

RICO CLUB HANDBOOK



Compiled by John Constantino, Student Life Coordinator
Kaua'i Community College
3-1901 Kaumualii Hwy., Lihue, HI 96766-9500



Registered Independent Campus Organizations



RICO CLUB HANDBOOK ACKNOWLEDGEMENT PAGE
REGISTERED INDEPENDENT CAMPUS ORGANIZATIONS
Kaua`i Community College

I have read and understand the policies written in this club handbook. I also acknowledge the liabilities and responsibilities placed on myself. I will uphold and disseminate the information and policies of this handbook to all club members. I also acknowledge that I will seek assistance from the Student Life Coordinator regarding any issues, questions or concerns that may arise within the RICO club.

RICO Club President:

Print Name

Signature

Date

Primary RICO Club Advisor:

Print Name

Signature

Date

Please make a copy of this sheet & return original to Rm. 210, Student Life Center



CLUB HANDBOOK FOR REGISTERED INDEPENDENT CAMPUS ORGANIZATIONS (RICO) Kaua`i Community College

It takes just six (6) students with a common interest to form a Registered Independent Campus Organization AKA a club!

Kaua`i Community College welcomes all students in forming and being a Registered Independent Campus Organization (RICO). Participating in programs and activities outside the classroom is an integral part of the total collegiate learning experience. Student Life is committed to providing a full range of co-curricular programs, services and activities that meet the needs of academic or personal interests. This club handbook is a resource guide to assist in developing and registering organizations every year.

The Student Life Coordinator or other staff as directed, can assist in organizing groups in planning activities and in providing leadership development training. Contact the Student Life Coordinator at Rm. 210 at the Campus Center, call 245-0112 or via email at johncons@hawaii.edu for assistance.

Each RICO is expected to read the handbook. Officers and advisors are expected to be familiar with and abide by the rules governing RICO groups as presented. The annual RICO registration form requires the president and advisor to agree to all rules and acknowledge the handbook with signatures. Once it is signed, make a copy of the first page of the handbook and return the original to the Student Life Coordinator. This is required before a RICO group can commence with its activities, or before grant monies are expended.

★ GENERAL POLICY ★

Co-curricular learning, through various programs, activities and services, is integral to a student's total higher education experience. This learning prepares students for the transition towards independence, self-responsibility as well as to support career and life changes. RICOs provide opportunities for students to acquire leadership skills, to interact with other people and to participate in civic, recreational, social and academic related activities.

★ DEFINITION OF A REGISTERED INDEPENDENT CAMPUS ORGANIZATION (RICO) ★

Any group of six (6) or more students currently enrolled at Kaua`i Community College wishing to pursue a common educational, civic, social, cultural or recreational interest may become a RICO by completing the Annual Statement of Registration application and submitting additional required documents.

A minimum membership of six students must be maintained throughout the period of registration. In addition to the six student members, membership may include associate members who are faculty, staff or community (including alumni). Associate members cannot vote, become officers or serve as official representatives of the RICO. At all times, at least 75% of the membership must be currently enrolled students of Kaua'i Community College.

★ RELATIONSHIP TO KAUA`I COMMUNITY COLLEGE ★

All RICO groups assume responsibility for their activities including debts incurred, insurance coverage, legal defense, risk management and relationships with third parties. The RICO must include the following disclaimer on all publications and communications with third parties:

“Although the RICO has members who are Kaua`i Community College students, faculty or staff, the RICO is independent of the college. The RICO is solely responsible for all its contracts, debts, acts and omissions.”

The RICO name **shall not** include **“Kaua`i Community College or the University of Hawai`i”**. The college views its relationship with the RICO as consistent with the University's philosophy of education and student self-governance. RICO leaders and advisors assume responsibility for the organization's activities and the conduct of its members. The college has staff available to provide educational services to support the effective functioning of RICOs.

★ HOW TO FORM A RICO ★

Students with common interests are encouraged to form a RICO group to bring together students that share interests, to provide involvement activities and to have fun. RICOs, although independent of the college, have basic responsibilities that include:

1. Abiding by all state and county laws.
2. Operating within the policies and procedures of the university.
3. Adhering to the RICO Constitution and By-Laws.
4. Keeping an accurate accounting of funds.
5. Filing the annual RICO registration forms and additional documents.
6. Avoiding any policy or practice that discriminates against any person by reason of race, creed, color, age, national origin, ethnic background, gender, sexual orientation or religion, except as exempted by federal, state, and county laws.
7. Retain an advisor.

Any student interested in forming or registering a RICO should:

1. Read the full text of this handbook and complete the annual RICO Annual Statement of Registration form. Printed copies of the handbook and registration forms are located the Student Life Center or Rm. 210 or available on-line at the Student Life

homepage.

2. First time RICO groups need to write a Constitution and/or By-Laws. If assistance is needed to write or revise a constitution, contact the Student Life Coordinator.
3. Read this Handbook to be sure the RICO is in compliance with all rules.
4. Return the completed RICO application forms to the Student Life Coordinator.
5. After the registration has been approved, the RICO group president and advisor will receive a confirmation. If there are any questions, the Student Life Coordinator will inform the group of what needs to be done to complete the registration process.

The Student Life Coordinator or other staff as directed will distribute the list of registered organizations to the various campus divisions who interact regularly with RICO groups. These include ASUH-KCC Student Government, Board of Student Publications, Student Activities Council, KCC Business Office, Facilities and Maintenance Department and college administration. The RICO president, advisor and other contact persons will be on the distributed list.

★ WRITING A CONSTITUTION AND/OR BY-LAWS ★

Webster's Collegiate Dictionary defines a constitution as "the system of fundamental principles according to which a nation, state or group is governed". Robert's Rules of Order, Newly revised, states that a constitution of an organization: 1) defines its primary characteristics; 2) prescribes how it functions; and 3) includes all rules that the organization considers so important that the rules cannot be changed without prior notice to members. The constitution of an organization, as its basic road map, defines the limits of its authority, establishes the structure through which it achieves organizational goals, and provides a sense of order and practice. By keeping all provisions of a topic under one heading in a single document there will be fewer problems of redundancy and internal inconsistency. The constitution and by-laws should be easy to read and understand.

The constitution should contain statements and provisions concerning the enduring aspects of your organization. Items that detail more specific operational procedures and/or rules that are subject to more frequent revision should be included in the by-laws. The Student Life Coordinator can provide advice as needed. An example of a general constitution can be found on the KCC Student Life webpage, under RICO Clubs.

★ BANKING AND TAX INFORMATION ★

Each RICO will need an Employer Identification Number (EIN) to open a bank account, or to receive grant funding from ASUH-KCC SG. Internal Revenue Service application forms for an Employer ID number are available on-line at the IRS website at www.irs.gov/. Having an Employer ID number is not the same thing as having IRS non-profit status. RICO groups cannot use the University of Hawai'i in the name of the account. All fundraisers are taxable, even those for non-profit organizations, so when planning a fundraiser, be sure to:

1. Pick up an application for General Excise Tax license from the Kaua'i District Office, State Office Building located at 3060 Eiwa Street, #105 located in Lihue, or you can

- contact them by e-mail at tax.kauai.office@hawaii.gov.
2. Fill the form out carefully.
 3. Return the form with the required fee to the Tax Office and they will issue the license.
 4. Call the State Tax Office at 274-3456, for further information.

★ APPROVAL FOR RICO USE OF CAMPUS FACILITIES AND SERVICES ★

RICO groups planning to use campus facilities, media services, security services and any other campus services where charges may be incurred, must have the request for use approved by the Student Life Coordinator and the KCC Facilities and Maintenance Department.

★ USE OF CAMPUS FACILITIES ★

Whenever a RICO group is planning an event using campus facilities, one of the first steps should be to contact the person in charge of the facility. An early contact will give the group the best chance of having a successful event on the chosen date. Keep in mind that some campus facilities have fees for staff, technical and other special services.

KCC does not have a food contractor for the campus, therefore if the group has plans to have food or refreshments at the venue, arrangements must be made through an outside vendor or caterer. Use of campus facilities is a privilege and is at the discretion of the Student Life Coordinator for functions held at the Student Life Center, and the Facilities and Maintenance Department for functions held at other campus locations. Each RICO is responsible for following the specific rules for each facility.

Campus Center

The Student Life Center located on the second floor of the Campus Center, offers meeting rooms, a game room and lounge spaces for RICOs use free of charge, and may be reserved during normal business hours. Evening reservations are also available. The RICO advisor or other designated faculty or staff must be present throughout the event or activity. In order to ensure fair use and availability of rooms, RICOs are limited to six consecutive reservations at a time. Further reservations may be made after the fifth use. There are certain other conditions that may apply so contact the Student Life Coordinator when planning your event.

- **Campus Center Courtyard**

The Campus Center Courtyard located near the KCC Cafeteria is available for general campus use. To reserve Campus Center spaces or the Campus Center Courtyard, RICOs must complete a Request and Agreement Application available at the Student Life Office, Rm. 210.

- **Campus Center Cafeteria**

The Cafeteria can be reserved for major events that take place after the campus regular food service hours. For inquiries or reservations contact the Food Service Department at 245-8365.

- **Health, Physical Education and Recreation (HPER)**

KCC has several facilities that may be reserved for RICO use. There is a weight room, two tennis courts and multi-purpose fields. Contact the HPER Coordinator at 245-8379 for information, procedures and reservations.

- **The KCC Café Lanai**

The KCC Café Lanai adjacent to Learning Commons is another “hang-out” for informal dining, open-air events and a potential venue for club activities, performances, and open mike, etc. There are restrictions limiting use of the KCC Café Lanai. For further use rules and to reserve the Lanai, contact the Student Life Coordinator for details.

- **Performing Arts Center**

The Performing Arts Center (PAC) is managed by the Office of Continuing Education and Training. RICO groups may use the PAC pending availability. Many community groups use the PAC so it’s very important to plan far in advance when considering an activity in the PAC. There are fees for use, technical and special services. To reserve the PAC, contact the Performing Arts Center Director at 245-8352.

- **Chinese Gazebo**

An excellent venue for activities and major events is the Chinese Gazebo pavilion located on the east-side of the campus next to Kilohana Plantation. This open-air, covered pavilion has a broad lawn for very large groups and outdoor activities. Contact the Facilities and Maintenance Department at 245-8333 to arrange programs and events at this location. Fees may be charged for use.

Notice to Public (Signage)

Whenever RICO groups use campus facilities, a banner or visible sign with the organization’s name must be posted. In addition, an information sheet is needed to indicate the purpose of the activity. For example, if the group is fundraising, recruiting members, providing information, taking a survey, then proper signage must be posted to inform people without the need to approach the table or booth. When using a public venue, RICO’s may not approach people for solicitation.

Although Student Life supports a diverse intellectual and social atmosphere on campus, each person should have the ability to freely choose whether to listen to a specific solicitation or not. During a RICO’s use of any campus facility, there shall be RICO members present. Some of our RICO’s have community members as well as students and we welcome such involvement with our students. However, a RICO is a student organization and therefore, we expect that community affiliates of RICO’s will work together with our

students in all on-campus activities. The Student Life Coordinator reserves the right to “close down” any RICO activity if proper signage is not displayed with the club’s name or the absence of student members.

Security Arrangements

Campus security officers or off-duty police officers are required for dances and major events open to the public that are held on campus. Security requirements vary for campus facilities so ask what they are when making venue reservation. Consult with the Student Life Coordinator prior to the event to determine what appropriate security measures are needed. When arranging for security, please identify the RICO contact person and advisor who will be in charge of the event. The person must identify him/herself to the officers prior to the event. Plan for the officers to report at least two hours before the event begins and to remain at least two hours after the completion of the event. This start-end time may vary depending on the nature of the event. Security is there to assist the RICO in having a safe and disruption-free event. Communicate any concerns and requirements to them to enable them to give you the best assistance possible. There may be a cost to hire security personnel, so contact the Student Life Coordinator for details.

Janitor Arrangements

Janitorial services are highly recommended for dances and major events open to the public that are held on campus. Consult with the Student Life Coordinator or the Facilities and Maintenance Department prior to the event to determine specific janitorial needs. When arranging for janitorial services, please identify the RICO contact person and advisor who will be in charge of the event. Plan for janitors to report at the start of the event and to remain at least two hours after the event ends. This start-end time may vary depending on the nature of the event.

CAMPUS STUDENT LIFE SERVICES

RICO groups may request assistance from the Student Life Coordinator or other staff as directed for any aspect of their planning, training or organizational needs. The Coordinator is committed to providing the services that RICOs need for their success.

Campus Bulletin Boards

RICO flyers and announcements about upcoming events may be posted in various locations around campus. A copy of your flyer should be brought to the Campus Center office for advertising on the KCC website and for general student or public inquiries.

RICO’s can also display banners over the Campus Center 2nd floor balcony for broader advertisements. Contact the Student Life Office to reserve a board for your event or announcement. Anything posted at the Student Life Center must be approved before posting. Bring your flyers, posters, banners to the office for approval.

Learning Resource Center RICO Boards

Each currently registered RICO group can request to reserve a (4’ x 3’) board space, located in the Learning Resource Center for the academic year. This is a great way to post event

happenings, flyers, activities, photographs of your club or information on the RICO's mission and general meeting times. RICO's are responsible for the maintenance and upkeep of assigned board spaces. The RICO club boards are monitored and managed by the ASUH-KCC SG, and misuse of boards may result in removal of RICO club information. Contact the Student Life Office to request a board space. Other boards are located around campus, but are not managed by ASUH-KCC SG, therefore it is important to ask permission from the division chair of the department to post flyers or posters.

News and Events Calendar

To view and post events on the KCC website, please contact the Student Life Coordinator to post your events. RICO's are encouraged to check the campus calendar before planning events to see what else is happening at the same time. RICO's should post activities as soon as dates are set so others may see event information.

Marketing and Public Relations

RICO's are invited to submit news releases and photos of their activities and events to campus marketing and public relations. Contact the Marketing Specialist at 245-8261 to see how the campus can promote the event or activity.

Student Activities Council (SAC)

The Student Activities Council is always interested in supporting KCC and RICO activities. If an organization would like to co-sponsor an event with SAC, the group should attend a SAC meeting for further discussion and approval. Any event that is co-sponsored by SAC must be open to all students of KCC. SAC does not fund activities that are for RICO members only (ASUH-KCC SG, however, does make grants to RICO's for such activities). RICO's may use SAC paints and paper for posters to advertise RICO events. Please coordinate use with a SAC member as paints must be used at the Student Life Center. Contact the Student Life Coordinator to find out how SAC may help your RICO.

★ OTHER CAMPUS SERVICES ★

Media - AV equipment

RICO's may request use of AV equipment from the campus Media Department through the advisor. An equipment work order form must be submitted a minimum of five (5) working days prior to the requested date. Equipment is loaned on a first come, first reserved basis so requests should be made in advance. An equipment request must be signed by your advisor.

Media - Graphics/Duplication

The Media and Graphic Arts Department may be available to help your graphic and layout design, making tickets, large poster prints or duplication of materials. Plan in advance as the Medias' first work priority is for academic needs, therefore, it is important get your order in as early as possible. It is unlikely that last minute requests will be accepted. For graphic design work, orders should be in at least six (6) weeks prior to the desired receipt date. Duplicating work orders must be in at least one week prior to need. All work and

duplication orders must be approved by the Student Life Coordinator.

★ FUNDING YOUR RICO ★

Membership Dues

The most common way organizations fund their basic operating expenses is to assess membership dues. The RICO may decide to collect dues per month, semester or any other time period. If the RICO decides to assess dues, it should be stated in the group's Constitution (the amount should be in the By-Laws). When determining whether to assess dues or not, the group should consider what its basic expenses will be and how they will be paid if dues are not assessed. When determining the amount of the dues, the RICO should keep in mind an amount that would be reasonable for most members to pay.

Fundraising

RICO groups can raise money by selling goods or services, by charging admission for an event, or by soliciting donations. Such fundraising activities should be for the benefit of the RICO and funds should be used for RICO sponsored activities. RICOs must inform the Student Life Coordinator of fundraising activities by submitting the fundraising information sheet prior to the first day of fundraising. RICOs that are fundraising through ASUH-KCC SG and SAC do not need to submit the information sheet. The Student Life Coordinator does not approve or disapprove RICOs' fundraising activities. The information sheet enables the Coordinator to respond to any inquiries about RICO fundraising.

Any RICO selling food on or off campus is responsible for obtaining a temporary food permit from the Department of Health (DOH) for any food sales, on or off campus. RICOs attempting to sell food on campus, without the temporary DOH permit, will have their fundraiser stopped immediately. RICOs not complying with DOH regulations related to food preparation and handling is at risk of being held liable for any illness or death due to poor food preparation and handling. Contact the Kaua'i District Health Office located at 3040 Umi Street Lihue or via phone at 241-3614 for more information.

Associated Students of the University of Hawai'i Kaua'i Community College – Student Government (ASUH-KCC SG) Funding

RICOs may submit a grant request application to student government. The ASUH-KCC SG Senate represents all KCC students and its decision to approve funds is determined by many factors. These include the significance of the program, project or activity; the probability of success; the benefit to all students; the availability of funds and, the appropriateness of ASUH-KCC SG funding the request. Programs with inherent cultural, social, economic impact and those that strive to manifest the Senate's goals are most likely to receive funding. Senate guidelines for RICO funding change from year to year so contact the ASUH-KCC SG Vice President in charge of RICOs for current information. Applications for funding are available at the Campus Center, Student Life Office, Rm. 210 or contact the Vice President at 245-8338 for more information about ways ASUH-KCC SG can support the RICO group. See previous section on Campus Center services for information about Student Activities Council support for RICOs.

★ RISK MANAGEMENT ★

When RICO groups plan activities, it is important to consider the risks involved with those activities. Although it is unrealistic for an activity to be completely risk-free, it is also unrealistic to plan events without considering risks.

For all organization's activities, appropriate rules of safety should be shared with everyone involved. A list of possible risks should be discussed with all participants. If potentially dangerous or hazardous conditions exist, consider what safety personnel might be needed, i.e. hiring a lifeguard for a beach trip or a guide for hiking trails on Kaua'i. The RICO may even consider obtaining event insurance if the situation warrants it. While the University is not responsible for the activities of RICOs, we will assist whenever possible with risk management concerns. If you have any questions, contact the Student Life Coordinator.

Risk Release Waiver

To protect your organization, its officers and advisor(s), participants in all off-campus activities and some on-campus activities should be required to sign an "Assumption of Risk and Release" form prior to the activity. A list of potential risks must be included on this form. The release form doesn't mean that the organization can't get sued. However, it does mean that the group show in good faith that the participant was informed of risks and chose to assume the risks and responsibilities associated with the particular activity. The Risk and Release Form is located on the second floor of the Campus Student Life Center and is available on the KCC Student Life website.

Alcohol and Substances

The University of Hawaii System mandates that all activities must be alcohol-free and that RICOs adopt a policy prohibiting use of the RICO's funds for purchase of alcohol. To limit the RICO's risk, there should always be a specific time period placed on any activity. Activities members may engage in before or after the event is not the RICO's responsibility. Student fees may not be used to purchase alcohol nor can student organization (ASUH-KCC SG or SAC) sponsored events, held on or off campus include alcohol.

★ UNIVERSITY POLICIES ★

RICOs are expected to follow major University policies and procedures including, but not limited to the following:

Americans with Disabilities Act (ADA)

Many of our students, faculty and staff have disabilities that may affect their participation in RICO activities. Events, on or off campus, must be accessible to students, and other participants, including the general public. We want everyone to be able to equally enjoy and benefit from various campus activities. To become familiar with our campus' policy and procedures related to persons with disabilities, please contact the KCC Disability

Services counselor at 245-8314. The counselor is willing to meet with any group to share information and answer questions. When publicizing the event, please use the following statement on your flyers, posters, news releases and announcements:

“Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), (TTY) by (date at least 10 days prior to the event).”

Sexual Harassment and Sexual Assault

The University is committed to providing a safe and comfortable campus for all of our students. RICOs, in its on-campus and off-campus activities, are expected to observe the University of Hawai'i Sexual Harassment and Sexual Assault policies. For information and assistance, contact the Office of the Vice-Chancellor for Student Affairs, at 245-8274.

Student Conduct Code

All KCC students participating in RICOs are expected to behave in a civil manner that respects the rights of others while supporting an environment of learning and mutual enjoyment of student life programs, activities and services. Students who choose to violate the rights of others and disrupt activities through impermissible behavior will be subject to disciplinary action under the KCC Student Conduct Code. Copies of the Conduct Code are available in the Student Life Center, Rm. 210 or through the Vice Chancellor of Student Affairs, One Stop Center, Rm. 201B.

★ CONTACT US! ★

Please contact the Student Life Coordinator, via email at johncons@hawaii.edu or call 245-0112 or come to Campus Student Life Center, Rm. 210 for specific questions, comments or concerns.