

DigiPen Registered Student Organization Handbook

Office of Student Engagement

DigiPen Institute of Technology

9931 Willows Road NE, Redmond, WA 98052

Phone: (425) 558-0299, Toll Free: (866) 478-5236

Email: [*student.engagement@digipen.edu*](mailto:student.engagement@digipen.edu)

[*www.digipen.edu*](http://www.digipen.edu)

Table of Contents

REGISTERED STUDENT ORGANIZATION HANDBOOK	1
TABLE OF CONTENTS	2
WELCOME	3
MISSION STATEMENT	3
BENEFITS TO DIGIPEN REGISTERED STUDENT ORGANIZATIONS	3
APPLYING FOR A REGISTERED STUDENT ORGANIZATION.....	3
RESPONSIBILITIES OF A REGISTERED STUDENT ORGANIZATION	4
REGISTERED STUDENT ORGANIZATION GUIDELINES & POLICIES.....	4
REGISTERED STUDENT ORGANIZATION BUDGET REQUEST	7
CAMPUSGROUPS.....	8
BONTAGO.....	8
CAMPUS POSTING POLICY	9
RESPONSIBILITIES & OFFICER DESCRIPTIONS.....	10
SAMPLE RSO CONSTITUTION	11

Welcome

DigiPen Registered Student Organizations (RSOs) are overseen by the Director of Student Engagement with the assistance of the DigiPen Student Union. As an RSO, the group will be required to submit a constitution, outlining the mission, goals, and leadership for the organization (there is a sample constitution at the end of this handbook). RSOs have officers, at minimum including a President and Vice President, with the option of having additional officers (for example, secretary and treasurer) who can work together to make sure the organization runs smoothly and effectively. Please make sure to meet with your Faculty or Staff Advisor to go over the RSO Constitution, your goals as an organization, and how you would like them to be involved as an advisor. Please reach out to the Director of Student Engagement if you have any questions or would like more information on how to run an RSO!

Mission Statement

Registered Student Organizations (RSOs) are student-driven groups that are formally recognized by DigiPen Institute of Technology for the purpose of promoting healthy, educational, cultural, or social events to club members as well as the community at large. All RSOs are held to DigiPen policies as well as the guidelines outlined in the DigiPen RSO Handbook. Actions taken by students on behalf of the RSO may be considered actions taken by the RSO.

Director of Student Engagement: Beth Chaney-Torni (beth.chaneytorni@digipen.edu)

Benefits to DigiPen Registered Student Organizations

1. RSOs are a terrific opportunity to gain leadership experience, build community, and provide needed resources on campus.
2. RSOs have access to DigiPen equipment. (DigiPen Library / IT / etc.)
3. RSOs are able to reserve a room on campus for club meetings and activities.
4. RSOs have access to a budget for activities and supplies throughout the academic year.
5. RSOs officers are eligible for a Student Involvement Scale.

Applying for a Registered Student Organization

Prospective RSOs must fill out an online RSO Constitution form in CampusGroups and submit it to the Director of Student Engagement. The submitted constitution must state their intended purpose, learning outcomes/goals for RSO, proposed projects/initiatives, and Officer/Advisor information. RSOs will be evaluated to see if they follow all policies and regulations in the DigiPen RSO Handbook. Once approved, RSO Officers may request a standing room reservation to host RSO meetings and events. RSOs must follow the same guidelines and process when reapplying for the next academic year. RSOs must be renewed each academic year in order to remain a formal, active DigiPen Registered Student Organization.

Responsibilities of a Registered Student Organization

Once a DigiPen RSO is registered with the Office of Student Engagement, the RSO officers will be responsible for the following:

1. Submitting all administrative materials to the Director of Student Engagement in a timely manner.
2. Adhering to the policies and guidelines outlined in the RSO Handbook as well as all new policies and guidelines.
3. Abide by the DigiPen posting policy which became active in June of 2023.
4. Oversee and manage the CampusGroups group for their RSO including, but not limited to:
 - a. Event creation (meetings, events, etc.)
 - b. Group page management
 - c. Group website management
 - d. Member management
5. Adhere to all financial policies and responsibilities.

Registered Student Organization Guidelines & Policies

1. **Discrimination Prohibition:** RSOs must not discriminate on the basis of race, creed, color, national origin, sex, religion, sexual orientation, gender, gender identity, gender expression, marital status, physical or mental disability, age, or veteran status. In addition, RSOs may not attempt to ridicule, disparage, or misrepresent other RSOs, including but not limited to faith-based and identity-based groups. RSOs that are found guilty of discrimination will automatically lose their charter. Language used within official RSO documents shall be inclusive to all.
2. **Open Membership Requirement:** RSOs must maintain an open membership that encourages prospective members to join, and may not proselytize, coerce, manipulate, pressure, deceive, or use other aggressive methods to enlist, convert, or influence individuals. All meetings and events must be open to the entire DigiPen student population. RSO meeting date, time, and location should also be accessible and clearly communicated to encourage regular attendance. RSOs that are exhibiting exclusionary behavior may lose their charter.
3. **RSO Duration:** RSOs are recognized for one academic year. An RSO's approved term will begin the day on which it is approved and end on the last day of Summer Semester of the following year. Every RSO must re-apply for approval annually. RSOs are encouraged, but not required to meet over the summer, and may continue to request funding during that time. RSOs are not expected to meet regularly during the Summer Semester. *For example: If students decided to form an RSO in November 2022, the RSO would be active from November 2022-August 2023.*

4. **Membership Threshold:** RSOs must have a minimum of five (5) current DigiPen students who are maintaining a courseload of a minimum of 6 credits per semester to register an RSO and receive a charter. Among the members, there must be an established RSO President and Vice President, with the optional addition of Secretary and Treasurer to serve as the executive board for the RSO. A list of current RSO members must be submitted in the RSO Constitution form.
5. **RSO Officers:** RSOs must have one representative from their executive team (President, Vice President, Secretary, Treasurer, etc.) to represent the RSO in all DigiPen functions, summits, or councils. The RSO President oversees the RSO's administrative duties for the duration of the academic year. The RSO Officers must maintain a 2.0 cumulative GPA and must be in good standing with the Institute.
6. **Anti-Hazing Policy:** Any RSO found to participate in hazing as defined below will be reported to DigiPen's conduct officers. Any hazing that is witnessed should be detailed in an incident report with the hazing concern and provide evidence for review.
 - a. The State of Washington has defined hazing as ... "any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions." (RCW 28B.10.900) [2022 c 209 s 1; 1993 c 514 s 1.]
7. **Faculty/Staff RSO Advisor Requirement:** RSOs will be required to have a staff or faculty RSO advisor to receive an RSO charter. Faculty/staff RSO advisors are not required to attend RSO meetings, but are encouraged to do so. RSO Presidents/Officers should meet at least once per semester with their RSO advisor to keep them up to date with RSO goings-on. Faculty/staff RSO advisors must be a current faculty or staff member on the DigiPen campus. Faculty/Staff RSO advisors may not be an advisor for more than 3 active RSOs.
8. **On-Campus Preference:** Campus meetings are recommended to be held on the DigiPen campus in a designated space. RSOs may reserve a room by checking room availability on the Meeting Room Booking System website (mrbs.digipen.edu). If the space is available, create a recurring event in CampusGroups. Upon creating the event, the Front Desk staff will be notified and create the room reservation in MRBS, or they will request you change the details of your event. *If you submit a Room Reservation request at 4:30 PM on Friday for Monday at 9 AM, your request may not be approved in time – plan ahead!*
9. **Room Use Agreement:** All RSOs are expected to keep the rooms tidy and all furniture must be returned to its original location. RSOs must restore any space they use to the state it was in prior to their use. All waste must be disposed of, and any materials not used must be properly put away. It is the responsibility of the RSO members to clean up after themselves, and RSOs that do not properly maintain campus spaces may lose their ability to host events on campus.

- 10. Room Reservation Priority:** Due to the limited space on campus, RSOs may be asked to relocate meetings for Town Halls, Game Presentations, or other high-priority events per the discretion of the Director for Student Involvement. RSOs will be given advanced warning of any room changes and will work with the Director of Student Engagement to change the room reservation for the week.
- 11. RSO Cancellation:** RSO Presidents are expected to notify members of any RSO cancellation or RSO meeting time/date changes. In addition, RSOs may be denied access to DigiPen RSO funds, use of campus property, and access to posting on campus at any time at the discretion of the Institute without given reason.
- 12. Consecutive RSO Meetings:** RSOs typically meet once per week from Week 2 through Week 14 of the Fall or Spring semester. RSOs are expected to meet regularly as defined in their constitution. RSOs that meet fewer than four times per semester, however, are advised to discuss with the Director of Student Engagement to discuss RSO structure. There are no RSO meeting requirements for clubs that remain active during the Summer Semester, however, if an RSO decides to meet during the summer (i.e., RSO participating in the Seattle Pride Parade in June), they will still be an active RSO.
- 13. IT Usage Procedure:** RSOs must follow the I.T. Usage Policy as outlined in the Student Handbook. Students must not damage or alter any DigiPen property in any manner and may not install software, drivers, patches, or any other program on DigiPen computers.
 - a. IT can help with many technical requests such as Ethernet access, installing games on campus computers, and much more. Any requests can be made at helpdesk.digipen.edu.
- 14. Politically-Affiliated RSOs:** Registered Student Organizations at DigiPen may not be politically affiliated.
- 15. Religious RSOs:** Religious interest groups are permitted on campus. However, these groups may not prevent students from practicing or participating in any religious function sponsored by a religious group, including meetings. In addition, candles and other flammables, substances that are considered federally or regionally illegal, items deemed dangerous or offensive by the Office of Student Affairs are not permitted to be used on campus. DigiPen will not allow the promotion or advertisement of specific religious organizations at the institution.
- 16. Student Involvement Scale:** Individuals who hold a leadership position within the RSO (President, Vice President, Treasurer, Secretary, other misc. Committee positions) are eligible to earn one Student Involvement scale per RSO per academic year. Spirit scales are handed out during Spirit Weeks.
- 17. Member Agreement:** Each RSO member must understand and agree to the following:
 - a. Each member shall abide by all DigiPen rules, regulations, and policies.
 - b. RSO members or activities must not place any person in danger on campus, promote acts of violence, or disrupt DigiPen operations.
 - c. RSOs must abide by all city, state, and federal laws.
 - d. No individual member will personally profit from any activity affiliated with the RSO, nor solicit funds for personal use from other members.
 - e. RSOs will not create or maintain an off-campus bank account.
 - f. RSOs will not purchase, serve, or sell alcoholic beverages at any RSO function, including meetings and events.

- 18. Donations:** RSOs may only receive monetary donations if the funds are collected to be donated to other charities or nonprofit groups. Due to DigiPen's for-profit status, donations cannot be made to DigiPen to be used privately for RSO purposes.
- 19. Registered Student Organization Budget:** Once an RSO is formally approved, it is eligible to request RSO funding. No reimbursements will be made to RSO members without prior written approval for the expenditure. Funding may not be used for donations to third-party religious or political organizations, including candidates, political parties, policy initiatives, lobby organizations, partisan fundraisers, or 501(C)4S. RSO funds can only be requested by submitting an RSO Budget Request form online. All RSO funding requests need to be submitted at least two weeks prior to when the supplies/funding is needed and are subject to the approval of the Director of Student Engagement. You will be notified if/when your funding request is approved.

Registered Student Organization Budget Request

RSOs who wish to request funding must submit an RSO Budget Request form, available online via the DigiPen RSOs Teams Channel and on the DigiPen Student Body Discord server. **All budget requests must be pre-approved.** Students who purchase items for an event without pre-approval will not be eligible for reimbursement. Please contact the Director of Student Engagement or the President of the Associated Students of DigiPen with any questions.

All RSO activities must meet the following conditions:

- The event or activity is inclusive and accessible to all DigiPen students
- The RSO President meets with the Director of Student Engagement and/or their Faculty/Staff Advisor regarding their event for pre-approval
- RSOs who submitted budget requests at the end of the Spring 2025 semester will have priority for funds

Note: All materials purchased with DigiPen budget will be the property of the institution and the RSO (not specific members of the RSO). For example, a chessboard and its pieces will have "Property of DigiPen and Chess Club" labeled on it. This excludes food and beverages, disposable items, and items purchased for the sole purpose of distributing for marketing to others (giveaway items).

CampusGroups

All RSO officers will have access to manage their RSO with the new CampusGroups software. This space can be used to (re)register the RSO each year, add meetings and events, manage membership, and inform members of activities and events going on as a part of the RSO. RSO officers are encouraged to become familiar with how to use CampusGroups: create events (which will go through an approval process to reserve spaces on campus), create badges in the group, add files/images, and change some settings, like the RSO logo and/or group cover photo. RSO officers are asked to please not alter the following features:

- **Settings**
 - Access & Privacy --> Auto validate users with the following account types --> Undergraduate Student & Graduate Student
 - Members can see each other --> Yes
 - Membership should be private --> No
- **Website**
 - Edit Web Pages --> Website Settings --> Publish Website --> No
 - Before we allow RSO officers to have their own web pages, we want to provide more training on decorum and DigiPen-appropriate content
- **Hubs**
 - Ignore
- **Emails**
 - If you want to use CampusGroups to send regular newsletters to your group members, that is a feature available to you. However, any email sent on behalf of your RSO can **ONLY** be sent from your email account
 - Sending group emails from different accounts will automatically lose their charter

Bontago

All active RSO officers will be given badge access to Bontago as a meeting room for their RSO or leadership team if they desire. Booking Bontago will go through the Director of Student Engagement, email beth.chaneytorni@digipen.edu after checking the room is available on MRBS.

All active RSOs will be allowed a cubby space in the shelving unit in Bontago to keep supplies/materials for the RSO and for accepting deliveries of ordered materials. There are 44 shelving spaces so the first 44 active RSOs will get preference for using those storage spaces. The cubbies must be cleared of any perishable goods before the summer semester starts, unless the RSO plans to be active through the summer.

Campus Posting Policy

(Effective as of June 9, 2023)

Format: Flyers must be 8.5 x 11" or smaller and must contain: name of sponsoring organization/RSO, contact information of host, date, location, and time of event, and an accommodation notice (DigiPen is committed to providing equal access to its programs and events. To request disability accommodations for this event, contact [HOST NAME] in advance at: [HOST DIGIPEN EMAIL]. Please contact us as soon as possible. Advance notice is necessary to arrange for some accessibility needs.)

Short Term posting: Posted for two weeks prior to a one-off event, then removed. Examples of short term events: one-time RSO event, Student Engagement event, Career Services event, Colloquium Series, volunteer opportunities, and job postings. Locations of short term bulletin boards:

- **First Floor**
 - Café by student store
 - Rec room
 - By lockers and Von Neumann
- **Second Floor**
 - Inside Dragon's Lair
 - Outside Dragon's Lair by all-gender restrooms
 - Edison Lab by north stairwell
 - Edison Lab by Jimbo
 - Outside Socrates and Nest of Necessities
- **Third Floor**
 - Across from IT
 - Outside faculty offices by MFA
 - Tesla Lab by Pascal

Long Term posting: Posted until the end of a current semester, then removed. Examples of long term events: regular RSO meetings, Dragon Dancin' ASL tutoring hours, SSA walk-in hours. Locations of long term bulletin boards:

- **First Floor**
 - By Al-Khwarizmi
- **Second Floor**
 - Outside of Gibran near single-stall bathroom
- **Third Floor**
 - Tesla Lab outside Pascal

Submitting Flyers for Approval: Bring enough flyers to the Front Desk for all the approved bulletin boards (Short Term = 11, Long Term = 3). Alternatively, send a PDF of your flyer to the Front Desk, specifying if your folders are for short or long term posting. Short term flyers will be stamped with a two-week expiration date. Long term flyers will be stamped with an expiration date at the end of the current semester. Submitted flyers will be approved on Mondays and Thursdays, to be posted on Tuesdays and Fridays. Any flyer without the “Approved” stamp will be taken down, additionally, any flyer posted on a wall will be taken down.

Content: Flyer content must adhere to the DigiPen Student Code of Conduct, include no profanity or NSFW content, no libelous material, nor the promotion of drug or alcohol use.

Responsibilities & Officer Descriptions

These are suggested responsibilities and can be divvied up depending on the President and the size of the RSO. Please determine in your constitution how Officers are selected, length of term, etc.

RSO President *(required)*

- Serves as the main RSO leader
- Prepares for and runs meetings
- Facilitates the role/responsibilities of all other executive board positions
- Meets with advisor to develop goals for the RSO
- Works with the additional rep on meeting agendas (optional)

Vice President *(required)*

- Serves in the role of President in the event the President is not present during meetings
- Works to recruit members
- Maintains an updated roster

Secretary *(optional)*

- Takes attendance for RSO records
- Keeps meeting minutes
- Informs RSO members of meeting date, time, and location

Treasurer *(optional)*

- Submits the budget request form to the Director of Student Engagement
- Prepares the annual budget request to the Director of Student Engagement in the Spring semester for the following academic year
- Keeps a current record of all financial transactions made by the RSO

Faculty/Staff Advisor *(required)*

- Help RSO understand DigiPen policies and procedures
- Supports RSO Officers and assists in developing goals for the RSO
- Meet with President regularly to stay abreast of club goings-on
- Advisors are eligible for the involvement scale using the same tracking method as students

Sample RSO Constitution

Every organization MUST have a constitution on file. On the following pages you will find the information that is in the online RSO Constitution form. You must fill out a constitution form to be a recognized RSO to be able to submit budget requests for events, activities, and supplies.

Name of Organization

Article I: ORGANIZATION NAME

The name of the organization shall be _____

List any acronyms by which the club shall also be known: _____

Article II: PURPOSE STATEMENT

(Please state the purpose/mission of your organization)

Article III: MEMBERSHIP *(Please initial spaces in Sections 1 & 2)*

_____ **Section 1:** We verify that the majority of the membership of this organization are regularly enrolled DigiPen Institute of Technology students, maintaining a courseload of a minimum of 6 credits per semester.

_____ **Section 2:** We verify that selection of members will not discriminate on the basis of race, creed, color, national origin, sex, religion, sexual orientation, gender, gender identity, gender expression, marital status, physical or mental disability, age, or veteran status.

Article IV: OFFICERS

Section 1: Officer Description *(Place an X in the boxes of the officers you will have for your organization, and list their responsibilities in the RSO. The “*” denotes required position)*

- ☐ President*
Name: _____ DigiPen Email: _____
Responsibilities: _____
- ☐ Vice President*
Name: _____ DigiPen Email: _____
Responsibilities: _____
- ☐ Secretary
Name: _____ DigiPen Email: _____
Responsibilities: _____
- ☐ Treasurer
Name: _____ DigiPen Email: _____
Responsibilities: _____
- ☐ Faculty/Staff Advisor*
Name: _____ DigiPen Email: _____
Responsibilities: _____

Article V: ELECTIONS

Section 1: Selection of Officers (*When are elections held?*)

Section 2: Procedures for voting (*What are voting procedures, and how are the results/winner determined?*)

Section 3: Procedures for filling officer vacancies

Section 4: Complete officer transition checklist for new Officers

Article VI: MEETINGS

Section 1: The first meeting will be held on _____ and will be held on a (*select one below*) basis

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly
- ☐ Other: _____

Section 2: Meetings will be held in person / virtually (circle one). Members will be notified of meeting time, date, and location via _____ (Microsoft Teams channel, Discord server, email, etc.).

Section 3: If a meeting is going to be cancelled, members will be notified by the RSO President and/or Secretary.

Article VII: AMENDMENTS

Section 1: Process (*Please describe the process for amending the constitution i.e., Approval by 2/3 or 3/4 of members for amendments, proposed changes must be submitted in writing, etc.*)

Signature

Our organization verifies our operating practices are not in conflict with the DigiPen Registered Student Organization Handbook and other DigiPen Institute of Technology policies and procedures.

Printed and Signed Name of Registering Officer

Date (DD/MM/YYYY)