

BLUEPRINTS WATERBURY

The official handbook for RSOs at the
University of Connecticut-Waterbury

Updated October 2020

A manual for RSOs

Introduction

We are delighted that you are interested in learning more about RSOs at the University of Connecticut. The University, and in particular the Department of Student Activities, has a long-standing tradition of encouraging student participation in independent organizations. Student's involvement in co-curricular activities complements their academic experiences and challenges them to develop and apply organization and leadership skills that are useful beyond college. RSOs (RSOs) are an ideal way for students to get involved on campus. Through direct involvement in organization activities, students have the opportunity to acquire skills in leading groups, organizing and promoting programs, budgeting, working within a system, and functioning in society.

With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance and other specific interests, the portfolio of student organizations at the University of Connecticut offers something for everyone.

This *Blueprints Manual* is designed to inform and assist students in various matters that pertain to RSOs. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being an RSO at the University. Each year the department evaluates its policies and procedures. Changes are made after a thorough annual review. Student, faculty, and community input are welcomed and valued. Please direct questions or comments to:

Please contact the Department of Student Activities – UConn Waterbury– for questions or concerns on *Blueprints*:

Room 107. Phone: 203 236-9801. E-Mail: jim.long@uconn.edu

RSO officers, members, and advisors should refer to the *Blueprints Manual* as needed. Thank you for helping to make our University community a better, more vibrant place in which to learn!

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Chapter 1: RSOs at the University of Connecticut

1.1 What Constitutes An RSO?

A RSO is a group of students joined together by a common cause, interest or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students. These organizations are categorized by their level of involvement on campus and access to university resources in a 'Tiered' system.

1.2 RSO/Inter-Campus Considerations

At the time of registration/re-registration all RSOs must designate a 'Primary Campus' and then meet and adhere to all registration requirements, policies and procedures outlined by their primary campus Student Affairs/Activities office. Unless otherwise noted in this document the following requirements, policies and procedures are applicable to all University of Connecticut RSOs regardless of their Primary Campus designation

1.3 Registration

All RSOs must submit and keep up-to-date records and roster on UConntact <http://uconntact.uconn.edu>. All RSOs must submit annual re-registration through UConntact. Additionally, all RSOs must maintain adherence to all policies outlined in this document to maintain their registration.

Registering a NEW Student Organization. With over 700 active student organizations at UConn, there are many opportunities for students to get involved. Occasionally a student is not able to find an existing organization that meets their interests. In this case, any full-time student is eligible to submit a New Organization application. All new RSO applications will meet with Student Activities staff at their primary campus to discuss how your potential new RSO differs from other existing RSOs and how it will enhance the UConn community. Please see appendix A for a listing of campus staff.

Who is eligible to start an RSO at UConn? Any Full-Time undergrad or graduate student in good standing with the University has the opportunity to start a new organization on campus, as long as its purpose and goals are different from those that have already been established. Staff will review your application, purpose of your organization, category, tier, and requirements to become an active organization. If approved, your group will become 'active' once meeting all SOLID requirements for your Tier.

FALL 2020 Update: The requirement of a student being full-time has been suspended. Any currently enrolled student is eligible to begin an organization until further notice.

To get started, please visit our New Organization Resource and Application link on <http://solid.uconn.edu/neworg>

Annual Re-Registration. All student organization registrations expire at the end of each academic year. Accordingly, all student organizations must re-register annually following the process communicated to student organization leaders on UConn with new officer information. **Failure** to Re-Register an organization by the set deadline will disband the organization at UConn. Late Re-Registrations will not be accepted until the following September.

Affiliating With a 'Parent' Organization. Student organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. In these instances the student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).

The campus organization must obtain, in writing, a statement from the parent organization that the UConn chapter has permission to use the name and represent the organization. Control of the student organization must reside with the UConn Students, with all operating decisions made by the students.

1.4 Organization Tiers

Acknowledging the variety of purposes and the different levels of risk and financial responsibilities that student organizations may possess, the University developed a three-tier categorization system to facilitate the development of specific training to support the needs of RSOs.

Tier-I Organizations:

Tier-I Student Organizations provide an opportunity for students to lead a group that is simple in nature. These RSOs have low-risk activities, are not eligible for funding support, and do not have events or participate in high-risk activities. Tier-I RSOs are permitted meeting space requests on campus and utilize Student Activities staff for general advisement. Tier-I organizations exist at Storrs Campus, Stamford Campus, Hartford Campus and Waterbury Campus.

Tier-II Organizations:

Tier-II Student Organizations are typically more complex in nature. These organizations may have meetings, participate in activities on and off campus, host or attend events or competitions, are eligible to receive funding support, and require a larger degree of structure and advisement. Tier-II organizations exist at Storrs Campus, Stamford Campus, Hartford Campus, Waterbury Campus, and Avery Point Campus.

Tier-III Organizations (Student Fee-Funded Organizations):

Tier-III Student Organizations are established by the University and are managed on a daily basis by students with oversight from the University. Tier-III organizations are supported by

student fees with high visibility on campus, high accountability to a large constituency of students, moderate to high risk activities, regular interaction with University staff, and reliance on the University for funding, financial support, facilities and event planning support. Tier-II organizations exist at Storrs Campus, Stamford Campus, Hartford Campus, Waterbury Campus, and Avery Point Campus.

Note on Liability:

NOTE: Most Tier-I and Tier-II organizations at the University of Connecticut are fully independent entities that receive advising support and access to certain University facilities and services in exchange for meeting certain “registration” requirements. The University of Connecticut assumes no responsibility for the activities of these organizations or their members. However, as part of our general advising and support, students are encouraged to meet with Student Activities staff for advice and suggestions on addressing student organizational issues. Please see appendix A for a listing of campus staff.

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Chapter 2: Organization Requirements & Support

2.1 RSO Membership Minimums

All Tiers of student organizations are required to maintain an accurate and up-to-date roster at all times. Storrs campus RSOs are required to maintain a minimum of 8 primary campus student members. RSOs listing either Avery Point, Hartford, Stamford, or Waterbury as their primary campus are required to maintain minimum of 3 student members from that campus. 51% of the total membership of an organization must be UConn students.

2.2 Organization Constitution

Tier-II student organizations are required to maintain an up-to-date constitution on file in their primary campus' Student Activities Office AND on UConncontact. If your organization's constitution is 2 years or older, you will need to review, revise and resubmit it to student activities staff. For guidance on constitution requirements and development please visit solid.uconn.edu. Please see appendix A for a listing of campus staff

2.3 RSO Officer Roles

For the purposes of this document the term "Officer" is defined as a student who has been vested with specific responsibilities related to the activities of the organization.

General Officer Requirements

To be an officer of a RSO the following criteria must be met and maintained:

- Officers must be currently enrolled as a full-time UConn student
- Officers must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, handbook, etc.
- President and Treasurer Officer Positions must be held by students from the organization's primary campus. Additional officers are permitted from other UConn campuses.

FALL 2020 Update: The requirement of a student being full-time has been suspended. Any currently enrolled student is eligible to hold an officer position until further notice.

An officer who does not meet the criteria may be required to:

- resign from office in a student organization,
- refrain from seeking such an office, and/or
- discontinue participation in certain organization activities

Officer Positions & General Duties:

President

- Primary Contact for the organization & "external spokesperson" of the group
- Expected to interact and communicate with University officials and other student organizations
- *NOTE: The President and Treasurer must be from an organization's Primary Campus*

Vice President

- The “Internal management” of the group
- Expected to interact and communicate with members and guide projects
- Secondary contact for the organization

Treasurer

- Treasurer is responsible for the organization's finances
- Expected to manage all aspects of financial expenses and receipts and update organization membership on financial matters
- *NOTE: The President and Treasurer cannot be the same individual*
- *NOTE: The President and Treasurer must be from an organization's Primary Campus*

Secretary

- This person is the recorder/historian of the group
- Is responsible for all record keeping of the student organization including meeting agendas, minutes, attendance and correspondence between members

Tier-I Required Officers: President & Secondary Officer

Tier-II/Tier-III Required Officers: President, Vice President, Treasurer, Secretary

In addition to the roles identified above, organizations are welcome to have as many additional officers as they feel their organization needs and may list them on their UConn contact page. *Note: Only one student may hold one of the four officer positions listed above at a time.*

2.4 Organization Advisors

Advisor Eligibility:

All Tier-II RSOs are required to have a UConn Faculty/Staff Advisor. Advisors must either be full-time or emeritus Faculty, Professional Staff, Graduate Assistants, Teaching Assistants, or active Adjunct Faculty of the University of Connecticut. Classified Staff are generally not allowed to serve as advisors.

Most advisors share an interest or have experience in some aspect of the organization's mission or activities. However, all advisors share a genuine concern for and support of student learning and development.

Advisors Requirements:

- Advisors must have job responsibilities at the primary campus indicated by the RSO.
- Advisors may be required to complete any online training before assuming their role.
- Advisors are required to be listed and confirmed as an Advisor on UConn contact - our Student Organization Management System
- If your RSO is hosting events on campus, the advisor may be required to meet with, sign off on, or attend certain events that your group is hosting.

Advisor Roles:

Student organizations on campus can range from very simple and direct, to extremely complex. The dynamics of students working with their peers to bring people together, raise awareness, host events, and have fun can be a large challenge to face. The role of the Advisor is to act as a guidepost for the student organization leaders.

- Advisors **Do** discuss opportunities; guide the decision-making process; assist in developing group dynamics
- Advisors **Do** meet with organization leaders regularly to discuss and develop goals and set expectations
- Advisors **Do** support the individual growth and development of students within the organization
- Advisors **Do** serve as a source of information and continuity to the organization members that transition each year
- Advisors **Do** act as a liaison between the University and the organization
- Advisors **Do** challenge students' thought process, creativity, and desire to go beyond the status quo
- Advisors **Do** offer advisement in areas such as organization mission, goals, program/event content, and purpose
- Advisors **Do Not** have voting rights in groups; make financial decisions; program approvals; or officer/roster decisions

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization, based on the organization's needs and goals. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

NOTE: Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students. Advisors may not serve as a voting member of the organization's board of directors, executive council, or similar governing body.

Advisor Risk & Liability. It is important to note that Tier-I and Tier-II organizations at the University of Connecticut are fully independent entities that receive advising, support, and access to certain University facilities and services in exchange for meeting certain "registration" requirements. The University of Connecticut assumes no responsibility for the activities of these organizations or their members, including coverage of insurance and liability for their activities. RSOs can purchase insurance and liability coverage for their events from external sources. For additional information please contact the Student Activities Risk Management Coordinator at ocaa@uconn.edu

With respect to an Advisor's liability/exposure related to the activities of an RSO for which they're an advisor: as stated in the Connecticut General Statutes, "As State employees, Student

Organization Advisors are immune from personal liability, pursuant to Connecticut General Statutes 4-165, for conduct that is not wanton, reckless or malicious and is within the scope of employment. In addition, State employees are provided supplemental protection from liability under Connecticut General Statutes 5-141d, which indemnifies and saves harmless any state officer or employee that: 1) is acting within the scope of his/her employment and 2) is not wanton, reckless or malicious in the discharge of his/her duties.”

Citation: https://www.cga.ct.gov/2015/pub/chap_064a.htm

RSO Event Risk & Liability Management Resources. RSO Leaders are very passionate about their student organizations, their members, and their opportunity to have events both on and off campus. These activities can carry a level of risk to the organization as a whole, as well as to individuals and property. We encourage Advisors to discuss the details and logistics of student organization activities in order to help student leaders think through risks and risk mitigation strategies.

It is worth noting that RSOs wishing to hold events and activities off-campus are required to inform the University of such events/activities through the off-campus activities notification form located at [Student Activities Events Request Submission Form](#) also located on the Student Involvement page of the UConn-Waterbury webpage. Neither the University nor Student Activities in particular, ‘approve’ off-campus student organization events. However, Student Activities staff can provide helpful information to student leaders about mitigating risk and hosting successful events.

Advisors are strongly encouraged to remind RSO student leaders of the need to submit their plans to hold off-campus events/activities – in advance - to Student Activities.

Replacing an Advisor. If a student organization advisor resigns, the organization must find a new advisor. Organizations will have 30 days after a resignation to find a new advisor. If the organization is unable to designate an advisor after 30 days, the organization’s status will be listed as ‘Frozen’ as outlined in chapter 2.5 below. It is the organization’s responsibility to notify their Student Activities Staff if/when their advisor resigns. Once you designate a new advisor, please notify the appropriate staff by completing the online Advisor Change Form on UContact.

Community Support. In addition to the organization’s officially recognized advisor, organizations may have community support (e.g., alumni/ae, grad students). It is not uncommon for student organizations affiliated with a national organization (i.e, fraternities and sororities) to have graduate or alumni support. However, only the properly registered University advisor noted on the organization’s registration material will be recognized by the University as a contact and work with the organization.

2.5 RSO Status & Training Requirements

SOLID workshops provide organization leaders with information on the policies and requirements associated with student groups on campus, an in-depth overview of UConncontact, and effective strategies and suggestions specific to each Student Leader position.

Active. Active organizations have met all SOLID requirements and are listed on UConncontact, eligible for space, funding and advisement requests.

Frozen. Frozen organizations have not yet met all SOLID requirements and are not eligible for funding, space, UConncontact, or other access to services. Please contact solid@uconn.edu for information related to your status.

Locked. Locked organizations are administratively temporarily suspended based on conduct or failure to complete requirements and lose access to all services. (i.e. constitution renewal)

Inactive. Inactive organizations have disbanded or have been suspended from the University

Organizations that have not achieved an Active status mid-way through each academic semester may be subject to disbandment.

SOLID (Student Organization Leaders Intentional Development). The SOLID program is intended to ensure that student organization leaders are properly equipped to lead groups successfully and utilize all of the resources available. SOLID is designed to help student organizations achieve their goals, develop the leadership knowledge and skills of their leaders, ensure that organizations are aware of university policies and resources, and to promote responsibility and respect throughout the student organization experience. The below chart outlines training requirements for student organization leaders. For workshop descriptions and requirements please visit <http://solid.uconn.edu/solidworkshops>

REQUIRED SOLID WORKSHOPS

**VERY POINT & WATERBURY
REQUIRED SOLID WORKSHOPS**

Officer Position Title	In Person Workshops	Online Workshops
President Vice President Treasurer	_____	Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101
Secretary	_____	Role of Secretary Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101



2.6 Organization Functions at Non-Primary Campus

Once registration requirements have been met for their Primary Campus, an RSO may then be eligible to apply for, and use the benefits associated with being recognized as an RSO at that campus.

An RSO wishing to hold a function at a campus other than their Primary Campus must apply to that campus’ Student Activities Staff Member or appropriate office responsible for reviewing and approving space reservation requests at that campus. In general RSOs will need to have met all registration requirements at their Primary Campus as well as other requirements as deemed necessary by the campus where they would like to hold a function. The responsible office/department at each campus charged with reviewing and approving space reservations requests will have ultimate authority regarding decisions about space reservation requests.

The approval to host/hold a function at a non-Primary Campus applies only to the specific, individual function for which the request had been made and approved. Subsequent functions/events/activities will each require their own approval. Please see appendix A for a listing of campus staff.

FALL 2020 Update: All RSO activities must follow the UConn Reopening Plan outlined at <http://studentactivities.uconn.edu/fall-2020>

2.7 Student Organization Support

The University of Connecticut is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development.

Individual Advisement and Consultation. Professional Staff are always available to speak with student organization leaders about their requests, questions, comments or concerns. Student organization leaders may also schedule appointments to talk about starting a new organization, leadership training, as well as for assistance in other areas. You may also schedule an appointment with a member of the team by emailing your primary campus student activities staff. Please see appendix A for a listing of campus staff.

2.8 Organization Information Changes and Requests

Changing a Student Organization's Name. Student Organization Presidents may submit a request to change their RSO's name by emailing their primary campus student activities staff. Additional forms/constitution updates may be required. Please see appendix A for a listing of campus staff.

Dissolving a Student Organization. Occasionally student organizations dissolve operations. This can be desirable for a number of reasons including, but not limited to, low membership or merging with another student organization. To dissolve an organization please emailing their primary campus student activities staff. If your organization has an open business services bank account, or outstanding debts, those will need to be resolved/closed prior to dissolving your organization. If the organization has obtained any materials/equipment funding by student government, those items must be returned.

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Chapter 3: Student Organization Resources

3.1 UConncontact

UConncontact is an online, user-driven involvement experience for UConn students and the UConn community. UConncontact represents the online listing of all RSOs at the University as well as a management & advertising tool for all RSO leaders. Please visit <http://uconncontact.uconn.edu> and login with your NetID

With UConncontact, your organization is able to:

- Post and Advertise upcoming Events
- Track Attendance with the free UConn Mobile Event Check-In App
- Recruit new students to your organization
- Update Manage Your Roster
- Organize and share organizational documents and create a history
- Post News Articles to the entire UConn community!
- Create surveys, forms, sign-ups, and elections!

Check it out today! If you have any questions on getting your page setup, please email us at SOLID@uconn.edu or ask your Student Activities Staff Member. Please see appendix A for a listing of campus staff.

3.2 Virtual RSO Resources for online Activities

Staff at Student Activities have created a resource guide available at <http://solid.uconn.edu/virtual-student-org-management> to assist student organization's transitioning in Fall 2020 to a socially-distanced world and in general to assist students in increasing their online presence and accessibility.

3.3 Finances

Organization Donations. Donations from individuals or business made directly to your organization are not tax-deductible to the donor. Making them tax deductible will make the transaction more appealing to potential donors. Here are two ways to make that possible:

1. Work with the Student Activities Business Services to establish an account with the University of Connecticut Foundation. All tax deductible donations will go to this account and the individual or business will receive the proper documentation for their donation.
2. Student organizations can apply for their own non-profit tax identification number. To find the appropriate forms and procedure, visit the IRS WebPage. Remember that you will need to apply on both the federal and state level.

Insurance. The activities of students and student organizations are not insured in any way by the University of Connecticut. Individuals and organizations wishing to insure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

Associated Student Government and Student Activities can help with your organizations finances, for more information see the Student Activities Coordinator.

Student Activities Contact Information

Office Location: Room 107 (may be closed in Fall 2020)

Office Hours: M-F, 8:30am-4pm

Telephone: 203 236-9801

Fundraising

Raising money is always an important topic to student organizations. Many student organizations collect dues or have fundraisers to support their activities. Some fundraising ideas are listed below; however, students are encouraged to be creative and explore new ideas. Collect dues from members.

- Sell merchandise (flowers, doughnuts, candy, etc).
- Sell services (chair setups, concessions at Athletic events).

- Charge admission for events.
- Co-sponsor programs with other organizations. Look for University departments or other student organizations with a similar mission and pool resources to co-sponsor events.
- Request funding from the Associated Student Government.

Please contact Student Activities for more information on fundraising.

Student Government and Support of Student Groups

Associated Student Government (ASG) was founded for one general purpose: To serve the undergraduate student body. ASG has been effective over the years in advocating student concerns to the administration on campus. The Associated Student Government strives to support all student organizations through ASG funding and help organization have events.

ASG as a Funding Resource.

To Apply For Funding From the Associated Student Government (ASG):

1. Your organization must be a **Tier II Registered** Organization.
2. Contact the ASG President more information on submitting a request for funding and deadlines.

A portion of your Student Activity Fee is allocated to the Associated Student Government to give financial support to student organizations. In short, ASG is using money allocated from students to be used for students. Any Registered Tier II organization can apply to ASG for that money, so long as it conforms to the ASG Funding Guidelines and any State or University policy. Please contact ASG for more information regarding their funding policies or procedures

For more information, contact the Student Activities Coordinator

3.4 Event Planning and Facility Use: FALL 2020 Updates

Organization Events

The Fall 2020 Semester Campus Community Event, Activities and Recreation Implementation Plan establishes processes that try to balance the physical distancing needs, and reduced program space capacity, with the desire to create community among members of the University community, especially for students.

This plan includes the following components:

- Key State of Connecticut rules and University guidelines
- Framework for holding programs and activities in lieu of new rules and guidelines

State of Connecticut Requirements and Guidance

- Governor’s Reopen Connecticut Advisory Group recommendations for Higher Education
- Phase 2 of Connecticut’s Reopen Plan for Indoor and Outdoor gatherings (Phase 3 TBD))
- Note: for purposes of this plan, programs and activities at the University are considered ‘private gatherings’, per the State of Connecticut rules.

- Phase 2 Reopen rules for Sports, Sport Clubs, Gyms, Fitness Centers and Pools (UConn Recreation)
- Physical Distancing - 6 feet of separation whenever possible
- Density in areas where groups congregate – 6 feet of separation between occupants
- Personal Protective Equipment – All faculty, staff and students should wear masks
- Disinfection/Cleaning – Hand sanitizer available at entrances to buildings, frequent hand washing, and regular cleaning of bathrooms and hi-touch areas

Contact the Student Activities Coordinator for more information

3.6 Off-Campus Activity Notification and Advising Policy

RSOs are required to submit information about their off campus activities to the Student Activities Coordinator. Off campus activities are any RSO activities that take place off campus including, but not limited to, practices, meetings, socials, conferences, service programs, competitions, and programs.

Chapter 4: Student Organization Conduct Expectations

4.1 Guidelines

The Department of Student Activities oversees all student organizations registered with the University of Connecticut. The information, policies, and procedures in this Chapter applies to all registered student organizations at the University. RSOs that are also recognized by another department in Student Affairs (such as the Center for Fraternity and Sorority Development or UConn Recreation) may be held to additional standards at the discretion of their respective department.

4.2 University Offices & Conduct

The Department of Student Activities (DSA) and the Office of Community Standards (OCS) serve as the primary sources for the review and adjudication of any potential organizational misconduct. Any violations of the University Student Code are adjudicated by OCS. DSA will oversee any 'non-code' violations including any potential organizational violations of policies contained or referenced within this document. The organization conduct processes are discussed in Chapter 5 of this document.

4.3 Organizational Responsibility

Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of this document as well as those of The Student Code, the On-Campus Housing Contract, the Policy on Alcohol and Other Drugs, the President's Policy on Harassment, the U Guide (Storrs), and other publicized University notices. Violation of applicable laws and policies by any student organization may result in disciplinary action for that organization and individual members.

Fall 2020 Update: Student organizations are required to abide by the Student Activities reopening policy outlined at <http://studentactivities.uconn.edu/fall-2020>

4.4. Individual Acts and Group Responsibility

Student organizations may also be held responsible for the acts of its individual members and guests, when acts occur in direct relation to the student organization's activities or environment. Acts may include, but not be limited to, when members or guests of an organization or organization activity are violating any laws, policies, or codes.

4.5 The Student Code of Conduct

Student organizations are responsible for upholding the Student Code of Conduct both on and off-campus. The code can be found here: <https://community.uconn.edu/the-student-code-pdf/>. Several types of prohibited conduct from the Code are discussed during the SOLID Hazing, Harming, & Harassment Prevention and SOLID Inclusion & Belonging workshops, both of which are required for all organization officers. Student organization leaders and members are strongly encouraged to be familiar with the elements of The Student Code as they relate to

their actions and activities within their RSO. (Fall 2020 Update: The University's enforcement of the Code's description of endangering behavior is particularly relevant during the pandemic and will be enforced by the University with mindfulness towards the unique health and safety implications during this pandemic.)

If you have questions about the content, your student organization activities, and the Code, please contact staff at SOLID@uconn.edu for advisement and guidance.

4.6 Additional RSO Expectations

In addition to registration requirements, Student Organizations must adhere to several policies and procedures in their activities on and off-campus. A workshop/website has been created as part of SOLID training at <http://solid.uconn.edu/policies> as a reference point for policies contained in this section.

General Campus Posting Guidelines

Posting is allowed on Bulletin Board only. Take down your flyer within one week of the event.

Statement on Postings by RSOs on UConn: Pursuant to the Laws, Bylaws and Rules of the University, the University assumes no responsibility for the actions and activities of Tier-II RSOs or their membership nor does it approve the qualifications of speakers whom RSOs invite. The responsibility for any views sponsored by or expressed within or by student organizations rests with the individuals concerned. The University's role is not to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its educational obligation to facilitate free discussion of all points of view to the extent guaranteed by the Constitution of the United States and of the State of Connecticut. The Department of Student Activities reserves the right to remove any postings on a weekly basis.

Logo & Wordmark Usage. The University owns the copyright to several University of Connecticut wordmarks and logos. The usage of these logos is pursuant to all requirements of the Licensing and Branding office. Please visit <http://brand.uconn.edu> for this policy. You may also visit <http://solid.uconn.edu/policies> for a guide on how to utilize and get logos created and approved through Student Activities.

Outstanding Debt. Student organizations may incur charges as a result of sponsoring activities and/or conducting organizational business with various University departments. All student organizations are expected to pay for services rendered in a timely manner, if not in advance. Organizations that do not pay their debts to University departments may lose their registration privileges or be sanctioned until, at least, such issues are resolved.

Chapter 5: Registered Student Organization Policy Violation Process (Storrs Campus Only)

5.1 General This chapter outlines the process by which possible RSO policy violations will be addressed by the Department of Student Activities.. For the student organizational conduct procedures as administered by the Office of Community Standards (for Student Code Violations), please visit: <https://community.uconn.edu/>

5.2 Allegations Any person may file a report concerning alleged misconduct of a student organization directly to the Office of Student Affairs.

If it is determined that a RSO's activity is not a violation of the University's Student Code but may have violated Student Activities/other University policy, the matter will be turned over to the Department of Student Activities ("DSA").

The President of the student organization (or designee) is the point of contact on behalf of the organization. All communication pertaining to the student organization will be sent to the President's (or designee's) University email account and the organization's UConn contact Faculty/Staff Advisor will be copied.

The following applies to instances where it has been determined that an RSO's activities/actions, or those of its members, have NOT violated the University's Student Code and thus are not being investigated by Student Affairs. The following applies for instances in which the RSO's activities or behaviors of its members may constitute a violation of Student Activities or other University policy.

5.3 Interim Administrative Action

The Director of Student Activities or designee may impose interim actions on the organization pending a final resolution, depending on the severity of the situation. Such interim sanctions can include but not be limited to: University suspension, an interim Loss of Recognition/Registration Status, and/or other interim restrictions deemed necessary.

5.4 Organization (Org) Conduct Meeting

All processes will start with an Org Conduct Meeting.

Org Conduct Meeting: Once DSA has received a referral and determined that an Org Conduct Meeting is needed, DSA will conduct a meeting with the organization and their student representatives. The purpose of this meeting is for the student organization leaders to comment and provide some perspective on the referral and their actions related to the incident. Student leaders have the option of accepting responsibility for any alleged actions at this point.

If an organization accepts responsibility for the alleged actions, the DSA Staff Member, in collaboration with the student organization, will determine the next steps and any potential sanctions, resolutions, restorative measures, and outcomes. If an organization does not accept responsibility, the Org Conduct Meeting process ends and the matter will be turned over to the Director of Student Activities.

The Director of Student Activities will typically convene a meeting with the DSA staff member and the student representatives of the RSO. At this meeting the Director will seek to understand the facts and views of the parties involved. If a mutually agreed upon resolution still cannot be identified, based on information obtained, the Director will make a determination of any sanction, resolution, or measures. This decision will be final.

5.5 Student Organization Sanction Review Process

Note: *Student Organizations sanctioned through the Office of Community Standards will need to fulfill all requirements and sanctions imposed by the Office of Community Standards prior to being considered in “good standing” with Student Activities. Organizations suspended by OCS, will need to obtain written (email) confirmation from OCS that it has fulfilled all sanctions/requirements prior to being eligible to register with the Department of Student Activities.*

Following the outcome of the Org Conduct Meeting process, a student organization that has been sanctioned will have to fulfill all requirements of sanctioning in order to be in “good standing” with the Department of Student Activities.

For organizations suspended through DSA, they may be eligible to re-register at the end of their suspension term, outlined in their official sanction letter from DSA. The lifting/removal of suspension does not guarantee re-registration.

Procedures

A group of students wishing to re-register a student organization that has been previously suspended must submit a request to the Associate Director for Leadership & Organizational Development in the Department of Student Activities. From there, a formal suspension review meeting will occur. The goal of a Suspension Review meeting is to ensure the circumstances and organizational culture that led to the suspension are no longer present, including any information about sanctions or information about a group continuing to operate after suspension.

Note: If a national organization is requesting to re-register after a suspension through DSA, they have to follow the same process outlined below.

Outcomes

- i. Meet with the students/national organization wishing to re-form this organization to discuss what led to suspension and provide the students with an opportunity to respond to that information and any other information the students wish to share about their group and their desire to pursue re-registration.

- ii. Make a determination regarding whether the student organization should be allowed to re-register on campus and communicate the decision to the requesting students within one week.
- iii. If a group is denied re-registration they may re-apply for a Suspension Review Meeting after 6 months.

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Appendix A: UConn Student Activities Staff & Resources

Waterbury Campus:

Student Activities, Room 107

Jim Long, Director of Student Activities

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203-236-9801

<https://waterbury.uconn.edu/student-life/student-involvement/>

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