

West Virginia University

**STUDENT ENGAGEMENT
AND LEADERSHIP**



**Student Organization & Advisor
Handbook**

2023-2024

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

CHAPTER 1

THE STUDENT ORGANIZATION HANDBOOK

CONTENTS

PREAMBLE

**ARTICLE I. REGISTRATION OF
STUDENT ORGANIZATIONS**

- §1-1.1. **Obtaining Registration.** §1-1.2. **Purview.**
- §1-1.3. **Student Organization Membership.**
- §1-1.4. **Imposing Restrictions on Student Organization Membership.**
- §1-1.5. **Restricting Membership by Gender.**
- §1-1.6. **Student Organization Constitutions.**
- §1-1.7. **Student Organization Advisor.**
- §1-1.8. **Student Organization Officers.**
- §1-1.9. **Mandatory Training.**
- §1-1.10. **Academic Eligibility.**
- §1-11. **Registration.**
- §1-1.12. **Re-Registration Process.**
- §1-1.13. **Meeting & Event Space.**
- §1-1.14. **Use of University Names.**
- §1-1.15. **Finances.**
- §1-1.16. **Other Services.**

**ARTICLE II. STUDENT
ORGANIZATIONS RESOURCES**

- §1-2.1. **Student Organization Resource Center.**
- §1-2.2. **Student Organization Mailboxes**
- §1-2.3. **WVUENAGAGE.**
- §1-2.4. **Event Expectations & Policies.**
- §1-2.5. **Campus Reservations: Guidelines and Rules.**
- §1-2.6. **Organization Promotion and Marketing.**
- §1-2.7. **Finances & Funding**

ARTICLE III. PENALTIES

- §1-3.1. **Revocation of Registration.**
- §1-3.2. **Suspension of Registration.**
- §1-3.3. **Campus Code.**
- §1-3.4. **Authority of the Office of Student Conduct.**
- §1-3.5. **Resolutions of Allegations.**
- §1-3.6. **Sanctions Applicable to Student Organizations.**
- §1-3.7. **Appeals Regarding Student Organizations.**

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

PREAMBLE

This Act for Registration of Student Organizations exists to enumerate the rights and obligations associated with the registration of a student organization. The grant of registration to a student organization confers those rights as enumerated in this Act.

ARTICLE I. REGISTRATION OF STUDENT ORGANIZATIONS

§1-1.1. Obtaining Registration. Application for registration shall constitute a student organization's agreement to comply with each of the requirements and regulations enumerated in this Act.

SECTION 1. Requirements and Regulations

§1-1.2. Purview.

The student organization will abide by all applicable requirements of state and Federal law and local ordinances, by all West Virginia University and West Virginia University policies, guidelines, rules and regulations, including but not limited to the WVU Student Code of Conduct, and by all applicable requirements imposed under the authority of the Student Government Association, including but not limited to this Act.

§1-1.3. Student Organization Membership.

Membership in the student organization will be open to all interested students at West Virginia University. Membership will be permitted only for enrolled students, faculty and staff at WVU. However, all student organizations must be composed of at least 51 percent student membership.

§1-1.4. Imposing Restrictions on Student Organization Membership. Every student organization will honor the right of every student to equal opportunity in accordance with the First Amendment right of freedom of association.

(a) Membership and participation in recognized student organizations must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in registered student organizations must also be open without regard to gender, unless exempt under Title IX (as outlined in SBS §1-1.5).

(b) Registered student organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX (as outlined in SBS §1-1.5), gender.

§1-1.5. Restricting Membership by Gender.

Fraternities or sororities recognized by the Interfraternity Council, Panhellenic Association, the National Pan-Hellenic Council, Cross-Cultural Greek Council, Professional, Service, Academic, & Special Interest Fraternities & Sororities, or the Academic & Special Interest Honor Societies, may limit membership on the basis of gender only. Any student organization not recognized by such groups but still wanting to limit membership on the basis of gender must:

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- (a) be affiliated with a national headquarters exempt from taxation pursuant to US Code Title 26, Subtitle A, Chapter 1, Subchapter F, Part I, Section 501(a) exemption; and
- (b) if a fraternity or sorority meets the requirements set forth in the Office of Fraternity and Sorority Life Recognition Guidelines for WVU Fraternities and Sororities.

§1-1.6. Student Organization Constitutions.

- (a) The student organization shall establish a constitution to govern its operation and shall maintain a copy of its current constitution and/or by-laws online in OrgSync.
- (b) Constitutions of student organizations shall include a clause stating the organization will not discriminate in its membership policies or otherwise in accordance with SBS §1-1.4, unless specifically provided for in this Act.
- (c) Organizations must also include their purpose statement, a statement to abide by WVU policies, officer selection and removal processes, member selection and removal processes, and specific voting margins.
- (d) Student organizations must also agree to comply with the University Hazing Policy.
- (e) Student organizations must agree to comply with the University Student Conduct Code.
- (f) Student Organizations must include the University required Financial sections unless exempt by the Assistant Director of Student Involvement.
- (g) The constitution must include the minimum Grade Point Average of an officer to be not less than a 2.5 GPA. The Minimum can be raised but it can not be lowered below a 2.5 GPA.

§1-1.7. Student Organization Advisor.

The student organization is required to have an official advisor who is a current member of the faculty or staff at WVU. The student organization is permitted, but not required, to register up to two Affiliate Advisors who are not current members of the WVU faculty or staff. Applications for Affiliate Advisors must be submitted annually and are subject to the approval of the Office of Student Engagement & Leadership. Please see article 2 of this handbook for the resources for Student Organization Advisors.

§1-1.8. Student Organization Officers.

The student organization will have at least four officers who are currently enrolled students with the University. Student Organization officers shall include a President, Vice President, Secretary, and Treasurer. The student organization shall provide all Officers' Contact information to the Office of Student Engagement and Leadership by updating their Organization's roster on WVUEngage.

§1-1.9. Mandatory Training

All student organizations are required to complete the required training to become recognized student organizations on campus. Your organization can find information about the required training on WVUENGAGE. The required training will include information about the annual re-registration process, SEL resources, WVUEngage tips and tricks, policies and reminders, Title IX information, and financial planning best practices.

§1-1.10. Academic Eligibility.

Organizations may have higher academic standards than those set forth by West Virginia University. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

Student Engagement and Leadership will notify organization presidents and advisors of all names of all individuals within the organization who have been declared inactive members or are on probation based on their academic performance. All student organization officers are required to maintain a 2.5

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

cumulative GPA. Students' grade point averages are not disclosed due to the Family Rights and Privacy Act (FERPA). Reports are sent at the conclusion of the fall and spring semesters. Inactive students are also notified of their status individually and may appeal their status to the Office of Student Engagement and Leadership.

§1-1.11. Registration.

All student organizations, new and returning, are required to register annually with Student Engagement and Leadership.

(a) The registration period begins on April 15 and concludes on September 15 at 11:59 p.m. Any student organization not completing a registration form each year will lose its registration status. Registration will be completed online at <https://wvuengage.wvu.edu/>. The Assistant Director of Student Involvement will inform all existing student organizations of this deadline via email and other official University communication methods.

(b) Every renewing organization must complete the Student Organization Registration Workshop on an annual basis. The workshop must be attended by at least one of the four new officers.

(c) New student organizations must meet with the Assistant Director of Student Involvement in addition to this workshop.

§1-1.12. Re-Registration Process.

Review Registration Process: <https://studentengagement.wvu.edu/student-organizations/registration>

Step 1	Step 2	Step 3	Step 4
Complete Updates	Re-Register on WVUENGAGE	Additional Requirements	Re-registration Statuses
<p>Prior to re-registering, your student organization may need to elect new officers, including: president, vice president, treasurer, secretary, etc.</p> <p>Ensure all officer updates are made to the organization's roster prior to completing Re-registration.</p>	<p>Go to your organization's WVUENGAGE profile. Click the "Re-register this organization" button on the blue banner at the top of the page.</p> <p>You can also visit https://wvuengage.wvu.edu/register and search the name of your organization under the "Re-Register Existing" section, click the "Re-register" button next to your organization's name.</p>	<p>Communicate with your organization's faculty/staff advisor about the re-registration process.</p> <p>The organization's faculty/staff advisor must complete the Advisor Agreement Form located on WVUEngage.</p>	<p>ACTIVE: Registration has been successfully completed by the September 15th deadline.</p> <p>Eligible for all benefits of being a recognized student organization.</p>
<p>Also, remember to update the organization's roster. Be sure to remove any members who have graduated or are no longer part of the organization.</p>	<p>Update any outdated information in the Registration form. Ensure the correct advisor and officers are listed in the "Roster" section.</p>	<p>At least one (1) officer is required to complete all Student Organization required training. Information about training can be found on WVUEngage.</p>	<p>PENDING Registration is in-progress and being reviewed by a member of the SEL Team.</p> <p>Only partial access to the benefits of being a recognized student organization are granted.</p>

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

Also, remember to discuss any organization changes and make updates to the organization's constitution, GPA requirements, or other information.	Upload the organization's current Constitution/Bylaws. Ensure the WVU required sections are included verbatim. Additional information may be added to the required material.		INACTIVE Registration has not been fully completed by the September 15th deadline. No access to the benefits of being a recognized student organization are granted.
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SECTION 2. Rights Conferred through Registration

§1-1.13. Meeting & Event Space.

Student organizations that have been granted registration status pursuant to Article 1, Section 1 of this Act enjoy priority scheduling in reserving meeting and event space in the Mountainlair and other university facilities in accordance with University space reservation procedures.

§1-1.14. Use of University Names.

Organizations may use the names "WVU" or "West Virginia University" in conjunction with the official name of the organization; provided, however, that such use of those names shall not constitute a grant of authority to the student organization or to any of its members by virtue of their membership to have, or to represent themselves as having authority to act as an agent for, to speak on behalf of, or to obligate, bind or to otherwise commit the West Virginia University or the Student Government Association, contractually or in any other manner whatsoever including invoking the University's tax exempt status. Additionally, these terms may only be used at the end of an organization's name and not at the beginning. (ex. XYZ Club at WVU)

§1-1.15. Finances.

The grant of registration by SEL confers upon the student organization the right to apply for funds allocated by the Student Government Association, Bureau of Finance.

- All recognized organizations can apply.
- Organizations can apply for more than one grant per year but cannot exceed the amount of money allotted per organization.
- Organizations must apply at least 4 weeks in advance and inform your advisor.
- The Bureau of Finance (BoF) is the committee responsible for providing oversight of SGA's budget.
- More information can be found online at <https://sga.wvu.edu/finances>
- Receiving your Grant
 - We do not just hand you a check!
 - We do not reimburse.
 - All expenses must be able to be paid for by credit card.

§1-1.16. Other Services.

Organizations may obtain assistance from Student Engagement & Leadership, including leadership training, educational workshops, general organizational advising, event planning, advisor training, publicity, and reference materials. Additional benefits include listings in any Directories of student organizations, and potential participation in University events such as Homecoming, Student Organization Showcases, etc. as availability permits.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

ARTICLE II. STUDENT ORGANIZATIONS RESOURCES

§1-2.1. Student Organization Resource Center.

The Student Engagement and Leadership office provides a student organization resource center available for all student organizations. The center has free resources available for student organizations. Some of the resources include: **computer workspace, printing, lamination machine, button maker, label maker, money box, foam boards, paper cutter, easels, tents, tables, chairs, projector, and more!** Stop by the student resource center anytime from 8:15 a.m.-4:45 p.m. Monday-Friday.

§1-2.2. Student Organization Mailboxes

Each organization can request a mailbox available in the Student Organization Resource Center. To request a mailbox, contact the SEL office. The address for these mailboxes is:
1150 University Ave., 162 Mountainlair PO Box 6444 Morgantown, WV 26506

§1-2.3. WUENAGAGE.

The WUENAGAGE system has been developed for all students to enrich their involvement experience at West Virginia University. The system is for all students at WVU to engage with the school community.

- Focus on connecting students with student organizations and campus partners.
- Organization management
- Easy communication
- Stay INFORMED, INVOLVED, AND CONNECTED to the WVU community!
- Find a complete list of all recognized student organizations on campus
- Information that was found under the "Forms and Resources" section is now in WUENAGAGE

Current Students - Track your involvement in organizations, create a co-curricular transcript, search for other clubs and organizations, match your interests with existing organizations on campus, or start a new group on campus.

Organization Leaders - Manage your organization, share documents, track service hours, create a budget, advertise your events, manage your roster, search for new organization members, and link all your information to social media sites.

Student organizations are responsible for creating the content within the WUENAGAGE platform. As the advisor it is important to make sure students are creating content for their student organization:

1. Updating office positions, including adding the organization advisor
2. Updating constitution/bylaws
3. Accepting officer positions
4. Creating events and news posts
5. Adding a profile picture and gallery
6. Inviting members to join WUENAGAGE

All student organizations are now required to join the WUENAGAGE site to be considered a recognized student organization. For more information regarding WUENAGAGE you may go to:

<https://studentengagement.wvu.edu/wuengage>

§1-2.4. Event Expectations & Policies.

What is an Organization?

Student Engagement and Leadership recognizes events and activities that meet any or all of the following criteria as being student organizational activities:

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- Events or activities paid for by student organizational funds;
- Events or activities approved by Student Engagement and Leadership
- Events or activities that use the West Virginia University name or trademarks in the event or activity name, advertising, or marketing;
- Events or activities which serve as recruitment activities for the organization

Time Regulations

Please encourage students as they plan events to remember that events may not be scheduled during the following times:

- Official University Holidays
- During Days of Special Concern
- During Finals Week

Publicity

Student Organizations are permitted to publicize their events on campus through a variety of advertising options. Additional information on publicity can be found on the Student Engagement and Leadership page in WVUENGAGE.

§1-2.5. Campus Reservations: Guidelines and Rules.

Recognized Student Organizations are eligible to request reservations for various campus locations. Procedures for each location type can be found below.

- Classrooms must be scheduled at least 48 hours in advance.
- Saturday/Sunday Reservations must be submitted no later than 9:00am on Thursday.
- Monday reservations must be submitted no later than 12:00pm on Friday.
- If an organization misses 3 reservations in the Mountainlair, they will not be permitted to reserve in the Mountainlair for the remainder of the semester.
- Members are responsible for making sure the facility is clean and returned to original condition. Failure to do this may result in clean-up expenses and/or other sanctions by this office.
- Upon arrival, if the reserved facility/area is in an unsatisfactory condition, not clean or trash has been left, call Physical Plant (304-293-HELP) Monday – Friday, 7:30am to 3pm. For clean-up Monday – Thursday, 3pm to 7:30am call the UPD (304-293-COPS).
- Your organization and its guests must comply with all University, State, and Local laws and policies. The consumption or possession of alcoholic beverages or possession of weapons on University property is strictly prohibited. Failure to adhere to these rules and guidelines may result in disciplinary action in accordance with the WVU Student Conduct Code.
- Please contact the Student Engagement office to cancel any unneeded class room or the brick area. If UPD has been scheduled, you must give 48 hours notice for cancellation. (Any event occurring on Saturday or Sunday must be canceled by Thursday no later than 4:45pm). **Your organization will be held responsible for any expenses or damages to the room/area if cancellation does not occur. If you need to cancel a Mountainlair room call 293-3250, email reservations@mail.wvu.edu, or alert the Mountainlair Information Desk staff.**
- Chalk drawing on WVU property, including sidewalks, is prohibited.

Room Request Process

- Go to WVUENGAGE forms tab
- Fill out the appropriate Space Request Form:
 - Classrooms, brick area, banner space, etc.: [Campus Space Request Form](#)
 - Mountainlair: [Mountainlair Space Request Form](#)
- Once your form is approved your request will be sent and processed.
- You will receive a confirmation email when your reservation is finalized.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

Food Services Policy

For fundraisers that have food, organizations must secure a health department form from Student Engagement and Leadership or WVU Engage. This form must be submitted to the request on WVUENGAGE before the space reservation is approved.

If your organization would like to have outside food brought in for an event, permission will need to be obtained from WVU Dining Services.

Bake Sale Requirements

If your organization is planning a bake sale, you must complete the bake sale health department form.

[Bake Sale Health Department Form](#)

- Submit signed approval form on your Campus Space Request Form on WVUENGAGE.
- Bring the form to your event & display the table card.
- All net proceeds from the event must be used for your organization and/or donated to charitable organizations.
- You may use one form if your org is hosting more than one event - include all dates.

Brick Area Guidelines

The Brick Area is located across University Avenue from the Mountainlair and designated by the small brick wall dividers. The following procedures and information are generally applicable to activities and events occurring in the Brick Area:

- West Virginia University recognized student organizations and University Departments may be the only entities permitted to schedule in the Brick Area.
- The nature of activities shall not be potentially physically disruptive to the campus. Local noise ordinances must be obeyed. While this rule may not be constructed to preclude use of facilities based on political philosophy, race, religion, creed, or the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the constitution or law of the State of West Virginia or the United States.
- All charges for services provided and or damages are the responsibility of the group or organization hosting the event. The sponsoring group or organization is responsible for the behavior of their guests. Persons conducting themselves inappropriately or in a manner that is a safety concern may be asked to leave the area.
- Student Organizations that wish to schedule space in the Brick Area must be currently recognized by the University and in good standing.
- Reservations available between 8:30 a.m. and 4:30 p.m., no exceptions will be made.
- Unrecognized student organizations are permitted three reservations until paperwork is completed.
- All set up materials are the responsibility of the organization. Tables, chairs, and tents are the only items that can be borrowed from the Student Engagement and Leadership office, located in Room 162 of the Mountainlair. One table, two chairs, and one tent can be borrowed per student organization by providing a valid student ID to ensure the return of the item(s), upon returning the item(s) the Student ID will then be returned to the original borrower.
- If any student organization plans to set up a canopy they must not exceed the size of 10ft x 10ft.
 - Note that there are three available spaces in the Brick Area that can be scheduled at one time. If there is another organization set up beside you at the time of your reservation please be mindful and respectful of what their organization is doing.
- No outside Vendors are permitted to schedule or set up in the brick area with the exception of vendors which are affiliated with WVU. Reservations for the Brick Area can be made by completing the [Campus Space Request Form](#) on WVUEngage.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

§1-2.6. **Organization Promotion and Marketing.**

Banner Space Reservations

Banner spaces are offered on the Mountainlair Food Court Railing. Spaces may be reserved through Student Engagement and Leadership (SEL) at least one week in advance. To request banner space, please complete the [Campus Space Request Form](#). Below are the policies for banner spaces:

- There are 26 total banner spaces (5 ft. x5 ft.)
- Student Organizations and Departments can reserve up to two (2) spaces for a total of 10ft. x 5 ft.
- Banner – max 5 ft. width x 5 ft. length / space
- No glitter is allowed on banners.
- Banners that are obscene, defamatory, or could incite a breach of peace are prohibited
- Groups needing more than two spaces, will need to put in the request and will be granted at the discretion of SEL.
- Maximum reservation length will be 2 weeks. For more than 2 weeks, requests will need to be submitted and granted at the discretion of SEL.
- Groups are not allowed to hang any banners. Hanging and removal of banners is the responsibility of Student Engagement and Leadership
- Groups will be required to drop the banner at the SEL Office no later than 2pm on the starting day of their reservation. An SEL staff member will place the banner in the appropriate space.

Organization Website Request

Student organizations can request a website through the [WVU Student Organization Website Request](#).

Information Stations

There are three vertically positioned InfoStations in the Mountainlair that are available completely free of charge for you to use in promoting your student organization. InfoStations play Student Organizations calendar information from cal.wvu.edu as well as graphics.

- Your message can play up to 2,000 times per month, on one InfoStation alone
- Recruit new members or highlight old ones
- Promote upcoming events and rushes
- Take ownership of your student organization's overall look
- Display photos

To create a graphic, we recommend that you use Adobe Photoshop or Illustrator software. These programs can be accessed at the Downtown and Evansdale Libraries. Canva is another option for graphic creation.

Vertical Graphic Requirements:

- WIDTH:1080 pixels and HEIGHT: 1920 pixels
- RESOLUTION: 96 pixels per inch
- IMAGE MODE: RGB Color
- FILE TYPE: JPEG or PNG

Submit the graphic to the [SORC Request Form](#) on WVUENGAGE, once approved, your graphic will be posted on the InfoStations across campus!

§1-2.7. **Finances & Funding**

Student Government Association – Bureau of Finance

The Bureau of Finance can fund various events for your student organization. This committee can fund any event hosted by your organization that is open to the entire university, equipment expenses, certain travel expenses for conferences/ tournaments your student organization may be participating in, or events hosted in collaboration with another organization. The BOF CANNOT fund events that are not open to

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

the entire university. More information regarding student organizational grants can be found at <http://sga.wvu.edu/finances>.

Banking

Student Organizations may open bank accounts with off-campus banks at their discretion. Please note that if a student organization opens an off-campus bank account, the bank will ask for the organization's tax identification number, also called the Employer Identification Number. If the organization has been deemed tax-exempt by the IRS or the organization is able to use the number of the parent organization, then the tax-exempt number should be used. Registration with and official recognition by West Virginia University as a chartered organization does not give a student organization the right to use West Virginia University's tax identification number. Please also refer to the Student Organization Classification System Policy found at <http://studentengagement.wvu.edu/student-involvement>.

ARTICLE III. PENALTIES, CAMPUS STUDENT CODE & APPEALS

SECTION 1. Penalties

§1-3.1. Revocation of Registration.

A student organization must successfully meet all of the requirements set forth in Article 1 of this Act in order to be officially registered as a student organization. An organization found to be in violation of any of these requirements may lose its University registration status. Student Engagement & Leadership, will make all decisions regarding the revocation of registration and will notify an organization within one week if its registration and those rights conferred through official registration have been revoked. The Office of Student Conduct will make decisions regarding the revocation of registration related to organizational conduct.

§1-3.2. Suspension of Registration.

Student organizations that do not successfully submit registration information by September 15th of each year will no longer be considered registered. These student organizations will then have all rights listed in Article 2: Section 2 suspended, including current funding, until the organization registers. Organizations may reapply for registration at any time throughout the academic year, but must again complete all requirements listed in Article 1, Section 1. Organizations that do not complete the annual re-registration process for a period of 2 years or more will be considered a new organization and must abide by the process for new organization approval.

SECTION 2. Campus Student Code and Appeals

§1-3.1. Campus Code.

Definition of Student Organization: For purposes of this Code, the term "student organization" means any group of students who have complied with the formal requirements for University recognition or who have submitted an application for recognition.

§1-2.2. Authority of the Office of Student Conduct.

If a student organization is alleged to have engaged in specific acts of prohibited conduct or violations of other University policies or organizational policies, including but not limited to rules promulgated by the respective student governance organization, the matter may be referred to the Office of Student Conduct.

1. Investigation of the Alleged Conduct. The Office of Student Conduct, or its designees, will

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

investigate alleged violations of University policies by student organizations pursuant to Section 9.1 and as set forth below.

- a. During the investigation, the ranking or other designated representative(s) of the student organization will be notified of the allegations in writing and given an opportunity to meet with the investigator to explain the organization's side of the incident prior to the issuance of the final investigative decision.
 - b. The student organization representative(s) also has the opportunity to submit documents and other relevant evidence to the investigator and identify witnesses who may have relevant information.
 - c. Nothing prohibits the Office of Student Conduct from simultaneously investigating an individual student(s) and a student organization. The Office of Student Conduct will determine whether an alleged policy violation was committed by a student organization or by an individual student(s); such determination will be made on a case-by-case basis by considering the following:
 - i. How many of the members of the student organization were involved in the incident?
 - ii. Did the incident occur at a sponsored event of the organization?
 - iii. Did a member(s) of the organization violate University rules at an event sponsored by the organization or in the course of the organization's affairs, and the organization failed to exercise reasonable preventive measures?
 - iv. Did the organization's leadership have knowledge/notice that the event was going to occur?
 - v. What was the nature of the incident?
 - d. Investigations of student organizations should be completed as promptly as possible under the circumstances.
2. Interim Sanctions. Based on information available at that time, interim sanctions may be placed on the student organization by the Office of Student Conduct.
- a. The student organization will be notified within five (5) academic days if interim sanctions are being placed on the student organization.
 - b. The student organization will have five (5) academic days after receipt of the notice of an interim sanction to request a review and reconsideration of the interim sanctions to the issuer of the interim sanctions.

§1-2.4. Resolutions of Allegations.

1. If the investigator determines that it is not reasonable to believe that the student organization violated the Campus Student Code, the student organization and any complainant will be notified, and the matter will be closed.
2. If the investigator determines that it is reasonable to believe that the student organization has violated the Campus Student Code, then the case will be resolved as set forth below:
 - a. The Hearing Adjudicator will schedule a time to meet and discuss the case with the student organization representative(s) following the investigation.
 - b. The student organization representative(s) will be given five (5) academic days to schedule this meeting. If a meeting is not scheduled within five (5) academic days, then the Hearing Adjudicator may issue a decision in the case and impose sanctions.
 - c. The Hearing Adjudicator's decision shall be based on a preponderance of the evidence.

§1-2.5. Sanctions Applicable to Student Organizations.

1. Sanctions will vary based upon the facts and circumstances of any specific offense. Sanctions are

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

usually progressive in nature and include the probability of more severe disciplinary sanctions if the student organization or student organization representative(s) are found to violate the same or any other University policies.

2. To the extent applicable, Section 7.1 will apply to student organizations; additionally, student organizations may also face the following non-exclusive list of sanctions that may be utilized individually or in combination:
 - a. **Disciplinary Reprimand:** A written notice to the student organization or explaining that the violation of institutional policy warrants an official record be kept in the Office of the Dean of Students.
 - b. **Educational Sanction:** A student organization may be required to provide an identified service or participate in a particular program, receive specific instruction, or complete a designated assignment. The student organization is responsible for any related expenses, including expenses for education, counseling, and/or services.
 - c. **Attainment of Standards:** A student organization or student organization representative(s) may be required to attain a specific standard(s) over the course of a designated period of time. Examples of these standards include, but are not limited to, the following: organizational grade point average, organizational arrest and citation rate, organizational member retention, organizational member certifications/training.
 - d. **Disciplinary Probation:** A written admonishment for a violation of specified regulations. With respect to the non-academic disciplinary system, a student organization on disciplinary probation is not considered to be in good standing for a designated period of time. If the student organization or its representative(s) are found to violate any institutional regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the student organization will be considered in good standing; however, a record of the sanction will be kept in the Office of the Dean of Students.
 - e. **Social Probation:** The loss of privileges to hold, host, sponsor or co-sponsor an event that is social in nature where alcohol is present with non-members anywhere.
 - f. **Restitution:** A student organization may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the following: the repair/replacement cost for any damage to property or any related expenses incurred by the complainant.
 - g. **Recommendation for Charter Revocation:** An official request to a national office that the local chapter's charter be revoked.
 - h. **Full or Limited Suspension of University Recognition:** Temporary severance of the organization's recognition by the University for a specific period of time, not to exceed five (5) years. This may include loss of University funding, loss of use of allocated University space, and restricted access to campus and/or other specified activities. Some of the restrictions that may be placed on the student organization during a limited suspension for the suspension period include, but are not limited to barring or limiting some or all of the organization's activities and/or privileges (including, but not limited to: social activities; intramural competition; organizational competition; Homecoming; eligibility to receive any University award or honorary recognition; privilege to occupy a position of leadership or responsibility in any University student organization governing body, publication, or activity; or ability to represent the University in an official capacity or position), entrance into University residence halls or other areas of campus, or contact with another specified person(s). While on full suspension the student organization loses its University recognition and/or registration for the suspension period; in such instances, it may not use University resources or participate as an organization in any University activities or events. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

criteria and obtaining clearance from the University. If a sanction issued by the National or other governing bodies exceeds that of the University, the University may concur with that sanction.

- i. **Deferred Suspension of University Recognition:** The sanction does not go into effect as long as the student organization complies with all requirements during the interim period. In those cases where the student organization completes all expectations during the interim period, the student organization's record will show that the sanction was never imposed. In the event that a student organization or student organization representative(s) fail to comply with a sanction and the Office of Student Conduct has decided to impose a suspension, the student organization will be notified of the apparent failure to comply and of the intent to suspend, and provided an opportunity to meet and explain the circumstances prior to a final decision
- j. **Revocation of University Recognition:** Permanent severance of the organization's recognition by the University.

§1-2.6. Appeals Regarding Student Organizations.

1. The accused student organization may appeal the decision by filing a written notice of appeal within ten (10) academic days following the receipt of the decision. The notice of appeal shall be filed with the Office of the Dean of Students. Grounds for appeal:
 - a. To determine whether jurisdiction was improperly asserted under this Campus Student Code;
 - b. To determine whether the underlying proceeding was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, such that no significant prejudice to the student organization, a student, or the University resulted;
 - c. To determine whether the decision reached was clearly unreasonable based on the information presented;
 - d. To determine whether the sanction(s) imposed were appropriate.
2. On appeal, the decision may be affirmed, reversed, remanded back with instructions for further investigation, or modified as deemed appropriate by the Dean of Students.
3. The Dean of Students, or designee, shall consider the appeal and deliver a decision within thirty (30) days of receipt of such appeal, except where adherence to such a time period would not be feasible, in which case such time period shall be extended as warranted by the particular circumstances.
4. The Dean of Students may forward the decision on appeal to appropriate University offices. In cases involving allegations of sexual misconduct, dating violence, or stalking, the Dean of Students will forward the appeal decision to the Title IX Coordinator.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

CHAPTER 2

THE STUDENT ORGANIZATION ADVISOR HANDBOOK

CONTENTS

ARTICLE I. EXPECTATIONS

§2-1.1. Purview.

§2-1.3. Who Can be an Advisor.

§2-1.4. Rewards of Advising Student
Organizations.

§2-1.5. SEL Expectations.

§2-1.6. Advisor Roles.

§1-1.7. Supervisor.

ARTICLE II. RESPONSIBILITY

§2-2.1. Responsibility to Individual Members.

§2-2.2. Responsibility to the Student
Organization.

§2-2.3. Responsibility to the Institution.

§2-2.4. Advising Tips.

**ARTICLE II. RISK MANAGEMENT for
ADVISORS**

§2-3.1. Risk Management and Liability.

§2-3.2. West Virginia Board of Risk &
Insurance Management.

**ARTICLE IV. ADVISOR REPORTING
RESPONSIBILITIES**

§2-4.1. Title IX.

§2-4.2. Clery.

**ARTICLE V. REGISTRATION OF
STUDENT ORGANIZATIONS**

**ARTICLE VI. STUDENT
ORGANIZATIONS RESOURCES**

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

ARTICLE I. EXPECTATIONS OF STUDENT ORGANIZATION ADVISORS.

§2-1.1. Purview.

The role of the Student Organization Advisor plays within an organization is pivotal to the success of that organization. Expectations of advisors should be discussed between the advisors and the leadership of the organization. A clear understanding of expectations of all parties will be instrumental for the current and future success of the organization.

§2-1.2. Who can be an Advisor?

A student organization advisor must be a full-time University faculty or staff member. Graduate students are not permitted to be advisors. Advisors are requested to provide support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but as an advocate for the group.

§2-1.3. Rewards of Advising Student Organizations

- Facilitating student involvement and growth. You will have many opportunities to lead and teach students in a variety of leadership venues.
- Enhance the ability of the university to attract and retain students because of the amount and diversity of student organizations and opportunities to become leaders.
- Students with whom you work are given more opportunities for serving on committees and task forces that affect change campus-wide.
- Helping students participate in worthwhile causes e.g. community service projects, fundraising activities, program development, and learning to collaborate with their peers on activities that accomplish change.
- Facilitating student leaders meeting with campus administrators, faculty, and staff on issues that enhance the quality of student life.
- Ultimately, assisting students in participating in enjoyable activities, events, and programs.
- Recognition, as an advisor, for a job well done by the University and your students.
- An opportunity to form networks with colleagues who serve as student organization advisors.

§2-1.5. Student Engagement and Leadership Expectations.

- Read and become familiar with all University policies and procedures related to student organizations- these can be found on WVUENGAGE (wvuengage.wvu.edu). This would include special events, trademark licensing, and general reservation policies.
- Advisors should be prepared to assist members through activities such as goal setting, conducting productive meetings, planning events, fundraising proposals, and officer transition.
- The advisor should be adequately informed about the purpose and mission of their student organization.
- Keep the Student Engagement and Leadership office informed of accomplishments, honors, and awards of your organization so we may highlight your achievements in our newsletter or otherwise.
- When submitting a special event form, SGA grant request, or concession permit, make sure you are well informed as to the nature of the event. Our office will only sign off after you have given approval.
- Make sure your organization registers every academic year by completing the re-registration process each spring through WVENGAGE and attending the required workshop(s).

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- If there are any changes to the by-laws or Constitution, they must be forwarded to this office for approval.
- Stay up to date on WVU policies and procedures and keep the organization aware of any changes to the policies.
- Contact the Student Engagement and Leadership office when there are questions of advisor liability, hosting events on campus, and the group's rights and responsibilities.
- All violations of University policies by student organizations are adjudicated according to WVU Student Conduct Code. Advisors should be familiar with the Code as it relates to student organizations.
- Contact our office if you choose to terminate your role as an advisor. Notification of change of advisors must be submitted in writing within two weeks of such change. Please email SEL@mail.wvu.edu as soon as possible so our office is aware a change is taking place. Please help to facilitate the transition as any organization who finds itself without an advisor for longer than the grace period will be suspended until a new advisor is selected.
- Student organizations should consult with advisors on all matters involving activities, budgeting, and policy.

§2-1.6. **Advisor Roles.**

Dunkel and Shuh (1998) describe mentoring as a one on one learning relationship between an older person and a younger person based on modeling behavior and an extended, shared dialogue. They identify five qualities that characterize good mentors:

- Good mentors have been successful in their own professional endeavors
- Good mentors behave in ways worthy of emulation
- Good mentors are supportive in their work with subordinates. They are patient, slow to criticize, and willing to work with those who are less well developed in their careers.
- Good mentors are not afraid to delegate tasks to colleagues and are not threatened by others who exhibit talent and initiative. They provide support for protégés who have been unsuccessful and provide plenty of praise for those who have been successful.
- Good mentors provide periodic, detailed, and honest feedback to the protégé.

§1-1.7. **Supervisor.**

There are many similarities between advising and supervising and many of the skills and styles are transferable. Dunkel identifies the components of this style as a supervisory cycle, many of which are transferable to effective advising. The six stages of the supervisory cycle are team building, performance planning, communication, recognition, self-assessment, and evaluation.

- **Team building-** in team building, your role is to work with the president and executive board soon after their appointment or election. Team building establishes relationships that will enhance the ability of the organization's leadership, members, adviser and to work together.
- **Performance planning-** this includes writing position descriptions, determining and listing expectations, and setting goals.
- **Communication-** the third stage of supervision is regular communication which includes transferable knowledge and feedback. Keep in mind that communication comes in many forms and is both verbal and nonverbal.
- **Recognition-** As an advisor, you may participate in meetings with individual students. These students may express a wide range of emotions, and to respond effectively in unexpected situations, a working knowledge of these characteristics and backgrounds can be helpful. Some situations may require documenting the incident for your protection and the protection of the institution. Written documentation should include the specific nature of the exchange, the date and time, the individuals involved, and the outcome of the exchange.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- **Evaluation-** The sixth and final stage of supervision is formal evaluation. Some institutions, national organizations, or oversight bodies require students to complete various evaluations. You should know the forms the students need to complete as a part of the duties of their office or in order to fulfill all of their requirements. A formal evaluation is an opportunity for you to provide feedback to the organization or to individual members. Your participation in the evaluation process should be understood early in your relationship with the organization so as not to come as a surprise to the students.
- **Teacher-** You should be aware of two considerations as you assist students in their success and the success of their organizations and communities. First, the greatest influence on student success on a campus is the level of involvement the student has with the faculty. Second, as Astin put it in 1993, “the lack of student community has stronger direct effects on student satisfaction with the overall college experience than any other environmental measure. Additionally, the lack of student community also produces negative indirect effects on satisfaction with faculty.”
- **Leader-** One reason many students get involved in groups and organizations is to develop their leadership skills and abilities. Clearly, leadership ability can be interpreted broadly. Numerous publications, tapes, conferences, and presentations are available on leadership development, organizational development and organizational skills. In *Leadership Challenges*, 2002, Woodward (1994, pp. 96--97) recommends guidelines for the planning of leadership development opportunities including:
 - **Theory** – exposing students to different organizational and leadership theories
 - **Values clarification** – developing an understanding of the values needed to lead in society
 - **Skills development** – developing such areas as social activism, conflict resolution, collaborative learning, decision making, judgment, and communication.
 - **Societal issues** – exposing students to major societal challenges
 - **Experience** – providing students with opportunities to try their leadership you should understand that although the student leaders of your organization may possess a different set of motives for their involvement, they require guidance and direction as any student organization would for success.
- **Follower-** The characteristics of followers are important for you to understand in your work with student organization leaders. If the followers in an organization choose not to follow, the leadership of the organization must take the problem seriously. Followers have expectations of their leaders. You can assist the student leadership in developing activities to identify follower expectations of them. Working with the executive board, you can assist organizational members in the development of basic understanding of leaders and followers.

Material taken from: Dunkel, N.W., & Shuh, J.H. (1998). Advising student groups and Organizations. San Francisco: Jossey--Bass.

ARTICLE II. RESPONSIBILITY.

§2-2.1. Responsibility to Individual Members.

1. The advisor may help the students find balance in between their academic and their co-curricular activities
 - a. Student leaders often have the tendency to burn the candle at both ends and will overextend themselves if not guided to balance these various responsibilities. The advisor has a unique opportunity to mentor students through their academic obligations and personal needs.
2. The advisor may encourage each individual to participate in and plan group events.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- a. Some students fade into the background if not effectively encouraged. Being a member of a student group can provide valuable interpersonal and/or leadership skills, but these are best developed when the student is involved.
3. The advisor may encourage students to accept responsibility for specific roles within the group.
 - a. The advisor may help them understand the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

§2-2.2. Responsibility to the Student Organization.

1. The advisor may assist the group in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved. It is often a positive experience when the advisor takes an active role, rendering advice and counsel as circumstances allow. The advisor may be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans. The advisor may recommend that the group and its officers know where the policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. The advisor may encourage collaboration and shared governance within the organization and encourage quiet students to take initiative.
2. The advisor may offer ideas for projects and events.
3. The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. Advisors may help the group understand a program's complexity and discuss the necessary steps that need to take place for the program to be successful. Ultimately it is the responsibility of the active members to operate the organization; however, advisors are vital to the learning that occurs during this important educational experience.
4. The advisor should assist the group in evaluation.
 - a. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

§2-2.3. Responsibility to the Institution – West Virginia University.

1. The advisor may work with the group, but not direct its activities
 - a. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to guide the organization to operate within the institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.
2. Occasionally, an advisor can help an organization during an emergency.
 - a. Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as the main contact for the University can help in these cases.

§2-2.4. Advising Tips.

Advisors for student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members graduate.
3. To assist in the area of program content and purpose.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contact with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. It is helpful for advisors to be both accessible and interested and provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor's role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. However, advisors are encouraged to avoid being only a signature on registration forms. Most advisors have significant knowledge and experience that can be applied to student organization goals-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

- In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.
- Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
- Assist in the establishment of responsibilities for each officer and member.
- Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
- Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
- Maintain a sense of humor – it's college, not rocket science.
- Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
- Realize that you have the power of persuasion but use this judiciously. The students sometimes need to learn how to fail.
- Help them see alternatives and provide an outside perspective.
- Remember: praise in public, criticize in private.
- Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Some initial questions you may consider asking your organization each year/semester:

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the organization?
- What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
- What are some of the ways the advisor can be more helpful to the group?
- Will the advisor be a silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?
- Is the advisor expected to give feedback? How? When?
- Are there areas of the organization that are "hands off" to the advisor?
- Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

ARTICLE III. RISK MANAGEMENT FOR ADVISORS.

§2-3.1. Risk Management and Liability.

University employees have certain protection from legal claims. The West Virginia State law provides this protection for duties done within the scope of employment, where those duties are done without malice or gross negligence. The duties of the advisor of a student organization will generally be considered within the scope of the advisor's employment if the employee is officially designated as an advisor by the Student Engagement and Leadership office. This is another important reason to be sure you are listed on the officer update form with our office.

§2-3.2. West Virginia Board of Risk & Insurance Management.

West Virginia University and its employees are provided liability insurance coverage under a Comprehensive Liability Policy, provided by the West Virginia Board of Risk and Insurance Management (BRIM). This policy provides liability coverage via five separate sections. These include:

- **Coverage A** – Comprehensive General Liability Insurance
- **Coverage B** – Personal Injury Liability Insurance
- **Coverage C** – Professional Liability Insurance
- **Coverage D** – Stop Gap Liability Insurance
- **Coverage E** – Wrongful Act Liability Insurance

For each section of the policy, "who is insured" is specifically defined. *Coverage D, Stop Gap Liability Insurance, is not applicable to employees.*

The definitions read as follows:

- **Coverage A:** "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such, but the insurance afforded such individuals does not apply to bodily injury to another faculty member, employee, volunteer worker or student teacher of the Named Insured arising out of or in the course of his employment"
- **Coverage B:** "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such. Employees shall not include any person working on a retainer or contractual agreement."
- **Coverage C:** same as definition for (B) above
- **Coverage E:** same as definition for (A) above

These definitions are excerpted from the "Persons Insured" section of the actual policy. The Named Insured referenced is West Virginia University.

-- WVU Risk Manager

ARTICLE IV. ADVISOR REPORTING RESPONSIBILITIES

§2-4.1. Title IX.

Title IX is a law that was passed in 1972 that protects against sex and gender discrimination in education. All higher education institutions who receive federal funding are required to uphold Title IX. Title IX applies to everyone in the university community - students, faculty, & staff- and protects incidents that occur on campus or in buildings owned/utilized by university clubs and associations. Title IX only applies to incidents that occur within the U.S. and on campus, but there are other policies like Board of Governors Rule 1.6 that offer protections in areas where Title IX does not apply.

Faculty, staff, graduate instructors, adjuncts, advisors, and RAs at WVU are all Responsible Employees-- persons who are required to report allegations of harassment, discrimination, and abuse.

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

“Responsible Employees” are those employees in a leadership or supervisory position, or who have significant responsibility for the welfare of students or employees. Responsible employees are designated as mandatory reporters, which means that they must report any allegations of discrimination, harassment, or abuse. Specifically, responsible employees includes:

- Title IX Coordinator
- Deputy Title IX Coordinators
- University Police Officers
- Senior Administrators in Residence Life, Student Life, and Athletics
- University Senior Administrators, including Senior Administrators within each College or School
- Resident Assistants
- Faculty
- Athletic Team Coaches and their Staff.

Individuals can report allegations of harassment, discrimination, and abuse by filing a complaint. There are three methods to file a complaint, including:

- Online at the Division of Diversity, Equity, and Inclusion's [website](#) and click on the orange button in the right-hand corner of the screen that says, “File a Complaint.”
- In-person at the Division of Diversity, Equity, and Inclusion's office located at 1085 Van Voorhis Road Suite 250.
- Over the phone by calling the Division of Diversity, Equity, and Inclusion at 304-293-5600.

If there are questions about filling out the complaint form or the filer would like assistance, please call the DDEI office at 304-293-5600. It is good general practice to be clear and direct about your requirements to report allegations.

If anyone is unsure about whether an allegation meets the requirements of reporting, they can utilize the Anonymous Title IX hotline run by Anonymous Employees in the Office of Equity Assurance.

“Anonymous employees” are not required to report allegations of harassment, abuse, or discrimination. They can speak with individuals about the supportive services available and answer questions about the investigation process without any fear of generating an official complaint to the university. Anyone in the university community (students, faculty, and staff) can call or text the Anonymous Title IX hotline 24/7 for assistance: 1-304-906-9930.

§2-4.2. Clery Act.

Similar to Title IX obligations, advisors also have obligations under the [Clery Act](#) as a Campus Security Authority (CSA). As a CSA, it is the responsibility of the advisor’s to report all Clery Crimes brought to your attention that occur on Clery Geography.

Clery requires WVU to track crimes including:

- Main criminal offenses.
- Violence against women’s act offenses.
- Arrests and Referrals for drug, alcohol, and weapons law violations.
- Hate Crimes.

These crimes must have taken place on Clery Geography including:

- On-campus locations.
- On-campus student housing facilities.
- Non-campus locations (property owned/controlled by WVU that doesn’t fall in main campus boundaries).

WEST VIRGINIA UNIVERSITY STUDENT ENGAGEMENT & LEADERSHIP
CHAPTER ONE. THE ACT FOR REGISTRATION OF STUDENT ORGANIZATIONS

- Public property (streets/sidewalks running though or immediately adjacent to campus).

Three tiers of emergency communications are used by the University in compliance with the Clery Act. This highlights the importance of timely crime reporting. These communication methods include:

- WVU Alert (Emergency Notification).
- Campus Warnings (Timely Warning).
- Community Notices.

The Options to Report column provides reporting contact information.

Reporting a crime to University Police should be the first option. In a situation in which a victim does not want to involve police, there are other options to fulfill the reporting obligation, including:

- Submitting the crime to the [Campus Security Authorities \(CSA\) Reporting Form](#) located on the WVU Police and Office of Emergency Management [webpage](#).
 - This form allows you to keep victim information anonymous if needed.
- Reporting the crime to the [Office of Student Rights and Responsibilities, Title IX](#), or [Employee Relations](#).

ARTICLE V. REGISTRATION OF STUDENT ORGANIZATIONS

Please reference Article I of the above Student Organization Handbook for details regarding Student Organization Registration.

ARTICLE VI. STUDENT ORGANIZATIONS RESOURCES

Please reference Article II of the above Student Organization Handbook for details regarding Student Organization Resources.