



RIO Authorized Representative Individual Signature Form
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In registering this organization, the authorized representatives agree to abide by all applicable federal, state, city/county laws, and University of Hawai'i policies including but not limited to Board of Regents Policy 7.203 Registered Independent Organization, the "Administrative Policies Governing Registered Independent Organizations" and Executive Policy 7.208 University of Hawaii Systemwide Student Conduct Code, as well as the following:

- a. The organization will not engage in discriminatory membership practices based upon race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, gender, sexual orientation, or status as a veteran, except as exempted by federal, state, and county laws.
b. The organization will not engage in hazing and will abide by the University's non-hazing policy.
c. The organization will include the following disclaimer in its publications and communications with third parties (this includes but is not limited to on websites, social media pages, fliers, banners, in advertisements, etc): "Although the registered organization has members who are university students, the registered organization is independent of the university and does not represent the views of the university. The registered organization is responsible for its own contracts, acts, or omissions."
d. Should any of the 6 authorized representatives change during the course of the academic year; the organization will notify SLD within 10 calendar days of that change by filling out the Change of RIO Authorized Representative Form. New authorized representatives must complete the Authorized Representative Individual Signature Form and complete the RIO Orientation before the change will be made in the SLD files.
e. Should any contact information (name, e-mail, telephone) for the authorized representatives of the organization change during the course of the academic year (2024-2025), SLD must be notified within 10 calendar days in writing or by e-mail at sld@hawaii.edu.
f. The individual listed below authorizes the University to release their name and contact information (UH email address) as an authorized representative of this organization.
g. The individual listed below understands that they may be held personally liable, collectively or individually, for any debts or obligations owed to the University or third-party entities by this organization. Financial obligations may be placed on them should such action be deemed appropriate by the Office of Student Life and Development (SLD) or any other University entity.
h. INDEMNIFICATION: This organization shall indemnify, defend, and hold harmless the University of Hawai'i known hereafter as UNIVERSITY and the State of Hawai'i known hereafter as the STATE, and their officers, employees, agents, or any person acting on their behalf from and against: (1) any claim or demand for loss, liability or damage, including, but not limited to, claims for property damage, personal injury or death, by whomsoever brought, arising from any act or omission of this organization, its officers, employees, or agents connected with the performance of this agreement, except liability arising out of the negligence of the UNIVERSITY or its employees; (2) all claims, suits, and damages by whomsoever brought or made by reason of the nonobservance or nonperformance of any of the terms, covenants, and conditions herein or the rules, regulations, ordinances, and laws of the federal, state, municipal, or county governments. Furthermore, this organization shall reimburse UNIVERSITY and STATE, and their officers, employees, agents, or any person acting on their behalf for all attorneys' fees, costs, and expenses incurred in connection with the defense of any such claims.

I, the undersigned certify that I have read the information in the application and herein and accept full responsibility for:

NAME OF ORGANIZATION: \_\_\_\_\_



Print Name: \_\_\_\_\_ UH Number: \_\_\_\_\_

UH Username: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I will serve as the main contact person for this RIO: YES NO



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I completed an online RIO orientation this academic year (2024-2025) on \_\_\_\_\_ (date).

If you will serve as the main contact person, please submit a current membership/roster and a copy of your bylaws/constitution/charter (roster document and bylaws/constitution/charter. Template can be found on our website.

**PLEASE EMAIL YOUR AUTHORIZED REPRESENTATIVE INDIVIDUAL SIGNATURE FORM TO [SLD@HAWAII.EDU](mailto:SLD@HAWAII.EDU) FROM YOUR OWN PERSONAL UH EMAIL ACCOUNT (USED TO VERIFY THE REPRESENTATIVE SUBMITTING THE FORM).**