

Kapi`olani Community College

Student Organizations

There are two tiers for Registered Student Organizations: Registered Campus Organizations and Registered Independent Organization.

Registered Campus Organizations (RCOs)

Registered Campus Organizations (RCOs) are special interest groups that focus on programs or are sponsored by a department. Such organizations include but are not limited to: International Club and Phi Theta Kappa. These registered organizations will follow the same administrative policies set forth by the Board of Regents Chapter 7 Student Affairs and any policies set by Kapi`olani Community College.

A. Advisor

Advisors are mandatory and assigned to the organization by the Chancellor, Vice Chancellors or Deans. The expectations for a RCO Advisor are to help train incoming officers, reserve facility space, help manage the club finances (if applicable), participate in discussions, and for organization maintenance and continuity.

The Advisor must be a full time Kapi`olani Faculty or Staff member. The Advisor may be assigned to this role as part of his/her college duties and provided with instructional equivalent time as deemed appropriate.

The Advisor of an RCO acts in the capacity of a University official.

Registered Independent Organizations (RIOs)

Registered Independent Organizations (RIOs) are similar to DSOs. However, RIOs **are not** focused on majors or departments. Rather, these organizations are formed around interest groups that range from social, leisure, spiritual, ethnic, service, or political.

Also, RIOs **do not** require an advisor, however it is highly recommended so the organization can acquire facility space and for the continuity of the organization.

The Advisor for a RIO is acting on their own without any formal appointment from Kapi`olani.

Benefits of Forming a Student Group

Once an organization is registered with the Office of Student Activities (OSA), it will be provided with a variety of resources.

- 1) A RIO may use campus facilities for their events or functions provided:
 - a. the RIO function does not infringe upon, delay, conflict, or interfere with the scheduled instructional, research, community service, and/or co-curricular programs and activities of the campus;
 - b. the intended usage of the RIO does not interfere or conflict with normal operations of the campus;
 - c. the RIO is in compliance with university policies governing the usage of the facility; and
 - d. when using the facility, at least one of the designated representatives or an authorized OSA member must be present for the duration of the usage
 - e. the Advisor makes the request to reserve facility space. Also, the advisor must be present for the event in which Kapi`olani facility space is used.
- 2) An RIO may apply and request funding from two of the Chartered Student Organizations (CSOs): the Board of Student Activities (BOSA) and the Associated Students of Kapi`olani Community College (ASKCC) Student Congress granted the RIO is in compliance with the policies each CSO sets forth regarding RIO funding.
- 3) An RIO may publicize their on-campus events on the bulletin boards located on campus with the approval of OSA. OSA will post all flyers or posters
- 4) An RIO may participate in workshops offered by OSA.
- 5) An RIO may participate in the various "RIO only" events and activities sponsored by OSA.

Relationship of RIOs with Kapi`olani Community College

The focus of Kapi`olani Community College and OSA is to get more students engaged and involved on campus while they get their education. To enhance the co-curricular experience, Kapi`olani and OSA encourage the creation of campus organizations to help supplement the in-class experience with the out-of-class experience. By the formation and maintenance of a RIO, Kapi`olani and OSA hope their organizations will provide students with personal growth and leadership development.

Although Kapi`olani and OSA encourage the formation of RIOs, Kapi`olani and OSA **does not** assume the responsibility for the RIO's activities (see Administrative Policies Governing

Registered Independent Organizations). All RIOs are responsible for their actions, events, and decisions which include third party relationships, debts incurred, insurance, legal defense as well as any liability or obligations as a result of the attendance of any RIO sponsored event.

Per Board of Regents Policy, RIOs are not representatives or agents of Kapi`olani or OSA. As such, the RIO must include the following disclaimer in all communications and publications, ***“Although the registered independent organization has members who are University of Hawai`i students, the registered independent organization is independent of the University and does not represent the views of the University. The registered organization is responsible for its own contracts, acts, or omissions.”*** (BOR Policy Section 7-3, b.2.).

The designated members or representatives of the RIO shall assume the responsibility for the organizations’ activities and conduct of their members.

Non-Hazing

Hazing is defined but limited to, as any action taken or situation created, intentionally, whether on or off the Kapi`olani campus to produce mental, psychological, or physical discomfort, embarrassment, harassment, or ridicule. Such activities include physical torment, wearing clothing that is deemed inappropriate, and other types of degrading or humiliating acts. Hazing acts go against Kapi`olani’s Student Conduct Code and any violation may result in disciplinary action from Kapi`olani. If new incoming members feel that they are being hazed, please report the incident to OSA.

Fundraising

Organizations who wish to fundraise on the Kapi`olani campus must adhere to the following:

- 1) Have an Organization Bank Account
- 2) Have a General Excise Tax License Number
- 3) Have an Employee Identification Number
- 4) Contact the Campus Scheduler at 734-9571 to acquire facility space and to send notification of an upcoming fundraiser

Organizations must follow all policies set forth by the Campus Scheduler in order to for the group to fundraise.

For fundraising events that take place off campus, the organization does not need approval from Kapi`olani, but must keep in mind the RIO administrative policies that govern student organizations which they signed off on.