



— OIST —  
**RECREATION  
SERVICES**

Registered Clubs Manual  
2020-2021

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**Registered Clubs Manual - Contents**

Disclaimer for Recreation Services Manual	3
About Recreation Services	3
Mission and Vision of Recreation Services	4
Benefits and Opportunities for Registered Clubs	4
Service Information	
Location	4
Website and Social Media	4
Office Hours	4
Eligibility Requirements for Registering a Club	5
Registration	5
Steps for forming a Club on campus	6
Defining a Registered Club	7
Club Categories	8
Additional Governing Bodies	9
Governance	9
Bylaws	9
Membership Guidelines	9
Facilities	10
Space Reservation on campus	10
Space Reservation off campus	10
Advertising for activity and membership	10
Financing your Club	10
Funding opportunities	10
Bank Accounts	11
Philanthropy	11
Fundraising	11
Sales	11
Membership Dues	12
Use of OIST logo and names	12
Be Active Fair	12
Registered Club Conduct	12
OIST PRP	13
Registered Clubs – Related Policies	13
Respectful Workplace Policy	13
Officer Transitions	13
Risk Management	14
Travel	14
Insurance	14
Bylaws	15
Suggested Bylaws Format	15
Rules and Regulations	15
Assumption of Risk – Release of Liability form	16

### **Disclaimer for Recreation Services Manual**

This OIST Registered Club Manual and/or any other written materials regarding Registered Clubs (hereinafter for ease of reference “Manual”) is intended to be a guideline. It shall not be construed or interpreted to create an express and/or implied contract of any type. Also, it should not be construed or interpreted in any manner to create any legal, equitable and/or administrative rights, remedies and/or obligations greater than or in addition to those expressly created by Japanese laws.

OIST assumes no legal liability or responsibility for the accuracy, completeness, or usefulness of any information provided in this Manual or for any damages resulting in whole or in part, from any use of or reliance thereon even if OIST has been specifically advised of the possibility of such damages.

OIST makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this Manual and expressly disclaims liability for errors or omissions contained within its content. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third-party rights, title, merchantability, fitness for a particular use is given with respect to this Manual.

These guidelines are not intended to create, nor shall they in any manner be interpreted or construed to create, any third-party beneficiary rights in any person and/or legal entity.

This Manual is subject to change, termination, updates, revisions, or amendments at any time with or without notice. Also, new policies and procedures regarding any subject matter contained herein may be adopted at any time with or without notice. Any changes that occur in the manual will be made public and advertised on the Recreation Services website.

### **About Recreation Services**

Recreation Services was established in 2018, as a site devoted to Registered Clubs by encouraging and promoting involvement on campus. Recreation Services is accessible online to students, faculty, staff and family members thereof via our webpage at <https://groups.oist.jp/recreation>. Recreation Services is the centralized portal through which OIST members will receive campus updates and alerts, complete registration, manage membership, and post events and news. It is an expectation that Registered Clubs actively use Recreation Services in their organization operations and keep their organization’s webpage updated.

Recreation Services also allows students and other OIST community members to search clubs based upon interests and connect directly with members of Registered Clubs. Registered Clubs can link their profile on the Recreation Services website, to their social media accounts and external websites.

To access the Recreation Services, go to <https://groups.oist.jp/recreation>

Recreation Services provides OIST members with an opportunity to participate, educate, compete, and volunteer in recreational activities as a means to enhance health and well-being. Recreation Services will provide all OIST members opportunities for physical and social involvement.



**Mission:** The mission of OIST Recreation Services is to foster collaborative relationships on campus and within the community by valuing exercise, health, education, and other disciplines that support the Recreation Services vision and goals.

**Vision:** Be Active. The vision of OIST Recreation Services is to see all campus and community members across multiple disciplines discover, share, and adopt principles of a healthy community that will promote healthy lifestyles through diverse opportunities and experiences that stimulate personal growth and build life-long connections at OIST. We want you to Be Active at OIST. **#BeActive@OIST**

### **Benefits and Opportunities for Registered Clubs**

Being a part of a Registered Club is only one example of getting involved at OIST and can be one of the most fulfilling aspects of your experience in Okinawa. Making new friends, building relationships, networking, and establishing a strong skill set for the workforce are just some of the many benefits that come from getting involved. Through your involvement in a Registered Club at OIST, there are great opportunities for you to develop leadership experience, interpersonal relationships, and keep your mental and physical health a priority. Additionally, you can make an impact both on campus and in the larger Okinawa community. This manual provides information and resources to aid in the success of your Registered Organization.

The Recreation Services staff can assist you with local conversations regarding the use of external facilities, insurance options, club logos, and purchasing items for your club. We expect that if you need anything on campus, you communicate through us first so we can assist you properly.

#### Location

Office: Village Center

#### Social Media

Recreation Services Webpage: <https://groups.oist.jp/recreation>

Facebook: [OIST Recreation](#)

#### Contact Us

Office Hours: Monday - Friday 9:00 am -5:30 pm

Phone: +81-(0)98-8923

Email: [RECREATION-SERVICES@OIST.JP](mailto:RECREATION-SERVICES@OIST.JP)

A club is an organization whose members are actively involved in determining the objectives and procedures of their club within this manual established by OIST.

**REFERENCE:** OIST PRP 16.3.7.1 Clubs Role <https://www.oist.jp/policy-library/16.3.7>

## Eligibility Requirements for Registering a Club

Any group (students, faculty, and staff) that have convened to support or practice a common interest and that seek the resources and benefits of a registered club, must at all times complete the following:

- Register each once per academic year.
- Attend a Registered Club Mandatory Meeting hosted by Recreation Services – schedule an appointment in once the club is officially registered.
- Update and maintain the club’s profile with Recreation Services, including any changes in leadership that may occur throughout the year.
- Consist of at least 3 actively OIST members (students, faculty, staff, family members thereof).
- Ensure that the club does not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, or ability status.
- Openly communicate with members and interested contacts that the club and members of the club are not covered by liability insurance.
- Keep your webpage updated.
- Understand that Registered Clubs do not always carry the tax-exempt or the non-profit status of OIST.
- Comply with the OIST PRP.
- Behave with full awareness as a member of OIST.
- Clubs must not interfere with working divisions or sections at OIST. The hired employee at OIST is the decision maker in policies and procedures that may be related to your club’s operations.
- Must be a continued club activity and not just a one-time idea or activity. It has to have earnest intention for long-term commitment.
- Provide a risk management plan or safety plan if Recreation Services is requiring one.

**REFERENCE: OIST PRP 16.3.7.2 Membership of OIST Clubs**

## Registration

### Club Registration

Making the decision to create a new organization can be very exciting and overwhelming at the same time. Recreation Services will work with all Registered Clubs, all of which have a wide variety of interests. Before beginning the process of forming a new organization, it is recommended that the interest group research the existing clubs included on the Recreation Services directory online at <https://groups.oist.jp/recreation/club-categories>

If the interest group is unable to identify any existing club that is of interest, then the interest group is encouraged to create a new club. All Registered Clubs must be initiated and governed by OIST members (students, staff, faculty, family members thereof).

A new Registered Club is defined as an organization that has never previously existed at OIST or has been on campus before but has been considered inactive by the OIST for at least one academic year.

Please note, not all ideas of clubs will be accepted. If the idea of a club is better suited in a different category or location on campus, you will be informed.



Here are some questions to consider aiding in creating a new club:

- What is the purpose of the club?
- What are the goals of the club?
- How will the club accomplish its goals?
- What is unique about the club?
- How will you continue this club after you leave?
- Are there other people who may be interested in joining the club?
- What type of commitment will members need in order to form the club?
- How will the club identify and recruit members?
- How will the club be governed?
- Is your club acceptable by OIST and the rules governed by OIST?

## Steps for Forming and Registering a Club on Campus

In order to form a club at OIST, any of the interested OIST members must first apply to be a Registered Club with OIST Recreation Services. This registration process must be completed each academic year in order to maintain accurate records. You can register online at <https://groups.oist.jp/recreation>

### Step 1: Registration

- Click link Recreation link <https://groups.oist.jp/recreation>
- Click the *Club Registration*
- Click Registration Form
- You must be a Primary Contact or President of the organization with an OIST email address to register.
- Complete the required fields to register or reregister your club.
- This manual will be provided online. It provides valuable information every club needs to know in order to be a viable club at OIST, which operates in line with the OIST Policies, Rules and Procedures (“PRP”).

After your club has been registered, the Registered Club may apply to be recognized at OIST and advertised as an official club through the Recreation Services website and social media platforms.

Step 2: Set up a meeting with the Director of Recreation Services: email: [robyn.serge@oist.jp](mailto:robyn.serge@oist.jp) to discuss policies, procedures, resources and utilization of facilities.

**REFERENCE:** OIST PRP 16.3.7.5 Creating a Club <https://www.oist.jp/policy-library/16.3.7>

Answering these questions will help an interest group to begin the registration process. If an interest group would like assistance, contact Recreation Services at [recreation-services@oist.jp](mailto:recreation-services@oist.jp) or by visiting Recreation Services at <https://groups.oist.jp/recreation>

### Existing Club Registration

All clubs must maintain a club profile through Recreation Services and include a roster of members. All existing clubs must re-register on a yearly basis and provide up-to-date information.

### **Defining a Registered Club**

OIST defines a Registered Club as a group of three or more students, staff, faculty or family members thereof who share a common purpose or interest. A Registered Club is entirely operated and organized by those individuals that created the Registered Club. Registered Clubs shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, or disability. The benefits of forming and becoming a member of a Registered Clubs are explained herein. However, participants need to be aware there are certain matters that are not benefits. Please read the important details below.

The term Registered Club in this section shall also apply to the individual members thereof. In summary, a Registered Club is not an agent, representative, or employee of OIST and is not permitted to act as an extension of OIST. Therefore, along with any other relevant considerations, participants must contemplate the following:

1. Registered Clubs are not always granted the non-profit nor tax-exempt statuses of OIST. Unless a club does continuous profitable business, it is not subject to taxation. Collecting membership dues or selling mementos at stalls to earn operating costs, etc. is not normally considered doing continuous profitable business. If you require more information, you must contact a certified tax consultant.
2. Registered Clubs receive no insurance coverage of any type from OIST, while any damage resulting from using OIST facilities may be covered by OIST insurance. OIST makes no representation about the ability of a Registered Club to obtain any private insurance coverage. The ability to obtain any type of insurance coverage is at the sole discretion, expense, and risk of the Registered Club. External facilities may require you to purchase additional sports insurance for liability coverage, please speak with Recreation Services to discuss this in person.
3. OIST is not responsible for the contracts, indebtedness, obligations, and/or liabilities of a Registered Club. A Registered Club is responsible for the same. The Registered Club is not appointed and shall not act as an agent of OIST and shall have no right, power, or authority, to enter into any agreement, contract, or other obligation on behalf of OIST or otherwise bind OIST. A Registered Club shall not execute any document or instrument on behalf of OIST and shall not at any time hold themselves out to any third party as an agent of OIST or imply to any third party that they have any authority to so act on behalf of OIST. When you use your club's name, you must recognize that you are seen as a representative of OIST. You must act with self-awareness as a member of OIST and not harm OIST's reputation.

**Club Categories:**

Registered Clubs at OIST can self-select their club interest through the Recreation Services. This allows them to be searched by self-assigned keywords. The designated categories are as follows:

Academic/Pre-Professional

Clubs that further the content knowledge and experience in an academic field or professional area.

Business and Public Relations

Clubs that manage and spread information between and individual, organization and the public.

Civic Engagement & Advocacy

Clubs that further the progress of an idea or initiative for the community at large in Okinawa (service, social justice, advocacy).

Dance & Music

Clubs that teach and perform a variety of music and dance.

Diversity & Multicultural

Clubs that celebrate, educate, and communicate the nature of specific shared identities and experiences such as race, class, gender, sexual orientation, ability, and ethnicity.

Environmental

Clubs that promote or educate associated members and/or the community about environment-related causes.

Film/Publications/Media/Art

Clubs that are founded around film, publications, media and/or art or whose mission/purpose further the content, knowledge, or experience of these areas.

Fitness and Wellness

Clubs that promote or educate associated members and/or the community about fitness and wellness.

Games & Gaming

Clubs that encourage or promote gaming culture.

International

Clubs that celebrate, educate, and communicate the nature and individualities of a specific culture or nationality outside of Japan.

Martial Arts

Clubs that offer training in a variety of martial arts.

Service

Clubs that promote service or who provide service to the community.

Sport Clubs

Clubs that are founded around a sport that can be categorized as recreational, instructional, or competitive.





Special Interest

Clubs that encourage social interaction around a shared interest or theme.

*Don't see what you are looking for? Contact the Director of Recreation Services to share your idea.*

**Additional Governing Bodies**

**Governance**

OIST Registered Clubs and their members are awarded the opportunity to organize and manage their operations. Since Registered Clubs are highly encouraged to govern themselves, members are given the opportunity to develop and enhance their leadership skills and acquire meaningful experiences that contribute to their organization's growth.

Although Registered Clubs are self-governed, there are guidelines set forth by entities such as OIST and Recreation Services. Most of the policies are outlined within this Manual.

**Bylaws**

While not required, each Registered Club should create a bylaws as a governing document to refer to for organizational procedures.

OST PRP <https://www.oist.jp/policy-library>

OIST established the goal of creating an inclusive and just community. Recreation Services strives to establish a spirit of community in accordance with high standards of representing OIST and the surrounding community, institutional and individual integrity, and constitutional protections. Each member of OIST, including the Registered Clubs, shares responsibility for maintaining conditions, conducive to the achievement of the OIST's goals. The OIST PRP is designed to provide basic standards to ensure a means to fulfil its purpose.

**Membership Guidelines**

General Membership

Registered Clubs should not discriminate anyone on the basis of race, age, color, religion, national origin, sexual orientation, gender, or ability status. Each Registered Club must maintain a minimum of three (3) OIST Community members.

The members of Registered Club are advised that the success of their involvement experience is largely based upon the effort and initiative taken by the individual member. It is the responsibility of all involved members to stay informed of the Registered Club's business and OIST communication. This can mostly be accomplished through the use of the OIST Recreation Services.

Officers & Executive Boards

The structure of membership within the club may be unique and determined by its collective members. Only OIST members may hold an officer or Scheduling Liaison roles. If positions (officer, executive board, directorships, etc.) or hierarchies are created, members of the Registered Club are encouraged to collectively create bylaws to govern how, when, and to whom responsibility will be delegated. While it is the responsibility of each member to stay informed of organization business and OIST



communications, it is highly suggested that the leadership within the organization creates an expectation for open communication with members and interested contacts.

## **Facilities: Reservations**

Registered Clubs can utilize space at OIST in planning events, meetings, and organized functions. Below are details on the various areas on and off campus through which Registered Clubs can make space reservations. Please note that there are different policies and procedures in handling reservations.

[On Campus Reservations](#): The OIST community can reserve most spaces through their outlook calendar. Recreation Services can help you reserve the Village Center Meeting Room, The Ocean View Room, and The Seaside Lounge.

[Off Campus Reservation for sports clubs](#): Please make an appointment with Recreation Services so we can assist you in the reservation

*Many Off campus facilities require sports insurance prior to reserving. This sports insurance is excellent and cheap. With this insurance, your team will receive significant discount in rental fees.*

## **Advertising for activity and membership:**

Registered clubs are encouraged to advertise through TIDA on the [Social Events](#) page only. Please do not send mass emails to the OIST community or post anywhere else. Club websites and social media pages area also encouraged. On your behalf, Recreation Services can also have a story posted through CPR section (Community Public Relations). If you plan to utilize paper posters, OIST has asked Recreation Services to review your poster in advance.

## **Financing Your Club**

Registered Clubs are responsible for the management of all funds relating to their club. Fiscal management and decision-making processes should be outlined within the constitution of the Registered Club. Registered Clubs should maintain transparency with the membership of the club regarding the management of funds. Clubs cannot act as an extension of OIST in that they are not covered by liability insurance from OIST. OIST Recreation Services will not be responsible to purchasing equipment for clubs. This is a financial decision because Recreation Services is not funded annually with a budget.

**REFERENCE 16.3.7.3 OIST Support of Clubs** <https://www.oist.jp/policy-library/16.3.7>

## **Funding Opportunities**

Registered Clubs are expected to fundraise if the they need funds. OIST does not provide funds to individual clubs. Please contact Recreation Services to discuss your fundraising ideas so we can assist you in the legalities of fundraising on or off campus.

**Bank Accounts**

OIST does not specifically encourage or advise Registered Clubs to maintain an off-campus bank account in their personal name. If a Registered Club chooses to open an off-campus bank account, it is encouraged to utilize the club name. The Recreation Services office can assist you in contacting local bank branches for more information. Registered Clubs are responsible for any income tax reporting and are encouraged to consult with a certified tax consultant for additional support and guidelines.

Recreation Services budget can store donations above 100,000 JPY or more for your club's use. The donor and the club must provide details on what the donation is planned for. Please note that in order to utilize the funds from the OIST Recreation Services donation account, Recreation Services and the accounting section at OIST will require details on the item/ service, vendor, and payment information prior to your purchase.

Clubs can open a separate bank account in the name of the club and have donation funds transferred to the account. If the club decides to have the donations transferred from OIST Recreation Services to the club's common bank account, this can be completed by following the guidelines below.

- The club must provide Recreation Services the club account information.
- The club must fill out a transfer request form and submit it with relevant information to Recreation Services. This request will then be submitted to accounting upon receiving an approval from Recreation Services.
- The club cannot use the donation money to start a business or earn money from the donations.
- The club must provide documentation and a plan on how they will spend the money.
- The donation should be used for club activity only.

All of this information can be given to you by the Director of Recreation. Please meet before you purchase.

**Philanthropy**

Philanthropy is the act of donating money, goods, services, time, and/or effort to support a social beneficial cause, with a defined objective and with no financial or material reward to the donor. Such events also serve as a way to build community among OIST students, staff, faculty, and family members thereof and within the Okinawan community.

Funds raised by a Registered Clubs for an outside entity are to be gifted in their entirety (100%) to the named philanthropy. Costs incurred to create the philanthropic event must be fully funded by the club before the philanthropy is conducted. OIST subsidy funds shall not be donated to off-campus interests. Please report the amount fundraised and delivered to the organization via email to the Recreation Services Section.

**Fundraising**

Fundraising is considered a normal organizational function. The funds raised will be managed by the Registered Club and will be managed as directed by the bylaws created by the organization. If an organization initiative is to donate such funds to a philanthropic organization, they are required to appropriately document all transactions and comply with the OIST - PRP.

## Sales

Some clubs have been quite successful in conducting regular concession sales items such as t-shirts, baked goods, flowers, etc. Please contact Recreation Services for the guidelines if you would like to sell items on campus to fundraise. Items to be sold must be approved by OIST. Please note, a club cannot sell food items without the appropriate Okinawa Food Handling Certification. If having a “bake sale,” you can ask for donation and you must have the liability statement on your advertisements in order to comply with OIST rules and Okinawa rules.

## Membership Dues

Registered clubs may collect dues to cover organization expenditures if desired. Funds collected will be managed by the organization as prescribed by the bylaws created by the club. Contracts, sales, and licensing should always be documented and recorded with Registered Club.

## Use of OIST logo and names

OIST owns and controls the words, phrases, insignias, and designs that have come to represent OIST to the public. As outlined in the Registered Club definition, “a Registered Club is not an agent, representative, or employee of OIST. You are not permitted to act as an extension of OIST.” Please see PRP 15.3 and PRP 16.3.7 for more information. If you have any questions, please contact Recreation Services.

Recreation Services will provide your club with an official OIST club logo that has been approved and certified. Please contact Recreation Services if you wish to use a logo for your club.

**REFERENCE: OIST PRP 16.3.7.6 Logo Use** <https://www.oist.jp/policy-library/16.3.7>

## Be Active Fair

The Be Active Fair is an opportunity for OIST members to learn about Registered Clubs on campus as well as community organizations in the Okinawa area. The Be Active Fair is also an opportunity for Registered Clubs to meet new people of interest, collaborate with other organizations, and network with partners in the community.

The Be Active Fair happens at the beginning of fall each year. Every Registered Club is invited to participate and all OIST students, faculty, staff, and family members thereof are encouraged to visit the event.

## Registered Club Conduct

OIST PRP: <https://www.oist.jp/policy-library/16.3.7>

The behavior of all those engaged in a registered club, as members of the OIST community, is governed by the OIST PRP. The rights and responsibilities accorded by the OIST Conduct Code extend to all such conduct codes, standards, and governing documents.

The OIST PRP applies to all members at OIST, and to all persons who are not officially enrolled for a particular term but have a continuing relationship with OIST. Registered Clubs, and their members, may be held collectively and/or individually responsible for violations of the OIST PRP. For the complete version of the OIST PRP, please visit <https://www.oist.jp/policy-library>

Sanctions for organizational misconduct may include revocation of use of OIST facilities, privileges, resources, or benefits for a definite period of time, denial of OIST recognition or registration, and suspension of participation in or sponsorship of social or club activities or events, as well as other appropriate sanctions permitted under the OIST PRP or other codes, standards, and governing documents of OIST.

Recreation Services will with in conjunction with the Graduate School Policies regarding [Student Conduct Rules and Procedures](#)

## Registered Clubs-Related Policies

### Respectful Workplace Policy

Here are a few questions you can ask yourself to determine if an activity could be bullying or harassment:

- Is it harassment? If you are asking this question, it probably is. If in doubt, call the president of the registered organization or consult Recreation Services.
- Is alcohol involved?
- Would all members, current and new, want to participate?
- Is there a risk of injury or safety concerns?
- Do you have any reservation describing the activity to parents, a professor, or a University official?
- Would anyone object to the activity being photographed for the school newspaper, or filmed by the local television station? If so, please contact CPR for any media relation (PRP 15.3.7).

**REFERENCE:** OIST PRP 39.4 Anti-Harassment and Anti-Bullying Policy <https://www.oist.jp/policy-library/39.4>

## Officer Transitions

The responsibility of an outgoing officer does not end at elections. Outgoing officers are responsible for properly transitioning the newly elected/appointed officers to success. This transition includes, but is not limited to:

Provide access to organization documentation.

Provide access to the organization's bank account.



Meet with Recreation Services to update all information on Registered Organization.

### **Risk Management**

Many factors contribute to the levels of risk involved with any activity, including but not limited to: climate, transportation, crime, access to medical resources, personal health, dining accommodations, wildlife, natural disasters, individual training/preparation, first response team accessibility, lodging, terrain, activity specific risks, any activities that could cause injury or financial loss, etc. While all risk associated with any event is not completely avoidable, Registered Clubs are encouraged to research all aspects of their activities and prepare for the potential risks involved, while being aware of additional risks throughout the activity. Recreation Services will meet with CPR, General Counsel, and Health and Safety to discuss any concerns regarding your club activity. Recreation Services will require the club to submit a risk management plan and safety guidelines for any club activity that in need of one.

Recreation Services also advises that Registered Clubs require liability waivers be completed by any individual participating in an event that may have associated risk. Templates of OIST General-Council approved liability waivers are available in the Recreation Services or online at <https://groups.oist.jp/recreation>

### **Travel**

OIST members traveling off-campus for organization-related activities are responsible for upholding the OIST PRP and are strongly encouraged to take precaution with all aspects of travel. Create and maintain appropriate documentation (see general examples listed below). Provide a copy of these records with a responsible individual not attending the activity but who is informed of the itinerary and purpose of the trip. Maintain copies of all applicable documentation with the group traveling. Documentation may include:

- Liability release forms
- Insurance documentation
- Medical emergency contact information for all attendees
- Emergency contact information (campus, destination specific, travel accommodations, etc.)

*Registered Clubs cannot act as an extension of OIST in that they are not covered by liability insurance from OIST. Registered Clubs must purchase their own liability insurance when needed.*

Please go to the website under forms and documents to download the release of liability waiver <https://groups.oist.jp/recreation/forms-and-documents>

### **Insurance:**

Registered sports clubs can purchase insurance through the Recreation Services staff. The insurance covers the participant's travel from home and to the venue as well as injury that may occur on the way to the venue and at the venue. This insurance also provides the team with local discounts on reserving the facilities nearby. Please come into the office to set this up with the Recreation Services staff.

## Bylaws

Your organization's bylaws should be a guiding document that guides your club in decision making around programs, membership selection, and the overall direction of your group. Depending on the stability of your organization and the strength of your bylaws, your club should revisit its bylaws once a year to revise and amend as necessary. It's supposed to be a living document that changes over time. Your bylaws should be stable and require at least 2/3 or 3/4 membership approval to revise. Items in your bylaws should be very basic. More specific topics should be covered in your group's rules and regulations.

While Registered Organizations are not required to have bylaws, these can be incredibly helpful in establishing the mission and purpose of your organization as well as defining the organization's operations and expectations. Below are tips and advice for developing or re-evaluating these documents.

### Suggested Bylaws Format

Article I- Name: State the full name of your organization.

Article II- Preamble: States the purpose of your organization.

Article III- Date of establishment of your organization.

Article IV- Place of your organization's office.

Article V- Non-discrimination clause: As a registered organization at OIST, you are agreeing to comply with the non-discrimination clause of OIST.

Article VI- Membership: Who is eligible for membership? Who makes up your membership? (i.e.- students, faculty, staff, family members thereof).

Article VII- Officers/ Executive Board: What are the roles and responsibilities of officers in your organization? (President, Vice President, Secretary, Treasurer, etc.).

Officer names and descriptions may be unique to your organization and that is ok! What is important is that you define clearly each of these roles.

Article VIII- Activities of your club.

Article IX- Elections: What is the rough timeline for elections?

How are officers elected? What happens if a position is vacant? What are the terms of offices?

Article X- Amendments: How can the organization amend this document? How many people are required to be in attendance for an amendment to pass (quorum)?

How many people must make an affirmative vote for an amendment to this document (traditionally, 3/4 or 2/3 affirmative vote)?

### Rules and Regulations

Any other items that you deem important to your club. Your rules and regulations should be easy to revise and should be updated as needed.

Both your bylaws and rules and regulations should be public documents that all your members are familiar with. Once you establish these documents, it is critical to abide by them in order to promote organization consistency and unity. If you have these documents and do not honor them, members may become confused, frustrated, and disengage in the organization. As with many aspects to your organization, membership buy-in is essential for the organization's development and growth.



Assumption of Risk & Release of Liability Form

Release of Liability  
OIST Clubs

1. The undersigned hereby agrees that in consideration of OIST allowing the undersigned to use OIST facilities and/or to participate in a club sponsored program, he/she does for himself/herself and his/her heirs, executors, administrators and assigns hereby release, waive, and forever discharge OIST, its Board of Governors and its officers, agents and employees, from any and all liability, claims, demands, actions, or causes of actions arising out of or related to any injury or illness, including death, that may be sustained by the undersigned, or loss or damage to any property belonging to the undersigned, whether caused by the negligence of Releases, or otherwise, while using OIST facilities and/or participating in a club sponsored program.
2. The undersigned further hereby agrees to indemnify and hold harmless the Releases from any loss, liability, damage, or costs, including court costs and attorneys' fees, that he/she may incur as a result of using OIST facilities and/or participating in a club sponsored program.
3. The undersigned hereby voluntarily assumes full responsibility for any risk of personal injury or illness, including death, that may be sustained by him/her, or any risk of loss or damage to property owned by him/her, as a result of or in any way arising out of his/her use of OIST facilities and/or participation in a club sponsored program.
4. The undersigned hereby acknowledges that he/she is solely responsible for any medical or other costs arising out of any bodily injury, illness, or property damage sustained by him/her as a result of or arising out of his/her use of OIST facilities and/or participation in a club sponsored program.
5. Notwithstanding anything in this Release of Liability to the contrary, 1. to 4. above shall not apply in case of Release's gross negligence of willful misconduct.

\_\_\_\_\_  
Print Name

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