



Colorado School of Mines

Registered Student Organizations Advisor Handbook

Contents

Letter to Advisors	3
Who are RSO Advisors	3
Advisor Responsibilities	3
Advising Best Practices	4
Advising Styles, Student Development Theory and Resources	5
Advisor Opportunities.....	5
SAIL Support.....	5
University Requirements for Advisors	6
Registered Student Organizations.....	6
SAIL Website	9
RSO General Calendar.....	9
Point of Contact	11
Reporting Links.....	11
Registered Student Organization Accountability	11

Letter to Advisors

Message from SAIL

Dear Advisor,

Thank you for taking on the role as a Registered Student Organization Advisor for the 2023-2024 academic year. You have agreed to become a guide and a mentor for a group of passionate and organized students on our campus. Serving as an advisor is a unique opportunity for faculty and staff to work with Mines' students outside the classroom and contribute to their holistic development. This experience provides students the opportunity to connect with faculty and staff on a more personal level.

This guide was designed to provide you with key information surrounding guidelines, procedures, and address many of the questions and trends noted in student organizations. While a guide will never be comprehensive to the vast and unique challenges your organization may have, we are here to support you. You are encouraged to reach out to us if you need any additional support throughout the next year.

It is our hope that being a Student Organization Advisor will be a rewarding experience. Thank you again for accepting this role and contributing to the co-curricular experience. Good luck with this incredible opportunity.

-The SAIL Team

Who are RSO Advisors

RSO Advisors are the full-time faculty or staff sponsors for a student organization. Student organizations are required to have a minimum of one full-time staff or faculty member from Mines serving as an advisor. This role is quite dynamic, where advisors assist in the general operation of the student organization, but more critically, help develop student leaders outside the classroom. Each organization will have different expectations of what their advisor's specific role will look like, but in every instance, the advisor's main responsibility will be student support.

Industry and alumni advisors as well as other advisors from national organizations can serve along with the faculty/staff advisor. These Advisors are required to abide by the same rules and standards as faculty advisors, including any mandatory trainings and reporting. These Alumni or Affiliate Advisors cannot replace a Faculty/ Staff Advisor and are not required by SAIL.

Advisor Responsibilities

Advisors primary goal is to support their student organization and members in achieving the mission of the organization and creating longevity within the organization. Every Advisor will have a different approach to how they do this. Here are some key responsibilities that every advisor should be completing:

- Register as an advisor for your organization by signing the Advisor Agreement. This must be submit no later than December 31st.
- Complete CSA training every year.
- Advocate for your student organization while also supporting institutional policies.

- Encourage leadership development through attendance of SAIL workshops and other programming.
- Assist the executive board to provide a smooth transition of leadership year to year.
- Meet with the organization's current executive board on a regular basis.
- Assist the organization in any conflict management between members, executive members, and other entities.
- Report any and all violations to the appropriate offices.
- Role model Mines values and promote the values of DEIA.
- Provide constructive feedback on organization management, event planning, and fundraising.
- Communicate with SAIL as necessary.
- Identify and mitigate organization risks.

Responsibilities of the organization to their Advisor

Your RSO and their members should:

- Discuss expectations of the Advisor and their role with the organization.
- Invite you to events and weekly organization and executive board meetings.
- Regularly communicate with you and provide updates on the status of the organization, upcoming events, and any planned purchases at least monthly.
- Disclose all violations to their bylaws, University Policies, or SAIL procedures immediately upon the discovery of violation.
- Seek your guidance in determining best practices for organization management.

Advising Best Practices

- Keep in mind that every student organization is different and will require a different combination of challenge and support by their advisor!
- Reference the organization's bylaws, mission and vision when outlining the advisor's role and the student leaders' role within the organization.
- Build relationships with the organization's executive board and general members.
- Attend events and organizational meetings when possible.
- Provide guidance in understanding institutional and SAIL policies and services.
- Build trust with the organization by being open and honest with all communication.
- Allow your students to fail as long as it does not affect their long term success or that of the organization, and help them learn from that experience.
- Encourage them to utilize their resources! We have trainings, event opportunities for involvement, and more available to your organizations.
- Have them ask questions! The SAIL office is willing to help, as am I. We are open Monday - Friday, 9am – 3:30pm, and we love it when they come by to ask questions.
- Encourage them to plan in advance. Planning ahead allows for them to prepare for their schoolwork as well as their organization responsibilities, and allows the SAIL office more time to answer questions should they have any during their planning process.

- Allow the students to do most of the work when it comes to the student organization. Their student organization involvement prepares them for life after Mines and in their professional development.

Advising Styles, Student Development Theory and Resources

[Sanford's Theory of Challenge and Support](#)

[Be Effective in Navigating Power and Achieving Goals and Objectives](#)

[Advising styles and Skills](#)

[Tips for setting boundaries with students](#)

Advisor Opportunities

Advisor Training- The Advisor Training is a virtual opportunity to gain helpful insight to SAIL procedures, University policies, and best practices for advising. This session also includes CSA Training. While not required, this is highly encouraged for Advisors to attend/ review.

Advisor Luncheon- The Advisor Luncheon historically takes place in the Fall Semester and provides an opportunity for SAIL and Advisors to engage in various topics surrounding RSOs. Each year a new topic or theme is picked and aimed at supporting a specific area of RSO management.

Advisor Coffee and Connect- The Advisor Coffee and Connect historically takes place in the Spring Semester and is less formal than the Luncheon. Similarly, advisors are able to gather to discuss themes, strategies, and seek support in advising their RSOs.

SAIL Support

Sail can provide support in a multitude of ways.

- Workshops
 - Conflict management
 - Transitions
 - Communication
 - Relationship Building
 - Many others offered by SAIL Staff
- Support with identifying reporting pathways
- Code of Conduct violations support
- Student Handbook Violations support
- Mediations
 - Between students
 - Between student/ staff
- Policy clarification
- Event Planning
- Recruitment efforts
- Fundraising

University Requirements for Advisors

Campus Security Authority (CSA)

What is a CSA?

Campus Security Authority are university employees who by their duties on campus become designated as CSA's. Some individuals automatically qualify (ie, RA's, police, etc) whereas other individuals may become CSA's during an event (ie, a professor takes a class on a field trip or study abroad professors). A CSA is required to automatically report crimes within campus bounds (and campus owned property) to campus police.

Mines requires all RSO advisors to be CSA trained. CSA training is required yearly. This training is offered through the Office of Institutional Equity/ Title IX. The link for this training can be found here:

<https://www.mines.edu/institutional-equity-title-ix/campus-security-authority/>

Registered Student Organizations

Privileges of Recognition

As an official organization, the following privileges are granted:

- Permission to post approved flyers, posters, and banners in designated areas after having them approved by SAIL (general) and the Campus Living Office (residential communities)
- Access to the Mines Event Reservation System (EMS) to reserve campus spaces for organization meetings, activities, and events.
- Access to an individual organization website under orgs.mines.edu – Please note, Mines' student organizations must host their websites through orgs.mines.edu - no external URLs are permitted.
- Trainings, leadership development, event planning, travel planning, administrative support, credit card checkout, item checkout, etc.
- Utilization of Tax-Exempt status
- Access to informal advising from SAIL through scheduled meetings, drop-in services and workshop requests.
- Ability to table at Celebration of Mines, Spring Clubs and Organizations Spring Fair, secure a spot in the M-climb, and participate in specific E-Days events as an organization.
- Ability to use Mines Branding and Trademarks in name and branded merchandise. This includes requesting official logo identifiers.

Minimum Standards of Recognition

The following minimum standards are required for an organization to remain fully recognized.

- Update bylaws yearly, and have all required elements included from the SAIL Sample Bylaws.
- Have a minimum of 10 current members.
- Update the SAIL Office via the Re-registration Form yearly or when there is an officer transitions for President or Treasurer.
- Be open to all students at any point in time, with the exception of exempt organizations.

- Have a minimum of a President and Treasurer on the board for the organization. This person cannot hold both positions simultaneously.
- Have a full time Mines Staff or Faculty Advisor, and ensure they submitted their Advisor Agreement to SAIL.
- Comply with all SAIL and University, and national chapter (if applicable) policies and procedures.
- If applicable, submit to SAIL any contracts or files that need to be signed by the university for a national chapter of their organization.

Annual Registration

Organizations are required to register with the SAIL Office Annually to be considered a recognized student organization and receive the privileges granted by this status. Registration must be completed by the deadline set by SAIL yearly.

To fulfill registration, the following requirements must be completed:

- Completion and acceptance by SAIL of the Re-Registration Form found on the SAIL ticketing system.
- Annual updating and acceptance by SAIL of Organizational Bylaws. These are to be submitted with the Re-Registration form.
- Updated inventory checklists submitted to SAIL. These are to be submitted with the Re-Registration form.
- Attendance of at least one member at Fall Summit- Student Organization Leadership Training in September.
- Membership of at least 10 Mines students. Rosters may be requested by SAIL at any time.
- Have at a minimum executive board consisting of a President and Treasurer who are not the same individual.
- Have the Treasurer complete Treasurer Training.
- Have an Advisor Agreement form submitted for the organization by a Mines fulltime Staff or Faculty member by Fall Break of every academic year.
- The organization must be on good standing from the SAIL Office.
- Fulfill all governing body requirements for allocations, including process for ISC, BSM, and BSO.
- Have one member of your organization be a part of their governing body Canvas page by September 30th.

Starting a New Organization

SAIL encourages all students to explore and embrace their passions while at Mines. Any student may submit a request for a new organization that is not currently offered or does not overlap with an existing organization.

To submit a request for a new organization, the following requirements must be completed:

- Review the list of all organizations and ensure that your proposed organization is not already offered or does not overlap with another organization. If your proposed organization overlaps with another organization, your request will be denied.

- Collect the names and email addresses of at least 10 students who are interested and seek membership of this organization as well as identify two students interested in serving as President and Treasurer. These positions are required by SAIL and cannot be held by the same individual.
- Submit a set of Bylaws for the organization. These should include all elements of the required sections found in the SAIL Sample Bylaws. These are to be submitted with the New Organization Request Form.
- Complete the New Organization Request Form on the SAIL Ticket System.
- Collect the name and email address of a Mines full time Staff or Faculty member interested in serving as the advisor for the organization and have them complete the SAIL Advisor Agreement Form.
- If your request has been accepted by SAIL, you will then be directed from the SAIL clubs and Organizations Coordinator who your appropriate Governing Body will be. You will need to attend a New Organization Request Meeting with the Governing Body where you will present on your organization. There are currently three Governing Bodies that accept organizations including ISC, BSO, and BSM. Governing Bodies provide funding for student organizations, and each have their own set of requirements to receive funding.

Requests for new organizations are accepted year-round but are only reviewed once per semester. Due to the high level of training and requirements needed to be completed by Clubs and Organizations, requests are reviewed the September 31st and February 1st of every year to ensure there are enough training opportunities for organizations. This is also enough time for organizations to meet and understand their governing body requirements to attempt to receive funds.

If your organization request is approved, a new organization must follow the annual registration process outlined above. This includes attending all trainings and submitting all forms yearly.

Organizations with Exemptions

Fraternal Service Organizations and Organizations that Require Dues

- Fraternal service organizations and organizations that require dues that do not fall under Fraternity and Sorority Life fall within SAIL clubs and organizations and are required to follow the guidelines set forth for the clubs and organizations community. All other Fraternity and Sorority Life organizations must adhere to policies set forth by SAIL, IFC and PHA.
 - These organizations are allowed to have private induction ceremonies and meetings that are not advertised to the entire campus community. However, these organizations are required to hold two regular, open meetings a semester that are advertised to the entire campus community.
- Competition Teams
 - Competition teams that require individuals to “try-out” for entrance to the organization must host yearly open auditions or try-outs advertised to the entire Mines student community and must provide an opportunity for new or incoming students to audition.
 - If there is a fee associated with try-outs that would then discourage a student from participating the student may reach out to SAIL to discuss financial support options. Student organizations must advertise this option in their marketing materials.

- Try-outs or auditions must be equitable to all individuals and must include appropriate accommodations for students.
- If a competition team is seeking the use of a team contract, the contract must be reviewed and approved by the SAIL
- Organizations that require the use of heavy machinery, power tools, or chemicals:
 - If an organization requires the use of heavy machinery, power tools, or chemicals for events or projects, a safety plan must be submitted to mgallegos@mines.edu outlining the nature of the event/ project and all safety procedures to be followed. This information will be share with the Mines Environmental Health and Safety Department. Additional information may be requested of this office or an event/ project may be denied if risk is deemed too high.
- **Additional note for all organizations: Finances and accommodations should ultimately not discourage any individual from joining these organizations. Should finances such as dues or other fees be a barrier for any individual interested in the organization, contact the Student Clubs and Organizations Coordinator, Marilyn Gallegos, at mgallegos@mines.edu to discuss options for resolving this barrier.**

SAIL Website

The [SAIL website](#) will have the most up-to-date information on RSO requirements, handbook, and procedures. Please encourage your RSO to review the website frequently for information and please take some time to take note of resources on our website.

RSO General Calendar

- August
 - M-Climb training/ M-climb
 - Celebration of Mines spots released
 - Fall kickoff outings
 - Set goals and expectations with your students
- September
 - **Fall Summit- REQUIRED for every organization:** This is where re-registration happens for organizations. Sessions include learning about SAIL policies, event planning, treasurer training, and overall sessions that focus on leading their organizations.
 - Bylaws must be resubmitted and reviewed yearly.
 - BSO, ISC, BSM Round Table
- Last day of September
 - Treasure training from the school year before expires.
 - All treasures must be retrained yearly. No purchases may be made if your treasurer has not been trained.
 - Homecoming Street Fair
- October
 - Advisor Luncheon
 - Fall Break Programing
- November

- E-Board Elections (some organizations)
 - If your organization changes leadership during this time, please make sure they update this with SAIL.
- December
 - Advisor Agreement due
 - CSA Training due
 - Elections for some organizations
 - If your organization changes leadership during this time, please make sure they update this with SAIL.
- January/ February
 - Spring RSO Fair
 - Advisor Coffee and Connect
- March
 - Submissions for BSO Allocations due
 - USG Allocations
 - E- board election season
- April
 - E-board election season
 - Transition meetings for incoming and outgoing e-boards
 - Bylaw review
 - Submitting new President information to SAIL
 - Previous executive members should be handing over all passwords to emails, forms, and bylaws from previous years.
 - If you plan to continue to advise your organization, please make an action plan for communication over the summer.
 - BSO Reallocations
 - E-days
 - Cardboard Boat Races
 - Trebuchet
 - Tesla Coil
 - Virtual Events
 - Sign up for M-Climb open
 - Sign up for Celebration of Mines
- May
 - Sign up for M-Climb open
 - Sign up for Celebration of Mines
 - Fall Kickoff outings
- June
 - Sign up for M-Climb open
 - Sign up for Celebration of Mines open
 - Fall Kickoff outings
- July
 - Sign up for Fall Summit/ re-registration open
 - Sign up for M-Climb open closes

- Celebration of Mines sign up closes
- Fall Kickoff outings close

Point of Contact

- SAIL Procedures, reporting of incidents that do not extend to Title IX or breach of Code of Conduct
 - Marilyn Gallegos, Coordinator for Student Clubs and Organizations- mgallegos@mines.edu
- SAIL Financial Procedures, Purchasing, and All domestic travel
 - DeAnna Torrez, SAIL Finance Coordinator- Dtorrez@mines.edu
- International Travel and Foundation Index
 - Begoña Ruiz Pineiro, SAIL Associate Director of Finance- bruiz@mines.edu
- Mental Health Resources
 - Katey Parsons, Clinical Outreach Coordinator- kateyparsons@mines.edu
- Title IX
 - Carole Goddard, Equity & Title IX and Title IX Coordinator Director, cgoddard@mines.edu
- Student Outreach and Support
 - Josh Oakland, Assistant Director, joakland@mines.edu
- Code of Conduct
 - Sam Ralston, Assistant Director of Community Standards, seralston@mines.edu

Reporting Links

- [Student Outreach and Support Link](#)
- [Report an incident of bias, discrimination, harassment or violence-](#)
- [Report sexual misconduct \(sexual harassment, sexual assault, stalking, dating/domestic violence, and other forms of sexual misconduct\)](#)

Registered Student Organization Accountability

Expectations

Just like Mines students, Registered Student Organizations and their members are expected to follow all Mines and SAIL policies and procedures. This includes following the Registered Student Organization Handbook and the Student Code of Conduct. If an organization is alleged to have violated any policies in the Student Code of Conduct, the Office of Community Standards, in collaboration with SAIL, will investigate the behavior(s), determine responsibility to any possible violations, and assign outcomes and sanctions if an organization is found responsible.

The student conduct process is intended to be an educational and restorative experience fostering student growth and development through reflection and intention on repairing and reducing harm in our community. The conduct process is not meant to be punitive; rather it exists to protect the interests of the community and to support behavior that reflects the values of Colorado School of Mines.

RSO Handbook and Student Code of Conduct Violations

SAIL procedures, including financial procedures, shall be handled at the direction of the Clubs and Organization Coordinator and/or the SAIL Finance Coordinator.

SAIL supports the institutional approach to have educational and restorative experiences when addressing violations. With this, SAIL will initiate Performance Improvement Plans or PIPs for members or student organizations when violations to the RSO handbook have been made. PIPs are intended to identify areas of growth and implement interventions to help a member or organization be successful. PIPs will be unique to each circumstance and the sanctions and length shall be appropriate to the violation of the RSO handbook. In any instance, the use of suspension or de-recognition may be used. Suspension can include the loss of specific or all privileges for any given amount of time. De-recognition can include loss of all privileges and halting of organizational management for a minimum of three years.

If a member or organization is unable to successfully complete their PIP, is non-compliant, or a violation to the Student Code of Conduct is made, the Office of Community Standards shall precede over the potential violation and appropriate procedures set by the office for addressing conduct will be followed.

In any instance, both the SAIL Office and Office of Community Standards may be actively involved in the process.

Amnesty Guidance

In an effort to reduce barriers related to seeking help during medical emergencies due to fear of potential policy violations, and to encourage students to seek medical attention in all situations when someone's healthy or safety is believed to be endangered, or if someone is a victim of violence, Mines' Student Code of Conduct includes **Amnesty** guidance. If a student or student *organization* believes the safety of a community member is at-risk, an organization and/or student should call emergency officials, stay with the individual(s) needing assistance, and cooperate with Mines staff after the incident. If there are policy violations taking place, and these steps are followed, a formal conduct procedure will not take place. There may still be educational opportunities for students and/or student organizations to take part in. *The most updated and full version of the amnesty guidance is part of the Student Code of Conduct.*

Hazing

All Students and student organizations are expected to uphold the community standards of Mines and SAIL. Any hazing incidents will be handled in accordance with the [Mines Hazing Policy](#).

Click here to [report a Hazing Incident](#).

Title IX and Bias Motivated Incidents

All Students and student organizations are expected to uphold the community standards of Mines and SAIL. Any incidents involving discrimination, bias, or sexual misconduct will be handled in accordance with the [Mines Title IX Policy](#) through the Office of Institutional Equity and Title IX.

Click here to report a incident of [Discriminatory Harassment, Bias, and Retaliation.](#)

Click here to report an incident of [Sexual Misconduct.](#)

Protection of Minors

All student organizations are required to be familiar with the Protection of Minors policy, enforced by Mines. All Mines departments, programs, entities, and student organizations sponsoring events, programs or camps involving minors on or off of campus must comply with the Policy on the Protection of Minors by submitting a notification to Office of Compliance and Policy at least three weeks before the scheduled event.

To learn more about this policy or to submit your event for approval, please visit the [Protection of Minors website.](#)

Student Outreach and Support

As we all recognize, students are people first. If you or someone you know needs support navigating personal and/or academic challenges, it is highly encouraged that student fill out a [referral form](#) with the [Student Outreach and Support \(SOS\) Office.](#)

Alcohol and Drugs

All student and student organizations are required to follow the drug and alcohol policy listed in the [Student Code of Conduct.](#) Violations to this policy will be handled appropriately by the SAIL and/or Office of Community Standards.