

**REGISTERED
INDEPENDENT STUDENT ORGANIZATION
(RISO) HANDBOOK**



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

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Get Involved!!

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

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

What is a HawCC student RISO?

A HawCC student RISO is a student **R**egistered **I**ndependent **S**tudent **O**rganization. A RISO provides co-curricular opportunities for students to acquire leadership, team work, organizational, and implementation skills. A RISO also engages students in responsible problem solving and decision making. Students must think critically, employ ethical standards, and interact with other people.

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

Membership

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

Relationship with the University / College

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

As indicated in the UH Board of Regents (BOR) Policy on Student Affairs Section 7.203(B)(2), a RISO must include the following disclaimer on all publications and communications with third parties: "Although the RISO has members who are University of Hawai'i students, faculty or staff, the RISO is independent of the University and does not represent the views of the University. The RISO is solely responsible for all its contracts, debts, acts, and omissions."

Additionally, publications and communications must also include the following

Non-Discrimination Policy: “The Hawai‘i Community College does not discriminate in its educational programs, activities, and employment on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Hawai‘i Community College will comply with State and Federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination.”

The RISO name shall not include “University of Hawai‘i” or “Hawai‘i Community College,” which is part of the University of Hawai‘i. Additionally, the RISO may not utilize the Hawai‘i Community College’s logo or address (1175 Manono St.) Exceptions may be made on a case-by-case basis by the Vice Chancellor for Student Affairs.

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

RISO Responsibilities

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

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

Establish a RISO

1. Obtain and read the HawCC STUDENT REGISTERED INDEPENDENT ORGANIZATION (RISO) HANDBOOK.
2. Write the RISO bylaws.
3. Complete the HawCC RISO Registration Form, which requires the names of officers, members and the advisor who must be a HawCC faculty or staff member.
4. Submit both the Registration Form and the RISO bylaws to the Student Life Specialist for review. This is then forwarded to the Vice Chancellor for Student Affairs (VCSA) for approval.
5. Once the RISO, through the advisor, receives an email of approval from the VCSA, the RISO must establish a bank account if it expects to be involved with money transactions. (Refer to the sections on "Funding a RISO" and on "Banking and Tax Information.")
6. As stated in the UH Board of Regents (BOR) Policy on Student Affairs Section 7.203(B)(2-3) The University assumes no responsibility for the activities of a RISO. A RISO's leaders shall assume full responsibility for the organization's activities and conduct of its members.

Requesting Use of Campus Facilities and Services

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

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

When a RISO is using a campus facility, there must be RISO member(s) and a RISO advisor present at all times. One of the benefits of being a RISO is the privilege to use campus facilities and services. Please remember to abide by all campus policies and rules at all times.

Manono Campus Facilities/Services. Different places require different approval procedures.

FACILITY	CONTACT OFFICE	CONTACT INFO
Kaneikeao (Bldg. 379, Rm. 1)	Student Affairs	934-2509
Conference Rooms (Bldg. 379A, Rms. 6A and 6B)	Complete Facilities Usage Form	http://www.hawaii.hawaii.edu/sites/default/files/assets/pom/docs/facilityuseapplication.pdf
Classrooms and Cafeteria		

Upper Campus Facilities/Services Different places require different approval procedures.

Campus Center, Campus Center Plaza, Library Lanai	Campus Center Office	http://www.uhh.hawaii.edu/campuscenter/
Campus Center Dining Room	Sodexo Director	https://hilo.hawaii.edu/depts/sodexo/http://hilo.hawaii.edu/depts/sodexo/
Theater (UHH Performing Arts Center)	Performing Arts Center Office	http://artscenter.uhh.hawaii.edu/
Student Campus Recreation	Student Life Center Office	http://hilo.hawaii.edu/rec/center/
Auxiliary Services	Motor Pool	https://hilo.hawaii.edu/auxsvc/motorpool/

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

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

Risk Management

When a RISO is planning an event, it is important to consider the risks involved. Students are advised to avoid high-risk activities. A RISO may consider obtaining event-insurance at their own expense if the situation warrants it. Students wishing to engage in high-risk activities off-campus may do so on their own without a RISO's involvement. It is highly recommended that all events have a designated certified First Aid/CPR/AED person available.

Risk Release Waivers. To protect a RISO, its officers, and advisor(s), participants in all off-campus and some on-campus activities should be required to sign an "Assumption of Risk and Release Form" www.hawaii.hawaii.edu/sites/default/files/assets/business/docs/attachment-400_1.pdf prior to the activity. This release form does not mean the RISO cannot get sued. However, it does mean that the RISO can show that the participant was informed of the risks beforehand and chose to assume the risks and responsibilities associated with the particular activity. Contact the Student Life Specialist if you need a sample risk form. Furthermore, to limit the RISO's risk, there should always be a specific time period placed on any activity.

Alcohol and Illegal Substances. To promote risk management, all RISO activities must be alcohol free and substance free. Student fees may not be used to purchase alcohol nor can student-organization-sponsored events held on or off campus include alcohol.

Funding a RISO

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

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

A RISO selling food on the Upper Campus must submit a request through the campus center.

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

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

Chartered Student Organization Funding. A RISO may submit a proposal for funding to assist with the establishment of the RISO or with a RISO expense.

Consideration will be given based on the time of request, availability of funds, how the proposed funding will be used, and how the project will benefit the student body. These sources are subject to change; please visit <http://hawaii.hawaii.edu/student-life/>.

Banking and Tax Information

RISO's are encouraged to establish a bank account if funds are being collected or raised. Each RISO will need to have a Federal ID number (also called an Employer ID Number or EIN) to open a bank account. Having a Federal ID number is not the same as having IRS non-profit status.

Information about the EIN can be accessed at the following website:

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html?portlet=4>.

A RISO cannot use "University of Hawai'i" or "Hawai'i Community College" in the name of the account.

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

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

Equipment Rental

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

Dissolution

To terminate, a RISO should:

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

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

Links Americans with Disabilities Act of 1990 -
<http://hawaii.hawaii.edu/disability-services/faculty-info>

Campus, Local and National resources - <http://hawaii.hawaii.edu/mental-wellness/resources>

Non-Discrimination Policy - 2017-2018 Catalog on page 42
<https://uhcc.hawaii.edu/sys/UHCCnondiscriminationFinal.08.16.2013.pdf>

Sexual Assault -
<http://www.hawaii.hawaii.edu/sites/default/files/assets/ovcadmin/admin-manual/haw1-301.pdf>

Student Conduct Code -
<http://hawaii.hawaii.edu/sites/default/files/assets/ovcadmin/admin-manual/haw7-101.pdf>

Title IX Reporting - <http://hawaii.hawaii.edu/security/nine>