



# UVA-WISE STUDENT ORGANIZATION HANDBOOK 2005-06

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Forms — the following forms are available on-line at  
[www.uvawise.edu/student\\_life/clubs.html](http://www.uvawise.edu/student_life/clubs.html)

Bonfire Request Form  
Event Planning Form  
Fundraising Release Form  
Fundraising Request Form  
On-campus Student Activity Request Form  
Request for Budget (RFB) Proposal Form  
SGA Allocations Form  
Student Organization Officer Contact Form  
Student Organization Semesters Update Form

*Parts of this handbook were adapted from the student organization materials and publications of The University of Virginia.*

# Introduction

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The University of Virginia's College at Wise has a history of providing students with the opportunity to participate in institutional decision making. This is accomplished through their involvement in standing and ad hoc committees, the Student Government Association, administration of the Honor Court, student organizations, and various leadership opportunities.

## — UVa-Wise Student Handbook

Student organizations are a vital part of campus life at The University of Virginia's College at Wise. Co-curricular involvement leads to stronger school spirit and enhanced leadership development not to mention a happier, well-rounded student body. While organizations are added, dropped and evolve from year-to-year to meet the needs and interests of the diverse UVa-Wise student body, there are typically more than 45 active clubs and organizations. These range from academic and special interest groups to Greek organizations to governmental agencies.

Organizations must be officially recognized and initially chartered by the Student Government Association to receive funding, reserve campus facilities and to sponsor college events. Chartered organizations are then re-chartered each semester/year by the Student Activities Office located on the third floor of the Slemp Student Center. To remain an active and chartered organization with said privileges, an organization must register with the Student Activities Office each semester and submit requested materials. Organizational officers must be currently enrolled as UVa-Wise students and each organization must have at least 51% of its membership currently enrolled as students.

Without necessarily approving or disapproving the goals or activities of particular organizations, the College recognizes that the availability of a wide range of opportunities for its students tends to enhance the College environment. However, student organizations are not part of or controlled by the College, and the College is not responsible for the organization's contracts or other acts or omissions.

This manual is to serve as a resource for new and established organizations. Each organization must have a hard copy of this handbook at each organizational meeting. For additional assistance, contact the Student Activities Office at (276) 376-4514.

# Getting Started

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Follow these steps to become an official UVa-Wise student organization:

- #1 — Recruit an advisor. Generate membership interest.
- #2 — Meet with the Student Activities Office (376-4514) to obtain proper paperwork and information.
- #3 — Submit a written request to organize to the SGA Secretary and ask to be put on the next meeting docket. At that meeting, describe your proposed organization.
- #4 — Upon approval by SGA and Student Activities, prepare a viable constitution and slate of offi-

cers. Submit copies to the Secretary of the SGA Senate and the Student Activities Office for approval.

#5 — Await the vote of the SGA Senate. If the Senate approves the constitution, it will recommend to the Student Activities Office that the organization become an officially-recognized UVa-Wise student organization.

Note ~ Students wishing to form a new social Greek organization should now seek approval to to be recognized by the Inter-Greek Council (IGC) as a Greek Colony. A Greek Colony is the probationary state for each Greek organization prior to becoming a full-fledged Greek Chapter (i.e., fraternity/sorority) at UVa-Wise.

1. Submit a constitution to the IGC for approval.
  - a. The IGC will vote and either grant or deny permission to form as a Greek Colony.
  - b. If permission is granted, the IGC will recommend to the Student Government Association that the Colony be recognized as a UVa-Wise student Greek Letter organization. If permission is denied, the IGC will make recommendations to address areas of concern.
2. New/re-chartering Greek Colonies (those admitted/readmitted to membership fall 2005 or later) must provide proof of liability insurance (minimum coverage of \$1 million) within six (6) months of founding or will lose its recognition immediately. In addition, the Colony may not host events requiring submission of an Event Planning Form until insurance is secured. Any exceptions to this policy require approval by the Dean of Students.
3. Organizations may not operate as a Greek Letter Fraternity or Sorority without approval of both the SGA and the IGC.

#6 — Recruit members....you are now an official student organization at The University of Virginia's College at Wise!

#7 — Maintain your active status by registering with the Student Activities Office each semester and submitting an Student Organization Officer Update Form, an updated Constitution, and a semesterly activity report. Failure to comply can result in loss of privileges or revocation of charter.

#8 — Regularly check your organization's mailbox in the Student Leadership wing on the third floor of the C. Bascom Slemp Student Center.

#9 — All Senate-approved organizations are subject to annual review by the SGA Senate and the Student Activities Office.

## Responsibilities

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**ADVISOR** — One of the key ingredients to maintaining a successful organization is to recruit an effective advisor. Each UVa-Wise organization must have one faculty or staff advisor who is a full-time employee of the College, unless otherwise approved by the Student Activities Office. Greek organizations will need to also receive approval from the Inter-Greek Council Advisor. No one individual may

serve as the primary advisor to more than two (2) student clubs/organizations at any time.

### **RESPONSIBILITIES OF STUDENT ORGANIZATIONS TO ADVISORS ~**

1. Inform the advisor of all organization business.
2. Provide the advisor a copy of all minutes.
3. Provide the advisor a copy of all financial statements and reports.
4. Use the advisor as a resource, particularly when dealing with sensitive issues such as whether or not an activity is consistent with the UVa-Wise mission and/or meets guidelines to complete an Event Planning Form.
5. Present all organizational material to your advisor prior to usage (i.e., written or electronic promotional materials, attire, jewelry, etc.) with the organization president's signature on the material.
7. Consult the advisor prior to all outings, fundraisers and elections.
8. Realize that serving as an advisor is a substantial commitment of time and energy. Thank him/her.

### **RESPONSIBILITIES OF ADVISORS TO STUDENT ORGANIZATIONS ~**

1. Insure organizational compliance with UVa-Wise policies and procedures.
2. Insure organizational compliance with federal, state, and local laws.
3. Help the organization develop goals and objectives that are consistent with the UVa-Wise mission.
4. Monitor the handling of organizational funds and financial record-keeping. ALL EXPENDITURES should be made with the knowledge of the advisor.
5. Approve all organizational material prior to usage and/or posting (i.e., written or electronic promotional materials, attire, jewelry, etc.) with signature on material.
6. Be aware of, and involved in, all of the organization's official functions, including off-campus events. Be sure that Event Planning Forms are submitted for events meeting required criteria.
7. Encourage the development of a sound code of ethics, accountability, responsibility, and maturity in the organization's members.
8. Take an active role in orienting new officers.
9. Be a resource and an advocate for the organization.
10. Attend organizational meetings and functions.
11. Serve as a liaison between the College and the organization.
12. Encourage the organization to pursue activities that justify the expenditure of student's time, abilities and energies.

## HAZING ~

Hazing is prohibited under the State statute on hazing as well as by College policy. Reports of hazing must be submitted to the Student Activities Office at 328-4514. Each Greek Colony/Chapter must also report to the Inter-Greek Council Advisor at 328-0178.

For definition purposes, the College uses the following Hazing Policy as a guide. Hazing, defined as follows by state law and UVa-Wise, shall be forbidden.

No chapter, colony, student, faculty, staff or alumnus shall conduct nor condone hazing activities.

Hazing activities are defined as: Any action taken or situation created, intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Such activities may include but are not limited to the following —

- ♦ use of alcohol;
- ♦ paddling in any form;
- ♦ creation of excessive fatigue;
- ♦ physical and psychological shocks;
- ♦ quests, treasure hunts, scavenger hunts, road trips, or any other such activity carried out on or off campus property;
- ♦ wearing of public apparel which is conspicuous and not normally in good taste
- ♦ engaging in public stunts and buffoonery;
- ♦ morally degrading or humiliating games and activities; and
- ♦ any other activities which are not consistent with academic achievement, the law, or the regulations and policies of the educational institution or applicable state law.

## Applicable Virginia State Law ~

§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials.

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

## **NON-DISCRIMINATION CLAUSE ~**

At The University of Virginia's College at Wise, student organizations may not restrict membership by reason of age, citizenship, color, disability, gender, race, religion, national or ethnic origin, political/organizational affiliation, sexual orientation or status as a veteran. Anyone wanting to report a violation of this clause may contact the Student Activities Office at 328-4514. Discrimination can be grounds for removal from the College as a Student Organization. The College recognizes that under federal law social fraternities and sororities are exempt from Title IX requirements and may continue to admit members based on gender. (See Bayh Amendment, 20 United States, Code 1681, (a) (6).

## **CONDUCT AND BEHAVIOR CLAUSE ~**

No Student may harass, objectify, demean or discriminate against another individual or organization. This may include, but is not limited to, student, staff, faculty and alumni, by reason of age, citizenship, color, disability, gender, race, religion, national or ethnic origin, political/organizational affiliation, sexual orientation or status as a veteran, whether physical, mental or emotional. Anyone wanting to report a violation of this clause may contact the Student Activities Office at 328-4514.

As a reminder all flyers, banners, table tents, sidewalk chalking, and other posted/displayed information must be approved by the group President, Advisor and the Director of the C. Bascom Slemple Student Center prior to being posted or distributed anywhere on the campus.

# Sample Constitution

Each organization must have a copy of its constitution on file with the Student Government Association and the Student Activities Office. Contact the Student Activities Office at 328-4514 for additional sample constitutions and/or assistance in creating a constitution.

- Article I            Name of the organization
  
- Article II           Purpose of the organization
  
- Article III           Membership
  - A. Eligibility requirements, rights, and privileges
  - B. Procedure for membership certification (application process)
  - C. Equal opportunity statement
  
- Article IV           Officers
  - A. List of officers
  - B. Method and dates of selection
  - C. Duties of each officer
  - D. Impeachment procedures
  - E. Length of term
  
- Article V           Meetings
  - A. Frequency of regular meetings
  - B. Provisions for calling special meetings
  
- Article VI           Committees
  - A. Standing committees
  - B. Committee purposes
  - C. Provisions for formulation of special committees

# Organizational Financing

Most organizations typically need funding for such things as club-sponsored activities, publicity, travel and refreshments. Student organizations at The University of Virginia's College at Wise can receive funds from three different sources:

## MEMBERSHIP DUES ~

If an organization collects dues from its student members, the amount, collection method, and record-keeping procedures must be included in the organization's constitution.

## CHECKING ACCOUNTS ~

Each organization can open an off campus checking account but may not use the College Tax ID number for that purpose. Each organization should contact the IRS and obtain a Tax ID number of its own. A local bank can assist in this matter.

## STUDENT GOVERNMENT ASSOCIATION ~

Requests for SGA funds should be directed to the SGA Finance Committee via the SGA Allocations Form. The SGA Finance Committee is chaired by the SGA Treasurer.

## APPROVED FUNDRAISING PROJECTS ~

All fundraising projects must be approved at least 2 weeks prior to the start of the activity (this includes purchasing materials to be sold at a later date). To request approval of a fundraising project, complete a Fundraising Request Form and submit it to the Student Activities Office for approval. Also, please note the following special situations:

1. Any fundraisers conducted at UVa-Wise athletic events require prior approval of the Director of Athletics through completion of the Fundraising Release Form.
2. Any fundraisers involving apparel items (hats, t-shirts, sweat shirts, etc.) require prior approval of The Bookstore, the official UVa-Wise merchandiser, through completion of the Fundraising Release Form.

# Reserving Campus Facilities

Each facility at UVa-Wise may be reserved for campus events by contacting the person listed below. After reserving the facility with the appropriate contact person, you must contact Debra Wharton at 376-4522 for confirmation of the reservation and placement on the College's master calendar. Organizations wishing to sponsor a dance or other public social event on campus must complete a Student Activity Request Form (SARF) (see appendix) at least one week in advance of the event. The SARF requires approval of the Student Activities Office and other appropriate College personnel.

Facility	Contact Person	Telephone
Alumni Hall	Valerie Lawson	328-0128
Baptist Student Union	Jim Collie	328-6208
Cafeteria	Amy Hopkins	328-5514
Chapel of All Faiths	Debra Wharton	376-4522

Classrooms	Janie Hamilton	328-0116
Greear Gymnasium	Pat Bevins	328-0206
Lake Area	Julie Scott	376-1000
Intramural fields	Chris Davis	376-4513
Slemp Student Center	Julie Scott	376-1000
Residence Hall Spaces	Jason Lewkowicz	328-0178
Theatre	Michael McNulty	328-0226
Wesley Foundation	Beth Gibson	328-6826

## Campus Resources

Listed below are a variety of campus resources available to UVa-Wise clubs and organizations. In addition, the Student Activities Office is eager to assist clubs and organizations with planning on or off-campus events, recruitment of members, fundraising activities, advertising, and more!

Resource	Contact Person	Telephone
Audio-visual equipment	Randy Gilmer	328-0312
Campus Police	Nichole Davis	328-COPS (2677)
Chartwells/Dining Services	Amy Hopkins	328-5514
Computer Services	Laura Pritchard	376-4509
Student Development	Lelia Bradshaw	328-0131
Highland Cavalier	David Johnson	376-1090
Maintenance	David Short/John Reeves	328-0196
Intramurals/Outdoor Recreation	Chris Davis	376-4513
Public Relations	Jane Meade-Dean	328-0130
Student Activities	Ronnie Welch	376-4514
Student Government Association	Jeff Howard	376-1004
	Adam Cole, President	328-0213
	Jonathan Mullins, Vice President	
	Ashley Reader, Secretary	
	Mark McNally, Treasurer	
Vehicle Reservation	Sandra Adkins	328-0101
Webpage	Kevin Edwards	376-1075

## Event Publicity

**Pub-lic-I-ty** 1: information with news value issued to gain public attention or support, 2: the lifeline of any UVa-Wise student organization.

### ADVERTISING & PUBLICITY ~

Please remember that all flyers, posted literature or information must be approved by the group President, Advisor and the Director of the C. Bascom Slemp Student Center prior to being posted or distributed anywhere on the campus.

Listed below are a variety of ways UVa-Wise clubs and organizations may promote events. Please contact the Office of Student Activities (376-4514) for additional information or assistance with advertisements.

**Flyers...**see SGA for supplies/copying, must be approved and signed by advisor, president of the organization, and the Director of the C. Bascom Slemp Student Center prior to posting.

**Radio/Newspaper...**call Jane Meade-Dean in College Relations at 328-0130

**Food**...the ultimate draw for students!

**Television**...Contact Media Services at 328-0312 for local channel 55 information

**Buttons**...contact Julie Scott at 376-1000 for information on button making machine

**Gimmicks** ...use your imagination!

**Athletic Game Programs**...contact Shirley Wolfe at 328-0259

**T-shirts**...call Sportswise at 328-3300, Impressions at 679-1560, or Innovative Graphics & Design at 679-2340 (consult your advisor for purchasing guidelines)

**Mailings**...free on-campus mailings, see the Post Office

**Printed Tickets**

**Door Knob Cards**

**Campus Newspaper**...contact The Highland Cavalier at 328-0212

**Sidewalk Chalk**...write your message on sidewalks (not buildings) in pedestrian areas

**Banners**...contact Laura Pritchard at 376-4509 for campus computer lab capabilities

**Phone-a-thons**

**Resident Advisors**...contact Jason Lewkowicz at 328-0178

**Table Tents** ...Contact Amy Hopkins at 328-5514 (re: placing them in Cafeteria)

**Tents**...\*\*Please note: If an organization would like to use a tent for an event, please contact Sim Ewing, Vice Chancellor for Finance at 328-0133 for more information on obtaining a permit.

**Giveaways**

**E-mail**...contact Oscar Raile at 328-1044 for addresses, other information

**Develop a Theme**

**Student Activities Calendar**...contact Ronnie Welch at 376-4514

**Bumper Stickers**

**Press Releases**...contact Jane Meade-Dean in College Relations at 328-0130

**Student Center Banners**...contact Julie Scott for required pre-approval at 376-1000

**Teasers** ...short samples of the act/concert

Appropriate advertisements/organizational materials are to be placed on designated general information bulletin boards on campus and in residence halls. Flyers should not be placed on windows, walls, doors, painted surfaces, etc. If you would like the RAs to post your flyers in the residence halls, bring 25 copies to the Student Affairs Office. Organizations may post organizational material two (2) weeks prior to an event and must remove all organizational material 1 week following the event. All organizational material (including flyers, banners, proposed chalking, etc.) must be approved and signed by advisor, president of the organization, signed and dated for removal by the Director of the C. Bascom Slemp Student Center prior to posting. Items not receiving approval will be removed

Advertisements posted on campus should not mention alcohol and/or drugs or promote illegal alcohol or drug activity. BYOB parties must meet all guideline of the Event Planning Form. All flyers, ads, etc. should not have any material which may be damaging to the colleges credibility or reputation and must avoid the use of profanity, should not be demeaning to women or any group of people. If advertisements are in a language other than English there will be an English translation provided to the Director of the C. Basom Slemp Student Center for approval.

Any banners and flyers require pre-approval by the Director of the Slemp Student, who will also coordi-

nate hanging/posting of the materials.

Campus mail services provide a campus mail system for faculty, staff and students to communicate and promote College activities. Mass mailings are limited to officially-recognized organizations and must be approved by Student Activities Office. Commercial ads, chain letters, non-College sponsored activities & political ads are prohibited.

### **VIOLATIONS ~**

Any violations of the Student Organization Handbook by individuals or organizations may be handled through normal campus Judicial procedures.

Sanctions may include campus Judicial sanctions such as a warning letter, fines, loss of privileges etc.

# Appendix

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Student Organizations.....A-1 — A-5

SGA Funding.....A-5 — A-6

College Name Usage.....A-6 — A-7

Forms — The following forms are available on-line at  
[www.uvawise.edu/student\\_life/clubs.html](http://www.uvawise.edu/student_life/clubs.html).

Bonfire Request Form

Event Planning Form

Fundraising Release Form

Fundraising Request Form

On-campus Student Activity Request Form

Request for Budget (RFB) Proposal Form

SGA Allocations Form

SGA Pre-Purchasing Form

Student Organization Officer Contact Form

Student Organization Semester Update Form

Third Party Vendor Form

Please note — If an organization would like to use a **tent** for an event, please contact Sim Ewing, Vice Chancellor for Finance at 328-0133 for more information.

# Student Organizations

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EACH UVA-WISE STUDENT ORGANIZATION HAS A CAMPUS MAIL BOX IN THE STUDENT LEADERSHIP WING ON THE THIRD FLOOR OF THE SLEMP STUDENT CENTER.

## **Administration of Justice Club (Psi Chi Omega)**

Advisor: George Michael, 376-4581

Description: American Criminal Justice Association

## **Alpha Delta Chi**

Advisor: Valerie Lawson, 328-0128

Description: Local sorority

## **Alpha Sigma Phi**

Advisor: Rusty Necessary, 328-0322

Description: National fraternity

## **Art Guild**

Advisor: Ray Stratton, 376-1002

Sponsor: Department of Visual and Performing Arts

Description: The Art Guild is for student and community artists and art lovers. It encourages participation in and appreciation of the visual arts.

## **Baptist Student Union (BSU)**

Director: Rev. Jim Collie, 328-6208

Description: Christian fellowship and leadership

## **Bass Fishing Club**

Advisor: Chris Davis, 376-4513

Description: Special fishing club

## **Campus Judicial Board**

Advisor: Jeff Howard, 376-1004

Description: The campus judicial system is designed to encourage accountability by stressing the relationship inherent between individual action and consequences.

## **Cavalettes**

Advisor: Brenda Craft, 328-0257

Description: The Cavalettes is a dance group that contributes spirit and enthusiasm to athletic & other community activities.

## **Cheerleaders**

Advisor: Brenda Craft, 328-0257

Description: Cheerleaders are selected by a panel of judges to promote student spirit & interest at College athletic functions.

## **College Republicans**

Advisor: Gary Stratton, 328-0223

Description: Special interest - political

## **Darden Society**

Advisor: Amelia Harris, 376-4557

Description: The Darden Society is named for Colgate W. Darden, Jr., governor of Virginia and president of the University of Virginia, whose belief in higher education and love for Southwest Virginia brought him to lend support essential to the founding and growth of The University of Virginia's College at Wise. It is the oldest honor society at UVA's College at Wise, and its membership is based upon high scholarly achievement and intellectual promise. Sophomores become eligible for membership by completing their first three semesters in residence at UVA's College at Wise with uniformly superior records. Juniors and seniors must be nominated by the faculties of their respective major departments.

## **Gamma Chi Omega**

Advisor: Gary Stratton, 328-0223

Description: Local fraternity

### ***The Highland Cavalier***

Advisor: David Johnson, 376-1090

Description: The student-published newspaper of The University of Virginia's College at Wise is the Highland Cavalier. Its goal is to publish information that is relevant to students of the College while maintaining journalistic style and professionalism. It is published weekly, and membership is open to any UVa-Wise student.

### **Highland Cavalier Pep Band**

Advisor: Rick Galyean, 328-0235

Description: Athletic performances/Visual and Performing Arts

### **Highland Players**

Advisor: Michael McNulty, 328-0226

Description: The Highland Players is an organization that produces several productions each year. This group is open to students and community members interested in any aspect of theatre.

### **Honor Court**

Advisors: Jennifer Wilson, 376-4567; Michael McNulty, 328-0226

Description: UVa-Wise adopted an Honor System in 1956 under which all students pledge to cooperate in acting honestly and honorably. The Honor System is administered by an Honor Court elected by the student body and composed of two representatives of each class. It is the job of the Honor Court to enforce the Honor System and to adjudicate violations.

### **Instrumental Organization**

Advisor: Rick Galyean, 328-0235

Description: Department of Visual and Performing Arts, Sponsor

### **International Club**

Advisor: Suzana Liso, 376-4561

Description: The International Club is a social organization for the study and appreciation of foreign and domestic cultures. Activities include guest lectures, cooking meals, and presenting programs on cultures from around the world. Membership is open to all students.

### **Intramural Advisory Council**

Advisor: Chris Davis, 376-4513

Description: The purpose of the Intramural Council is to advise the Intramural/Outdoor Recreation Office in providing quality intramural programs for the campus community and to serve as an appellate body for certain rulings made by the Intramural/Outdoor Recreation Office.

### **Inter-Greek Council (IGC)**

Advisor: Jason Lewkowicz, 328-0178

Description: The IGC promotes, regulates and supports Greek life at The University of Virginia's College at Wise. All social fraternities and sororities are represented in this organization.

### **Lavoisier Chemistry Club**

Advisor: Walter Crouse, 328-0180

Description: Special interest - social/cultural

### **Medieval Appreciation Society**

Advisor: Ken Tiller, 376-4587

Description: Medieval history

### **Multi-Cultural Alliance (MCA)**

Advisor: Sandra Jones, 328-0129

Description: The MCA promotes educational opportunities concerning multicultural issues. MCA assists in creating a community of respect on the campus regardless of race, gender, age, national origin, ethnic group, religion, or any disabling condition.

### **National Organization for Women (NOW)**

Advisor: Cindy Wilkey, 376-4575

Description: Special interest - women's issues

### **National Residence Hall Honorary (NRHH)**

Advisor: Jeff Howard

Description: A National Honor Society recognizes the top 1 % of Student Leaders in the Residence Halls at Colleges and Universities across the country

### **Omicron Delta Kappa**

Advisor: Walter Crouse, 328-0180; Stan Kunigelis, 328-0202

Description: Omicron Delta Kappa is The University of Virginia's College at Wise leadership honor society. It encourages and develops leadership. Members include students, faculty, staff and alumni.

### **Order of Omega, National Greek Leadership Honorary**

Advisor: Jeff Howard, 376-1004

Description: Order of Omega is the premier Honor Society for members of Fraternities and Sororities. It honors academic achievement and leadership within the Greek System.

### **Outdoor Recreation Club**

Advisor: Chris Davis, 376-4513

Description: Outdoor activities programming

### **Peer Educators**

Advisor: Lelia Bradshaw, 376-4035

Description: The Peer Educators promote positive life skills within the College community by providing educational materials and support to fellow students. This organization consists of students who are nominated by faculty and staff. The Peer Educators are responsible for Safe Fall and Spring Breaks, Natural High Week, and the National Collegiate Alcohol Awareness Week.

### **Phi Beta Lambda**

Advisor: Gary Stratton, 328-0223

Description: Phi Beta Lambda is a national business fraternity established to provide students an opportunity to study various phases of the business world. PBL is involved in social and service activities. Membership is open to all students.

### **Phi Sigma Sigma**

Advisor: Kathy Elkins, 328-0126

Description: National sorority

### **Pi Kappa Phi**

Advisor: Travis Kennedy, 328-3409; Bill Wendle, 328-0114

Description: National fraternity

### **Pre-Law Society**

Advisor: George Michael, 376-4581

Description: Special interest - legal careers

### **Pre-Professional Organizations**

Advisor: Margie Tucker, 328-0224

Description: Special interest - health professions/careers

### **Psi Chi**

Advisor: Brian Hoyt, 376-0138

Description: Psi Chi was launched in the 1994 spring semester as a new honor society for the psychology program. It was founded to encourage, stimulate and maintain excellence in scholarship, and to advance the science of psychology.

### **Psychology Club/Undergraduate Research Association**

Advisor: Mary Darcy-O'Quinn, 328-0290

Description: Academic - psychology

### **Residence Hall Association (RHA)**

Advisors: Julie Scott, 376-1000

Description: The RHA is an organization of elected residence hall students. The RHA voices the concerns of residence hall students to the College administration, provides various activities in the residence halls, and promotes a positive living and learning environment for residence hall students. RHA gives students the opportunity for conference participation on state and national levels.

### **Sigma Theta Epsilon**

Advisor: Denise Crismond, 328-0134

Description: Local sorority

### **Sigma Zeta**

Advisor: David Lane, 376-4571

Description: Sigma Zeta is a national honorary society for students majoring in mathematics and science. The University of Virginia's College at Wise is the Alpha Xi Chapter. Sigma Zeta's purpose is to encourage and foster the attainment of knowledge of mathematics and the sciences and to recognize its members for their academic achievement.

### **Society for History & Philosophy**

Advisors: Mark Clark, 376-4576; Tom Costa, 376-4573

Description: Academic - history and philosophy

### **Student Activities Board (SAB)**

Advisor: Ronnie Welch, 376-4514

Description: The SAB plans and implements a comprehensive student entertainment schedule. Dances, concerts, movies, comedians, magicians, and guest speakers are just some of the activities that take place every semester. All UVa-Wise students are welcome on the SAB, and officer elections are held each September.

### **Student Government Association**

Advisor: Jeff Howard, 376-1004

Description: All students enrolled for six or more semester hours are voting members of the SGA. An elected SGA Senate furthers the best interests of students, represents the student body in matters affecting student life and affairs of the College, promotes and supervises student organizations and activities, and promotes improvement of community conditions.

### **Student Virginia Education Association (SVEA)**

Advisor: Sandra Richardson, 328-0187

Description: The Student Virginia Education Association is a college organization designed for students who want to teach. This organization includes students who plan to teach NK-3, 4-8, Secondary, and Special Education. Membership is open to any CVC student interested in the teaching profession. Intern teachers are required to join the organization for professional growth and liability insurance.

### **Sullivan Society**

Advisor: Rachel Tighe, 376-1089

Description: Special interest - religious

### **UVa-Wise Ambassadors**

Advisor: Jamie Trent, 328-0148

Description: The College Ambassadors work in association with the Office of Admissions to provide guidance to prospective students and their families. The main responsibilities of an Ambassador include giving campus tours, hosting Open House programs, acting as a mentor for freshmen during orientations and the first semester, and promoting school spirit on and off campus. Members are chosen through faculty references and interviews.

### **UVa-Wise Concert Band**

Advisor: Rick Galyean, 328-0235

Description: Department of Visual and Performing Arts

### **UVa-Wise Jazz Ensemble**

Advisor: Rick Galyean, 328-0235

Description: Department of Visual and Performing Arts

### **UVa-Wise Recorder Ensemble**

Advisor: Ross Grable, 376-4566

Description: Special interest - woodwinds

### **UVa-Wise Step Team**

Advisor: Whitney Wells, 328-0177

Description: Special interest - cultural

### **Wesley Foundation**

Director: Beth Gibson, 328-6826

Description: The Wesley Foundation of the United Methodist Church provides ministry to all UVa-Wise students through its facility and programs. Students and student organizations have free access to billiards and ping-pong tables, a basketball goal, TV lounge, kitchen and fellowship hall in the building located across the street from campus.

### **Wrestling Club**

Advisor: Chris Davis, 376-4513

Description: Collegiate wrestling

### **Xi Gamma Zeta**

Advisor: Elizabeth Steele, 328-0313

Description: Local sorority

### **Young Democrats**

Advisor: Patrick Withen, 376-4526

Description: Special interest - political

# SGA Funding

**RULES & REGULATIONS ~ Please confirm the following directly with the SGA Treasurer.**

1. If an organization holds a dance event with SGA funds and less than 50 students attend, the organization will not receive any more funds for a similar event during that academic year.
2. If an organization has a speaker sponsored with SGA funds and less than 50 students attend, the organization will not receive any more funds for a similar event.
3. Funds cannot be used to purchase alcoholic beverages.
4. Events held by organizations using SGA funds must be open to all students.
5. Any items purchased by an organization with SGA funds cannot be kept by the organizations. Items become the property of the SGA.
6. If an organization, other than the SGA, holds an event using SGA funds then there will be no charge to students for a profit.
7. If an organization needs to purchase items for an event, they need to obtain a purchase order from the SGA Treasurer. SGA must receive a receipt for everything purchased.
8. No student may represent more than one organization.
9. Funds may be restricted from an organization that is not in good standing with the College.
10. Student DJ's can only be paid a maximum of \$50.00. To receive more, they must be classified as a professional DJ.
11. There will be a limit of two dances per organization per year.
12. There will be a limit of one tailgate party per semester per organization.
13. Tailgate party funds will be limited to \$300.00 for fall sporting events and \$150.00 for the spring sporting events.
14. Organizations must participate in at least one community service effort per semester. Each organization is required to turn in a typed summary of the community service they have performed (one per semester).
15. Faculty will not be listed as a speaker in terms of receiving SGA funds.
16. Organizations will be allowed to choose between the allocations of SGA funding for either decorations of \$50.00 or prize money of \$25.00 for the first place winner; \$15.00 for the second place winner; and \$10.00 for the third place winner, if applicable, for dances.
17. Organizations must come before the SGA to request allocated funds of at least 5 business days in

advance.

18. Two members from each organization are required to assist the SGA in preparation for the following events: Homecoming, Holly Ball, and Spring Formal. Duties will be assigned by the SGA for two hours per person per event.

### **GUIDELINES FOR PROCESSING RFBs ~**

At the beginning of each semester (fall/spring) during each academic year:

1. The SGA Treasurer will send Request for Budget Proposals (RFB) to student organizations listed in the organizational handbook.
2. The RFB must be submitted to Treasurer at the time so designated.
3. The Treasurer evaluates each RFB to determine if the request complies with the standards of the University of Virginia and the SGA's funding rules & regulations (listed above).
4. The Senate then votes to approve or amend the recommendations of the Treasurer.
5. A representative from each organization will meet with the Treasurer to discuss fund appropriations for that semester.

### **RECEIVING THE MONEY AFTER SENATE APPROVAL OF RFB ~**

1. A written request for funds must be provided by a representative of the organization to the SGA Senate at a scheduled meeting (see the Secretary prior to the meeting to be added to the agenda). The request should be made at least one week before the money is needed.
2. The SGA Treasurer will then process the disbursement of funds.
3. Consult the SGA Allocations Form for more information.

## **College Name Usage**

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### **COLLEGE NAME**

The correct use of the College's name is critically important. The College's official name is The University of Virginia's College at Wise, with a capital "T." The only acceptable abbreviation of the name is UVa-Wise, with a lower-case "a" and lower-case "ise". DO NOT USE "UVAW."

Full name - The University of Virginia's College at Wise

Abbreviated name - UVa-Wise

### **COLLEGE LOGO**

If use of the College's logo is required for printed materials or apparel, contact Jane Meade-Dean in the Office of College Relations at 328-0130 or [jmeade-dean@uvawise.edu](mailto:jmeade-dean@uvawise.edu). She will provide you with the appropriate version of the logo in the format required for your project. *Due to variations in shading/reversals of the logo on different backgrounds, contact Jane for each project.*

### **COLLEGE COLORS**

The College's official colors are pantone 200 red and pantone 431 gray.

