



Colorado School of Mines

Registered Student Organizations Handbook

Revisions approved by SAIL, Office of Community Standards, and the
Multicultural Engineering Program
7-22-2023

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Preface

This handbook is to serve as a resource to all Student Organizations and their members. It is important to note that many of the resources in this document serve to help guide organizations and address frequent policies and procedures applicable to RSOs. This is not a comprehensive list of all policies and procedures. The institution at any time can create and enforce policies as deemed necessary. SAIL will help in supporting RSOs by sharing university policy changes when necessary and implementing procedures to ensure university policies are met. Please reach out to SAIL@mines.edu if you have any questions about a policy or procedure.

Student Activities Involvement and Leadership (SAIL) Office

Mission

The SAIL Office provides an environment for students to develop leadership skills, connect to the campus and community, and explore their passions.

Vision

The SAIL Office promotes student success by supporting the development of one's whole self via co-curricular growth opportunities. We enhance student learning through social, cultural, and community engagement and leadership programs. Through a variety of involvement opportunities, we strive to instill the following:

- An awareness of self and others
- The development of social and leadership skills
- A sense of service and citizenship
- The development of critical thinking skills
- The importance of being inclusive
- The value of living a purposeful life

Office

The SAIL Office is located on the first floor of the Ben Parker Student Center.

1200 16th Street Suite E120

Golden, CO 80401

Hours: 9:00-3:30 Monday- Friday

Phone: 303-273-3234

Email: SAIL@mines.edu

Letter to Student Organization Leaders

Dear Student Leader,

Thank you for being involved with your campus community and taking on the role of being a student leader during the 2023-2024 academic year. In this role, you have agreed to help ensure that every student has a place that they feel like they belong on campus while serving as a role model and providing unique engagement opportunities through your organization. In addition to the growth and opportunity you bring to the Mines community through serving as a student leader, you also have the opportunity to gain a variety of skills through your role, such as understanding group dynamics and effective teamwork.

This guide was designed to provide you with key information surrounding guidelines and procedures and address many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed. We are here to support you as you navigate being a student leader within a student organization!

It is our hope that being a student leader for a student organization will be a rewarding experience and provide you with your place on campus. Thank you again for accepting this role and contributing to the co-curricular experience. Good luck with this incredible opportunity.

-The SAIL Team

Letter to Advisors

Message from SAIL

Dear Advisor,

Thank you for taking on the role as a student organization advisor during 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 and procedures and address many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed. We are here to support you as well as the student organizations.

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

What is a RSO Advisor?

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 and are required to abide by the same rules and standards as faculty advisors, including any mandatory trainings and reporting.

For more information on Advisor Resources, please visit the Advisor Handbook found on the SAIL website.

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 RSO Website 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, Registered Student 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 organizations and are required to follow the guidelines set forth for the student 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 shared 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.**

Bylaws

Every organization is required to have a set of bylaws approved by SAIL yearly. Sample bylaws detailing specific section information and policies can be found in Appendix 1. Bylaws must include the following sections:

- Name of Organization
- Purpose
- Membership
- Officers
- Meetings
- Elections Process
- Non-Discrimination Policy
- Amendments

If there are items within the bylaws that are unable to be enforced or if someone wishes to challenge an impeachment, membership removal, or election process, a formal resolution may be made by the SAIL Office or the Office of Community Standards. Any formal process initiated will provide full due process to the student(s).

Officers

Officers are the essential backbone of any student organization. Officers are responsible for ensuring proper management of the RSO, knowing and following policies/procedures, and prioritizing the safety of their members. Officers must encourage responsible membership among their members and the greater Mines community. Officers are to hold their organization to high standards and ensure all members are familiar with university policies and SAIL procedures.

Governing Bodies

For Governing Body Policies and Procedures, please email bruiz@mines.edu.

SAIL and Governing Bodies work very closely together, however, there are many key differences to note in understanding the purpose of both entities. SAIL serves as the primary pipeline for student organizations and institutional policies. Policies, procedures, and regulations implemented by SAIL are often state laws or risk management measures meant to support the functioning and safety of student organizations. Student Governing Bodies serve as direct representation of students to the institution. Your Governing Bodies provide advocacy and funding to student organizations and initiatives. Governing Bodies consist of elected students and help identify student needs through various lenses and help influence institutional changes.

Governing Body placements will be determined by the SAIL Clubs and Organizations Coordinator, or any other official designated from the SAIL Office. Clubs and Organizations may not select their Governing Body nor ask to be moved from one Governing Body to another. They also cannot belong to more than one governing body. If a new Governing Body is passed, SAIL will determine if any restructuring or organization within governing body placements should be considered.

The following are current, approved Governing Bodies and their Mission:

- **Undergraduate Student Government (USG):** Undergraduate Student Government at the Colorado School of Mines is the recognized organization that delivers the voice of the student body to the Faculty, Administrators, and the Board of Trustees. Throughout the year, Student Government works to represent the student voice on a variety of campus committees. Student Government will debate and discuss issues that are pertinent to the students and work to address student concerns. Student Government regulates all mandatory student fees. These fees are used in a variety of ways to improve campus life.
- **Graduate Student Government:** Founded in 1991, the Graduate Student Government (GSG) is the governing body of and for graduate students at Colorado School of Mines. The GSG addresses issues of concern to graduate students at Mines, and organizes various research, academic and social functions. All registered graduate students are automatically members of the GSG and are welcome to attend meetings and events. The GSG Council is comprised of representatives from each degree-granting department or division, and it meets monthly to guide GSG policies and activities.

Governing Bodies that allocate funds or oversee student organizations.

- **International Student Council (ISC):** The International Student Council (ISC) is a non-profit governing body that represents all international organizations at the Colorado School of Mines (Mines). The main purpose of ISC is to unite and provide service for all international students at Mines. As a representative of the international community on campus, ISC aims at creating platform to ensure and enhance communication and cooperation within the international students, other organizations, and the school. ISC works closely with the International Office in organizing events that can promote cross-cultural understanding and awareness to bridge the gap between international and non-international students. In addition, as the official voice of international students' population at Mines, ISC addresses issues and concerns associated with international and exchange students on campus. For ISC Tier Requirements, please click here:

- **Board of Student Organizations (BSO):** The Board of Student Organizations is a governing body whose purpose is to aid the over 150 student led clubs on the Colorado School of Mines campus. Our primary goal is to facilitate clubs in their success and longevity. It is our responsibility to register active clubs, provide all necessary tools, and assist in any way needed. We are here to answer questions, help with paperwork, give our advice, and speak from experience. We also serve as representatives for organizations to the Undergraduate Student Government (USG) and to administrative offices on campus. For BSO Tier Requirements, please click [here](#):
- **Board of Student Media (BSM):** The Board of Student Media is currently restructuring. Please check back for more information when available.
- **No-Governing Body Placement:** In rare instances, an organization may not fit into a specific Governing Body or is not able to receive the benefits of that Governing Body, typically related to funding abilities. If this determination is made, the student organization will be categorized as a No Governing Body Organization. At this time, there are no additional SAIL requirements for these organizations.

Organizational Resources and Procedures

Event Planning

Event Approvals

SAIL requires all student organizations to submit an event approval form for all events in which student organizations are gathering for official business or representing their organization. This includes, but is not limited to, all organization meetings, signature events, fundraisers, tabling, organization elections, retreats, social, or volunteer events. This includes in person, on campus off campus, or virtual events. Essentially, all events you are hosting or attending as part of, or in which you are representing your organization, should be submitted for approval. Executive board meetings are the only exception to this rule, and do not need to be submitted for approval. Travel events must be submitted separately. Please follow the information on student travel found in the Treasure Training Powerpoint.

Events NOT requiring contracts or liability forms.

All events not needing contracts or liability forms are required to be submitted at least **seven** days in advance and must be advertised for at least **three** days on two different platforms. The process for event approvals are as follows:

1. Reserve your room on [EMS](#) and save your room reservation confirmation or identify your off-campus location. Please note, there is typically a three day out request for most on campus rooms. It is important to make a room reservation as soon as possible.
2. Fill out the [Student Club/ Org Event Submission](#) form a minimum of **seven days** before your event. Your request **MUST** include instructions on how to arrange accessible accommodations for the event.
 - Please attach your room reservation confirmation from step 1 to this form.
 - If you have a flyer you would like approved for the event, you can submit this at the same time as well and approval will be emailed back to you.

- Example Accommodation Statement: Mines welcomes individuals with disabilities. If you require an accommodation in order to participate in this event, please contact (event contact) by (date) at (contact information). Advance notice may be necessary to arrange for some accessibility needs.
- 3. If your event is reoccurring, you may fill out *one* form for the entire semester. Please ensure that you provide all the details for the meeting in the description such as event locations if they will be different for a specific date and set the end date as your last meeting time. If you do not set the date as your last meeting time, the system will not show the event past the end time in which it was submitted on the student organization event page.
- 4. Please allow two days for approval of your event.
- 5. After you have received SAIL approval, you must advertise your event on two campus wide platforms a minimum of three days out. You cannot advertise your events before approval. SAIL fulfills one of these requirements by advertising the event on our organization event calendar. Your organization is responsible for the second form of advertising. Approved platforms for advertising are: Daily Blast, posting of flyers in approved locations including Mines Park, SAIL or Organizational public Instagram and Facebook pages, and open list serves all qualify.
 - Advertising only to organizational members or closed server lists does not constitute sufficient advertising.
 - If choosing to advertise with flyers, the flyer must receive SAIL approval. Email a digital version of your flyer to the SAIL office at sail@mines.edu to be stamped.
 - All event advertisements must include instructions on how to arrange accessible accommodations.
 - Notice: Events for fundraisers, If prices are listed flyer must say “7.5% tax included” or “plus 7.5% tax”.

Events REQUIRING contracts or liability forms.

- Events that will be utilizing contracts or requiring the use of liability form will be required to submit their events a minimum of four weeks before the event. There are a minimum of four or more offices that participate in executing a contract for a vendor. Due to this, it is critical that an event submission is submitted in a timely manner to ensure there is enough time to execute contracts. Similarly, liability forms in some instances require multiple campus partners to approve. Again, this deadline allows for an appropriate amount of time to be provided for approvals.
- The process for approvals is as follows:
- Reserve your room on [EMS](#) and save your room reservation confirmation or identify your off-campus location. Please note, there is typically a three day out request for most on campus rooms. It is important to make a room reservation as soon as possible.
- Fill out the [Student Club/ Org Event Submission](#) form a minimum of **four weeks** before your event. Your request MUST include instructions on how to arrange accessible accommodations for the event.
 - Please attach your room reservation confirmation from step 1 to this form.

- If you have a flyer you would like approved for the event, you can submit this at the same time as well and approval will be emailed back to you.
- Example Accommodation Statement: Mines welcomes individuals with disabilities. If you require an accommodation in order to participate in this event, please contact (event contact) by (date) at (contact information). Advance notice may be necessary to arrange for some accessibility needs.
- In the description of your event, please indicate all the vendors you are hoping to work with or the nature of events that you will be seeking a liability form for.
- Please allow one week for pre-approval of your event.
- Once you receive a pre-approval of your event, you will be asked to meet with the Clubs and Organizations Coordinator for a pre-event meeting. This meeting will allow the Clubs and Organizations Coordinator to ensure that there is enough time to execute all contracts and help your organization make sure they are following all institutional policies. After this meeting, you will either be provided with an approval or denial of your event.
- After you have received SAIL approval, you must advertise your event on two campus wide platforms a minimum of three days out. You cannot advertise your events before approval. SAIL fulfills one of these requirements by advertising the event on our organization event calendar. Your organization is responsible for the second form of advertising. Approved platforms for advertising are: Daily Blast, posting of flyers in approved locations including Mines Park, SAIL or Organizational public Instagram and Facebook pages, and open list serves all qualify.
 - Advertising only to organization members or closed server lists does not constitute sufficient advertising.
 - If choosing to advertise with flyers, the flyer must receive SAIL approval. Email a digital version of your flyer to the SAIL office at sail@mines.edu to be stamped.
 - All event advertisements must include instructions on how to arrange accessible accommodations.
 - Notice: Events for fundraisers, If prices are listed flyer must say “7.5% tax included” or “plus 7.5% tax”.

Closed Events

Every semester organizations are allowed to host one private or closed event. This event does not need to be advertised to the entire campus community, however, is still required to submit for approval. Typically, organizations choose this for their holiday or end of year celebrations. When you fill out your event request, you will simply check yes for the “closed event for this period” question. This will also ensure that it is not published on our event calendar page.

Unsuccessful Event Registration

If an organization fails to appropriately follow the above procedures or is found not registering events, the organization will be asked to fulfil a Performance Improvement Plan (PIP). For more information on PIPs, please reference the [Registered Student Organization Accountability](#) section.

Marketing

Flyer Approval and Advertising

Stamping

All flyers for students, student organizations, and external vendors are required to get a stamp of approval from the SAIL office. Stamps may be given virtually by emailing the flyer for approval to SAIL@mines.edu or in person by stopping by the SAIL front desk. In person stamping is limited to five pages. Mines departments are exempt from stamping. Student organizations are required to have an accommodation statement on all of their flyers and advertisements for their events. Flyers submitted for student organization events without an accommodation statement will be asked to be revised before approval will be given. Flyers may be no larger than 8 ½" X 11".

Posters advertising events or activities that are not sponsored by Mines or any of its academic or administrative departments (i.e. events sponsored by students or student organizations) must display the following disclaimer: "The Colorado School of Mines does not necessarily endorse or support the event advertised or information contained in this poster."

Residence Halls: All material to be posted in common areas in residence halls or other campus student housing must have the advance authorization of a designee in the Campus Living Office and are to be hung by Residence Life employees only.

Approved flyer posting locations.

All individuals/ groups/ departments are allowed to post approved flyers in approved posting locations. Postings found outside of these locations will be removed immediately and the individual/ responsible group will be notified. If posting policies continue to be disregarded, posting privileges may be taken.

Approved posting locations by building can be found in Appendix 2.

Residence Halls Marketing

For information regarding posting and advertising in residence halls, please refer to the [Mines Residence Life resource webpage](#).

Outdoor Advertising

- All content must be approved in writing by SAIL prior to being displayed
- All advertisements (banners, chalking, etc.) must include contact information
- All chalking and banners must be at least 10 feet from an entrance to a building.
- All advertisements may only be displayed for a maximum of 7 days.
- All advertisements, materials used to secure the advertisements, and chalk must be removed at least 24 hours after the event has ended.
- The organization or individual displaying the advertisement is responsible for all costs associated with the advertisement (chalk, banner materials, hanging devices, etc.)
- Mines officials have the right to remove any advertisement at any time.

Failure to follow this policy or other School policies may result in immediate penalties including, but not limited to removal of advertisements, restrictions on future advertisements, and/or other sanctions deemed appropriate.

Chalking

Chalking requests can be filled out in person at the SAIL front desks and may be submitted at an point after an event submission has been approved.

Chalking Specifics:

- Chalking advertising may not exceed 4' x 6' in size per message.
- Chalking is only permitted on horizontal outdoor surfaces. No chalking on walls.
- Chalking CANNOT be drawn on pavers (bricks) or colored concrete, with the exception of the colored concrete just outside the Student Center
- Chalking must be clear from any and all overhangs. For example, chalking can not be done on the deck of the Green Center.
- Only chalk may be used (no crayons, spray paint, markers, or other marking devices).
- A maximum of 10 chalking advertisements will be permitted per event.

Outdoor Banners

- The locations of the outdoor banner advertisements must be approved at the time the content is approved (specific locations are required).
- Outdoor banners may not exceed 8' x 8.5' (approx. the size of a queen size bed sheet)
- Outdoor banners may not block an entrance, walkway, road, or window.
- Organizations may hang a maximum of 2 outdoor banners at any one time for an event.
- No more than 12 outdoor banners will be permitted for display on campus at any one time. If more than 12 outdoor banners are requested
- then permission will be granted to organizations on a first-come, first-served basis and/or organizations may be limited to one banner each.
- Advertisements must be sturdy and secured to withstand any form of weather without disintegrating or falling apart.
- Advertisements must be secured at all four corners.
- Advertisements must be hung so they do not damage any form of property or structure to which it is being attached.

On-Campus Solicitations

For information on on-campus solicitations, please review the [Facilities Use Procedure](#).

SAIL Social Media

Student organizations may ask to have their event(s) publicized on the Mines SAIL Instagram. Advertisements will be posted on the SAIL Story unless other arrangements have been made for larger publicity needs. All postings from student organizations wishing to be posted on the SAIL Instagram should have an event submission approval and should have an accommodation

statement on their post. Additionally, student organizations may apply to host a “takeover” on the SAIL social media page. Application information and policies surrounding takeovers can be found in Appendix 3.

RSO Newsletter:

Student Organization can submit events, opportunities, or recognition items to SAIL to be published in the RSO Newsletter. Submissions are due one week before the first of the month. Email SAIL@mines.edu to have your submission added.

Monitor Displays

Student organizations can submit their approved flyers to be displayed on the various monitors across campus. To submit your flyer for approval, you can submit this [MAPS ticket](#).

Daily Blasts

Any student may submit a Daily Blast entry at any point in time after the approval of their event. To fill out a daily blast submission, [click here](#).

SAIL Front Desk Support

Mail

SAIL will notify the name of the recipient on the package for the organization of the arrival of their packages via email. Mail must be picked up within a week of being notified. Mail can be picked up during SAILs normal business hours.

Computers

There is 1 desktop and 2 Chromebooks available for student organization usage in the office during regular business hours (Monday – Friday, 9am – 3:30pm unless otherwise stated)

Sandwich boards

Sandwich boards are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email SAIL@mines.edu.

Inflatable screen

The inflatable screen is available to reserve for use by officially registered student organizations. Call 303.273.3234 or email SAIL@mines.edu.

Sound system

The sound system, speakers, and cell phone connectivity, are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email SAIL@mines.edu.

Other Items

Other items are available for checkout such as extension cords, lawn games, etc.

Lockers

SAIL has access to a limited number of student organization lockers. Lockers will be distributed through a lottery system after Fall Summit. Anyone seeking to enter the lottery should indicate that at check in for Fall Summit. Student organizations may only have one locker at a time and will maintain the locker for one school year. Student organizations are required for the upkeep of the locker as well as cleaning out the locker by August 31st after the completion of their year. If at this time the locker has not been cleaned, the SAIL office will clean out the locker and retain all items in the locker. Any damage to lockers will result in appropriate fines. If an organization no longer needs a locker, the organization must notify the SAIL office of their departure from the locker so another organization may use it.

Leadership and Involvement Opportunities

M-Climb

Organizations are encouraged to sign up for a spot for M-climb. M-Climb sign up can be found [here](#).

Fall Kickoff Outings

NeST and SAIL work together to provide new students the opportunity to connect with organizations on a smaller scale event. Organizations are encouraged to host small events or outings that showcase their organization or build community. These events can happen on campus or in the Golden community. Some examples of past events include hiking Table Mountain, hosting Karaoke, or doing a Golden Coffee shop tour. Sign ups for this event are released over the summer.

Celebration of Mines

Celebration of Mines is our largest involvement fair of the year! Organizations, departments, sports teams, and Golden community members gather to showcase all that Mines and Golden have to offer. This is also the biggest event to recruit new member so [sign up](#) to table!

Fall Summit

Fall Summit is our student organization leadership training. This event will give an overview of important policies and procedures for student organizations as well as provide helpful resources to keep your organization thriving and growing. While attendance of at least one member is required, organizations are encouraged to send any interested members. The sign up for this event for the 2023-2024 school year is [open](#)!

Homecoming Street Fair-

The homecoming street fair is hosted by SAIL and the Mines Activities Council. Student organizations may table or fundraise at this event. Sign ups for this event will be released in the early fall semester.

Leadership Summit

Leadership summit as an annual event hosted by SAIL. Participants will be able to build their leadership skills through engaging speakers and activities and will leave the event equipped with the basics of being a leader on campus and beyond. This half-day event is open to ALL students and includes lunch and several giveaway items. This is a great opportunity to attend a professional development event on campus and is highly encouraged for student organization officers and members.

E-days

E-days is the most highly anticipated event of the year! This multi-day event allows multiple opportunities for student organizations to participate in. The trebuchet competition, cardboard boat race, field day are all a few examples to participate. Interested in volunteering? SAIL invites all organizations to be a part of this historic event in whatever ways they can!

Fall Break and President's Break Programming

Each Fall and President's day break SAIL offers funds for organizations to host events for students who are still on campus. Announcements on when student organizations can apply for funding will be made through the Registered Student Organization Newsletter.

SAIL Workshops

Struggling to keep finances straight? Interested in learning about communication styles? SAIL offers over six different leadership training workshops for student organizations. You can find all workshops offered here: <https://www.mines.edu/student-activities/leadership/leadership-workshop-series/>. Not seeing one that meets your needs? Email SAIL@mines.edu and we would be happy to work on a more tailored workshop for your group.

SAIL Leadership Course for Credit

The Office of SAIL offers a 3-credit, CSM 350, general elective course for active community leaders to explore their potential and develop a personal approach to the practice of leadership. This isn't your typical Mines class! This course is based on class discussions and experiential activities. Students are expected to participate in leadership reading, personal reflection, presentations, activities and more. The class is intended to help you understand your current leadership style and capabilities and help develop those skills over the semester through interactive learning. This class is currently only offered in the Spring.

University Policies and Procedures

Room Reservations

Room Reservations are not facilitated by SAIL. All room reservations are to be done through [Mines Campus Event Services](#). All student organizations gain access to the event management system at the beginning of the Fall Semester, after the completion of their re-registration form. The primary contact indicated on the re-registration form is who is granted permission to reserve

a space. If you would like someone else to be listed as the primary contact for an organization, you may either email mgallegos@mines.edu or reservations@mines.edu.

Instructions on how to utilize the EMS system can be found in Appendix 4.

Sodexo Catering

Sodexo catering may be used for any event hosted at Mines. The Student Center and Rec Center only allow for Sodexo catering, no outside food is allowed. If an organizations is seeking an exemption, they may fill out this [form](#) a minimum of 14 days before the event.

Alcohol

[Student Alcohol Policy and Procedures](#)

Any student organization seeking to serve alcohol at an event must fill out the [Request to Serve Alcohol Form](#) at least one week prior to the event or three weeks in an exception is needed.

Mines Policy requires a Third-Party Vendor and Security for events with alcohol. The Third-Party vendor actually serves the alcohol, and the security monitors the event and assists with any issues that arise. Please contact the Dean of Students if you would like an exception to the Policy. Additionally, outside events that will have alcohol present are required to be fenced.

Only fundraised money can be used to purchase alcohol. BSO, ISC, BSM, or other university funds cannot be used for purchasing alcohol. Donations can be accepted.

All alcohol left over from the event must be relinquished to the SAIL Office immediately after the completion of the event.

Food Trucks

Student organizations may seek to hire food trucks. The process for food trucks is as follows:

1. Submit your event for approval at least 4 weeks in advance to SAIL.
2. Reach out to the vendor and ask for them to submit to you a tax exempt, itemized quote for your event.
 - a. If the vendor has not worked with Mines in the past year, please notify them that they must complete Mines W-9 form online and submit their [certificate of insurance](#).
3. You will then send a purchase request with name, date of your event, the time that you would like the vendor to be there, start time of the event and your two primary locations for the truck to be parked at. Please upload the tax-exempt itemized quote.
4. SAIL will work with Parking services and Procurement to initiate the contract and secure your spot for the truck. Please note, parking charges all departments and organizations a \$100 fee for hosting a food truck on campus.
5. Mines will work with the vendor directly on a contractual agreement. Your organization will be notified if the contract is accepted or denied.
6. Deposits are strongly discouraged. Please notify the vendor that you are working with that we will most likely be unable to provide a deposit.

7. After the completion of the event, please upload your receipt or invoice to your original ticket.

Inflatables

If your student organization is seeking to have an inflatable on campus, please email mgallegos@mines.edu to discuss the process.

Tabling

Tabling locations including Maple Plaza and the Student Center Atrium can be reserved through the EMS system. Student are required to be familiar with the [rules and regulations](#) regarding tabling set forth by the Mines Campus Events Office.

Contests, Giveaways, and Gifts

When deciding on doing giveaways, contests, or door prizes, it is important to think of the financial impact and benefits. Organizational funds are to be spent in the most appropriate ways to ensure growth and functionality within the organization. If you are considering any of these options, think about the long-term impact it will have on the organization and in what other ways these funds may be used for.

Contests

Student Organizations may host contests so long as they are open to all students. Tangible prizes or gift cards (with proper per-approval) may be given if the value of the item(s) does not exceed \$50. Prizes for competitions/ contests are limited to three prizes per event/ category.

Door Prizes

If an organization is choosing to hand out door prizes/ tokens, these items must be given to all participants and must not exceed \$10/total prize item. These items cannot be given during normal meeting times and must be an event with highly anticipated attendance. No gift cards may be given out.

Gifts

Speaker Gifts

Student organizations can give gifts to speakers of their events. Gifts are limited to tangible items up to \$50 if they are an external community member and \$30 for Mines affiliates.

Graduating Senior Chords or Stoles and Graduating Senior Gifts

Chords and stoles are allowed for all active member graduates of the organization. Gifts for graduating students may only be given to current or past executive members who served at least one term. The gift must be tangible and cannot exceed \$50.

Movies

Any organization wishing to show a film, TV show, or sports broadcast must receive the proper rights. SAIL can support in identifying how to receive the rights for any sort of showing an organization is seeking to host. Organizations are responsible for the cost of any showing and are responsible for obtaining security for films over PG 13. See below on how to acquire security services.

Event insurance and Liability

All external groups that require a rental contract are required to have event insurance in the amount of 1 million dollars per accident for bodily injury and 3 million dollars per accident for property damage covering each day of their event.

Insurance options for Tenants/Lessees, through URMIA-TULIP at <https://tulip.ajgrms.com/>. Please select "Get a Quote"; and State of Colorado and Colorado School of Mines.

Mines employees do not need a Certificate of Insurance.

Bus Services

If an organization is in need of charter transportation services, please reach out to Mgallegos@mines.edu to discuss your needs. A memo on charter transportation services can be found in Appendix 5.

Security

If an organization is required to have security for events in which alcohol will be served and when there is a showing of a movie with a rating above PG 13. Please email auescoloradoeventrequest@aus.com, with the amount of people and times you need security for.

Working with Minors

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.

All non-Mines Organizations hosting programs, events or camps on our Campus involving minors must submit a notification to the Office of Compliance and Policy at least three weeks before the scheduled event.

Please submit your Notification of an Event Involving Minors using our online form linked below:

[Web-based Submission Form](#)

Excused absences

The Office of Student Life is responsible for approving excused absences, not SAIL. Please refer to the [Excused Absence Policy](#) for more information.

Volunteers at your Event

If you are hosting an event in which you are seeking volunteers who are not affiliated with Mines the following items must be completed.

- The Volunteer must complete a Volunteer Agreement Form and have this submitted to SAIL. You can request this form by reaching out to Mgallegos@mines.edu.
- If the event the person will be volunteering with will involve minors, the student organization must [submit their event](#) to the Office of Compliance and Policy for approval at least three weeks in advance. All requirements requested of the Office of Compliance and Policy must be completed in order for the event to happen. This may include volunteers being asked to complete a background check.
- If the volunteers are affiliated with Mines, no forms are needed.

Branding and Logos

Student organizations are held to the branding standards laid out by the Mines Communication and Marketing Office. Student Organizations should review the [Mines Branding Guidelines](#) and

Unique Logos:

While unique logos may be created, the Mines Communications and Marketing Office does not produce the logos. Student organizations must incur all costs related to the production of unique logos, and they must follow the guidelines below. All unique student organization logos are subject to review and approval by the Communications and Marketing Office.

Unique logos may not:

- Include registered Colorado School of Mines trademarks, *including the legacy triangle
- Include words, symbols or images that are distasteful and reflect poorly on the university

Unique logos may:

- Use their unique logo alongside the university logo but only according to the Brand Standards Guide
- Include symbols or icons that identify with their umbrella organization (I.e. Greek letters, existing logo, seal), if they meet standards outlined by that organization

Unique logos can:

- Can use “MINES”
- Can use brand colors – blue, orange, gray
- Can use official unit identifier from sponsoring department
- Can, and are encouraged to, use “Colorado School of Mines” as part of the official name.

Unique logos cannot:

- Cannot use Blaster as part of their logo
- Cannot refer to the university as “CSM”
- Cannot use Block M as part of their logo or as a standalone letter
- Cannot use the trademarked triangle as part of their logo
- Cannot recreate or illustrate official trademarks

*The Chief Marketing Officer and Brand Manager, in consultation with licensing supervisors at Mines, will consider exceptions to this rule on a case-by-case basis but for the most part will reject requests for using official Mines logos.

Branded Merchandise

All student organizations are required to purchase any apparel or materials with their organization name on it through the properly approved vendor with appropriate branding guidelines. Students may not create apparel on their own if they include the organizations name. More information on branded merchandise can be found in Treasurer Resources or the policy for [Purchases Containing Logos and Trademarks](#).

Organization Websites

Student organizations are not allowed to hold an @mines email address or website domains as they are affiliated entities of Mines and not a Mines Department or Office. However, student organizations are allowed to hold orgs.mines.edu website domains. Organizations will be given access to their website yearly in August after the completion of the training. Only one person may have access to their website and the person indicated on the re-registration form will be given access. Student organizations are expected to maintain their websites. Mines Office of Communication and Marketing requires all individuals to be trained on WordPress. All web admin will be required to complete appropriate trainings. SAIL will help in scheduling training sessions and the training will be posted to the [RSO Resource Website](#). Other training tools and resources on how to use WordPress can be found here: <https://brand.mines.edu/web-creation-and-editing/>. Student organizations are not permitted to use external websites outside of the orgs.mines.edu domain. For help gaining access, please contact mgallegos@mines.edu. If you need web support for your website, please email kfarr@mines.edu.

Notice: Organizations must have the rights to pictures or logos. Once a logo has been adapted by the organization, the artists should sign a Rights to Use form.

Photography: RSOs should have permission from all people photographed to use for their marketing materials, websites, and social media.

Free Speech

Please refer to the [Campus Free Speech Policy](#) for more information.

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. Financial points will be a continued tool that SAIL utilizes to help identify when organizations may need additional support. Points will not automatically equate to a specific charge but will be used to help guide an organization's performance improvement plan.

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 Policy Prohibiting [Sexual Misconduct, Discrimination and Retaliation](#) through the Office for 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 and the Office for Institutional Equity. 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. 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.

Student Organization Travel

The institution considers student organization travel as either leaving the state of Colorado, even for a few hours, or staying somewhere overnight even if it is in the state of Colorado. Steps for gaining travel approval are as follows:

- All student organization travel should be submitted for pre-approval to the SAIL through the Pre-Travel Authorization Ticket found in the SAIL ticketing portal. Domestic travel should be submitted one month in advance and international travel two months in advance.
- The person who submitted the form will be asked to meet with the SAIL Finance Coordinator. You can request this meeting at the time of your form submission or email Dtorrez@mines.edu to schedule a time to meet.
- The organization will work with the SAIL Finance Coordinator to complete the Clery Act Form.
- All expenses incurred must be allowable, appropriate, and necessary for the completion of Official University Business.
- Examples of expenses that are NOT allowed are
 - Alcoholic beverages
 - Entertainment expenses
 - Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to Official University Business
 - Political activities
 - Traffic fines and parking tickets; and
 - Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed, including without limitation, expenses paid by a traveler for the following:
 - Collision damage waiver or loss damage waiver for rental vehicles, unless it is for international travel
 - Supplemental liability insurance on rental vehicles
 - Additional liability insurance for rental vehicles
 - Personal accident insurance on rental vehicles
 - Personal travel insurance
 - Trip cancellation insurance
 - Supplemental life insurance for airline or common carrier travel

All expenses need to abide by the limits and conditions set forth by the Institution, The State of Colorado and the SAIL office.

Student Organization Travel- Payments

- All events must be open to all students, including travel. All trips must be advertised to all students, five spots can be reserved for the executive board and presenters. Organizations may add additional requirements such as a person must have attended one meeting or an organizational event, but these requirements cannot be used to deter people from applying to

attend. Additionally, these requirements must have the ability to be made up or be allowed to be excused. An example is if an organization can state that they would prefer applicants must attend one meeting, but if meetings are on Mondays a 12pm and someone has a class, they should not be turned away from having their name drawn. An announcement of the opportunity must be made public to everyone at the same time. A Random drawing for all interested members of the event must be done by SAIL or an approved office. The only exceptions to this rule or competition teams.

- Governing Body policies for funding must be followed if using those funds.
 - Funding must be given equally to all students.

Still have questions?

Please contact Marilynn Gallegos (mgallegos@mines.edu) for:

- Day to day operations for your organization
- Leadership transitions
- Organization events
- Partnership events with SAIL
- Bylaws
- Waivers for organization activities
- Service events
- Organization registration
- New student organization submissions and approvals
- Questions regarding BSO after you have reached out to your BSO rep if appropriate.
- Lockers for organizations

Appendix 1: Bylaw Outline

Bylaw Outline

Bylaws of Club Name

Date Approved

Revision Date

Article I: Name of the Organization

This section simply identifies the club and states the legal name for recognition by the Colorado School of Mines (Mines), can also specify acronym. The acronym “CSM” may not be used in

any organization name as Mines does not own the copyright for it. Organizations who currently utilize “CSM” should begin to transition to using “Mines” in their names.

Article II: Purpose

The purpose statement is one of the most important sections of these bylaws. It lays out the goal of the organization, helps keep the club operation along the lines for which it was originally formed and assists in budgeting needs. It is also important for liability issues through the school. In most cases, if there is an accident or problem, and the club is operating according to its purpose statement, the school will fully support the club.

Article III: Membership

Required statement: Membership is strictly limited to students of Mines according to budget policies laid forth at the inception of the student activities fee. Student money is mandated to be spent on students and students alone, with the exception of the faculty advisor and instructors, teachers and speakers the club utilizes. However, membership can be granted to non-students under specific rules.

This means that at any point in time, any person may be allowed to join your club or organization. Fraternal Service organizations that do not fall under Fraternity and Sorority Life, nationally recognized Honor Societies with private inductions and organizations that require auditions or try-outs are required to follow the guidelines set forth for the clubs and organizations community.

- 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.

Subsections include:

A. Eligibility

- a. Please note, GPA requirements are not allowed for membership and cannot be required for apply to be an officer. The only requirement that is enforced is that all students must be in good academic standing. The only exception is for honor societies that have national requirements. Additionally, you may also not require any student to partake in a specific class to be allowed membership.

B. Privileges of Membership

C. Revocation of membership:

- a. This statement is mandatory: Membership must be revoked by SAIL/Mines in accordance with the Colorado School of Mines Code of Conduct, Student Organizations Handbook, or any other pertinent school policies.

Article IV: Officers

The names of the officers and the officers themselves may vary from club to club, as will the duties and responsibilities, with the exception of the treasurer. The treasurer reports to the president of the organization and to the treasurer of Mines. All financial responsibility of the organization lies with the treasurer. Sub-sections should include:

- A. Officers by title
- B. Qualifications
- C. Duties of each position
- D. Impeachment & removal from office.

Sample

A. Officers

The officers of the organization shall consist of president, vice-president, treasurer and recording secretary. Each club is required at a minimum to have a President and a Treasurer and the same person is not allowed to hold both positions. Please also list out your expectations for your advisor.

B. Qualifications

All officers shall be members of the organization who have been in good standing with the club for the duration of their membership.

C. Duties

1. President: The president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization, and shall perform other duties as the organization shall assign.
2. Vice-President: The vice-president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization in the president's absence, and shall perform duties assigned by the president.
3. Treasurer: The treasurer shall perform duties customarily pertaining to the office, shall keep an accurate ledger of the organization's budget and expenditures, shall report to the treasurer of

Mines, shall prepare a budget preceding the end of the spring semester for the submittal to the Mines financial committee, shall disburse the budget of the current fiscal year under Mines financial guidelines, and shall perform those duties assigned by the president.

4. Recording Secretary: The recording secretary shall perform duties customarily pertaining to the office; shall act as a secretary of all the meeting of the organization and record the minutes thereof, shall, under supervision of the president, conduct all official correspondence, and keep a roll of all members of the organization, and shall perform those duties assigned by the president.
5. Advisor: Every organization is required to have a Staff/ Faculty advisor, they can be any full-time Mines employee and must sign the [SAIL advisor agreement](#) and be CSA trained. While you are not required to add your own specific advisor expectations, this is your opportunity to list your expectations and the role you hope your advisor has with your organization to hold each other accountable and build community. Some things you may add are:
 - i. An Advisor may apply or be appointed by the organization.
 - ii. Advisor may be re-evaluated by the club yearly.
 - iii. Advisors have no voting powers.
 - iv. Required-Advisors must fill out the Advisor Agreement and be CSA Trained.
 - v. Advisors shall act as primary contact in addition to the Faculty Advisor for the campus community and administration regarding the organization.
 - vi. Standards for your advisor (make these specific for your org)
 1. Advisors are expected to attend at least (X number) of executive meetings a semester
 2. Our club expects our advisor to attend (X events)
6. Alumni Advisor- Student Organizations may have Alumni Advisors in addition to their Staff/ Faculty Advisor. An Alumni Advisor may not replace a Staff/ Faculty Advisor. If you choose to establish an Alumni advisor, please add the following to your bylaws. These may not be altered or changed unless otherwise noted.
 - a. Alumni Advisors are considered Mines Alumni who are no longer undergraduate students at the Colorado School of Mines and whose primary role is to support the wellbeing of the organization.
 - i. Graduate students can serve as an Alumni Advisor if they no longer wish to be a student participant in the organization.
 - ii. An Alumni Advisor may apply or be appointed by the organization.
 - iii. Alumni Advisors have a one-year term limit with the option for renewal and must live in Colorado.
 - iv. Alumni Advisors have no voting powers.
 - v. Alumni Advisors must fill out the Advisor Agreement and be CSA Trained.

- vi. Alumni Advisors shall act as primary contact in addition to the Faculty Advisor for the campus community and administration regarding the organization.
- vii. Alumni Advisors shall be responsible for publicizing the organization in a productive manner to the school and community.
- viii. Alumni Advisors shall act as primary contact, aid, and advocate for their organization.
- ix. Alumni Advisors shall have general oversight of the organizations, and be familiar with university, governing body, and SAIL processes to best aid their organization.
- x. Alumni advisors must attend at least one meeting per month and shall regularly check in with leaders to offer necessary support for organization.

D. While we hope that impeachment and removal from office will be limited, it is important to ensure that you have specific and extensive plans for this.

1. **Required Statement:** SAIL Staff must be involved in the removal process of anyone from an officer or membership removal.

Article V: Meetings

The calling of meetings and the number of members required for a quorum are arbitrary and depend more on the structure and purpose of the organization. Sections should include:

- A. Calling of Meetings
- B. Quorum

Sample

B. Quorum

Two-Thirds (2/3) of the total members of the organization shall constitute a quorum for the transaction of official business.

Article VI: Elections Process

Election of Officers for the following year shall be completed at least one week prior to the second-to last meeting of the Spring semester.

Nominating Process: Each member of the organization shall have the opportunity to request up to two names to be put on the ballot, with approval from the candidate.

Elections Procedures:

- A. An electronic ballot shall be sent out through a google form, Microsoft form or done through a paper ballot and will be available to all active members of the organization.
- B. This shall be done through the advisor in case any current members are running for re-election.
- C. A simple majority vote of the organization will be necessary for election.
- D. In the event of a tie or the lack of a majority, a runoff election following the same procedure shall take place only between the candidates that are tied or the two receiving the most votes. The candidate receiving the greatest number of votes shall be considered elected to that position.

Article VII: Non-Discrimination

Required statement:

The organization, in conjunction with the Colorado School of Mines, confirms its support of the principles and practices of nondiscrimination and equality regardless of race, religion, sex, age, sexual orientation or physical handicap, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law. All actions and policies of the organization, Associated Students of the Colorado School of Mines, and the Colorado School of Mines Graduate Student Association shall conform to the policies of the Board of Trustees, State and Federal Laws, such as 20 USC §1681 and agree to support SAIL's policies, processes, and guidance.

Article VIII: Amendments

This statement is mandatory. However, the number of votes required to amend the bylaws may be as low as 2/3 of the total members.

These bylaws are subject to initial approval by Mines, after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by Mines, these bylaws may be revised at any time by a vote of at least three-fourths (3/4) of the members of the organization in good standing (article III C.), with regard to state law, the student code of conduct, the bylaws of the Colorado School of Mines, and the Mines Budget Committee operating rules.

Appendix 2: Approved Posting Locations

Alderson Hall

1st floor, west wall, three boards
2nd floor, west wall, one board near south-west stairwell
Both west stairwells

Arthur Lakes Library

North hall, main floor
Above copiers on main floor

Berthoud Hall

1st floor, left of north entrance, half is for general posting
2nd floor, left of north entrance, half is for general posting

Brown Building

2nd floor, main hall (east wall)
3rd floor, main hall (east wall)

Chauvenet Hall

1st floor, west entrance
2nd floor, north wall

Volk Gymnasium

2nd floor, west wall, three boards

CoorsTek

1st floor whiteboards (by study area)

1st floor black wall (east of study area)

Coolbaugh Hall

1st floor, right of south entrance
2nd floor, right of south entrance
3rd floor, right of south entrance

Engineering Hall

Both entrances to the building

Marquez Hall

1st, 2nd and 3rd floor hallways

Guggenheim Hall

3rd floor, west wall

Hill Hall

1st floor, left of main entrance

Stratton Hall

3rd floor, near north wall
Basement floor, near elevator

Student Center

1st floor, near the front restrooms
2nd floor across from Ballrooms A&B

Appendix 3: Social Media Takeover Guidelines

Social Media Takeover Guidelines:

Thank you for your interest in taking over a SAIL social media account. To be considered for selection, please fill out and acknowledge the following guidelines and policies for a “takeover.”

Qualifications:

In order to qualify for a SAIL social media takeover:

- Students must be an approved and recognized student club or organization in good standing to take over any SAIL social media account. Accounts include:
 - Tik-tok
 - Instagram
- Student organizations and clubs may apply to host a “takeover” once per semester (applying does not guarantee a spot for a takeover due to limited spots). With only one organization take over per week unless otherwise approved by SAIL.
- Students must acknowledge and accept all the following guidelines.

Guidelines:

- Student groups will be able to post to Instagram between the hours of 9am-8pm. These hours may be extended if a group wants to highlight an event or activity they are hosting beyond those hours with an extension up to 10pm. For an extension the group must ask and receive written permission from the SAIL Student Social Media Coordinator of Clubs and Orgs Coordinator before the day of the takeover.
- All content distributed on behalf of the SAIL account is a direct representation of Mines, as well as of yourself. Your management of the account is an opportunity to enhance others' understanding and perception of the university and build your club or org.
 - Students must follow the [Student Code of Conduct](#).
 - Students should refrain from swearing, using media with excessive vulgar language, and posting any explicit content.
 - All posts from official and endorsed Mines accounts – including the SAIL account -- should reflect the mission and values of the university. Personal and political views do not belong on official Mines accounts, per university policy.
- In accordance with our accessibility mission, students must use the caption feature when posting videos.
- Students may not change any settings related to the accounts. Students may not follow or unfollow any other accounts.
- SAIL professional staff may ask for posts to be taken down or edited at any point during the takeover if they do not follow any of the above guidelines.

Appendix 4: Using EMS

Only the organizational president will have access to reserve rooms.

1. Log into the [EMS website](#).
2. Select either all event/ classroom space or fast request. Note, not all rooms can be reserved through fast request. If you are trying to reserve a Rec Center room, you can select student rec center facility request.
3. Select the date and time for your event.
4. If you know what room you would like, you can type that in to the "I Know what Room I want", otherwise you can also add the anticipated number of people and search all rooms available.
 - a. Note: If you are seeking a tabling spot, you can put 4 people in the search box and it will populate the spaces for tabling.
5. If it is a recurring meeting, you can add that under recurrence.
6. You will then create reservation.
7. You will fill out a form that should have your information and your organization information.
8. Please indicate if this event will be hosted with another group or if any materials will be given out.
9. Mines Events is responsible for room reservations, not SAIL. If you need help with a room reservation, please reach out to reservations@mines.edu.

Appendix 5: Charter Transportation Services Memo

May 31, 2023

Background:

- Mines ran a solicitation (MINES19071) to obtain a qualified list of vendors that provided charter transportation services (i.e. buses).
- Mines has contracted with 5 vendors (Ace Express, Arrow Stage Lines, Colorado Gray Line, Hermes Worldwide and Ramblin Express)
- Contracts are valid through June 30, 2024

Vendor Information:

- Ace Express
 - Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or erodriguez@aceexpresscoaches.com
- Arrow Stage Lines
 - Contract Information: Sheri Kite, sheri@arrowstagelines.com, 303-373-9119, ext. 114
- Colorado Gray Lines
 - Contact Information: Max Stallings, max@coloradograyline.com, 303-289-2841
- Hermes Worldwide
 - Contact Information: events@hermesworldwide.com, 303-577-7600, ext. 3
- Ramblin Express
 - Contact Information: sales@ramblin.com, 303-572-8687, ext. 3 or todd@ramblin.com

How to obtain bus services:

- When you need these services
 - You contact one or more of the vendors above to discuss your event needs (please do so with as much advanced notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
 - If you have long-term bus needs (i.e. athletic events / games), you can schedule the services long term with any of the vendors.
- If the cost is less than \$5,000 for the event, you can pay with Direct Pay or One Card; you do not need a Purchase Order.
- If the cost is over \$5,000 for the event, please contact procurement@mines.edu to issue a Purchase Order. Please be sure to include the quote with your email.
 - If you have long-term bus needs, we can do a fiscal year Purchase Order that covers all year, you just need to provide quotes for the events.

Other Information:

- When booking make sure you identify that you are with Colorado School of Mines and there is an existing contract between Mines and the vendor.
- Each group is responsible for booking their own buses as well as paying for their own invoices.
- Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
- Some of the vendors have a minimum number of hours.
- Some of the vendors also require a deposit.
- Hermes Worldwide has stricter terms on their contract, what that means for you is if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.

