

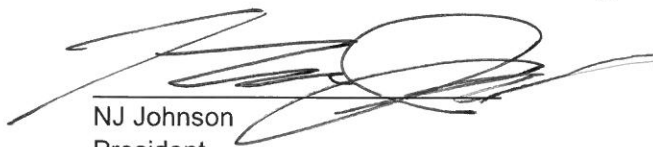
2020-2021

ASWOU Student Organization

Handbook

Revised October 2020

ASWOU and Student Engagement
Western Oregon University



NJ Johnson
President
Associated Students of Western
Oregon University



Steven Richmond
Judicial Administrator
Associated Students of Western
Oregon University

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Important Contacts

Student Engagement

Megan Habermann **Associate Director of Student Engagement**
(habermam@wou.edu) 503-838-8659

Why would I contact them?

General questions, policy questions, leadership workshops

Kelly Welch **Coordinator, Organizations and Activities**

(welchk@wou.edu) 503-838-8514

Why would I contact them?

Event Advisements, program ideas, student organization functioning, general questions

Chelsea Blatner **Assistant Director of Student Engagement**

(blatnerc@wou.edu) 503-838-8647

Why would I contact them?

Room setups and building access, audio/visual/media questions, staffing for programs (A/V techs, dance monitors, etc), posting to the LCD screens, reserving tents **Information**

Information Desk

(seof@wou.edu) 503-838-8261

Why would I contact them?

Making EA appointments, reserving sandwich boards/tent/grill/tables borrowing a cash box, general questions

ASWOU Resources

Claire Graves **ASWOU Director of Student Organizations**

(aswouorgs@wou.edu) 503-838-8553

Why would I contact them?

Chartering as a new club, club functioning and policies, new ideas, club fair, retreats and leadership.

Hunter Weeks **ASWOU Business and Finance Director**

(aswoubusfin@wou.edu) 503-838-8553

Why would I contact them?

Budget questions, funding, purchase orders, reimbursement, submitting budgets for IFC.

Paula Taylor **ASWOU Office Coordinator**

(taylorp@wou.edu) 503-838-8303

Why would I contact them?

Reserving ASWOU starter cash, submitting contracts, purchase orders, travel forms.

Ruben Ramirez **ASWOU Director of Visual Communications**

(aswouviscom@wou.edu) 503-838-8553

Why would I contact them?

Learn about campus posting policies, design and print posters, posting on Tinkle Times.

NJ Johnson **ASWOU President**

(aswoupresident@wou.edu) 503-838-8555

Why would I contact them?

Representing your rights as students, concerns dealing with administration, policies.

Maria Barrera **ASWOU Vice President**
 (aswouvp@wou.edu) 503-838-8553

Why would I contact them?

Representing your rights as students, concerns dealing with administration, policies.

Steven Richmond **ASWOU Judicial Administrator**
 (aswouja@wou.edu) 503-838-8556

Why would I contact them?

Questions about Judicial Board and sanctions, club policies, and constitutions.

Campus Resources

Emmanuel Macias **Asst. To the Vice President of Student Affairs**
 (maciase@wou.edu) 503-838-8423

Why would I contact them?

Posters approval for campus, travel paperwork approval, non-travel meals refreshment form approval

Rebecca Chiles **Director of Public Safety**
 (chilesr@wou.edu) 503-838-8822

Why would I contact them?

Officer needs, notification of an outdoor program, liability waivers

Jenna Otto **Catering Office Assistant**
 (ottoj@wou.edu) 503-838-8439

Why would I contact them?

Catering orders/food for an event

Albert Worotikan **Director of Campus Dining**
 (worotikana@wou.edu) 503-838-8382

Why would I contact them?

Food Policy Waiver, bake sales, other food related events

Introduction

Welcome!

This is your ASWOU Student Organization Handbook for 2020-21. In this document, you will find information that you can use to help you and your fellow students be successful with events, membership, and other areas related to Student Organizations. It also provides background information, suggestions on how to be an effective leader, and policies and guidelines for successful student organization operation here at WOU. If there is additional feedback or suggestions for improvement of this document, please contact the ASWOU Director of Student Organizations at aswouorgs@wou.edu.

Campus Resources

There are numerous campus resources set in place to assist student organizations on campus:

****Key University updates concerning the coronavirus pandemic can be found at <https://wou.edu/coronavirus/>**

****All protocols in accordance with or defer to HECC Guiding Document from July 22:
<https://www.oregon.gov/highered/about/Documents/News-Updates/OHA-HECC-higher-education-health-standards-covid-FINAL.pdf>**

Protocols subject to change warranted by evolving circumstances or guidance.

- Utilize the WOU website or contact the WUC Information Desk for campus information.
- The ASWOU Office Coordinator is also an important resource as they are knowledgeable about multiple policies and procedures on campus.
- ASWOU Cabinet members such as the Director of Student Organizations and the Director of Business and Finance are here for you too.
- The Coordinator, Organizations and Activities, in Student Engagement is a great resource for planning events on campus and questions about University policy.

Constitutions and Charters

WOU requires every student organization on campus to be officially recognized with a charter and a constitution. The purpose of these documents is to establish the legitimacy of each organization and to verify that an organization upholds University guidelines in order to access facilities, monies, etc.

Your best resource for any questions regarding your club's constitution is Judicial Administrator Richmond. They can be reached at aswouja@wou.edu or by phone at 503-838-8556

Constitutions

Your constitution is the backbone of your group. Ask yourself these questions:

- What are the goals of our organization?
- Who are the members and who are the leaders?
- What roles do people play in our organization?
- How is an election held, money spent, and what rules should we follow?
- How do we change the constitution later on?
- Do we have all the statements included required by ASWOU?
- What happens if the club dissolves or has any debt?

Writing a constitution is relatively easy using the template found on ASWOU's Engage page under Files and in this document under Appendix I. Make sure there are both electronic and hard copies of your constitution.

Once a constitution is created or amended, it must be submitted to the ASWOU Director of Student Organizations and the Judicial Administrator for approval through the Engage rechartering process. Revisions are generally needed to verify that the constitution adheres to WOU's guidelines. The template for Western Oregon University's constitution is on the following pages, but you may also add additional areas that would be beneficial to your specific group.

Questions & Answers

- How often is a revision needed?
Once a year is all that is required by ASWOU. But if something comes up that makes the constitution difficult to operate, organizations are encouraged to amend it. For example, if the constitution says that your group will meet twice per month, but members can only meet once per month, the constitution will need to be changed to deal with this issue. Your constitution should be changeable with a 2/3 consensus of the membership.
- How much detail should the constitution have?
The constitution should be a broad document that defines the parameters of the group, but not manage every little detail. It is meant to get at the core values of the organization and define individual responsibilities in a general way.

Charters

In addition to completing a constitution, each organization must re-charter every year through Engage to be officially recognized. The re-chartering process updates the organization's information and contacts for the upcoming year.

It is important for ASWOU to receive charters because this is how it knows which organizations will be active the next academic year. The charter also lists advisor information and contacts as well as confirming that each student organization understands the University and ASWOU guidelines for the upcoming year.

The Three Tier System

ASWOU utilizes three categories of charters, to better help serve clubs. The three tiers are *funded*, *unfunded*, and *affiliated*.

Funded clubs receive student fee funds through the Incidental Fee Committee. They have their own ASW index code and follow state guidelines for usage of their money. New clubs looking to become a Funded club must be a chartered club for two consecutive academic years before applying for funding.

Unfunded clubs may be chartered clubs looking to receive IFC funding once their two consecutive years of chartering are completed, or clubs who do not require funding, but still want the other benefits of being chartered with ASWOU.

Affiliated clubs are affiliated with either a campus department or outside organization. They receive resources from this organization. Resources include mentorship and guidance, money, rooms for meetings, curriculum, mission statements, and/or other materials.

Questions & Answers

- Where do I find the charter form?
You can find it on your organization's Engage page under "Organization Settings" or, if you are chartering a new club, under the Organizations tab on the Engage homepage.
- When are they due?
The re-chartering forms are due with the constitutions by the end of the eighth (8th) week of Spring Term. New club charters are accepted at any point in time during the year, however.
- What happens if the charter is not updated?
Organizations that do not submit their charter are not recognized by the University. The group cannot access its funding, utilize University facilities for free, and many other benefits of being chartered. Make sure your group does it on time!

Membership

How to Recruit New Members

One of the first things that any successful organization must do, often at the beginning of the academic year, is recruit new members. Below you will find some suggestions and techniques for recruiting new members for your organization. Some of these options are limited due to COVID-19.

- Utilize residence hall posting and publicity options.
In the fall, there are hundreds of new students that move into the residence halls and have no current connection to campus and the community. Your organization can tap into this opportunity, but it is best to act early. Reference the Posting Policy (Appendix II) to see how you can get posters in the Residence Halls and around campus. Start early. Start your publicity early, before other campus groups have had a chance to get their own campaigns into gear. New students may be worried about their time and choose only a couple of things to be involved in. This may mean planning at the end of spring term for the following fall.
- Use multiple marketing methods.
There are so many ways to advertise: get sandwich boards from the WUC to place along campus walkways (follow policies), distribute posters around campus (need VPSA stamped posters), table in the WUC (reserve tables through Astra), and other creative ideas. Or use word-of-mouth with RAs and other returning residence hall students to help spread the word.
- Participate!
Make sure your organization signs up for any Clubs and Organizations Fairs that might be planned.

How to Keep Members Involved

Below are some questions you should ask to determine if you are keeping the interest level in the organization high enough to keep and improve involvement:

- Is the organization effectively publicizing its meetings, holding them in at a time/location where people can attend, and giving reminders to its members?
- Are new members recognized, greeted, and made to feel included? Personally introducing someone around the group can go a long way.
- Are the activities and events reaching a diverse group of interests within the group or are they the same thing over and over again?
- Do the members feel like they are needed? Students that are involved, have their opinions solicited, and are told that they are valued will be more committed to the organization.
- Are the meetings useful or are they unstructured and without purpose? People do not like to waste their time with unnecessary meetings.
- Does everyone feel that they can speak up in the meeting and be heard, or is the organization a clique-ish group that caters to only a few?
- Is the pace of the meeting or events lively and interesting?

- Is the organization being proactive about recognizing its members and the value they play to the organization?
- Are the events things that you would want to go to?

Delegation is one key to involve members in what is going on. Give someone autonomy and tasks that are meaningful and important. Provide clear instructions and communication as well as the resources someone needs. Delegation is most effective when the person comes up with the idea or has some ownership of the topic. It is an ongoing process of trust that you impart on someone, but don't abuse it! Don't delegate anything you haven't or wouldn't do yourself. Finally, recognize people for their efforts in a public manner - they may be willing to do it again!

Social activities are one of the biggest keys to build relationships within an organization. It is also probably the single best way to promote commitment later in the academic year. Use these social events to spur further involvement and keep the activities fun and light. You can create virtual social events on Zoom!

Questions & Answers

- If these ideas don't work, what are some other options?
Again, using creativity is important. Create a point system with rewards for people that are involved most often, but also reward the people that are infrequent in attendance. Use recognition and say "thank you" when you can. People like to be recognized for their efforts, so it is important to take the time to do so. Take advantage of the ASWOU resources at your disposal.

Officers and Responsibilities

Below are the officer positions required for your student organization. Officers within each position are required to attend certain training sessions in the fall term. Duties written in bold are those which are required for each position, but others may be altered or assigned to another officer as your organization sees fit, so long as it is specified within your constitution.

President

- Coordinates any fundraising for the organization
- Represents organization at official functions
- Serves as a role model and representative to the group and how members should behave and be involved in the group
- Schedules and conducts meetings
- Serves as main contact person
- **Ensures all official communications regarding club business/activities are responded to in a timely manner**
- **Can make room reservations through Astra**
- **Can make purchasing requests**
- **Must attend all training sessions required by the ASWOU Executive cabinet**

Vice President

The Vice President's role is also often defined by the organization constitution and represents the "right hand person" for the President.

- **Assume duties of President as needed.**
- Serves as "ex-officio" member of standing committees or committees may report to the Vice President.
- Plan officer and organizational retreats
- Coordinates organization recruitment efforts
- Provides for closing ceremony or recognition efforts
- Represents organization at official functions
- Serves as a role model and representative to the group and how members should behave and be involved in the group
- **Can make room reservations through Astra**
- **Can make purchasing requests**
- **Strongly encouraged to attend all training sessions, must attending travel training**

Treasurer

The treasurer manages the club's finances.

- Keep track of spending/account balance
- Oversees club budget
- Responsible for money during events and fundraising
- **Works with appropriate organization to manage accounts**
- **Can make purchasing requests**

- **Meets with ASWOU Director of Business and Finance once per month to check in on the club or organization's accounts**
- **Must attend finance training**

Membership Coordinator

The membership coordinator serves as a record keeper.

- **Ensures the club roster is accurate and up to date**
- **Ensures Engage page has proper admin rights**
- Keeps track of dates/times/deadlines
- Takes minutes/notes during meetings and distributes them to club members
- **Responsible for reporting any officer changes to ASWOU**
- **Must attend increasing membership training**

Optional Officers:

Events Coordinator

The events coordinator is responsible for helping plan events.

- Responsible for planning/managing events
- Can make room reservations through Astra

The duties of all of these officers should meet the basic needs of your organization, but you are encouraged to create more positions to cater to your organization's particular needs. For more resources, contact the Student Engagement office or ASWOU.

Questions & Answers

- Can we create more officer positions?
Yes. Organizations are encouraged to create more officer positions if they believe it will help them run more smoothly. Each new officer position must be listed and their duties outlined in the organization's constitution.
- What are some other potential officer titles?
Some other officer titles that have been created could be: Secretary, Historian, Director of Publicity, Projects Coordinator, Parliamentarian, Social Coordinator, Diversity Coordinator, or Communications Director.
- Can we change the title name of the five main officer positions?
Within the context of your club or organization, you are welcome to change the names of each position, but in an official capacity, ASWOU must be aware of who fills each role; i.e., if you rename your president Master of Ceremonies, it should be stipulated in your constitution that the Master of Ceremonies will fulfill the role of president.
- What if officers change mid-year?
Hold elections in the middle of the year, but follow your own organization's constitutional processes. **Notify ASWOU of any changes in organization officers. If you change an officer, you must make the change official on Engage and notify the ASWOU Director of Student Organizations within two business days.**

Finances

Now let's talk about money! It is one of the most procedure-driven and detail-orientated areas of the University and must be followed accurately and completed in a timely fashion. It is also imperative that your organization's Treasurer and President (or whoever else works with the finances) know good practices for budgeting and spending that money.

It is highly recommended that all organizations use a spreadsheet to keep track of their funds. This spreadsheet should be updated regularly and compared against the ASWOU Director of Business and Finance's spreadsheet of your budget periodically.

Budgets

To aid in fiscal responsibility and accountability for its members, organizations should create a budget to anticipate expenditures during the academic year. This could be a valuable financial tool for your organization when planning for the term or year(s) ahead. **In fact, budgets are required from all Incidental Fee Committee (IFC) funded clubs and organizations.**

To create a budget, establish what your expected revenues will be. It is helpful to go back through the last few years (if available) of financial records to determine how much money was brought in to the organization in the past. If you don't have these records, brainstorm with the group what financial goals are realistic for revenue and expenses. If you would like assistance creating a budget spreadsheet, feel free to contact the ASWOU Director of Business and Finance for help getting started.

IFC funded student organizations will budget during fall term what their expenses and revenues will be for the following academic year. ASWOU must submit their budget proposals during winter term to IFC. **Your funded student organization will need to meet with the ASWOU Director of Business and Finance early in fall term to establish this budget.** Your organization will also be required to submit a budgeted event/travel form that will be strictly adhered to in the next academic year at that time.

Questions & Answers

- Can we change budgets once they have been written?

Yes, if your organization is non-funded, you can change budgets as you need to, but ask yourself why you are changing them first. Is it because it was inaccurate or unrealistic or because you would rather not go off of what was planned early in the year?

If your organization is IFC funded, in order to alter your budget, you will need to petition the Incidental Fee Committee (by attending an IFC meeting) and present your case.

Potential Funding Sources

****Please note that with budget cuts this year, finding funding may be more difficult**

Residence Hall Association

The Residence Hall Association has money that it can allocate to student organization activities that have a direct connection to or benefit for residential students. The amount of money available is limited and it is recommended that you recognize RHA as a contributing organization. Contact RHA at the Residential Service Center in Valsetz Hall or (503) 838-8561 for more information or to be placed on the meeting agenda.

Incidental Fee Committee

The Incidental Fee Committee (IFC) is the student committee responsible for allocating student fee money to several campus departments and organizations including ASWOU, Student Engagement, and Athletics. Contact ASWOU (whose budget oversees student organizations) early in Fall Term if there are expenses for travel or program needs that you would like to propose for funding. The IFC Extraordinary Travel committee also allocates money to organizations for unexpected travel expenses.

Vendors

In the Werner University Center — both by the elevator and outside on the plaza - it is not uncommon to find someone or some group selling various items such as clothing, art, etc. These groups must be sponsored by student organizations. Your organization can contact vendors and arrange for dates in which the vendors can use University space to sell their items.

In return for that space, you can choose to charge the vendors a fee that they pay to your organization directly. That fee is up to your discretion, but \$50 is recommended. Find a vendor your organization would like to sponsor and then complete the event registration process.

Purchasing Methods & Other Resources

Purchase Orders

A purchase order is a “promise to pay” that some vendors accept in lieu of credit card or cash payments. This is the preferred method for spending your organization’s money. Be sure to check with the ASWOU Office Coordinator to ensure your intended vendor is entered in the WOU system. You will work with a vendor (be it online, over the phone, or in person) to determine the cost of the product/service requested. You will then submit a Purchase Order Approval Form to the ASWOU Director of Business and Finance to be approved. An official invoice will also need to be submitted and approved. The ASWOU Office Coordinator will then work with you to get the product/services purchased.

On-Campus Purchasing

Student organizations may purchase goods and services from the Wolf Store, Catering, Library and Media Services, and other on-campus vendors. Purchases require an index number and activity code (if applicable). You can find out what your organization's index code is from the ASWOU Director of Business and Finance. You will also need to fill out the appropriate journal voucher, bookstore authorization or catering charge authorization form.

Personal Reimbursement

If you are unable to acquire items via Purchase Order, a Personal Reimbursement may be pursued. This process allows you to purchase an item/service (excluding tax reportable expenses) with your personal money and then get reimbursed for that purchase. Note that reimbursement is not a guarantee, which is why this is secondary to the Purchase Order.

Before the purchase is made, an Expenditure Authorization Form needs to be submitted and completely approved by the ASWOU Director of Business and Finance; further paperwork may be needed depending on the anticipated expenditure. Once approved, you are then free to make the approved purchase, but you must submit your itemized receipt after the purchase.

After the purchase is made, a Personal Reimbursement Form will then need to be submitted with the original itemized receipt attached. This paperwork will go through the approval queue ending in the Business office to pay the reimbursement through your student account. If you owe money to the University, your reimbursement will go towards that dept.

Special Arrangements

Office supplies are purchased through a state contract for less than other places typically sell them. Contact the ASWOU Office Coordinator with your needs and they will be able to order those items, charge it to your account, and arrange for delivery back to the ASWOU office, typically within a few days.

Contracts

Anytime your organization or the University does business with a company or individual that provides a service, such as a speaker, band, comedian, DJ or other group, the University must secure a contract with that group/person prior to the service starting. Even if the person is a volunteer, they still must secure a contract. In addition, the individual or business must also submit a WOU Substitute W-9 form and be on file so that WOU can report how much money was paid to that individual or business for tax purposes. To create a "Personal Services Contract," do the following steps:

- Complete and submit a **Performer Contract Worksheet** to the ASWOU Office Coordinator at least 6 weeks prior to the event. Check with the Office Coordinator to see if they are already in the system as WOU vendors.
- The ASWOU Office Coordinator will use the information on the Contract Worksheet to create a **Personal/Professional Service Contract (PSC)**.
- The PSC will need to be signed by the performer, ASWOU President, ASWOU Advisor, and the WOU Contracts Manager before the performer comes to campus.

Cash Boxes

Cash boxes are available for students sponsoring an activity or program involving monetary transactions through the Werner University Center Information Desk.

How to order a cash box

- A representative from a group or organization can request a cash box from the Info Desk at the time of the event
- Starter cash is checked out from the ASWOU Office Coordinator.

When picking up the cash box:

- Before the event, the individual designated to pick up the cash box will sign the cash fund slip noting the organization, index number, the dollar amount, the purpose of the cash fund, and the signature of the individual to whom the cash was issued.
- The individual picking up the cash box should count the monies and make sure the count agrees with what you are signing for. The individual will be responsible for the monies and the replacement cost of the cash box if not returned.

When returning a cash box:

- When a cash box is returned, a recap of cash will be documented and signatures will be secured from the individual(s) returning the cash and/or tickets and the ASWOU Office Coordinator
- Deposits and the return of cash boxes will be accepted during business hours of the Werner University Center. The starter cash must be returned in U.S. currency (No checks or foreign monies will be accepted for the beginning fund).
- All monies must be returned to the ASWOU Office Coordinator
- Student organization members are not to walk away with monies.

Travel

****IMPORTANT NOTICE:** Due to the coronavirus pandemic, traveling for clubs is prohibited until further notice**

Travel Process (Land Travel)

1. Get the following forms from ASWOU or on the ASWOU Engage page:
 - Student Travel Request Form (due at least two days before travel to Vice President of Student Affairs) ● Pre-Travel Authorization Form (due two weeks before travel to the ASWOU Director of Business and Finance)
 - Emergency Contact Form (enough for all travelers) (due two days before travel to VPSA)
 - Liability Waiver Form (1 per traveler) (due two days before travel to VPSA)

2. Are you using a state vehicle? ● If yes, go to step #3
 - If no, then go to step #5

3. Contact ASWOU Office Coordinator to reserve state vehicles.
 Be sure you know how many, what type, and your destination. You will also need the Driver's License Numbers of those that will be driving. Each driver will need to submit a Driver Authorization form through Campus Public Safety once every year.

4. Are you using any 12-passenger vans?
 - Remember, 15-passenger vans do not exist. Plan for 12 people per van at the most and 10 if you have luggage.
 - If no, go to #5

5. Turn in the completed Student Travel Request and Pre-Travel Authorization forms. The Pre-Travel Authorization form will require signatures from the club advisor, ASWOU Director of Business & Finance, and ASWOU advisor. The Student Travel form will require signatures from the club advisor and the Vice President for Student Affairs.

6. Travel Advance
 Only an Advisor can request a Travel Advance and they must be going on the trip as well. The *Travel Advance* may be requested on the *Pre-Travel Authorization* form.

7. Pick up Salem Motor Pool access cards
 You will pick these up from the ASWOU Office Coordinator the business day prior to travel (unless other prior arrangements have been made).

8. Before leaving campus area to pick up the vehicles or starting to travel, do the following:
 - Each traveler should have a **completed liability waiver form** filled out. Originals should be submitted to the Vice President of Student Affairs.

- The *Emergency Contact Forms* should be completed by each traveler. A copy of them should be made and the originals delivered to the Vice President of Student Affairs from 8- 5 p.m. Monday-Friday prior to your trip. The other set of copies should travel with the vehicles, sorted by who is in which vehicle in case of emergency or accident.

9. Pick up Vehicles from Salem Motor Pool

The Salem Motor Pool is located at 1100 Airport Rd SE, Salem, OR

10. TRAVEL!

11. Returning Motor Pool vehicles

Follow Motor Pool written instructions and return vehicles to Salem Motor Pool area.

12. Return the Motor Pool Access cards

To the ASWOU Office Coordinator the first business day following the conclusion of the trip.

13. Travel Reimbursements

If anyone needs to be reimbursed for specific travel expenses, or has received a travel advance check for the trip, they should fill out the Post-Travel reimbursement form within 5 business days following the trip. Return that form to the ASWOU Office Coordinator.

Quick Guide to Travel

Western Oregon University supports travel by students and student organizations for reasons that benefit the University or provide opportunities for students to learn and succeed. The process for traveling, however, can be time consuming. It is therefore very important to start early. Many clubs and organizations travel throughout the academic year for various reasons. Travel paperwork must be completed and turned in at least two weeks prior to the intended travel and at least six weeks if there is airfare involved. If paperwork is not turned in, in a timely matter, travel *will* be denied.

Remember that there are many aspects to traveling contingent on the situation. Do not hesitate to see the ASWOU Director of Business & Finance or the ASWOU Office Coordinator with any questions.

Travel Forms

Most of these forms can be found on the ASWOU Engage page, VPSA website, or Public Safety website.

Driver Authorizations: This form should be completed by any person who will be driving for University Business. Allow at least 2 weeks for processing time. *Signatures needed: driver and ASWOU Advisor.*

ASWOU Pre-Travel Authorization: This form must be filled out each time an individual or group intends to travel using ASWOU funds. The purpose is to give ASWOU an idea as to how

much will be spent as well as the details of the trip; purpose, dates, attendees, conference agenda (if applicable), etc. *Signatures needed: traveler submitting the form, club advisor, ASWOU Director of Business & Finance, and ASWOU Advisor.*

Student Travel Request: This form clarifies the mode of transportation and declares drivers (if applicable). This form must be done every time a group travels. *Signatures needed: club advisor and Vice President for Student Affairs.*

On/Off Campus WOU Student Liability Waiver: This form must be completed by every individual traveling, each time, and submitted to VPSA. *Signatures needed: each traveler.*

Emergency Contact List: This form must be completed by every individual traveling, each time, and submitted to VPSA.

Travel Reimbursement Request: This form will only need to be filled out if a traveler spent personal funds (pre-approved). *Signatures needed: traveler submitting the form, club advisor, ASWOU Director of Business & Finance, and ASWOU Advisor.*

- Airfare—must go through Azumano Travel unless a cheaper option can be documented. If airfare is needed, start paperwork at least 6 weeks in advance and see ASWOU Director of Business & Finance or ASWOU Office Coordinator as soon as possible.
- Receipts—should always be itemized. Visa slips are not sufficient.
- Meals will not be reimbursed if they are provided at the event/conference.
- Purchase Orders are the preferred method of payment for conference registrations, and lodging.

Rates

ASWOU is funded by the Incidental Fee Committee and therefore must abide by their rates. ASWOU will only pay or reimburse up to per diem rates. These funds cannot be used to purchase alcoholic beverages. Meal and lodging per diems are determined using the IRS's High-Low Substantiation Method, meaning that groups traveling to areas with a higher cost of living (*High-Cost Localities*) will be given a higher per diem rate since their meals and lodging will likely be more costly.

2019-2020 Meal per diems		2019-2020 Lodging per diems (pre-tax)	
Not High-Cost Breakfast: \$15 Lunch: \$15 Dinner: \$30	High Cost Breakfast: \$17.75 Lunch: \$17.75 Dinner: \$35.50	Not High-Cost: \$136	High-Cost: \$216

A list of High-Cost Localities can be found at:

<http://www.wou.edu/business/files/2019/01/WOU-High-Cost-Locales-2019.pdf>

The Travel & Student Travel policies and forms can be found at:

<http://www.wou.edu/business/services-2/travel/>

Policies

It is vital for students to know that the University has policies surrounding alcohol and other behavior while traveling on University business. Those policies can be found specifically by contacting the Vice President for the Student Affairs office.

The Department of Administrative Services is directed to control and regulate the acquisition, operation, and maintenance of passenger motor vehicles and to establish rules and regulations related thereto. The following rules (as excerpted) will govern vehicle usage:

1. State equipment is subject to all traffic laws and ordinances of the State of Oregon and its political subdivisions.
2. Subject to written agency authorization, an authorized driver may be accompanied in a state vehicle by a spouse. Transportation of juveniles requires a form available through ASWOU.
3. Permission to use a State vehicle may be withdrawn:
 - a. From persons with unacceptable driving histories.
 - b. From persons using state vehicles for purposes other than official state business.
 - c. From persons whose conduct in connection with the use of State vehicles is not in the best interest of the State of Oregon.
4. State agencies authorizing the use of vehicles will be financially accountable for all costs resulting from the violation of the administrative rules relating to the use of State-owned vehicles.
5. Safety devices, including seat belt systems, shall be operational at all times and shall be used by the driver and passengers.
6. For all Motor Pool vehicles, the Transportation and Distribution Division shall assess the responsible user agency and department the \$1,500 insurance deductible for all vehicle damage. Agencies failing to report accidents to the Division within 48 hours of an accident, and finding an Insurance Fund Claim disapproved, will be assessed all repair charges. Repair costs relating to any extraordinary vehicle damage may be assessed to user agencies, and to the driver's department index number.
7. Use of vehicles by students is regulated as follows:
 - Reservations for student groups are to be made by the group advisor, department head, or the ASWOU Office Coordinator with authorization for index number use.
 - Use by student drivers on State business should be restricted to activities necessary to daily operation of school, such as delivery or pick up of supplies, mail, publications, etc. Students pursuing studies, even between schools in different locations, should not be provided transportation.
8. Students may use personal vehicles, but they still must fill out a Driver Authorization form, and the driver's insurance must be on file with Public Safety.

Advisor's Role

Your advisor is there to assist the group, as well as the individuals in the group, succeed. Below are some suggestions for determining the advisor's role and setting expectations in the group.

- Know the advisor's limits.
- Know the group's limits.
- Discuss what your group wants from the advisor.
- Determine your group's goals.
- Allow the group members to run the organization.
- Be visible, accessible, and interested.
- Know the officers (and members) by name.
- Keep a "big picture" approach to the organization, even when bogged down with details.
- Recognize things that are done well.
- Provide opportunities for leadership to officers and members.
- Allow the group to make mistakes and then discuss what went wrong so they can learn from them.
- Adhere to policies and guidelines and advise students to do so also.
- Be knowledgeable on campus resources.
- Expect financial accountability and recordkeeping to be at the highest levels
- Remind students to balance academics and co-curricular involvement.

Your advisor can also assist with ongoing transition training and development for officers and members of the organization. They also provide the history for the organization, having often been involved with the group for several years.

Any advisor who is not WOU faculty or staff is required to fill out a Volunteer form, as well as the Advisor Agreement required of all advisors. They are available on the WOU Human Resources website and ASWOU Engage page, respectively.

Questions & Answers

- What happens if we lose our advisor?

It is the student organization's obligation to find another. In the meantime, the Associate Director of Student Engagement can serve as an interim advisor for a period of time no longer than one term while the group searches for a replacement.

Make sure that you notify ASWOU and the Director of Student Organizations of any advisor or officer changes within two business days.

Event Planning and Advising

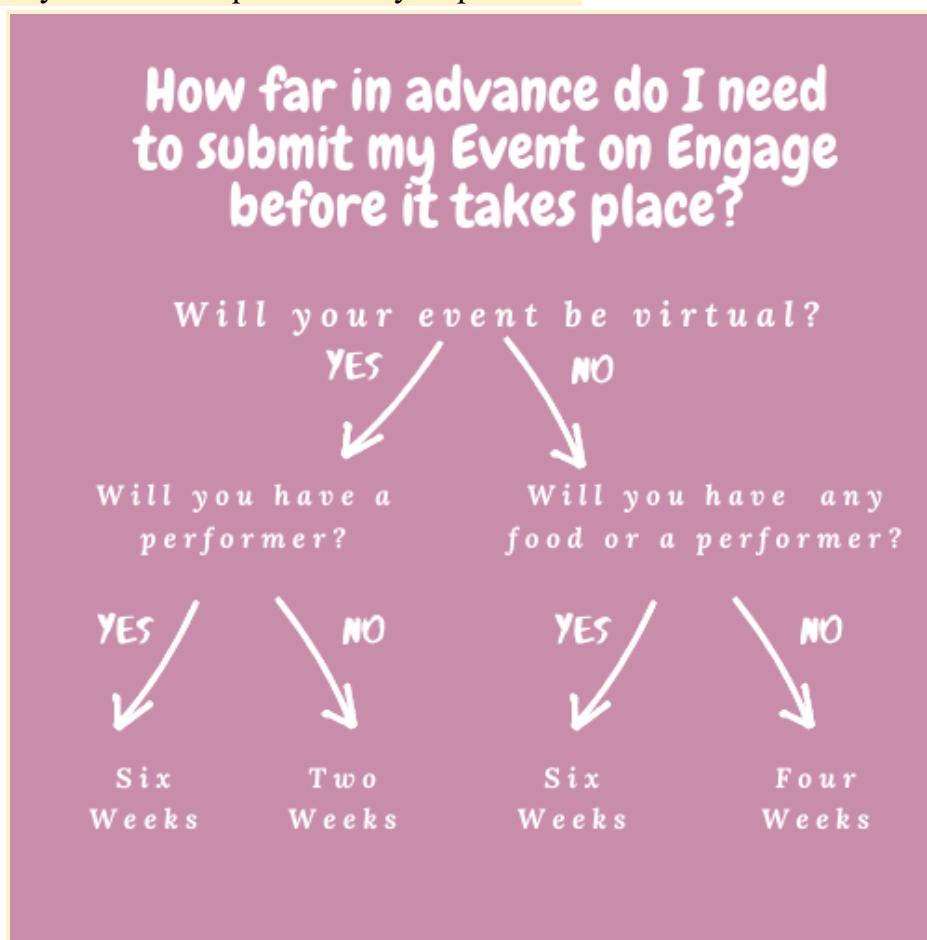
Events sponsored by recognized student organizations must be registered and approved through Engage. This process also allows each event to be reviewed by Student Engagement staff and other campus staff to help assist in its success.

****Coronavirus updates and its effect on club events are as shown below highlighted in yellow**

Virtual and/or hybrid events are strongly encouraged.

- It is strongly encouraged that in-person events include remote participation opportunities to accommodate and encourage involvement from students who are not currently on campus.

All events must be submitted on WOU Engage at least 2 weeks (14 business days) before the event date, However if you are going to be meeting in person or include a performer contract or food, you will need to submit your event further in advance. The following flowchart should help determine how much time is needed for your event, but when in doubt, submit your event request as early as possible!



- Event Advisements will be scheduled as needed and are available virtually.
- Group/org meetings should also be submitted via Engage as a recurring event (i.e. adding multiple dates to one event submission). Attendance will need to be recorded for in-person meetings.

In-person events are allowed as long as they follow these guidelines:

- All events must abide by the WOU Policy: [Use of Face Coverings](#).
 - Face masks must be worn inside the WUC, including tabling and rooms, as well as on the WUC terrace.
- Attendance must be recorded for everyone present.
 - Name, V# and campus email for each student is needed.
 - If a student does not have their ID card, get their phone number.
 - Groups must have a check-in area where they are able to record all attendees.
- In-person attendees must be a student or employee of WOU. Guests are not allowed while campus remains closed to the public.
 - Guests can attend events virtually, but may not be invited to campus.
- All in-person events (indoor and outdoor) must have a plan to move to remote delivery, if needed.

Indoor events:

- Indoor gatherings are limited to 50 people or less at any one time*
 - Room capacity may be less than 50, in which case the number of people cannot exceed the room capacity.
- Physical distancing still applies: individuals must maintain 6 ft of distance at all times.
- Masks must be worn at all times.
- Room capacity is determined by WOU, following state and county phase guidelines. *Room diagrams and layouts may not be changed without prior approval.*
 - Astra has updated capacities for WUC spaces:

■ Little D: 3	■ Willamette: 15
■ Metolius/Rogue: 6	■ Columbia: 24
■ Santiam: 8	■ Pacific: 50
■ Calapooia: 9	
- Space is not guaranteed - Astra requests should be made 3-4 weeks in advance.
- Tabling spaces in the WUC can be requested through Astra but table locations are limited.

Outdoor events:

- Outdoor gatherings are limited to 100 people or less at any one time.*
 - Social distancing (6ft between people/living groups) must be followed and plans must be in place to communicate this to attendees.
- Masks are required if social distancing cannot be maintained and should be encouraged at all times.
 - There are outdoor areas (WUC Terrace, etc) where masks are required in all circumstances because social distancing cannot be maintained.
- Almost all outdoor spaces for events are listed on Astra and are reservable. Requests should be made via Astra for these spaces just like an indoor space.
 - Check with reservations@wou.edu for questions.

*Subject to up-to-date guidance and Polk County phase guidelines. While Polk County is in Phase 2, capacity for indoor events follows this guidance: “Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space. In-person classroom instruction shall not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or in Phase I.”

Registration is required for the following events:

- Vendor space in the Werner University Center, except for informational tables - if you or a vendor is selling something, an event advisement must be done.
- Campus events open to the general campus population or members of the organization.
- Any non-academic sponsored event on campus.
- Fundraising projects involving the use of University facilities and/or the use of a cash box.
- On or off-campus events which may create sound levels impacting classes in session or the surrounding public community.
- Off-campus events that are publicized on campus soliciting the participation of members of the University community.

Event Advisement Process

1. Reserve space through Astra.
 - a. Log on to the WOU Portal and click on the Astra link.
 - b. You will need your Astra reservation number (16 digits) to submit an event on Engage.
2. Submit an event request through your organization’s Engage page.
 - a. All events should be submitted at least three weeks in advance

- b. Groups planning large campus events requiring the assistance of additional campus departments (e.g. International Student Night, MSU's Pow Wow, etc.) should plan on registering the event 4+ weeks in advance or additional charges may be incurred for the staffing of the event.
3. Meet with an Event Advisor, who will determine which individuals on campus need to be informed of the planned event and to determine logistical needs (i.e. facilities, equipment, staffing, etc.).
 - a. The Coordinator, Organizations and Activities or the Coordinator, Leadership and Inclusion will conduct your Event Advisement. You can make an appointment with either staff member at the WUC Info Desk.
4. Complete any tasks necessary to get all approvals for your event request at least two weeks in advance of your event.
5. Have your event!

Your appointment with the event advisor will define the specific needs for your event and inform you of what individuals on campus will need to be informed of your event. They will also:

- Provide information about Werner University Center resources and other University facilities which may be of value to you in event planning.
- Explain University policies and procedures as they apply to your programs.
- Preview all financial considerations and procedures.
- Identify other campus departments who will provide support for the success of your event.

Advertisement

Campus Posting Guidelines

The same content that would have been on a physical poster must also be included in the electronic poster. This includes:

- name of the sponsoring WOU organization or department
- what the event or activity is
- where and when the event will be held
- how much is charged for admission (if applicable)
- the disability accommodation statement
 - *If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify the Office of Disability Services, [503-838-8250 or email ods@wou.edu] at least 72 hours in advance.*
- contact info (telephone number and/or e-mail address)

Posting must be approved by the VPSA office no later than five days prior to the event. They can email the poster to VPSA at studentaffairs@wou.edu, and we will review and approve or disapprove electronically.

FAQs:

- Includes graphics that go on social media
 - Including the ODS statement in the description in the post should also be done.
- ODS statement doesn't need to be in the WOU Engage image
- We have added Valsetz dining hall (1 poster) to the approved campus bulletin boards, bringing the total approved poster from 32 to 33.
- Additionally, with changes in housing this fall, at this time, University Housing is continuing to accept 10 stamped posters and up to 24 stamped or unstamped posters for the halls (this normally is an additional 37).
- Lastly, as you know there are buildings closed on campus. So while there are 33 approved bulletin boards for posters, this is not accurate at this time.

Copy Center (previously Print Shop)

Please note that the former Print Shop is now the WOU Copy Center. Although the Copy Center will continue to print simple WOU-related jobs, its services are significantly reduced from years past. They reserve the right to reject a project if it exceeds their capabilities.

Things to keep aware of:

- The most common poster size used at WOU is 11x17.
- The largest cheap posters we can offer are 11x17, 12x18, and 13x19. These are usually around a dollar or less per poster.
- Anything larger than 13x19 is considered large-format and is **much** more expensive. For example, an 18x24 poster would be over 10\$ per poster.
- We can't do borderless printing, so there will be a quarter inch margin around the edges of the poster.
- If students do not wish to have a margin, we can cut it off at an increased price. Just keep in mind that this also requires some extra file prep on their part to add bleed and crop marks.

The Copy Center DOES offers the following services:

- Business cards
- Letterhead
- Tri-fold brochures
- Regular paper fliers and documents
- Posters
- Large Format Printing
- Syllabi and other course materials
- Small signage

Note: All items to be printed must be submitted in PDF form in the size to be printed. The Copy Center does not handle resizing, design of any kind or brand approval.

The Copy Center DOES NOT offer the following services:

- Foam core mounting
- Envelopes

- Laminated materials
- Scanning of original materials
- Specialized design services

Anyone who wants to do large quantities of self-serve copying is advised to make an appointment to ensure staff has time to assist. Email copycenter@wou.edu.

Any materials that represent the university and/or include a WOU logo or branding and are intended for an external audience must be submitted through MarCom (<https://form.jotformpro.com/wounews/marcom-work-request>), which can help with design and brand identity.

For jobs that the WOU Copy Center cannot accommodate, please use one of our approved printing vendors:

Digital Printing:

- OSU Printing and Mailing Services • 541-737-8099
 - Melissa Murphy-Terry, client relations coordinator
 - Melissa.MurphyTerry@oregonstate.edu
 - printmail.oregonstate.edu

Marketing and publicity are vital to any event. Innovative publicity and marketing ideas are much more likely to get noticed and lead to successful turnout and results. Some suggestions when marketing events are below:

- Make sure it answers the questions: Who? What? When? Where? Why? and How Much?
- Using themes can be helpful in programming.
- Get started on publicity early so individuals can plan ahead.
- Identify the audience that you are trying to reach.
- You don't have to be artistic to have successful publicity, just clear and consistent.
- Tap into the resources around you on campus and in the community.
- Know campus posting policies (see Appendix II).

There are poster materials and pens available in the ASWOU Student Organization lounge for any recognized, active student organization on campus to make posters for its own use.

Materials and supplies should be properly cared for and used only in the lounge location.

When posting marketing materials on campus, be sure to follow the **Campus Posting Policy and Guidelines** and **Poster Location Handout**. They can be found on the Vice President of Student Affairs website and in Appendix II and III, respectively.

Food

****FOOD IS HIGHLY DISCOURAGED AT EVENTS DUE TO THE CORONAVIRUS PANDEMIC: although you can still have food at an in person event, the approval process is much longer and much more expensive this year.**

The University has specific policies about food being served on campus as WOU Catering has first right of refusal privileges for the catering of food on campus. There are two different areas of interest – food served at meetings and at social events. Events where food is served off campus informally and paid for by the students themselves are not part of any policy.

There are specific considerations with food if any of the following conditions are met:

- Food is being purchased for a guest, students or travel purposes
- Food is being served at a meeting
- Hosting a gathering using University funds

Alcohol is allowed on campus, but in very specific situations. The alcohol policy for the University can be found on the Vice President of Student Affairs’ website and in Appendix IV.

ASWOU will have forms for any of these situations mentioned above regarding food. It is important to abide by the policies or payment for the food will not be allowed!

Questions & Answers

- *So can we order pizza for our meeting?*

Yes, as long as it is a closed meeting, not open to the general public. You may want to make sure that your student fees are going to good causes and not just food for its members, however!

- *What about other private food?*

Privately purchased or prepared food or beverages will be permitted only if they are consumed in the privacy of an office, student lounge, employee lunch room or within a residence hall and are not open to the general public. Office parties, student birthday parties, office potlucks, etc. are not a part of this policy.

- *What about food during meetings?*

Obtain a food form from ASWOU or the Student Engagement webpage prior to the meeting and verify that you are following WOU food policy guidelines. It would be wise to check this out well in advance.

Food Service Policies

The following information is excerpted from the official guidelines. These can be found in their entirety by contacting Werner Oregon University Catering at 838-8439 or on the WOU Dining website: www.wou.edu/catering.

I. Campus Catering Guidelines

- The office of Western Oregon University Catering must be made aware of all food or beverage service provided on campus.
- All departments will utilize WOU Catering for their food and beverage needs on campus
- Departments and student organizations are not required to use WOU Catering at Gentle House.
- Student groups may receive discounts on catered events related to the amount of labor donated by the group to the function.
- Privately purchased or prepared food will be permitted only if consumed in private such as in an office, staff or student lounge, employee lunch room, student meeting room or residence hall.
- All open campus events serving food must use campus catering.

II. Bake Sales

- Student groups can hold bake sales if they meet Health Regulations, and include breads, pies, cookies, doughnuts or pastries without perishable fillings or toppings as well as fresh fruit and produce from private gardens.
- The sale must be scheduled on Astra and submitted on Engage. It may take place in any building except Todd Hall and the Education Building.
- No more than 3 sales per term and they cannot conflict with other bake sales already scheduled.
- Pricing must be equal or greater than prices charged at campus retail food service outlets for the same item.

III. Table Tents/Advertising

- All advertising must be approved by the Food Service Manager prior to distribution.
- Approval will be given to advertise events with the specific area of the advertising, i.e. Student Activities Board advertising an event to be held in the Summit will be allowed to advertise the event in the Summit.
- Table tents and other advertisements will be allowed one week prior to the event and removed immediately following the event.
- Valsetz Dining Hall policies and procedures can be found by contacting their Food Service Director.

IV. Other

- No alcohol beverages may be sold or served on the WOU campus without prior approval from the VPSA office. Alcohol is allowed at the Gentle House with permission of the WOU Foundation and other guidelines.
- Appeals to any provision of this policy must be done in writing to the Vice President for Business and Finance.

Movies

You may have rented a video or DVD and seen the FBI warning at the beginning talking about criminal fines and jail time for unauthorized public viewing of the movie. Well, that is exactly the problem with showing a movie to the public on campus.

Organizations must obtain a license to show cinematic movies on campus to the public. Signed contracts and purchase orders are necessary. It isn't as simple as going to Redbox and renting one!

Student organizations cannot show a cinematic movie on campus in a public viewing format without a license. Some exceptions to this may be for educational movies shown in University settings that you may have seen in a class. What does this mean?

If you want to show a movie on campus, you should contact a distributor of motion pictures two weeks in advance and budget for the licensing fee (about \$300-900 per showing). Swank Inc. is the company that Student Engagement contracts with for its movie series. If you charge admission to a movie, the movie distributor will charge either the set fee or ½ of the returns on the movie, whichever is higher.

Student organizations can show home movies or anything else that doesn't have a copyright without paying the distribution fee. If you have additional questions, contact Student Engagement.

Questions & Answers

- *How can we show a movie during the covid pandemic?*
For a complete list of options, contact Kelly Welsh. However, a zoom showing or a drive in movie might still be possible.

Dances, Concerts, Live Music

****IMPORTANT NOTICE:** Due to the coronavirus pandemic, these types of events are prohibited until further notice**

If your organization wants to host a dance on campus, there are specific provisions for Public Safety to assist with crowd control. Public Safety will have at least one uniformed officer (full time or student) at live music events, dances, concerts or similar activities. Events with 100 or more people and a live band playing for dances will have a minimum of two uniformed officers at all times.

For dances in the Werner University Center, your student organization will be charged to have special events staff monitor entrance and exit doors of the facility. If there are less than 250 people planned, three special events staff are required (unless no admission is charged, in which case it is four). If there are to be more than 250 people, four special events staff members are required.

Questions & Answers

- *How do I hold a successful dance?*

Your event advisor will be able to assist with successful hints and tips but the following are good guidelines:

- Have upbeat, varied music from a good DJ
- Advertise early and often
- Provide some other incentives to go – food, drinks, prizes, etc.
- Have a catchy theme to go with the dance
- Utilize campus marketing extensively for the few days prior to the dance
- Use word-of-mouth with all organization members and get commitments for people to come.

Campus Spaces

Your organization has the ability to reserve almost any public, classroom, or open space on campus for your activities, given enough notice and planning. Some of the examples for campus locations you can reserve (barring any scheduling conflicts) include:

- Classrooms and lecture halls
- Meeting rooms in the Werner University Center
- The Grove
- New PE and Old PE gyms and associated other rooms

You can reserve these spaces through **Astra** in your Portal. Some spaces have associated costs.

Organization Management

Interpersonal Conflict

Interpersonal conflict that gets in the way of the organization achieving its goals or preventing members from having a positive experience is a stressful situation.

First, address the conflict directly and rapidly. Simmering conflict between individuals doesn't go away by avoiding it, it usually grows instead. Bring any parties involved together and ask them to talk about the issues involved. Go through a mediation process if necessary to get a compromise between the parties involved.

If the conflict involves an issue or discussion, then the organizational meeting is the best place to bring up the concerns. Encourage an open dialogue about the concerns, but explain that there may not be one best solution and that some people may have to compromise or "agree to disagree" as the situation warrants.

For more specific suggestions, talk to your advisors or the Student Engagement office for help and advice.

Event Attendance Issues

Even the most successful event planners will have times when things just did not go right. Below you will find some things to think about for next time (and there WILL be a next time) you plan an event.

- First, look at past failures or disappointments and brainstorm/ask for feedback about what went wrong. Using past information is invaluable when it comes to planning future events.
- What else was going on during the time/date/location of your event? Was it during a popular TV show timeslot or was there another big event happening on campus?
- Was the cost too much?
- Did the location not fit the event or accessible?

- Was it something that people didn't have an interest in?
- What kind of marketing did you do? Did you use multiple methods and start early? Were they visible? Did people take the time to notice them and read them?
- How was the participation from members of the organization? This can help diagnose issues about what went wrong. If no one from the organization showed to the event, then it was either not the right event or it was communicated poorly.

Organization is a key for any successful program. Brainstorm tasks and then divide them up in a manner that gets more people involved. Express your reliance upon people and try to make organizational meetings or other sessions fun, with games, snacks, Dairy Queen trips afterward, etc. Remember, you are fighting multiple things for attention and time, so make it more attractive than what currently exists!

Fundraiser Ideas

- Do a community bottle/can drive.
- Invite vendors to campus and charge them a fee.
- Auction off some service or advice that your organization members can contribute to.
- Conduct a raffle for some large prize.
 - Be sure to contact the WOU Foundation to register your raffle.
- Solicit ASWOU or other larger campus organizations for funding or cosponsorships.
- Ask for IFC over-realized funds through ASWOU.
- Sell organizational clothing or memorabilia to members at a rate above cost.
- Conduct a "loose coins" change drive.

Conclusion

Executive Order 1.21 was signed on September 21th, 2020, making the ASWOU Student Organization Handbook an enforceable document. **Failure to comply with the policies set forth in this handbook will result in a hearing with the Judicial Board.**

However, this is not an exhaustive list of all organization policies. If you have more questions, contact your advisor, the ASWOU Director of Student Organizations for ASWOU policies, or a Student Engagement staff member for campus policies.

Thank you for your commitment to student organizations and
to Western Oregon University!

Appendices

How to Write a Constitution Updated October 16th, 2020

The Judicial Board sets the requirements for the type of information a constitution for a student organization must include. Below is an outline to help with the creation of the constitution for your particular Student Organization. ***Anything that is in italics has to be stated, or have the question answered. Any language that is bolded must have that exact wording in your constitution.*** Lack of required information will result in the disapproval of your constitution by the Judicial Administrator. Each Student Organization constitution will be approved by the ASWOU Judicial Administrator and the ASWOU Advisor. If you have any questions, please contact the Judicial Administrator.

Checklist of Constitution Requirements: Required by ASWOU Statutes

All Chartered Organization constitutions must contain the following:

- The purpose of the organization.
- How to gain membership within the organization.
- The titles, duties, and powers of the officers within the organization.
- The requirements to be eligible to run for office within the organization.
- The selection and removal process for officers within the organization.
- The length of the term of office for the officers within the organization.
- Whether the organization collects dues.
 - If so, how much is paid to dues, where dues are deposited, and what dues are used for.
- How often the organization will hold meetings.
- The process by which the constitution of the organization may be amended.
- The process by which the organization would dissolve.
- How debts, should any exist, will be recovered upon dissolution.

Required by Student Clubs and Orgs Handbook

- Specific Officers (Requirements of these Officers found in Handbook):
 - President
 - Vice President
 - Treasurer
 - Membership Coordinator
- Membership Statement
- Accessibility for Students with Disabilities

Example Structure of a Constitution:

Below is an outline to help with the creation of the constitution for your particular Student Organization. A club may choose to put more than the required sections within their constitution, but lack of required information will result in the disapproval of the constitution by the Judicial Administrator. The ASWOU Judicial Administrator must approve each Student Organization's Constitution.

Article 1

What is the official name of the organization?

Article 2: Purpose

What are the intentions of your Student Organization? How will your Student Organization serve the students of WOU? What are the goals of your Student Organization? Use broad terms so that you do not limit your Student Organization from future activities. Separate different ideas and definitions with subsections (i.e. 2.1, 2.2, 2.3, etc).

Article 3: Membership

3.1 How does one become a member of your Student Organization: All ASWOU students must be eligible for membership in funded organizations

3.2 Membership Statement: **Include the Membership Statement: Membership shall not be denied to any student because of race, color, national ancestry, religion, creed, ethnicity, sex, sexual orientation, gender identity, gender expression, mental and/or physical disabilities, or political affiliation. In addition, all members have the right to be free from discrimination inclusive of, but not limited to this list.**

3.3 Accessibility for Students With disabilities Statement: **Include the Disability statement: The Office of Disability Services (ODS) provides reasonable accommodations to ensure that students with disabilities have access to Western Oregon University (WOU) and its programs; through intentional interventions, programs, and services in order that WOU will meet federal requirements, encourage personal growth, and increase effective communication for our students. It is the expectation that all clubs and organizations work collaboratively with the Office of Disability Services and with students with disabilities to ensure equitable access to programs, services, and events.**

Article 4: Student Organization Officers

4.1 List the Titles, Duties, and Powers of officers Separate different positions and duties with subsections (i.e. 4.1, 4.2, 4.3, etc). Remember that the Student Clubs and Organization handbook has specific duties and powers for 5 officers. **Make sure the bolded ones are included.**

4.1.a **President** State what your President will be called as well as their duties and powers.

4.1.b **Vice President** List what your Vice President will be called as well as their duties and powers.

4.1.c **Treasurer** State what your Treasurer will be called as well as their duties and powers.

4.1.d **Membership Coordinator** State what your Membership Coordinator will be called as well as their duties and powers.

4.1.e **Events Coordinator** State what your Events Coordinator will be called as well as their duties and powers (This position is not required but encouraged).

4.2 **Requirements to be eligible for Office**

4.3 **Selection and removal of officers. Include the Elections Statement: Elections for all offices must be held in the spring before re-chartering may occur. Re-chartering must occur no later than the Friday of the eighth week of spring term.**

4.4 **Term of Office**

Article 5: Dues

If your Student Organization collects dues, how much is to be paid, and how often does your Student Organization collect them? What does the money collected pay for? Where are collected dues deposited? This section is required whether or not your Organization collects Dues. If your club does not collect dues just state: No dues will be collected.

Article 6: Meetings

How often will your Student Organization meet?

Article 7: Amending the Constitution

What process does your Student Organization have for amending its constitution?

Article 8: Dissolution

8.1 If the Student Organization dissolves how will debts still owed by the Student Organization be covered (must somehow be covered by members of the club, or by its executive members, etc.?)

8.2 Include the Dissolution Statement: Include the dissolution definition: **Dissolution is defined as: after a full academic year of being a non-active Student Organization (non-chartered), the organization dissolves in the spring for the year of no activity.**

The Student Organization President and Advisor for the year during which the charter will be effective must approve your charter, and thereby your constitution on Engage.

The constitution must be typed and uploaded in PDF or Microsoft Word formats.

For questions and concerns, please contact the Judicial Administrator:
(503)-838-8556 / aswouja@mail.wou.edu

Appendix II: Campus Posting Policy and Guidelines

POLICY STATEMENT

All posting materials must be approved no later than five (5) days prior to the date of the event or activity by authorized personnel (e.g. Student Affairs, Campus Dining, University Housing). All posting materials must contain all of the following information:

- Name of the sponsoring WOU organization or department
- What the event or activity is
- Where and when the event will be held
- How much is charged for admission (if applicable) ● The WOU ODS disability accommodation statement.
- Contact name, telephone number and/or e-mail address.
- Be free of errors.

The student election policies are cumulative to this policy in determining posting procedures for student election materials. If a procedure is unclear, this policy shall take precedence.

The Office of the Vice President for Student Affairs reserves the right to refuse authorization to any sponsoring organization or individual not following this policy. Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005). The Office of the Vice President for Student Affairs reserves the right to prohibit postings for a specific period of time in lieu of a financial sanction.

Signs/posters may only be posted on campus activity bulletin boards, sandwich boards, lawn signs, designated banner spaces, and easels. State law prohibits postings on doors (exception is building operation hours notices). Signs/posters are prohibited on any painted, wooden or brick surface and on the bus shelters. Postings are also prohibited on vehicle windshields in all campus parking lots (Parking Services and Campus Public Safety are exempt from this restriction).

No lawn signs, sandwich boards, or other postings are allowed in the lawn areas along Monmouth Avenue between 5:00 p.m. Sunday through 12:00 p.m. (noon) Monday for lawn maintenance.

PROCEDURES

Campus Activity Bulletin Boards

All posting materials used for advertising events, activities, organizations, or meetings must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center. Any posting materials not properly approved or improperly posted will be removed.

There are 32 bulletin boards available throughout the campus designated for campus activity postings. Contact the Vice President for Student Affairs office for a current listing of Campus Activity Bulletin Boards.

Signs/posters cannot be larger than 17" x 22".

Use only push pins or thumbtacks, no staples, on the bulletin boards (each board should have extra pins).

Do not post over the top of other signs/posters – be considerate.

Non-WOU sponsored advertising or events are limited to one (1) sign/poster at the Werner

University Center Community Board (first floor, adjacent to ATMs) and (1) sign/poster posted in the Library on the “Open” board. This is due to limited bulletin board space and the need to focus on campus-oriented activities.

Postings are allowed for a maximum two week time period. Re-approval for a second two week posting period may be requested for multiple-event signs; to receive re-approval, the signs/posters must be brought back to Student Affairs to be stamped again. The Office of the Vice President for Student Affairs has the authority to approve exceptions to the two week posting period.

All organizations/individuals are responsible for distributing the signs/posters and removal within 72 hours of the event.

Sandwich Boards

Posters on sandwich boards must follow the policy as outlined above, this applies to all sandwich boards—those reserved through the Werner University Center and those owned by WOU groups or departments. All posting material must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center.

Placement of sandwich boards is limited to the grass area between the sidewalks and Monmouth Avenue, and the hardscape (bark dust areas, cement cutouts) along other walkways on-campus. Sandwich boards cannot be placed on sidewalks or paved areas that create a barrier or restrict walkways. Sandwich boards are prohibited on Monmouth Avenue between 5:00 pm Sunday through 12:00 pm (noon) on Monday in order that the Physical Plant grounds crew can mow the grass without obstruction. Any sandwich board left out during this time will be collected and stored by the Werner University staff and the organization or department will be charged for the removal of the sandwich board (see Werner University Center sandwich board policy to see removal rates).

Posters on sandwich boards should be laminated or mounted on weather resistant backing. The maximum poster size is 17” X 22”.

The maximum number of sandwich boards allowed per event is 12; a maximum of three can be placed on each side of Monmouth Avenue. The maximum posting time is 10 days.

Exceptions to the placement of sandwich boards may be granted only by the WOU Landscape Maintenance Supervisor. The Landscape Maintenance Supervisor will inform the Office of the Vice President for Student Affairs when an exception is granted.

Sandwich boards reserved from the Werner University Center are subject to additional regulations.

Lawn Signs

Posters on lawn stakes must follow the policy as outlined above. All posting material must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center.

A reservation to place lawn signs is required and on-campus groups shall follow current WOU Event Advisement procedures. WOU groups and organizations should contact a Student Leadership & Activities event advisor in the Werner University Center at 503.838.8261.

Only one event per week will be granted permission to stake lawn signs; an ASWOU election is considered as one event. Posting of lawn signs will be granted on a first-come, first-serve basis from the Werner University Center/Student Leadership & Activities office.

WOU groups must provide their own lawn stakes. The maximum number of lawn signs per event is 20. During an ASWOU election, each candidate will be allowed a maximum of 15 lawn signs.

Placement of lawn signs is limited to the grass strip between sidewalk and street along Monmouth Avenue between Jackson and Church Streets; stakes must be at least 12 inches from pavement (to

avoid underground pipes). The bark dust areas around campus trees and other than flower beds are also available for lawn sign placement.

The maximum posting time is seven (7) days. All organizations/groups are responsible for properly placing the stakes and removal of them at the conclusion of the event.

Posters on lawn stakes should be laminated or mounted on weather resistant backing. The maximum poster size is 17" X 22".

Exceptions to the placement of lawn signs may be granted only by the WOU Landscape Maintenance Supervisor. The Landscape Maintenance Supervisor will inform the Office of the Vice President for Student Affairs when an exception is granted.

Table Tents

Placement of table tents is limited to the tables within the Werner University Center, including the Summit and the Deschutes Lounge. Event Advisement procedures may be required, please contact the WUC Information Desk for information.

Information on the table tents must follow the policy as outlined above and is limited to promotion of events that will occur in the Werner University Center.

Approval from the Catering office is required for table tents placed in the Summit dining area; contact 503.838.8439.

The maximum number of table tents allowed within the WUC is 50 (there are 87 public tables in WUC including the Summit). The maximum size for table tents is 8-1/2" x 5-1/2".

The maximum posting time is three (3) days (Student Activities Board's table tents are exempt from this restriction). All organizations/groups are responsible for properly placing and removal of the table tents at the conclusion of the activity/event.

Contact the Office of Campus Dining for information on the procedures required to promote an event on table tents in Valsetz Dining Hall, call 503.838.8311.

Miscellaneous

Easels: Contact the Werner University Center Information Desk to reserve easels. An on-campus group/organization may reserve up to six (6) for an event. Posters/signs must comply with the posting materials policy. Easels are subject to additional regulations from the Werner University Center.

Banner Spaces: Reservation of banner spaces in the WUC may be made on-line at <http://www.wou.edu/student/wuc/Reservations/reservations.php> or contact the WUC Information Desk. Posters/signs must comply with the posting materials policy and are subject to additional regulations. Contact the Office of Campus Dining, 503.838.8311, for information on reservation of banner spaces in Valsetz Dining Hall.

Chalking: Chalking on public walkways throughout campus is prohibited, because the chalk that tracks into the University buildings.

LED Monitors: LED monitors are located across campus to promote campus events and serve the university's needs during a campus emergency situation. Each building or facility that has these LED monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit an electronic poster (a jpg or pdf) to Danielle Gauntz, 838-8215, gauntzd@wou.edu and within the Werner University Center to Chelsea Blatner, blatnerc@wou.edu.

Disability Accommodations Statement to be included on posters/signs announcements that invite people to a program or activity:

If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify the Office of Disability Services, [503-838-8250 or email ods@wou.edu] at least 72 hours in advance.

Appendix III: Poster Location Handout

POSTER LOCATION HANDOUT

LED Monitors

LED monitors are located across campus to promote campus events and serve the university's needs during a campus emergency situation. Each building or facility that has these LED monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit jpg or pdf documents to Emmanuel Macias, maciase@wou.edu with copies to: Danielle Gauntz, 838-8215, gauntzd@wou.edu and within the Werner University Center to Chelsea Blatner, blatnerc@wou.edu.

Approved Campus Activity Bulletin Boards

Administration Building: 1 poster. Use the bulletin board inside the main entrance (to the right). DO NOT post on any of the "jobs" boards.

Bellamy Hall (HSS): 1 poster. Use the bulletin board on the second floor.

Campbell Hall: 1 poster. No staples. Use a bulletin board by the north entrance, next to room 111.

Campus Public Safety: 1 poster. Give to office staff for posting.

Education (Richard Woodcock) Center: 2 posters. Give to the office staff in Room 220.

Instructional Technology Center: 2 posters. Use bulletin boards on the 2nd floor.

Health and Wellness (Peter Courtney) Center: 1 poster given to guest service desk

Library, Hamersly: 1 poster. Post at east entrance on the designated bulletin board.

Maaske Hall: 1 poster. Give to OIED (International Education) office coordinator or staff member for posting.

Math and Nursing (Winters) Building: 1 poster. Give to front office staff for posting.

NPE Building: 1 poster. Give to the Athletics Dept. office staff.

Natural Sciences Building: 1 poster. Use a bulletin board inside the main entrance (to the right).

OPE Building: 1 poster. Use the bulletin board located next to room 105.

Residence Halls/Valsetz Dining Hall: 10 posters. Give all to the University Housing office in Ackerman Hall. At the same time an additional 38 posters (stamped or unstamped) may be provided for the residence halls.

Rice Auditorium: 1 poster. Give to office staff in room 101 for posting.

Smith Hall: 1 poster. Give to office staff in room 102 for posting.

Todd Hall: 1 poster. Use a bulletin board at the foot of the stairs, make sure the poster does NOT hang over the handrail (this is a small bulletin board).

Werner University Center (WUC): 2 posters. Give to Student Engagement Information Desk for posting.

West House: 1 poster. Use a bulletin board at the far end of the hallway on the first floor.

NOTICE: Sandwich Boards / Lawn Signs

No lawn signs, sandwich boards, or other postings are allowed in the lawn areas along Monmouth Avenue between 5:00 p.m. Sunday through 12:00 p.m. (noon) Monday for lawn

maintenance. Any sandwich boards, left out during this time will be collected and stored by the Werner University staff and organization or department will be charged for the removal of the sandwich board (see Werner University Center sandwich board policy to see removal rates).

Additional Notices:

1. Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-50-0005).
2. Incidental Fee funded areas, events, and activities: posters must include the IFC Logo (IFC Handbook, Section III.O.)

Appendix IV: Alcoholic Beverages, Possession and Consumption

DEFINITIONS

Insured Licensed Vendor: means a business entity that holds an annual liquor license issued by the Oregon Liquor Control Commission for selling and/or dispensing alcoholic beverages that carries public liability and liquor liability insurance at limits satisfactory to Finance and Administration.

Approved Server: means someone holding an OLCC Special Dispenser and/or Caterer Dispenser licenses (ORS 471.542).

Alcoholic beverages: means beer and wine only.

Food: means at least three different types of food (protein, carbohydrate and vegetable, i.e., cheese and crackers and a vegetable tray) must be provided as long as alcoholic beverages are sold, served or consumed.

Non-alcoholic beverages: means beverages such as coffee, juices, soft drinks and bottled water for those that request them.

Observer: means the non-drinking University employee(s) designated to monitor the alcohol vendor's performance and compliance with all requirements, and to assist in observing guests' behavior.

POLICY STATEMENT

Western Oregon University provides an environment in which there is an awareness of both the freedom and the responsibility involved in the exercise of personal choice. This policy on the possession and consumption of alcoholic beverages has been developed with that in mind and with concern for the health, safety and welfare of the students, faculty, staff and guests of WOU. The policy guidelines are structured to comply with applicable State of Oregon and local community laws and regulations.

PROCEDURES

University Sponsored Events with Alcohol (on or off campus)

In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage all campus constituents to make responsible decisions about alcohol, the following rules are designed to control the volume and nature of alcohol products available, and, ultimately, reduce the risk of alcohol-related problems.

1. All events with alcohol available must first be approved by the appropriate vice president and subsequently registered by the president or his/her designated representative.
2. An Insured Licensed Vendor must be used to serve alcoholic beverages, unless an Approved Server is used. Campus Dining Services will have the first right of refusal for providing alcohol service for events on the Western Oregon University campus.
3. At any event at which alcohol is served, sufficient quantities of non-alcoholic beverages and food must be available at all times.
4. Advertisements for social events with alcohol shall not promote excessive or underage drinking.
5. The service of alcohol at all on-campus events must stop no later than 10:00 p.m.

6. The organizers of the social event must properly dispose of any partially filled and empty alcohol containers at the conclusion of the event.
7. Violators of this policy will be subject to University disciplinary actions.

For alcohol use in Residence Halls, University Residences policies are to be followed.

For alcohol use at Gentle House, Gentle House policies are to be followed.

Locations:

Alcoholic beverages may be consumed only in designated areas and with prior approval in accordance with the procedures listed in this policy.

a. Athletics

Individuals wishing to picnic prior to a varsity football game ("tailgate") and to serve alcoholic beverages may do so only at their individual vehicles parked in areas designated by Campus Public Safety. Food and non-alcoholic beverages must be available. No kegs or other bulk dispensing of alcoholic beverages is permitted in the parking areas. Any group of 25 or more people wishing to serve and consume alcoholic beverages must register the event in accordance with this policy and have the alcoholic beverages served by an Insured Licensed Vendor or Approved Server. Prior approval must be secured in accordance with this policy.

Alcoholic beverages sold or provided at group or individually sponsored events which require an Insured Licensed Vendor may not be sold or served after the close of halftime or intermission of athletic competitions.

No alcoholic beverages are permitted inside the stadium or gymnasium, except for during University events that have been approved to have alcohol. Any person violating this policy may be subject to removal from the premises.

b. Werner University Center

1. The serving and/or consumption of alcohol are allowed only in meeting rooms and the Pacific Room.
2. WOU student sponsored events may be required to hire WOU Campus Public Safety in addition to a university employee to observe performance of the vendor and assist in observing guests' behavior (WOU Alcohol policy - Responsibility of Sponsoring Groups).
3. All other WOU guidelines outlined in the Possession and Consumption of Alcoholic Beverages policy will be followed.
4. Private rentals of the WUC must agree and sign the WUC usage policy and rental contract.

c. Other

Alcoholic beverages (limited to beer and wine) may be served at events at other campus locations when prior approval is secured following the process described in this policy.

Exceptions:

The president of the University may make exceptions to this policy by permitting the service of alcohol on University property or authorizing consumption by an employee for purposes of

employment, e.g., WOU Foundation events. Exceptions are for specific purposes and do not release the event sponsor from conforming to all other aspects of this policy and all federal, state and local laws. A request for an exception should be submitted to the president a minimum of 30 days in advance of the event following the procedure outlined in this policy.

Responsibility of Sponsoring Groups:

Sponsors of events must comply with the following risk control standards:

1. Hire a vendor licensed and insured to sell and/or serve alcoholic beverages. The OLCC Special Dispenser and Caterer Dispenser license are equally acceptable (ORS 471.542).
2. Verify that all alcohol servers hold service permits and have passed the Server Education Course.
3. Appoint a University employee to observe the performance of the vendor and assist in observing guests' behavior.
4. Inform the servers of the university's standards and expectations for alcohol service and control. Empower servers to cut off drinkers. Make clear that the licensee must adhere to its responsibilities.
5. Share this policy and any specific risk control plan with vendors and co-sponsors.
6. Assure that the vendor's plan to deal with alcohol over-service problems is adequate.
7. Ensure that a contract with a vendor includes the following:
 - Require that the vendor indemnify and hold harmless the agency for any claim made against the agency due to the vendor's negligence. Use the following wording in contracts: "Vendor shall indemnify, defend, and hold harmless the State of Oregon and Western Oregon University, its officers, divisions, agents and employees from all claims, suits or actions of any nature arising out of the activities of the contractor, its officers, subcontractors, agents or employees under this contract."
 - Require the vendor to have worker's compensation insurance and general liability insurance (including contractual liability). The latter must include a liquor liability endorsement with a coverage limit of at least \$1 million. The liability insurance must be endorsed to name the agency and the State of Oregon as additional insureds.
 - Prior to the event, obtain certificates of insurance from the vendor to verify all required insurance coverages. Provide the vendor with the following wording to be used by their insurer on the certificate: "It is agreed that the State of Oregon and Western Oregon University, and their divisions, officers, and employees are Additional Insureds but only with respect to the vendor's activities under this contract."
8. Prohibit open, self-service bars.
9. Alcohol service may be limited at the discretion of the licensed server, the host and/or designated observer. No service will be provided to visibly intoxicated people.
10. Limit alcohol consumption to the immediate premises where the alcohol is being served.

CONSEQUENCES FOR POLICY INFRACTIONS

All members of the WOU community are required to comply with the provisions of this policy. (If attendance at an event is not University or state business, i.e., you are attending a private party as a private citizen, this policy does not apply.)

- A. Any student who violates this policy or applicable laws may be subject to disciplinary actions and/or referral for prosecution. Disciplinary actions for students may range from warning to expulsion

as provided by the Code of Student Responsibility and may include referral to the Student Health and Counseling Center or another agency for evaluation and treatment. The severity of action will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student's attitude.

B. Any employee who violates this policy or applicable laws may be referred to an employee assistance program or alcohol treatment program through the Office of Human Resources, and is subject to disciplinary action, which may include termination from employment and/or referral for prosecution. By law, employee health coverage provides for some treatment for alcohol dependency.

C. Oregon Revised Statutes related to alcohol include:

1. ORS 471.410 Providing liquor to a person under 21 or to an intoxicated person is illegal, and may result in the following penalties: up to one year in prison; restitution; community service; fine in the amount of \$350 (first conviction), \$1000 (second conviction), and jail time plus \$1000 fine (third conviction).

2. ORS 471.430 Purchasing or possessing alcohol by a person under 21 or entering a licensed premise by a person under 21 is illegal, with a fine of not more than \$250. A person under 21 years of age who misrepresents his/her age may be required to perform community service and his/her driving privileges and right to apply for driving privileges may be suspended by the court for up to one year.

3. ORS 813.100 Driving under the influence of intoxicants and the person is subject to criminal penalties if a test indicates the person is under the influence (.08 blood alcohol content), with fines up to \$2500 plus one year in jail. A person under 21 years of age that is driving under the influence violates this statute with blood alcohol content over zero.

Appendix V: Executive Order 1.21



FROM THE OFFICE OF THE ASWOU PRESIDENT

Werner University Center #122 | 345 Monmouth Ave. N. | Monmouth, OR 97361

EXECUTIVE ORDER 1.21

Section 1

The Statute for ASWOU Chartered Organizations contains the standing rules for how the ASWOU government and its chartered organizations interact with each other. What is not included in the Statute is standing policies that are contingent on how the ASWOU government tracks chartered organizations activity i.e. which software program. The ASWOU government is in need of a way to enforce these policies without, however, resorting to constant changes to the ASWOU Governing Documents.

Section 2

The purpose of this Executive Order is to clarify best practices that have been used in the ASWOU Government in previous years and to explicitly outline how oversight of these best practices are handled. The best practice to be clarified is the use of a yearly “Student Organizations Handbook.”

Section 3

Effective immediately, at the beginning of every academic year the ASWOU President and ASWOU Judicial Administrator, in conjunction with the ASWOU Director of Business and Finance and the ASWOU Director of Student Organizations, shall create a new Student Organizations Handbook (SOH). The SOH shall now outline all policies specific to whatever software or organizational method that the ASWOU Government is using to track chartered organizations activities. The SOH shall only serve to expand on policies outlined in the ASWOU Governing Documents.

Section 4

Effective immediately, the ASWOU President, with help from the ASWOU Director of Business and Finance and the ASWOU Director of Student Organizations, shall be responsible for drafting the new SOH at the beginning of the academic year. The ASWOU Judicial Administrator shall review the drafted SOH to make sure that none of the policies it outlines are in violation of the ASWOU Governing Documents. If the drafted SOH is deemed to follow the ASWOU Governing Documents by the ASWOU Judicial Administrator, then both the ASWOU President and the ASWOU Judicial Administrator shall sign the drafted SOH. Once signed, the SOH shall be considered a formal document that ASWOU chartered organizations must follow. The SOH must be signed by the Friday of the third week of Fall Term each academic year.

Section 5

Effective immediately, the SOH for each academic year will be subject to the interpretation of the ASWOU Judicial Board, as dictated in the processes outlined in Article IV of the ASWOU Constitution and Article V of the ASWOU Bylaws. This means that an ASWOU Government employee or volunteer may have a hearing request submitted to the ASWOU Judicial Board for a failure to follow the SOH. Likewise, an ASWOU chartered organization may have a hearing request submitted to the ASWOU Judicial Board for a failure to follow the SOH.

Section 6

The ASWOU Senate still reserves its right to amend the ASWOU Constitution and to change the ASWOU Bylaws, as outlined in Articles II and VIII of the ASWOU Constitution and Article IV of the ASWOU Bylaws. These changes may affect the policies outlined in the SOH. In the event that the Senate changes a policy after a SOH as been signed and issued to chartered organizations, the ASWOU President, with help from the ASWOU Director of Business and Finance and the ASWOU Director of Student Organizations, shall be responsible for rewriting and resubmitting a new draft of the SOH with the ASWOU Senate's policy changes to the ASWOU Judicial Administrator for review. In the event of an ASWOU Senate policy change requiring the SOH to be rewritten, the ASWOU Senate President reserves the right to review the revised SOH before it is submitted to the ASWOU chartered organizations for the sole purpose of ensuring the ASWOU Senate's policy changes were implemented properly. If the ASWOU Senate President exercises this right, they will sign the SOH, along with the ASWOU President and ASWOU Judicial Administrator.

Section 7

This Executive Order will immediately become null and void upon the creation of legislation by the ASWOU Senate which creates a policy in the ASWOU Constitution or Bylaws that conflict with the above sections.

Section 8

This Executive Order will immediately become null and void upon the creation of changes to the Statute for ASWOU Chartered Organizations by the ASWOU Senate and ASWOU Judicial Board that conflict with the above sections.

Section 9

By the authority vested in me by Article III, Section 6 of the ASWOU Constitution, I hereby enact Executive Order 1.21 on the 1st day of October, 2020.



N.J. Johnson
President

Associated Students of Western Oregon University

Appendix VI: Disability Documentation Policy

DEFINITIONS

ADA: Americans with Disabilities Act

ODS: Office of Disability Services

POLICY STATEMENT

In order to receive accommodations, academic adjustments and/or auxiliary aids, students must provide the Office of Disability Services with documentation of their disability related to requested accommodations. Documentation must be from a certified professional in the field of the disability. An individual with a disability is a person, who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, being regarded as having such impairment.

PROCEDURES

The Office of Disability Services requests each student with a documented disability to provide clear documentation that supports the connection between one's major life activity impact and the academic accommodations needed for equal access.

Definition of a major life activities include but is not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Acceptable forms of documentation provided by a certified professional in the field of the disability. Documentation shall include the following: diagnosis, functional limitations, date of onset, medication information as applicable and recommendations for accommodations, academic adjustments and/or auxiliary aids. Documentation received, information gathered in interviews and collected from completed forms containing information regarding disability status shall be kept confidential.

Examples of acceptable documentation include but are not limited to:

- Deaf and Hearing Impaired: Audiogram and/or audiologists report.
- Visually Impaired: Ophthalmologist report documenting eye medical disorder and disease.
- Psychological Disability: Diagnosis from DSM V
- Medical Disability: Documentation of disease, illness, or impairment.