1. Any local social organization wishing to become recognized as a fraternity or sorority at Wichita State University, and
2. Recruitment of new students for chartered organizations that have been granted colonization status by the University.
3. Panhellenic Council
 - a. Extension
 - i. Extension is the addition of a National Panhellenic Conference chapter to the Panhellenic community at Wichita State University.
 - ii. The National Panhellenic Conference (NPC) Extension Committee may be consulted for assistance if necessary.
 - iii. The Panhellenic Council at Wichita State University is required to follow all policies and procedures in conjunction with the National Panhellenic Conference Manual of Information.
4. Interfraternity Council
 - a. Expansion

i. Expansion

- ii. Organizations wishing to maintain single-sex membership must obtain tax-exempt status with the Federal Government.
- iii. An organization must be a Recognized Student Organization (RSO) for a minimum of one year and follow all policies and procedures associated with that process.
 - 1. Local, national, and international chapters are required to abide by the policies and procedures outlined in SE&B

- iv. Section 4: CHAPTER SUPPORT
 - 1. An outline of provisions of support for the proposed new colony to be established at Wichita State University, including the number of alumni within a one hundred (100) mile radius and a list of chapters in close proximity to Wichita State University.
 - 2. Information pertaining to the organization, the plan for being an emerging chapter, and chartering procedures.
- d. Greek-letter organizations are not permitted to start their emerging chapter plan until these guidelines are followed.
- e. If an organization is issued an invitation to start their emerging chapter plan, that inter/national organization must submit a written timeline and guidelines of expansion program through the chartering process, which also includes financial obligations of first-year members. A deadline must be established for chartering.
- f. No recruitment efforts may begin until Wichita State University receives and approves these written materials. A final approval including the start date for colonization efforts must come from SE&B. An immediate withdrawal from campus is required of any emerging chapter organization that does not meet its chartering deadline, including not reaching:
 - i. The five-person minimum to become a chapter in the Cultural Greek Council, or National Pan-Hellenic Council
 - ii. The council chapter average size for the Interfraternity Council and Panhellenic Council set by each Council
- g. ~~Adj.~~ University recognition procedures, as outlined by ..c 0 Tw 3.141 05.152

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