

WSUSS Policies for RSOs

Last Amended: Spring 2019

Article I. Definitions

Section 1: Acronyms

- a. **WSUSS:** Winona State University Student Senate
- b. **SAFC:** Student Activity Fee Committee
- c. **SAF:** Student Activity Fund
- d. **ASO:** Alliance of Student Organizations
- e. **WSU:** Winona State University
- f. **RSO:** Registered Student Organization
- g. **SFR:** Semester Financial Review

Section 2: RSOs

- a. A Registered Student Organization shall be defined as an organized group of students who have gathered to form an organization, registered and recognized by the WSUSS, bound by a common constitution of their design, that share a common interest, goal, activity, commitment or purpose.
- b. RSOs shall have the right to petition the WSUSS for the redress of all grievances and to request additional funding as needed.

Section 3: RSO Activity

- a. Active RSOs shall meet all of the following criteria:
 - 1. Shall submit a roster of at least ten (10) enrolled WSU Students in an online directory form
 - a. Club rosters shall consist of enrolled WSU students who are actively involved in the club or organization and who identify as a member
 - b. Club rosters must include members' name, email, Winona or Minnesota State College Southeast student status, and class standing
 - 2. Shall submit an annually updated RSO constitution and club roster by the second week of Fall Semester.
 - 3. Shall attend one club fair during the academic year
 - i. The ASO Director has the discretion to waive this requirement
 - 4. Shall update club directory information no later than the second week of Fall Semester, and as needed thereafter.
 - a. The primary contact must be the president.
 - b. The secondary contact must be the secondary leader, vice president, or treasurer.
 - c. The advisor contact must be WSU faculty or staff member
 - d. Each RSO can designate appropriate primary and secondary contacts when above contacts are not applicable

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- b. Must abide by federal, state, city, and University non-discriminatory policies—particularly Minnesota State Statute 363.01.
- c. Must attend Treasurer workshops, held by the WSUSS Treasurer
- d. Must submit an SFR if they received funding directly from Student Senate or through the SAFC by the end of the Fall Semester.

Section 4: Role of the Primary Contact

- a. WSUSS defines a “Primary Contact” as the person within the RSO who:
 - 1. Receives important communication from WSUSS ASO Director and is responsible for responding in a timely fashion if necessary.
 - 2. Is responsible for updating the contact information for their RSO.
 - 3. Is responsible for the coordinated fulfillment of important forms including registration, club fair signup, and SFRs, among others.

Section 5: Good Standing

- a. RSOs considered to be in “good standing” are those that have not been penalized for policy infractions outlined in the SAFC Fiscal Policies and Procedures Document within the past four (4) fiscal years.
 - 1. It is the WSUSS Treasurer and ASO Director’s responsibility to keep active records of all infractions and transition an active list to their successors.
- b. To be considered in “Good Standing” all RSOs must maintain the following: an updated roster list of active membership, an updated constitution and an updated Primary Contact, Secondary Contacts, and WSU faculty/staff advisor, as defined in Article I section 5 of this document.

Section 6: Club Categories

- a. Academic Clubs/Organizations: Any club related to a course, program, and/or department at Winona State University that is not an honor society.
- b. Campus Organizations: Any organizing unit on campus that has the primary purpose of providing programs for students on campus.
- c. Cultural Clubs: Any club relating to culture.
- d. Faith-Based Clubs: Any club established based on religious or spiritual beliefs.
- e. Greek Organizations: Any organization that is associated with Greek Organization.
- f. Honorary Societies: Any organization that is academically based and has requirements for membership.
- g. Special Interest Clubs: Any club or organization that focuses on a specific topic or activity.
- h. Sports Clubs: Any club that focuses on athletic activities.

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Article II. RSO Step System

Section 1: Procedure for the RSO Level System

- a. A RSO's level is based primarily upon number of active years.
 1. The active year requirement may be waived in circumstances where the RSO has a great impact on the WSU Community. If a situation like this should arise, it is the ASO Director and Judicial Committee's responsibility to meet with the RSO and bring a committee recommendation to the WSUSS.

Section 2: Step Breakdown

Subsection A: First Tier

- a. Requirements
 1. RSO officers are required to read and follow the SAFC Fiscal Policies and Procedures.
 2. Shall be responsible for compliance with all University policies, including, but not limited to, the use of University facilities, grounds, fleet vehicles and technology.
 3. Must meet all of the requirements to be considered an active RSO.
 4. Must have a minimum membership requirement of ten (10) WSU Students.
- b. Funding Eligibility
 - a. Shall be eligible for up to \$500 of funding per school year.

Subsection B: Second Tier

- a. Requirements
 1. Must meet all of the requirements of First Tier level with the following additions:
 - a. Must have been considered "Active", as defined in Article I, Section 3 of this document, during the previous academic year.
- b. Funding Eligibility
 1. Shall be eligible for up to \$1,000 of funding per school year.

Subsection C: Third Tier

- a. Requirements
 1. Must meet all the requirements of Second Tier RSOs with the following additions:
 - a. Must have been considered "Active", as defined in Article I, Section 3 of this document, during the two previous academic years.
- b. Funding Eligibility
 1. Shall be eligible for up to \$1,500 of funding per school year.

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Article III. Procedure for Changes in RSO Level

Section 1: RSO Level Determination

- a. In the instance of the original implementation of the RSO Step process all RSOs currently recognized by the WSUSS shall be considered a Third Year RSO.

Section 2: RSO Advancement Requests

- a. Should the WSUSS Judicial Committee see it fit to advance the RSO to a higher level before that RSO would normally be eligible; it will bring forth a committee recommendation to the WSUSS for considered by a majority vote.

Section 3: RSO Step Decrease

- a. All RSOs may be subject to a Step decrease should they violate the policies outlined in the SAFC Fiscal Policies and Procedures document or represent the WSU community in a negative or unbecoming manner, as determined by the WSUSS Judicial Committee.
- b. Should an RSO no longer meet the requirements outlined for their standing within the step system, the Judicial Committee will bring forth a committee recommendation to the WSUSS for immediate reduction to the proper status—via a WSUSS majority vote.
- c. An RSO may be lowered any number of steps necessary given the magnitude of their infraction as determined by the WSUSS Judicial Committee.

Section 4: RSO Dissolution Procedures

- a. In order for a club to be dissolved, the following procedures must be adhered to
 - i. The club representatives (advisor, primary contact, and secondary contact) must all be contacted to confirm the dissolution.
 - ii. Two-thirds of the club representatives must approve of the dissolution for the club to be removed from the club directory.
 1. If only one club representative confirms, there will be a two week grace period for a secondary club representative to confirm before removal from the club directory.
 - iii. If the ASO director does not hear back from club representatives, the club will automatically be removed from the club directory if no contact has been made after 2 weeks.

Section 5: Appeals Process

- a. All RSO appeals must be submitted to the WSUSS Judicial Committee.

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- b. In order to be eligible for an appeal, the RSO must remedy the situation that caused the infraction.
- c. Upon being informed of a change to their status, RSOs will have two opportunities to appeal the Judicial Committee Ruling:
 - i. RSOs will be given a period of 15 business days from the original notice of their status change to submit an appeal to the Judicial Committee.
 - ii. If an appeal is not submitted within the 15 business day period, the RSO may not submit an appeal to be reinstated to their previous status until the conclusion of the semester the infraction occurred.
 - iii. If a RSO submits the necessary materials for their appeal they shall be reinstated to their original status by a 2/3 Judicial Committee vote—brought forth to the WSUSS by means of a committee recommendation.

Article IV. Amendments and Exceptions

Section 1: Amendments

- a. Any amendments made to these rules shall be approved by a 2/3 vote of WSUSS.