STUDENT

REGISTERED INDEPENDENT ORGANIZATION (RIO)

HANDBOOK

August 2011
Get Involved!!

Welcome to the first step in starting a Registered Independent Organization, or RIO, at Hawai`i Community College (HawCC)! Hawai`i Community College encourages student participation in co-curricular activities; and a RIO is a great way to get to know people on and around the campus, boost your resumé, and get the most out of your time in college.

Along with the College, the Student Life Program is dedicated to providing a variety of programs that will enhance your college experience. The Student Life Program, along with student members of the ASUH-HawCC Student Government Senate (SG) and the AFSA-HawCC Student Life Council (SLiC), are available to help you with your student organization. If you require assistance, please contact the Student Life Coordinator, Larissa Leslie, by email at larissa8@hawaii.edu, by phone at 974-7710, or in person at Manono building 379A, Room 1A.

This handbook will provide you with the information you need to know to get a RIO started, and it will give you some additional resources you can use once your RIO is approved by the College. Every RIO is required to be familiar with this handbook and abide by the policies established by this handbook. Let’s get started!

What is a HawCC student RIO?

A HawCC student RIO is a student Registered Independent Organization. A RIO provides co-curricular opportunities for students to acquire leadership, team work, organizational, and implementation skills. A RIO also engages students in responsible problem solving and decision making. Students must think critically, employ ethical standards, and interact with other people.

What students learn through a RIO will serve them well as college students, as it supplements the classroom experience. It provides students with academic (as extensions of their curricular program), social, recreational, cultural, and/or civic opportunities. But the benefits of RIO membership go beyond the campus and extend into a student’s life as a family member, employee, and community member.

Membership

A student RIO consists of at least six (6) students who are enrolled in HawCC classes with at least one (1) advisor who is a faculty or staff member of HawCC. A non-HawCC student (i.e., UHH student, HawCC alumnus, faculty, staff, community member) may be an honorary member. An honorary member cannot vote, hold office, nor officially represent the RIO. At any time, at least seventy five percent (75%) of the membership must be comprised of enrolled HawCC students. Only HawCC students may serve as officers.
Relationship with the University / College

Although the University of Hawai‘i recognizes student RIOs, it is not responsible for these organizations. The RIO assumes responsibility for its activities including debts incurred, insurance coverage, legal defense, risk management and relationships with third parties.

As indicated in the UH Board of Regents (BOR) Policy on Student Affairs (Section 7-3), a RIO must include the following disclaimer on all publications and communications with third parties: “Although the RIO has members who are University of Hawai‘i students, faculty or staff, the RIO is independent of the University and does not represent the views of the University. The RIO is solely responsible for all its contracts, debts, acts, and omissions.”

The RIO name shall not include “University of Hawai‘i” or “Hawai‘i Community College,” which is part of the University of Hawai‘i.

The University of Hawai‘i views its relationship with the RIO as consistent with the University’s philosophy of education and student self-governance. RIO leaders and advisors assume responsibility for the organization’s activities and the conduct of its members.

The HawCC Student Life Coordinator can help students and advisors with the effective functioning of RIOs. In addition, student members of SG and SLiC are also available to assist.

RIO Responsibilities

Students with common interests are encouraged to form a RIO to develop their curricular and/or co-curricular interests, be involved in activities, and to enrich their college experience. Although independent of the University of Hawai‘i, a RIO has basic responsibilities to include the following:

1. Abiding by this HawCC Student Registered Independent Organization (RIO) Handbook
2. Obeying all State and County laws
3. Operating within the policies and procedures of the University of Hawai‘i
4. Abiding by the University of Hawai‘i and the HawCC Student Conduct Codes
5. Adhering to its own RIO bylaws
6. Abiding by the non-discrimination policy, which prohibits policies or practices which discriminate against any person because of race, creed, color, age, national origin, ethnic background, gender, sexual orientation or religion
7. Managing risk
8. Keeping an accurate accounting of funds
9. Retaining a HawCC faculty or staff person as the RIO advisor
10. Renewing the RIO registration annually by submitting the RIO Registration Form at the start of every Fall semester once the RIO is established
Establish a RIO

1. Obtain and read the HawCC STUDENT REGISTERED INDEPENDENT ORGANIZATION (RIO) HANDBOOK.
2. Write the RIO bylaws.
3. Complete the HawCC RIO Registration Form, which requires the names of officers, members and the advisor who must be a HawCC faculty or staff member.
4. Submit both the Registration Form and the RIO bylaws to the Student Life Coordinator for review and approval. This is then forwarded to the Vice Chancellor for Student Affairs (VCSA).
5. Once the RIO, through the advisor, receives a letter of approval from the VCSA, the RIO must establish a bank account if it expects to be involved with money transactions. (Refer to the sections on “Funding a RIO” and on “Banking and Tax Information.”)

The Student Life Coordinator or designee will keep and maintain a list of RIOs and their contacts. This list will be provided to various programs and departments on campus who wish to interact with the RIOs, including, but not limited to, chartered student organizations (CSO), other RIO, auxiliary services, and administration. The list will also be provided to students interested in joining a RIO. The RIO advisor and President will be included on the list.

Requesting Use of Campus Facilities and Services

All RIOs must submit their requests for campus facilities and campus services to the Student Life Coordinator for approval. If approved, the request will be forwarded for additional required approval signatures. Each facility manager or auxiliary services may approve or deny the request at their discretion.

When requesting to use campus facilities, full approval must be obtained before the activity/event is publicized. You are encouraged to contact the facility manager prior to submitting your request to find out about suitability, availability, and fees. It is the RIO’s responsibility to be aware of the specific requirements and restrictions of each facility. Some facilities charge a fee for use.

When a RIO is using a campus facility, there must be RIO members and a RIO advisor present at all times. One of the benefits of being a RIO is the privilege to use campus facilities and services. Please remember to abide by all campus policies and rules at all times.
Manono Campus Facilities. Different places require different approval procedures.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>CONTACT OFFICE</th>
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<tbody>
<tr>
<td>Kaneikeao (Bldg. 379, Rm. 1)</td>
<td>Student Affairs</td>
<td>974-7657</td>
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<tr>
<td>Conference Rooms (Bldg. 379A, Rms. 6A and 6B)</td>
<td>Student Affairs</td>
<td>974-7657</td>
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<tr>
<td>Classrooms and Cafeteria</td>
<td>Office of Continuing Education and Training (OCET)</td>
<td>974-7531</td>
</tr>
<tr>
<td>Student Lounge (Bldg. 379, Rm. 15)</td>
<td>Student Life Program</td>
<td>974-7710</td>
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Upper Campus Facilities. Different places require different approval procedures.

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<tr>
<th>FACILITY</th>
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<tr>
<td>Campus Center, Campus Center Plaza, Library Lanai</td>
<td>Campus Center Office</td>
<td>974-7499 [<a href="http://www.uhh.hawaii.edu/campuscenter/">http://www.uhh.hawaii.edu/campuscenter/</a>]</td>
</tr>
<tr>
<td>Athletic Complex</td>
<td>Intramural Director</td>
<td>974-7702</td>
</tr>
<tr>
<td>Campus Center Dining Room</td>
<td>Sodexho Director</td>
<td>974-7303 [<a href="http://hilo.hawaii.edu/depts/sodexo/">http://hilo.hawaii.edu/depts/sodexo/</a>]</td>
</tr>
<tr>
<td>Theater (UHH Performing Arts Center)</td>
<td>Performing Arts Center Office</td>
<td>974-7310 [<a href="http://artscenter.uhh.hawaii.edu/">http://artscenter.uhh.hawaii.edu/</a>]</td>
</tr>
<tr>
<td>Student Life Center</td>
<td>Student Life Center Office</td>
<td>933-7626</td>
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Off-Campus Facility. There is one off-campus facility.

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<tr>
<th>FACILITY</th>
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<th>CONTACT INFO</th>
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<tr>
<td>CAFNRM Farm in Panaewa</td>
<td>College of Agriculture, Forestry, and Natural Resource Management (CAFNRM)</td>
<td>974-7393</td>
</tr>
</tbody>
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Publicizing a RIO Event

Publicizing an event early will give people enough time to plan to attend if they are interested in participating.

When publicizing an event, please include the following statement on flyers, posters, news releases and announcements: “Anyone requiring auxiliary aids or special accommodations to participate in this event should contact Karen Kane at 933-0702 at least 14 days prior to the event.” The RIO must pay all the costs for providing disability accommodations.

The following are some of the ways to publicize a RIO event.

1. Post a flyer on general use campus bulletin boards. Do not post flyers directly on painted walls. Have the Student Life Coordinator approve the flyer before posting.
2. Campus Activities Calendar. This is an electronic calendar located next to the Campus Center Lava Landing and in kiosks around the upper campus. To post an item, go to [http://www.uhh.hawaii.edu/news/evt submit.php].
3. Ke Kalahea. Submit announcement to this shared HawCC/UHH student newspaper. The Ke Kalahea office is located in the Campus Center on the Main Campus.
4. University Radio Hilo. For contact information, visit the website for this shared HawCC/UHH campus radio station at http://radio.uhh.hawaii.edu/.

**Notice to Public (Signage)**

All flyers posted on or around the campus by a RIO must first be approved by the Student Life Coordinator.

When using campus facilities, a RIO is required to have a visible banner or sign with the RIO's name and the activity being undertaken (i.e., recruiting members, providing information, taking a survey, fundraising). Student RIO members and the RIO advisor must be present at all times. If these guidelines are not followed, the Student Life Program reserves the authority to terminate the activity or display.

RIOs may not approach people to solicit them. Each person should be able to freely choose whether to listen to your solicitation or not.

**Security Arrangements**

Campus security officers or off-duty police officers are required for dances and major events open to the public that are held on campus. When planning an activity/event, consult with the Auxiliary and Facilities Services Officer for security requirements on the Manono Campus. For security requirements on the Main Campus, consult with the Auxiliary Services Director. There is a fee for security.

When arranging for security, identify the RIO contact person and advisor who will be in charge of the event. This person must identify himself/herself to the officers prior to the event. Plan for the officers to report at least ½ hour before the event begins and to remain at least ½ hour after the event ends. Start and end times for the presence of security personnel may vary depending on the nature of the event. Security is there to assist in a safe and disruption-free event. Communicate any concerns to them so they can provide the best safety assistance possible.

**Risk Management**

When a RIO is planning an event, it is important to consider the risks involved. Students are advised to avoid high-risk activities. A RIO may consider obtaining event-insurance at their own expense if the situation warrants it. Students wishing to engage in high-risk activities off-campus may do so on their own without a RIO’s involvement.
Risk Release Waivers. To protect a RIO, its officers, and advisor(s), participants in all off-campus and some on-campus activities should be required to sign an “Assumption of Risk and Release Form” prior to the activity. This release form does not mean the RIO cannot get sued. However, it does mean that the RIO can show that the participant was informed of the risks beforehand and chose to assume the risks and responsibilities associated with the particular activity. Contact the Student Life Coordinator if you need a sample risk form.

Alcohol and Illegal Substances. To promote risk management, all RIO activities must be alcohol free and substance free. Student fees may not be used to purchase alcohol nor can student-organization-sponsored events held on or off campus include alcohol. To limit the RIO’s risk, there should always be a specific time period placed on any activity.

Funding a RIO

Membership Dues. To meet basic operating expenses a RIO may assess membership dues, which can be collected per month, per semester, or otherwise. If dues are assessed, this should be stated in the RIO bylaws. When determining the amount of the dues, a RIO should keep in mind its operating expenses and what would be reasonable for most members to pay.

Fundraising. A RIO may raise money by selling goods or services, by charging admission for an event, or by soliciting donations. Such fundraising activities are for the benefit of the RIO and funds are to be used for RIO sponsored activities.

A RIO selling food on the Upper Campus must contact the Sodexho Director to obtain a special waiver.

A RIO is responsible for obtaining a temporary food permit from the Department of Health for any food sales, on or off campus.

A RIO planning a fundraising activity on campus must submit an Application for Facility Use and Addendum along with other necessary forms (i.e., Security Request Form, Sodexho Special Waiver, Temporary Food Permit) to the Student Life Coordinator who assists in ensuring the requirements for that fundraising event are being met.

Chartered Student Organization Funding. A RIO may submit a proposal for funding to assist with the establishment of the RIO or with a RIO expense. The CSOs that can provide funding are:

1. AFSA-HawCC / SLiC
   a. Funds cannot be used for fundraising purposes
   b. Requests must be received at least eight (8) weeks prior to the event date
   c. Contact the SLiC Vice Chair for more information
2. ASUH-HawCC / SG
   a. Funds cannot be used for fundraising purposes
   b. Requests must be received at least eight (8) weeks prior to the event date
   c. Contact the SG Vice President for more information
3. UHH/HawCC Campus Center Fee Board

The groups will consider the availability of funds, how the proposed funding will be used, and how the project will benefit the student body. These sources are subject to change; please contact the CSO for the most current guidelines.

**Banking and Tax Information**

To receive funds from a CSO or any other UH source, a RIO must have a bank account. Each RIO will need to have a Federal ID number (also called an Employer ID Number or EIN) to open a bank account. Having a Federal ID number is not the same as having IRS non-profit status. Information about the EIN can be accessed at the following website: [http://www.irs.gov/businesses/small/article/0,,id=102767,00.html?portlet=4](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html?portlet=4).

A RIO cannot use “University of Hawai’i” or “Hawai’i Community College” in the name of the account.

Note that all fundraisers are taxable, even those for non-profit organizations. When planning a fundraiser, be sure to consider a General Excise Tax (GET) License:

1. Obtain an application for a General Excise Tax License (GH W5 form) from the Tax Office at the State Building on Aupuni Street.
2. Complete the form accurately.
3. Return the form, with the required fee, to the Tax Office and they will issue the license.
4. For further information, visit [http://state.hi.us/tax/a1_b2_1geuse.htm](http://state.hi.us/tax/a1_b2_1geuse.htm) or call the State Tax Office at 974-6321.

**Equipment Rental**

The HawCC Student Life Council has purchased a variety of equipment, which can be borrowed for RIO use (not for personal use). Contact SLiC for the equipment available and for policy and procedures regarding this loan service.

**Dissolution**

To terminate, a RIO should:

1. Close all RIO bank accounts. A receipt or statement verifying account closure must be requested and obtained from the financial institution.
2. Compose a statement indicating why the RIO is being dissolved and explaining how the remaining RIO funds are being distributed. Individuals are not entitled to receive these monies. Have the Advisor and the President of the RIO sign this statement.

3. Submit the bank receipt/statement and the written statement to the Student Life Coordinator.

A RIO that has dissolved can be reinstated at any time by completing a new RIO Registration Form.