STUDENT ORGANIZATION HANDBOOK

A Division of Student Affairs Publication

2019 - 2020
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**CAMPUS SECURITY-CLERY ACT:**  UVa-Wise is committed to helping the campus community provide for their own safety and security. The Annual Security and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at [www.uvawise.edu/ASR](http://www.uvawise.edu/ASR). A copy is available upon request by calling 276-328-0190 or 276-376-3451.
Welcome

Current and potential organization members & advisors —

The University of Virginia’s College at Wise recognizes that the availability of a wide range of opportunities for students enhances their collegiate environment and experiences as evidenced by the following excerpt from the UVa-Wise Student Handbook:

The University of Virginia’s College at Wise has a history of providing students with the opportunity to participate in institutional decision making. This is accomplished through their involvement in standing and ad hoc committees, the Student Government Association, administration of the Honor Court, student organizations, and various leadership opportunities.

Student organizations play a vital role in campus life at UVa- Wise. Co-curricular involvement leads to stronger school spirit and enhanced leadership development, not to mention a more satisfied, well-rounded student body.

Organizations and their memberships evolve from year-to-year to meet the needs and interests of the diverse UVa-Wise student body. There are currently more than 50 active clubs and organizations representative of academia, honor, leadership, special interests, and fraternal brother/sisterhood.

UVa-Wise organizations must be officially recognized and chartered, i.e. be deemed active, by the Student Government Association and the Office of Student Activities, both located in the 3rd floor Leadership Wing of the C. Bascom Slemp Student Center, in order to be eligible to receive SGA funding, as well as to reserve campus facilities and sponsor college events at no cost.

This manual, updated annually, is to serve as a resource for both new and established organizations and their members. Each organization is required to have a copy of this handbook available at each of its organizational meetings. Please contact the Office of Student Activities & Greek Life at 276-376-4651 or ndr5a@uvawise.edu for additional assistance or guidance with your active or potential UVa-Wise organization.

Sincerely,

Nathan Rasnake
Assistant Director of Student Activities & Greek Life
Getting Started

NEW ORGANIZATIONS

Follow these steps to become an officially recognized and chartered UVa-Wise student organization:

1. Schedule an appointment with the Assistant Director of Student Activities & Greek Life in the Office of Student Activities for consultation on process, policies and required paperwork.

If you have not already done so, recruit a faculty/staff advisor and members, and draft a constitution. At a minimum, the group should have five active members, a viable constitution, a list of officers, and a UVa-Wise faculty or staff member serving as an advisor. A sample constitution is available for review on page 9. Note also that membership must include a minimum of five UVa-Wise students in good standing.

2. Initiate the process to become an officially recognized and chartered UVa-Wise organization:

   a. Submit your completed Request to Charter a Student Organization Form and your proposed constitution to the Assistant Director for Student Activities & Greek Life for review.

      At this time, students wishing to form a new social Greek organization should advise the Assistant Director of Student Activities and Greek Life to begin the process to also seek approval to be recognized as a Greek Colony by the appropriate Greek council — Inter-Fraternity Council (IFC) for fraternities or Panhellenic Council (PHC) or Pan-Hellenic for sororities. A Greek Colony is the probationary state for each Greek organization prior to becoming a full-fledged Greek Chapter (i.e., fraternity/sorority) at UVa-Wise.

      After all necessary requirements have been met; the Assistant Director of Student Activities & Greek Life will forward the organizational request information to the SGA President to be placed on the next weekly meeting agenda.

   b. The designees and/or advisor of your proposed organization will attend the scheduled weekly SGA meeting to answer questions. All SGA Senators will then table your proposal for one week in order to provide an opportunity for review of your information.

3. The following week, designees and/or advisor of your proposed organization should attend the SGA weekly meeting, at which the Senate will formally vote on your proposal. If the Senate approves your request to charter and your constitution, your organization is now active; please
note that any recommended changes to the constitution will need to be made and a copy of the final constitution forwarded to the Assistant Director of Student Leadership & Greek Life.

If your request to charter and/or your constitution are not approved, the Senate will provide guidance and suggestions to be made to your request to charter and/or constitution; after revisions are complete, start the process for approval again at 2.a. above.

4. As you are now an official, active student organization at The University of Virginia's College at Wise, recruit members and advertise.

5. Complete the Student Organization Registration Form to maintain your active status by registering with the Office of Student Activities by the second week of both the fall and spring semesters each year. Failure to comply can result in loss of privileges or revocation of charter status. All chartered organizations are subject to annual review by the SGA Senate and the Office of Student Activities.

CURRENT/ACTIVE ORGANIZATIONS

Complete the Student Organization Registration Form to maintain your active status by registering with the Office of Student Activities at www.uvawise.edu/student-life/getting-involved/clubs-organizations/student-organization-registration-form by the second week of both the fall semester each year. Failure to comply can result in loss of privileges or revocation of charter status. All chartered organizations are subject to annual review by the SGA Senate and the Office of Student Activities.

FORMER ORGANIZATIONS

Any formerly active and recognized student organization that has lost its recognition for whatever reason must follow the same steps as a new organization outlined above to be formally recognized again.
Organizational Overview

DEFINITIONS

ADVISOR — An advisor is a consultant to an organization who assists in the growth and development of the group by providing direction, advice, understanding, and clarification. No individual may serve as the primary advisor to more than three (3) UVa-Wise student organizations at any one time.

*Greek Life organization advisors have other rules they must follow and are listed under “Additional Expectations for Greek Chapter Advisors” in the “Responsibilities” section*

OFFICER — An officer holds a position of authority within an organization, such as president, vice president, secretary, treasurer, etc. Officers are role models for other organizational members and should be held to higher standards of conduct, duty and responsibility. *Officers must meet the organizations requirements to hold a position per their constitution and bylaws and be in “Good Standing”.

MEMBER — A member is someone who meets all the requirements to be part of a particular organization, participates in the organization by choice, and agrees to uphold and promote the organizational purpose.

*Members must be a student who pays student fees and meets the definition of “student” per the Registrar’s Office*

RESPONSIBILITIES

ADVISORS, OFFICERS & MEMBERS —
All persons affiliated with a UVa-Wise student organization, i.e. advisors, officers and members, are to abide by the policies and provisions outlined in this Student Organization Handbook. Any violations of the Student Organization Handbook by individuals or organizations may be processed through campus judicial procedures.

Further, as members of the UVa-Wise community, you must also adhere to all College policies and provisions outlined in the College Catalog, the Student Handbook and employee handbooks.

ORGANIZATION OFFICERS & MEMBERS TO ADVISORS —

1. Be aware that the advisor is a resource and a guide for student organization members throughout the process of effectively operating an organization, and realize that serving as an advisor is a substantial commitment of time and energy. Provide a potential advisor with your organization’s expectations before offering the position.

2. Consult your advisor:
   a. prior to all outings, fundraisers, events, and elections to ensure that organization activities are consistent with the UVa-Wise and organizational missions, the Student Code of Conduct, and Student Activities guidelines regarding event planning (i.e.
submission of the Event Planning Form). Be sure to invite the advisor to attend organization-sponsored activities.

b. on all organization business (meetings, financial statements, reports, etc.) and provide copies of all meeting minutes. Again, be sure to invite the advisor to attend organization-sponsored meetings.

c. on all organizational materials (flyers, brochures, etc.) prior to usage/distribution; always include the organization president’s signature/initials on the materials. Note that all flyers must also then be approved by a member of the Slemp Student Center professional staff for campus distribution.

d. when internal organizational difficulties (communications, delegation of responsibilities, etc.) arise; he/she may be able to assist officers with resolution of the conflict.

3. Thank your advisor for his/her time and effort. They are a vital part of your organizations success!

ADVISORS TO ORGANIZATION OFFICERS & MEMBERS —

1. From the start, clarify your role as an advisor to organization members and provide your expectations. Be aware of your own departmental expectations and how they will impact your role as an advisor.

2. Ensure organizational compliance with UVa-Wise policies and procedures and with federal, state and local laws by sharing policies, regulations, roles, and responsibilities with organization members (i.e. travel, purchasing, fundraising, student conduct, etc.).

3. Provide continuity to the organization — encourage, challenge, and assist the group in setting organizational long and short term goals; mentor the art of leadership; and assist with annual officer transitions.

4. Be available to the organization, its officers and members for:
   a. consultation on organization business, procedures, conflicts, etc.

   b. assistance to the organization officers and members in planning and hosting programs and events and for referrals to the appropriate campus resources during the planning process

   c. review and approval of required event paperwork (event planning forms, fundraising request forms, etc. require an advisor’s signature) as well as flyers, brochures, etc. prior to distribution

   d. attendance and supervision at the organization’s official functions, meetings, trips, etc.

5. Most importantly — HAVE FUN! It is important to build rapport with your organization by being a caring individual with a real interest in and concern for students and their growth. Do not let personal goals interfere with or influence group decisions, activities or goals.
ADDITIONAL EXPECTATIONS FOR GREEK CHAPTER ADVISORS —

Due to the uniqueness of UVa-Wise Greek organizations, the following additional guidelines are provided for fraternity and sorority chapter advisors. Advisors to Greek chapters are not required to be members of the particular organization which they advise. Each Greek chapter may make this determination based upon its organizational mission and needs.

1. Advisors to Greek chapters must be knowledgeable of UVa-Wise organizational policies, as well as Greek chapter, governing council (i.e. IFC or PHC), and/or national/international policies and regulations. The two UVa-Wise Greek governing councils are:

   • **Interfraternity Council (IFC)** — The IFC purpose is to govern the member fraternities, to promote the academic, philanthropic, fraternal, and social activities of the fraternities at UVa-Wise, and to maintain cooperation between these social fraternities, their respective international headquarters, the North-American Interfraternity Conference, The University of Virginia’s College at Wise, and the Wise Community.

   • **Panhellenic Council (PHC)** — The PHC purpose is to develop and maintain sorority life and interfraternal relations at a high level of accomplishment. Panhellenic Councils are to be established on campuses where there are at least two National Panhellenic Conference (NPC) member group chapters. The Panhellenic Council, through its all-sorority programming efforts, often promotes superior scholarship, leadership development and dissemination of information important to women in general. The Panhellenic Council is the coordinating body for recruitment.

2. Advisors to Greek chapters should regularly attend chapter and other Greek Life meetings, so as to provide guidance and mentoring in areas including, but not limited to:

   a. serving as a resource for the chapter executive board and individual members
   b. developing the chapter’s philanthropic and service programs
   c. being called upon to assist with chapter conflicts and/or crises
   d. assisting in the development of a scholarship and/or academic incentive program

Per the Office of Greek Life, Greek Life advisors are limited to only serving one chapter on The University of Virginia’s College at Wise’s campus.

In the event that a Greek organization advisor resigns or is dismissed, the organization will be placed on an “interim suspension” until they are able to find another advisor.

Reasons:
- Serving as a Greek Life advisor requires a certain time commitment to the organization and its members.
- In the case that more than one Greek organization is involved in a violation, there will not be a conflict of interest.
- Conflicts of interest may arise during recruitment season.

(Adopted February 2018)
If you need additional assistance or have questions about your role as advisor to a Greek chapter, please contact the Assistant Director of Student Activities & Greek Life, who serves as the primary contact for the Greek Life community at UVa-Wise, in the Slemm Student Center at 276-376-4651.

**CONSTITUTION**

An organizational constitution outlines its name and purpose, as well as requirements and policies on membership, officers, meetings, committees, etc. An article stating a prohibition against illegal discrimination **MUST** also be included in each organization’s constitution (see *Policies* section).

A constitution is an official document, and as such should be type written in a professional presentation.

A hard copy and an electronic copy should be maintained by the organization at all times. Constitutions should be updated on a regular basis to reflect changes in names, policies, institutional changes, etc. A current copy of each organization’s constitution must remain on file with the Student Government Association and the Office of Student Activities.

A sample constitution outline is provided on the next page. Please contact the Assistant Director of Student Activities & Greek Life (376-4651) for additional assistance in drafting a constitution.
SAMPLE CONSTITUTION

Article I Name of the Organization

Article II Purpose of the Organization

Article III Membership
A. Eligibility Requirements, Rights, and Privileges
B. Procedure for Membership Certification (Application Process)
C. Equal Opportunity/Non-Discrimination Statement

Article IV Officers
A. List of Officers
B. Method and Dates of Selection
C. Duties of Each Officer
D. Impeachment Procedures
E. Length of Term

Article V Meetings
A. Frequency of Regular Meetings
B. Provisions for Calling Special Meetings

Article VI Committees
A. Standing Committees
B. Committee Purposes
C. Provisions for Formulation of Special Committees

Article VII Quorum (Percentage Needed)
FINANCING

ORGANIZATIONAL ACCOUNTS
Accounts for active and officially-recognized UVa-Wise student organizations are classified in one of two categories —

1. **Off-Campus Accounts** — These organizations hold an off campus organizational checking account, are not permitted to use the College Tax ID number for that purpose, and thus do not benefit from the College’s tax-exempt status. These organizations must contact the IRS and obtain a Tax ID number specific to their organization. Local bank representatives can assist in establishing these accounts. Please note, organizations cannot use any version of the College’s name, full or abbreviated, on their checks or other financial documentation.

2. **Local Agency Accounts** — These organizations maintain on-campus agency accounts in which self-generated funds are held by the College, i.e. the College acts as the organization’s “bank.” Organizations may request to create a local agency account by completing the Local Agency Account Create Form (www.uvawise.edu/uvawise/administration-services/finance-administration/financial-administration/forms) and submitting it to the UVa-Wise Comptroller’s Office. All purchases and cash handling of organizations whose funds are held in a local agency account must follow appropriate University of Virginia and state procurement guidelines. For more information, please contact the Comptroller’s Office (276-328-0309).

FUNDING SOURCES
Most organizations typically need funding for such things as club-sponsored activities, publicity, travel, and refreshments. Student organizations at The University of Virginia’s College at Wise can receive funds from three different sources:

1. **Membership Dues** — If an organization collects dues from its student members, the amount, collection method, and record-keeping procedures must be included in the organization’s constitution.

2. **Student Government Association** — Requests for SGA funds should be directed to the SGA Senate via the SGA Allocations Form at least 21 days in advance. Please contact the SGA Treasurer for more information. Any and all usage of SGA funding must follow appropriate University of Virginia and state procurement guidelines.

3. **Approved Fundraising Projects** — All fundraising projects must be approved at least one (1) week prior to the start of the activity (this includes purchasing materials to be sold at a later date). To request approval of a fundraising project, complete a Fundraising Request Form and submit it to the Office of Student Activities & Greek Life for approval. Also, please note the following special situations:

   1. Any fundraisers conducted at UVa-Wise athletic events also require prior approval of the Director of Athletics through completion of the Fundraising Request Form.
2. Any fundraisers involving apparel items (hats, t-shirts, sweat shirts, etc.) also require prior approval of the Director of Bookstore Operations at The Bookstore, the official UVa-Wise merchandiser, through completion of the Fundraising Request Form.

3. Any fundraiser in which an organization is selling a good that is not consumable or a service is applicable to state sales tax must contact the Comptroller’s Office (328-0309) for more information.
Running an Effective Organization

First Month “To Do” List for Clubs and Organizations

Update your student organization information via the online link or contact the Assistant Director of Student Activities & Greek Life (ndr5a).

Reserve a table for the Fall Student Activities Fair by emailing the Assistant Director of Student Activities & Greek Life (ndr5a).

Meet with your organization’s faculty/staff advisor. Schedule an appointment to connect with your advisor to discuss the upcoming semester.

Make contact with all of the organization’s officers and committee chairs.

Establish and reserve space for meetings on campus. Please see the Event Planning section for information about how to reserve space on campus.

Make contact with club members and give updates regarding the group.

Review your organization’s constitution. Visit the Office of Student Activities & Greek Life on the 3rd floor of the C. Bascom Slemp Student Center for assistance and approval.

Attend the Student Organization Success (SOS) annual meeting. Every organization must send one student member and one advisor. Club and organization Presidents and Advisors will receive Clery Act training at this meeting. All sessions will cover the same information.
Activity Fairs

The Office of Student Activities & Greek Life will host activity fairs during the academic year in order to encourage students to get involved in Student Life programs. Because we have students who enroll during the fall and spring semesters, the Office of Student Activities & Greek Life will host activity fairs both semesters.

FALL ACTIVITY FAIR

The Fall Student Activity Fair will take place on McCraray Lawn following Convocation during Welcome Week of each year.

OPEN HOUSE 360: CAMPUS PREVIEW

The Office of Admissions host three Open House 360: Campus Preview events each academic year and has an activity fair featuring student clubs/organizations and academic departments for prospective students and their families to attend.

WHO CAN PARTICIPATE?

Active student clubs and organizations and campus departments will be invited to host a table to recruit new members and advertise events. Only organizations that have completed the Student Organization Registration form will be allowed to participate.

If your organization is no longer active, please contact the Assistant Director of Student Activities & Greek Life for information about how to re-charter your organization.

REGISTRATION

The Assistant Director of Student Activities & Greek Life will send registration emails to the Student and Employee Listservs prior to the start of each semester.
Organizational Resources

ADVERTISING & PUBLICITY

UVa-Wise Posting & Chalking Policy

The College is committed to promoting communication among students, faculty, the administration and the surrounding community. This policy is intended to:

1. afford individuals appropriate means by which to advertise events on campus or to engage in expressive activity;
2. to reduce litter and preserve the College’s general appearance; and
3. protect surfaces on which materials are placed and to reduce maintenance cost.

Posting and chalking on College property is permitted under the following conditions:

POSTING
Posting on College property is permitted on designated bulletin boards. Materials may not be placed on areas or surfaces not intended for posting such as trees, columns, lampposts, walls, trash bins, railings, or glass windows or doors. Exceptions must be approved by the Dean of Students.

Materials shall be posted in such a manner as not to deface or damage the surface to which they are attached. Duct tape, nailing, stapling are not allowed; nor are liquid paste or cement of any type.

All materials posted shall clearly indicate the name of the sponsoring College department, office, student organization, independent group, or outside organization.

If you would like the resident advisors (RAs) to post your student organization flyers in the residence halls, provide 30 copies to the Office of Housing and Residence Life in Cantrell Hall.

CHALKING
Chalk may be used on exposed (not below roofs or overhangs) exterior concrete or asphalt sidewalks or walkways.

Use of chalk on brick, slate or other stones surfaces or on buildings, or other structures of any kind is strictly prohibited.

Only non-permanent sidewalk chalk may be used. No paint, spray/adhesive chalks, markers or ink may be used. Exceptions must be approved by the Dean of Students.

REMOVAL
All flyers and banners will be removed from bulletin boards and posted areas once the event date has passed. Flyers advertising general information will be removed at the conclusion of the academic year.
COMPLIANCE
Postings and chalkings must comply with all federal and state laws (e.g., they may not advertise unlawful activities) and all other applicable policies of the College (e.g., alcoholic beverages may not be mentioned in the advertising or publicizing of a College function per the College’s Alcohol and Drug Policies).

Posted materials or chalking which are not in compliance with these regulations will be removed by College employees without regard to content. Individuals found removing materials or chalking which are in compliance with this policy may face student conduct charges or appropriate employee disciplinary action.

Individuals and organizations failing to comply with this policy may jeopardize future posting privileges; be liable for damage and/or clean-up costs; jeopardize funding or other privileges afforded to them; or may face disciplinary action.

NOTE: Policies governing decorations/postings in the residence halls can be found in the Guide to Campus Living at: www.uvawise.edu/reslife.

Approved by Senior Staff on May 8, 2019
The Office of Student Activities has compiled a list of additional ways in which your organization may promote itself or its events. Please contact the Assistant Director of Student Activities & Greek Life (376-4651) for additional information or assistance with publicity efforts.

**Banners** – contact the IT Help Desk at 276-376-4509 for campus computer lab capabilities.

**Campus mailings** – contact the Post Office at 276-328-0209 to distribute on-campus mailings for free; commercial ads, chain letters, non-College sponsored activities, & political ads are prohibited

**Campus newspaper** – contact The Highland Cavalier at 276-328-0212

**Campus television** – contact Media Services at 276-328-0312 for advertising on local UVa-Wise information channel 55

**Dances/Concerts/Other Performances** – require completion of the Event Planning Form and Campus Police notification at least 30 days in advance of the event

**Flyers** – Organization/event flyers may be placed on designated bulletin boards on campus. Please refer to the Advertisement Posting Guidelines on page 12 for more details.

**Food** – the ultimate draw for students...for catering assistance, call Brett Lawson in Chartwells Dining Services at 276-328-5514 or blawson@uvawise.edu.

**Press releases in local media** – contact College Spokesperson, Kathy Still, at 276-328-0130 for local newspaper and/or radio information

**Sidewalk chalk** – chalk may be used on exposed (not below roofs or overhangs) exterior concrete or asphalt sidewalks or walkways. Use of chalk on brick, slate or other stones surfaces or on buildings, stairs, or other structures of any kind is strictly prohibited. Only non-permanent sidewalk chalk may be used. **No paint, spray/adhesive chalks, markers or ink are allowed.**

**T-shirts** – purchasing and fundraising guidelines apply for clubs and organizations; consult your advisor or Office of Student Activities for more information

**Website / College web calendar** – Contact Nathan Rasnake at 276-376-4651 for posting events to the Club & Organization webpage or College web calendar (www.uvawise.edu/calendar)
COMPLIANCE WITH POLICY

Posted materials that are not in compliance with the Advertising & Publicity policy will be removed by members of the Student Affairs staff or other College officials without regard to content.

Individuals and organizations failing to comply with this policy may jeopardize future posting privileges; be liable for damage and/or clean-up costs if any are incurred; jeopardize funding or other privileges afforded to them; or face charges before the Student Conduct Board.

EVENT PLANNING

Assistance with planning on or off-campus events, recruitment of members, fundraising activities, advertising, programming, conflict resolution, time management and more is available to UVa-Wise clubs and organizations from a variety of campus resources, including those listed below. Please note that no UVa-Wise organization, advisor, or other personnel may sign any contracts for services. For additional assistance, contact the Assistant Director of Student Activities & Greek Life at 276-376-4651.

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<thead>
<tr>
<th>Resource</th>
<th>Contact Person</th>
<th>Telephone</th>
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<tr>
<td>Audio-visual equipment</td>
<td>Rosa Bott</td>
<td>328-0312</td>
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<tr>
<td>Bookstore</td>
<td>Scott Lawson</td>
<td>328-0210</td>
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<td>Campus Police</td>
<td>Ronnie Short</td>
<td>328-0190 (office)</td>
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<td>328-COPS (2677)</td>
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<td>Career Development</td>
<td>Neva Bryan</td>
<td>328-0126</td>
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<td>Chartwells/Dining Services</td>
<td>Brett Lawson</td>
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<td>Computer Services</td>
<td>Help Desk</td>
<td>376-4509</td>
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<td>Conferencing &amp; Events</td>
<td>Julie Scott</td>
<td>376-1000</td>
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<td>Counseling Services</td>
<td>Sara Schill</td>
<td>376-1005</td>
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<td>Sarah Smith-Carlson</td>
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<td>Greek Life</td>
<td>Nathan Rasnake</td>
<td>376-4651</td>
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<td>Health Services</td>
<td>Johnnie Bledsoe</td>
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<td>Highland Cavalier</td>
<td>Mike Still</td>
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<td>Intramurals</td>
<td>Mikaela Logan</td>
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<td>Maintenance</td>
<td>David Short</td>
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<td>Mikaela Logan</td>
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<td>College Relations</td>
<td>Kathy Still</td>
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<td>Residence Life</td>
<td>Joshua Justice</td>
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<td>Student Activities</td>
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<td>376-4651</td>
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<td>Student Government Association</td>
<td>Joshua Justice, Advisor</td>
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<td>Mason Phillips, President</td>
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<td>SGA Allocations/Purchasing</td>
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<tr>
<td>Vehicle Reservation</td>
<td>David Amos</td>
<td>328-0101</td>
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FACILITY RESERVATIONS

Each facility at UVa-Wise may be reserved for campus events by contacting the person listed below. The Event Planning Form (see Appendix) requires approval of the Office of Student Activities and other appropriate College personnel 15 days in advance of the event. Additionally, organizations wishing to sponsor any public social event, including dances, on campus must submit the Event Planning Form at least 15 business days in advance of the event AND notify the Campus Police Department of the event. Coordinating/scheduling facility set-ups for organization events are the responsibility of the organization.

### UVA-WISE FACILITY RESERVATION INFORMATION

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<th>FACILITY/LOCATION</th>
<th>RESERVATION CONTACT</th>
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<td>Academic Buildings/Classrooms</td>
<td>Academic class space use--Janie Hamilton ----- <a href="mailto:jkh2@uvawise.edu">jkh2@uvawise.edu</a></td>
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<td>Non-Academic class space use--Susan Mullins ----- <a href="mailto:Sm5fm@uvawise.edu">Sm5fm@uvawise.edu</a></td>
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<td>Alumni Hall</td>
<td>Katherine Fleming ----- <a href="mailto:Kr5fp@uvawise.edu">Kr5fp@uvawise.edu</a></td>
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<td>Baptist Student Union</td>
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<td>Chapel of All Faiths:</td>
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<td>Chapel</td>
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<td>Outdoor Locations</td>
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<td>Gilliam Sculpture Garden</td>
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<td>Intramural Football Field</td>
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<td>Jefferson Plaza</td>
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<td>John T. Castle II Plaza</td>
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<td>Lawn by the Lake</td>
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<td>Mary Lu Prior Gardner</td>
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<td>Reeves Smiddy Garden</td>
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<td>Slemp Amphitheatre</td>
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<tr>
<td>David J. Prior Convocation Center</td>
<td>Chris Davis ----- <a href="mailto:Cdj3s@uvawise.edu">Cdj3s@uvawise.edu</a></td>
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<tr>
<td>Grecer Gym</td>
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<td>Greear Pool</td>
<td>Sarah Smith Carlson ----- <a href="mailto:ScsGp@uvawise.edu">ScsGp@uvawise.edu</a></td>
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<tr>
<td>Slemp Aerobics Room</td>
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<td>Slemp Racquetball Courts</td>
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<td>Ely Conference Room</td>
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<td>Ely Exercise Room</td>
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<tr>
<td>Residence Hall Classrooms:</td>
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<tr>
<td>Collection Hall Classrooms</td>
<td>Denise Maggard ----- <a href="mailto:Am4s@uvawise.edu">Am4s@uvawise.edu</a></td>
</tr>
<tr>
<td>Commonwealth Hall Classroom</td>
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<tr>
<td>Smith Dining Commons</td>
<td><a href="mailto:Chartwells@uvawise.edu">Chartwells@uvawise.edu</a></td>
</tr>
<tr>
<td>Books &amp; Brew</td>
<td></td>
</tr>
<tr>
<td>The Library-6th Floor</td>
<td>Dawn Jessee ----- <a href="mailto:DjBe@uvawise.edu">DjBe@uvawise.edu</a></td>
</tr>
<tr>
<td>Wesley Building</td>
<td>Beth Tipton ----- <a href="mailto:Btlpton@uvawise.edu">Btlpton@uvawise.edu</a></td>
</tr>
</tbody>
</table>

**REAL TIME CALENDARS & ONLINE RESERVATION REQUEST SUBMISSION:**

1. **Wellness.UVawise.edu**
2. Click **Log In** upper right portion of the screen.
3. Click on the **RED BOX** for employees and students with a **log in...**
4. Sign in with your **UVA WISE LOG IN AND PASSWORD** at the SSO sign screen. Leave off@uvawise.edu on the username.
5. Click on the **THREE HORIZONTAL LINES** menu button in the upper left of the page... next to the College logo.
6. Scroll down to **FACILITIES**.
7. You can view a specific calendar by clicking **VIEW FACILITY CALENDAR**.
8. To make a reservation request, click **RESERVE A FACILITY**.
9. Fill out the requested information, make sure to fill out the **COMMENTS** section with the requested setup information for your event. If this space is left blank, you will be required to do your own set up. Click **SUBMIT REQUEST**.
10. You will receive an email once the request is processed.
ORGANIZATIONAL CORRESPONDENCE

All organizational forms, including the Event Planning Form, Fundraising Request Form, Outdoor Space Reservation Form, Request to Charter an Organization Form, SGA Allocations and Pre-purchasing Form, and Organization Registration Form, are available in the Office of Student Activities on the 3\textsuperscript{rd} floor of the C. Bascom Slemp Student Center or online at \url{www.uvawise.edu/student-life/getting-involved/clubs-organizations}.

All forms must be completed for ALL organizational events and submitted to the Office of Student Activities at least one (1) week prior to the event taking place. Forms submitted later than one (1) week may result in an event not being approved. In addition, organizations holding events without submitting the appropriate paperwork and receiving approval may be subject to sanctions by the Office of Student Activities and the SGA, including probation and fundraising/SGA funding restrictions.
APPENDIX
COLLEGE NAME USAGE & PRIMER

Clubs and organizations are expected to use the College name, colors, logos, etc. in an appropriate manner by referring to the following Style Guide Primer for additional information. For additional information, view the complete UVa-Wise Style Guide online at www.uvawise.edu/uvawise/administration-services/college-relations or contact College Relations at 276-328-0130.

A quick guide to publication policy and visual identity guidelines for The University of Virginia’s College at Wise

The Office of College Relations is charged with drafting and maintaining the Style Guide, as well as setting procedures to carry out the guide’s policies to meet institutional needs. The Office of College Relations will monitor policy, as well as resolve conflicts and answer questions regarding the policy.

All material to be produced using College funds must be printed by Printing Services, located in the Resource Center, who will assist departments by outsourcing any request that cannot be printed internally. It is the responsibility of the department to ensure Printing Services is given the appropriate amount of time to ensure the piece is printed in accordance with all College policies and procedures.

Every printed piece that will be distributed externally uses any College logo or seal, or will have the signature of the Chancellor must have prior documented approval of the Office of College Relations before being printed.

No publications are exempt from the logo and identity standards. Any questions should be directed to the Office of College Relations.

For the complete policy regarding publications and visual identity guidelines for UVa-Wise, consult the UVa-Wise Style Guide, available from the Office of College Relations. Call 276-376-1027 or e-mail kbosh@uvawise.edu for more information.

THE NAME
Required
The University of Virginia’s College at Wise
UVa-Wise
UVA-WISE

Not acceptable
University of Virginia’s College at Wise
UVa’s College at Wise
UVA-Wise
UVW
UVA-Wise

REQUIRED COLORS
Pantone 200
Pantone 431
Pantone black

THE SEAL
The Seal may be used only with permission of the Chancellor.

THE SYMBOL
The Symbol
Red on White
The Symbol
White on Red

THE LOGOMARK

THE UNIVERSITY OF VIRGINIA’S COLLEGE AT WISE

THE UNIVERSITY OF VIRGINIA’S COLLEGE AT WISE

THE WORDMARK

UVA WISE

THE VMARK

REV SEPT 2018
POLICIES

UVa-Wise policies are published annually in the Student Handbook and the College Catalog ([http://www.uvawise.edu/resources-students](http://www.uvawise.edu/resources-students)). For added emphasis, select policies have additionally been included in this document. Please note that organization members, officers and advisors are responsible for knowledge of and adherence to all policies, not just those listed below.

CAMPUS SECURITY-CLERY ACT

UVa-Wise is committed to helping the campus community provide for their own safety and security. The Annual Security and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at [www.uvawise.edu/ASR](http://www.uvawise.edu/ASR). A copy is available upon request by calling 276-328-0190 or 276-376-3451.

CODE OF CONDUCT

Expectations The College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the academic community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be condoned.

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the authority to maintain order within the College and exclude those who are disruptive of the educational process.

Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and elsewhere. For student conduct which is outside the jurisdiction of the Honor Court but which tends to discredit or injure the College, the Chancellor is authorized by the President of the University of Virginia to provide applicable due process and, upon determination of a College policy or code violation, to impose an appropriate penalty, up to and including expulsion from the College. This authority has been delegated by the Chancellor to the Assistant Director of Conduct & Responsibility and the Student Conduct Board. The College reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the Standards of Conduct. Generally, prohibited conduct for which a student is subject to discipline is defined as, but not limited to, the following:
1. Physical or emotional abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of others.

2. Prohibited Conduct as defined by the Sexual Misconduct & Interpersonal Violence Policy, including but not limited to: sexual assault, rape, fondling, harassment, stalking, domestic violence, and dating violence. (Title IX Coordinator oversees cases involving Prohibited Conduct; full policy available at www.uvawise.edu/compliance/sexualmisconduct).

3. Unauthorized entry/exit or occupation of College facilities, which are locked, closed to student activities, or otherwise restricted as to use, including designated construction/work zones.

4. Intentional disruption or obstruction of teaching, research, administration or other College activities, or of other authorized activities on College property.

5. Falsely pulling or tampering with fire alarm or fire safety equipment or failure to exit the building or returning to the building before being told to do so by a College official during a fire alarm.

6. Theft, vandalism, destruction, or unauthorized use or movement of College property or personal property of other students, employees, or visitors.

7. Intentionally providing false identification or information or failure to comply with the reasonable direction(s) of a College official.

8. Altercation of, fabrication of or misuse of, or obtaining unauthorized access to College ID cards, other documents, or computer files or systems.

9. Violations of published College policies, procedures or regulations, including but not limited to:
• Alcohol or Drugs (possession, distribution, manufacture, or use of illicit drugs and alcohol, or drug paraphernalia; public intoxication; underage consumption; etc.)

• Tobacco Products

• Housing Agreement terms and conditions

• Information Technology/Computing

• Weapons, Firearms, Fireworks or Explosives (possession, storage or use; see Student Handbook or Campus Police for full policy)

10. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code or engaging in retaliatory behavior.

11. Conduct that is unbecoming, disorderly, or that reflects negatively on the College community, including but not limited to acts that breach the peace, are lewd, indecent, or obscene, and that are not Constitutionally-protected speech.

12. Violations of Federal, State or local laws not otherwise covered under the Code of Conduct.

USE OF COPYRIGHTED MATERIALS
It is the policy of the College to respect the copyright protections given by federal law to owners of intellectual property, including books, journals, music, art, multi-media materials, digital materials and software (“Copyright-Protected Materials”) It is against College policy for faculty, staff, or students to use College equipment, services, or facilities to access, use, copy, reproduce, distribute, or display Copyright-Protected Materials except as permitted under copyright law. Application of the legal principle of “fair use” or other exemptions under the Copyright Act (Title 17 U.S.C) which protect many teaching and learning activities; obtaining the permission of the copyright holder; or receiving a license to use Copyright-Protected Materials; are ways to address the federal copyright requirements. It is the individual responsibility of faculty, staff and students to comply with this policy in all College programs and activities and in use of all College equipment, services, or facilities. The College Library and Information Technology can provide copyright guidance and information resources.

Copyright-Protected Materials include software, library, and other technology and information resources provided through the College for use by faculty, staff, and students. Such materials must be used for teaching, education, and research activities consistent with the licenses that have been entered into by the College.

Special requirements apply to public performance of motion pictures and videos. Federal law grants copyright owners the exclusive right to perform motion pictures in any “place open to the public or at any place where a substantial number of persons outside a normal circle of a family and its social
acquaintances are gathered.” (United States Code, Title 17, Section 101). Students should be aware that dormitories, clubs, fraternities and sororities may also be “semipublic” places. Further information regarding the showing of videotapes can be obtained by contacting the Assistant Director of Student Activities & Greek Life in the Slemp Center at 376-4651.

Under federal law, violations of copyright law may result in civil and criminal penalties, including imprisonment. The College regards violation of its copyright policy as a serious matter. Any such violation is without its consent and is subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant College services, resources, or property (including computing privileges) to dismissal or removal from the College as determined by applicable employment or student disciplinary policies. For other policies related to computer use, consult www.uvawise.edu/oit/SecureComputing/Policies.

HAZING

Hazing is prohibited under the State statute on hazing as well as by College policy, both outlined below. Any and all reports of hazing must be immediately reported to Campus Police at 328-2677 and the Assistant Director of Student Activities and Greek Life at 276-376-4651. Should it be an emergency, contact 911.

**UVa-Wise Policy**  The UVa-Wise policy on hazing is as follows:

*Hazing is prohibited under the State statute on hazing (Virginia Hazing, Civil and Criminal Liability, Code of Virginia, 18.2-56) as well as by College policy.*

*The College does not condone hazing in any form.*

The term "hazing" means any action taken or situation created by a member(s) of a student organization toward one or more organization members or toward prospective members (as a part of the new member selection process), that occurs on College-owned or leased property or at College-sponsored or supervised functions or at the local residence of any College student, faculty member, or employee, and that is designed to or produces mental or physical harassment, discomfort, or ridicule.

*Such activities and situations include, but are not limited to, creation of excessive physical or psychological shock, fatigue, stress, injury, or harm.*

*Student organizations and/or individual members found to have engaged in hazing shall be in violation of College policy and may also be in violation of the State statute.*

**Virginia State Law**

§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.

*It shall be unlawful to haze so as to cause bodily injury, any student at any school or institution of higher education.*
Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.


No UVa-Wise club, organization, Greek chapter or colony, nor its members or advisor, shall conduct or condone hazing activities.

NON-DISCRIMINATION

UVa-Wise student organizations may not restrict membership by reason of age, citizenship, color, disability, gender, race, religion, national or ethnic origin, political/organizational affiliation, sexual orientation or status as a veteran.

An article stating a prohibition against illegal discrimination MUST be included in each organization’s constitution.

EXAMPLE: The “Name of Club” of UVa-Wise at no time shall discriminate against a person because of that person’s race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran’s status, as in agreement with UVa-Wise policy.

Discrimination may be grounds for revocation of UVa-Wise organization charter status. However, the College recognizes that under federal law, social fraternities and sororities are exempt from Title IX
requirements and may continue to admit members based on gender (Bayh Amendment, 20 United States, Code 1681, (a) (6)).

Any and all reports of violations of this clause should be directed to the Assistant Director of Student Activities & Greek Life at 276-376-4651.

**Title IX**
The University of Virginia’s College at Wise strives to provide a working and educational environment for all faculty, staff and students that is free from sexual misconduct/harassment. Sexual harassment, sexual assault and other acts of sexual misconduct are forms of sex discrimination prohibited by Title IX. The prohibition against gender discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit, or if sponsored at other locations.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The U.S. Code specifically states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”20 U.S.C. § 1681

The Title IX Coordinator at UVa-Wise is Tabitha Smith located at Upper Level of Cantrell Hall.
SGA FUNDING — RULES AND REGULATIONS

Student clubs and organizations requesting funds from the Student Government Association must complete an SGA Allocations Request Form (available online or in the Student Leadership Wing). Upon approval by the SGA to allocate funds for a club/organization, a representative of that organization should contact Denise Maggard in the Office of Student Affairs at 276-328-0214 for purchasing and spending guidelines.

The following rules and regulations are from the budget section (section V.) of the SGA Policy Book to serve as a guideline for requesting funding from the Student Government Association. Any club or organization seeking to request money from the SGA should confirm these details and any additional information with the SGA Treasurer.

SGA POLICY BOOK — SECTION V. BUDGET (The full policy book is available at www.uvawise.edu/sga.)

A. The SGA Budget is derived from student fees and is annually set by the Vice Chancellor for Student Affairs and the Dean of Students.

B. SGA Request for Funds Process and Form
   a. Any request for money from the SGA must be accompanied by the online submission of the “SGA Request for Funding” form and must be received at least 21 days prior to funds being used.
   b. The online form must be submitted by noon on the Thursday prior to the SGA meeting in which the organization wishes to present their request to the Senate. The online form will be submitted to the President, Treasurer and Advisor. The President will add them to the agenda and confirm that the group is to present their funding request to the Senate at the scheduled meeting.
   c. The request will be presented at the meeting following receipt of the online form. A vote will follow at the next SGA meeting.
   d. All funds should be distributed in such a manner as to do the “most good” and benefit for the greatest number of students.

C. Unless in extreme circumstances, the SGA will use the following guidelines in an effort to be consistent and fair. These guidelines are meant to assist the Senate in reviewing funding requests. The guidelines are merely that, guidelines. They do not have to be followed exactly and may not be applicable in all cases.
   a. Organizational General Requests—can be used for supplies, startup money for new organizations or events, etc. This generally does not exceed $200 for new organizations or $100 for established organizations beginning a new project. Organizations must explain what the money will be used for throughout the semester/year.
   b. Organization Special Events—The SGA will generally apply no more than 50% of the cost of the event, as long as the event is open to all students and is of benefit to the student body.
      i. $300 per event, limit of $500 per group per year.
      ii. The event must be open to the entire UVa-Wise Campus
      iii. Other funding sources and efforts are recommended
      iv. A detailed list of costs and other contributions must be provided with the proposal.
D. Trip/Conference Grant—The SGA will generally assist with paying up to 50% for hotel, travel and conference fees when it is deemed those involved will bring back helpful information to the college community. The SGA will pay the same amount for one advisor.

i. Grants are generally used for service trips, conferences, etc. for individual students (may be representing an organization) to enrich their college experience.

ii. Group must provide a list of all of those attending, total costs, and any contributions received as well as all sources for funding. Other funding efforts are recommended.

iii. Group must comply with giveback policy by detailing how those involved with the conference will share their experience and what is learned with the campus community.

iv. A giveback must be completed within one month after the event and may include a newspaper article in the school or community paper, a session/program for other students, an art or photo display, or any other way to share the conference experience with the UVa-Wise community. An organization is not eligible to request additional funds until a giveback has been completed.

a. Other Programs/Events (not sponsored by a student organization)—groups of students and other entities may submit a request to the SGA to fund activities, events, or equipment which will benefit the Student Body.

b. Other—the SGA will consider other request not fitting in one of the above categories.

E. Funding Source—Any event or activity sponsored by SGA funds must include the following statement on all publicity and or advertisement: “Co-Sponsored by the UVa-Wise SGA and Student Fees.”

F. SGA “Request for Funds” Form—The SGA “Request for Funds” form is available online and is submitted electronically in order to request funds from the SGA.
WEB PAGE FORMS DIRECTORY

Please note that the following forms are available online at www.uvawise.edu/student-life/getting-involved/clubs-organizations.

- Chartwell’s Exemption Form
- Event Planning Form
- Fundraising Request Form
- Request to Charter a Student Organization
- SGA Allocations Form & Pre-Purchasing Form
- Student Organization Officer Contact Form
- Student Organization Registration Form