



**Division of Student Experience
Registered Student Organization (RSO)
Handbook**

Welcome to the Registered Student Organization (RSO) Handbook. This document is designed to be a tool and resource to govern and provide the best practices for the success of Registered Student Organizations that are under the guidance of Student Engagement and the Division of Student Experience. The information provided includes pertinent information, but not limited to maintaining an active organization status, establishing a new organization, funding opportunities, and much more.

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RSO - Recognition and Resources

It is the responsibility of established student organizations to re-register with Student Engagement each academic year. Re-Registration begins at the end of the Spring semester with a required Transition Workshop. The transition workshops are not the same as re-registration workshops. It is required that the leadership of the organization (current president and incoming president) must both attend this workshop, this can also include Vice-Presidents, Secretary, and Treasurer positions as well.

Re-Registration workshops occur at the beginning of the Fall semester, Transition workshops occur towards the end of Spring semester. Student Engagement will outline these dates per academic year.

The requirements during this period are:

1. The 'Cuse Activities portal must be renewed. This includes updating the profile, constitution, and members, as well as a signed advisor contract (sent via email to the advisor).
2. The president and one officer must each attend a series of leadership workshops, offered by Student Engagement.
3. The president must attend required workshops outlined by Student Engagement.
4. The president must complete all four (4) HotSpot quizzes and earn a 100% on each.

More information will be provided on the Student Engagement website including the schedule of workshops and links to the quizzes. If an organization fails to re-register, the organization will lose their recognition status with Student Engagement and will be required to apply as a New RSO to become registered once more.

Registered Student Organizations are required to have the following:

1. A University Advisor who is a faculty or staff member at Syracuse University or SUNY-ESF and is chosen by the organization. The University Advisor cannot be a staff member in Student Engagement. If Faculty/Staff are part-time, Student Engagement will require more explanation of what the relationship between the advisor and organization will look like. For more information regarding the role of an advisor, please review the RSO-Advisor Information section. *For more information on the advisor's role please reference the Advisor Handbook ([link](#))*

2. A current and typed constitution that is uploaded to the RSO's 'Cuse Activities portal. This document must define the lawful purpose of the student organization, criteria for membership, and organizational mission and structure. If the student organization has written codes, rules or other regulations by which members of the organization are expected to abide, these documents are also required to be uploaded to the RSO's Cuse Activities portal. After each edit, it is important to list the updated date of when the changes were made at the end of the constitution. This will assist with consistency and provide historical support to the organization. A constitution writing guide is available on the Student Engagement website. Under 'Student Organization Info' select 'Create a New RSO,' and click the 'How to Write a constitution' link. Required constitutional amendments are included in this document.

3. A minimum membership of eight (8) currently enrolled Syracuse University or SUNY-ESF students are needed for RSOs. RSOs who do not uphold 8 members or more may be placed on a probationary or inactive status by Student Engagement. For minimum membership requirements of Fraternities and Sororities please consult with the Fraternity and Sorority Affairs office (FASA) [FASA office](#).

- A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0. Student Engagement reserves the right to monitor the academic performance of individual members of an RSO that maintain grade point average requirements for membership.
- Students should be in good standing within the office of Community Standards

4. All students who seek to hold or fulfill leadership positions within a RSO are not permitted to hold specified positions while studying abroad. Students who hold these positions should be studying on the main campus of Syracuse University.

5. For inclusive practices, an RSO's membership must be open to all undergraduate Syracuse University and SUNY-ESF students through general body membership or through an audition process. **Graduate students are optional**

- RSOs may, at their discretion, may also include in its membership other members of the Syracuse University and SUNY-ESF community, including faculty, staff and community members (within reason). These individuals will be known as associate members. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct official RSO business, nor solicit funds on behalf of the organization.

6. Syracuse University is an equal-opportunity, affirmative-action institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This [nondiscrimination policy](#) covers admissions, employment, and access to and treatment in University programs, services, and activities. (As exempted by Federal law, social Greek organizations may omit 'gender.')

7. All RSOs are required to have at least four (4) officers. All officers must be full-time, matriculated students, a majority of whom must be undergraduate students. Undergraduate officers must maintain a minimum cumulative grade point average of 2.2 for organization presidents and 2.0 for all other officers. Law students and graduate students must maintain a cumulative grade point average of 2.0 and 3.0 respectively. Student Engagement reserves the right to monitor the academic performance of RSO officers.

8. Those students seeking an exception to any membership rule, must submit a typed request to the staff within Student Engagement who will then determine whether, and on what conditions, an exception will be granted.

9. Compliance with the Code of Student Conduct (available on the [Office of Community Standards website](#)) and all other applicable policies of Syracuse University.

10. A philosophy which supports the educational mission of Syracuse University/SUNY ESF.

Students and Registered Student Organizations (RSOs) are responsible for the behavior of their guests. RSO members are responsible for informing all guests of Student Engagement policies, University policies and local laws. If the University terminates its permission for guests for any reason, guests must depart the event immediately. If a guest(s) violates University policy or local laws, the RSO and individual members may be referred to the Office of Community Standards and could be held financially and/or disciplinarily responsible for any damage or misconduct caused by guests.

In an effort to keep records current, RSOs are required to update their 'Cuse Activities portal with any changes in the organization's status during the academic year (i.e. University Advisor or officers change, constitution updates, contact information). For more information, please contact the Student Engagement at stactivities@syr.edu.

Limits to Organization Registration:

An RSO may not:

- Authorize the organization to enter into contracts, including offer sheets, or otherwise act on behalf of Syracuse University. Only your Student Engagement consultant or additional Student Engagement Staff member can enter into any agreement on the behalf of RSOs.
 - The RSO members cannot agree to anything in writing or verbally with any entities.
- Authorize the organization to 1) use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or 2) use the University's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of Syracuse University without the express permission of Auxiliary Services, 315-443-2722
 - For additional information logos, seals, and University trademarks, please see the RSO Marketing & Branding section in the RSO Handbook.
- Imply or otherwise create the appearance that Syracuse University sponsors, controls, or is responsible for the activities of the recognized student organization
- This includes the RSO's name. 'Syracuse University' can only be used to denote the location of the organization. For instance, 'Bowling Club at Syracuse University' is fine, but 'Syracuse Bowling Club' is not. 'Syracuse University' and any names linked to the University such as 'Otto,' 'Cuse,' or 'Orange' (this list is not exhaustive) cannot be used at the beginning of the organization's name.

Loss of Recognition:

Failure to re-register as an RSO within the Re-Registration period may result in immediate loss of recognition and associated privileges.

In addition, **RSOs may lose recognition - temporarily or permanently** - for any of the following reasons:

1. Academic: Student organization officers do not meet minimum grade point average requirements to hold an office.
2. Financial: The student organization is found to have unpaid or overdue bills, or the organization has inadequate resources to cover operational and/or campus expenses associated with the organization. The student group has also demonstrated inappropriate financial/ fiscal management.
3. Membership: The total membership of the organization decreases below the required eight (8) currently enrolled students, except organizations under FASA.
4. Disciplinary: The student organization has been sanctioned for violations of the [Code of Conduct or related policies](#).

**Please note that recognition is a privilege, and the Student Engagement reserves the right to revoke an organization's recognition status at any time. Recognition does NOT automatically imply University endorsement, sponsorship, or approval of an organization's activities or events.*

New Student Organization (NSO) - Process

Starting/Creating a New RSO

Currently, Student Engagement is home to a community of an estimated 300 registered student organizations (RSOs). Syracuse University and SUNY-ESF students who do not find one of the University's currently registered organizations to fit their interests or needs have the opportunity, and are encouraged, to create their own organization. The following information will guide students through the application process and required steps.

The Application Process:

There are two (2) submission periods/ opportunities, one each semester, to submit for registration of a New Student Organization.

All prospective new student organizations must submit a completed application packet when applying for registration, which includes:

1. a roster of officers and general body members,
2. answers to a series of questions regarding the proposed organization's missions and goals,
3. a signed copy of the Advisor Contract, and
4. a complete constitution
5. The application should be submitted via 'Cuse Activities.

Incomplete applications will not be considered. More information can be found on the Student Engagement website.

Just like established RSOs, the philosophy of the new student organization must support the educational mission of Syracuse University/SUNY ESF. The name of the new student organization may use the university's name as part of the organization's name only to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "Syracuse University Bowling Club" is not allowed. The use of "Syracuse University", "SU", "Cuse", "Orange", and any other trademarked verbiage in the actual name of any new organization is not allowed.

The Review Process:

Following submission, all applications will be reviewed by the New RSO Review Board (NRRB), a dedicated diverse group of students trained specifically for this process.

As part of the application process, proposed organizations are required to meet with the NRRB. This meeting gives the organization an opportunity to discuss their mission and goals with the NRRB and answer any questions the NRRB may have after reviewing the application. **Any organizations that do not meet with the NRRB will be denied RSO status and will not have the opportunity to appeal.**

The NRRB holds meetings on the fourth weekend of the semester. Applicants are required to sign-up for a meeting time. The sign-up sheet will be an online form that will become available Monday morning immediately following the submission deadline to Wednesday close of business following the submission deadline.

The NRRB will consider the following criteria for registration:

- The New Student Organization application is complete. All applications must include an advisor contract signed by both the president and advisor and a complete constitution for the organization.
- A minimum membership of eight (8) currently enrolled Syracuse University or SUNY-ESF students. A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0.
- A minimum of four (4) officers that are full-time, matriculated students, a majority of which are undergraduate students.
- Membership is open to all Syracuse University and SUNY-ESF students
- The mission/goals of the organization is not being met by another organization or department on campus

Decisions regarding approval or denial of new RSO applications will be sent out no later than the Monday following NRRB Meetings.

Approved Organizations:

New RSO Orientation will be held later that month. Any organizations who are approved are required to attend the New RSO Orientation, at which they will learn about the required registration process to become a fully functioning RSO.

Please note: Organizations that are approved will have Pending RSO Status for the entirety of the current semester. If all registration steps are completed by the semester deadline, the organization will become a fully functioning RSO beginning the following semester.

Denied Organizations:

Any organizations that attended an NRRB meeting and are denied will have the opportunity to appeal. The appeal deadline will be communicated to organizations via email. In the event that a prospective organization is denied recognition by the NRRB, the prospective organization may appeal the NRRB's decision based on one or more of the following reasons:

1. Errors in the interpretation of the prospective organization's purpose
2. Missing information from original application

Please note that disagreeing with the committee's original decision will not be accepted as a reason for appeal.

Appeal Decisions/ Overturned Decision:

If an organization was denied registration by the NRRB but after an appeal is approved by the Student Engagement professional staff, they will attend New RSO Orientation and continue through the registration process.

Upheld Decision: If an organization was denied registration or approval to become an organization by the NRRB and that decision is upheld by the Student Engagement professional staff, the organization can apply for RSO status after one full calendar year has passed.

For instance, if an organization applies in the spring and is denied, they will be allowed to apply again the following spring semester.

The Registration Process: New organizations that are approved are required to complete the following steps before the last Friday of classes of that semester:

1. The president of the organization must complete the four (4) online Officer Training modules through HotSpot.
 - a. These modules can be found at hotspot.syr.edu
 - b. There are four (4) quizzes - one associated with each module.
 - c. The president of the organization must earn a 100 on the quizzes for them to be considered completed.
 - d. Each module has a link that will direct you to a quiz on either Google Forms or Qualtrics.
2. The organization must create a 'Cuse Activities portal/profile. This includes an online advisor contract being electronically signed as well as the E-Board and general body being added to the portal.
3. Four (4) organization members must each attend one BOLD Workshop. They are welcome to attend more than one. If an organization completes all required registration steps prior to the deadline, the organization will become a fully functioning RSO. Each organization will be assigned a Student Engagement consultant. Beginning the following semester, they will have the rights and responsibilities of the rest of the RSO community. If an organization fails to complete all required registration steps prior to the deadline, they will fail New RSO Registration. The organization will not become a fully functioning RSO. The organization will have the opportunity to reapply to be a New RSO after one full calendar year has passed (since they originally applied). For instance, if an organization is approved in Spring 2021 and fails registration, the organization will be able to reapply for registration beginning the Spring 2022 semester.

Today, the definition of leadership has grown beyond basic management skills to include relationship competency and, more importantly, self-awareness. In keeping with this trend, and in collaboration with many University offices, Student Engagement offers a wide array of leadership opportunities and resources for Syracuse University and SUNY-ESF students.

RSO - Funding and Finance

Funding and Finances:

Every registered student organization in need of or that has interest in receiving funding has the rights to the following options:

- Advance Semester Allocation
- Semester Allocation
- Contingency Funding

The amount of funding an organization can receive, and how it can be used, may be based on their Funding Category, and their Funding Tier (*please see the appendix for more information on tier system, funding and what additional resources Student Association provides*).

Advance Semester Allocation:

Advance Semester Allocation is the primary funding process. This process occurs once, each semester to allocate funds to be used for the following semester. Organizations can apply for semesterly or annual budgets. This process also applies to Organizations wanting to host events.

Applications are submitted to the Student Association Comptroller using the application form in 'Cuse Activities. Deadlines are announced at the beginning of each semester. Estimates, quotes, or alternative proofs of cost for each item requested is required. Failure to provide all requested documentation will result in an automatic denial. All organizations are strongly encouraged to meet with their Student Engagement consultants to ensure their applications are in order before submitting.

Student Association Finance Board

As part of the Student Association Finance Board's review process, representatives of any organization requesting funds are required to meet with the board to answer any questions they may have. The Finance Board will make appointment times available once the funding deadline has passed. Failure to meet with the board will result in an automatic denial.

- A. After meeting with the Finance Board, the board may require additional information or specifics regarding a submitted budget. The Board reserves the right to request this additional information in the form of a budget questionnaire. This request will be submitted to the RSO in accordance with the established budget timeline, and the organization will be allowed adequate time to complete the request. Failure to complete the questionnaire will result in an automatic denial.
- B. Following the budget review period, the Finance Board will present their recommendations to the Student Association Assembly who will vote to approve or deny the budget requests.
- C. Organizations whose budgets are denied are granted four (4) business days to correct any errors or provide any missing information and submit an appeal. The Finance Board will present their appeal recommendations at the following assembly meeting where representatives will vote to approve or deny the appeals.
- D. Organizations who are denied through the Semester Budget Allocation process are still eligible to apply through Special Programming.

Semester Allocation:

Semester Allocation is available for current semester use. The Comptroller will accept applications weekly on a first come, first serve basis. Budget requests that are denied are eligible to correct their applications and resubmit the following week. The Comptroller will continue accepting applications until the semester's Special Programming Allocation has been disbursed. All organizations are strongly encouraged to meet with their Student Engagement consultants to ensure their applications are in order before submitting.

Contingency Funding:

Contingency Funding is available to organizations who have received Semester or Special Programming Budget Allocations and is only available if outside circumstances such as an artist cancellation or price change on material goods affect an organization's ability to complete their initiative.

Event Revenue Generated Programming:

For any programming that will generate revenue or ticket sales must align with policies with the Student Engagement department. First and foremost, all spaces must be reserved within 25Live. Secondly, the RSO must meet with a member of the Event and Technical Services team in Schine Suite 230. This will need to be conducted two weeks before an event. Once this piece is completed, box office request [will need to be filled out](#), this process can happen once the reservation is reserved. Once the space is secure, communication with RSO consultant with ETS support and box office form is submitted. The virtual box will build your event in the box office system. Tickets will then be on sale up and including the beginning of your event. Once the event is completed the revenue from your event will be added to your miscellaneous account. Any questions about the virtual box office process should be submitted to: boxoffice@syr.edu.

RSO - Risk Management and Policies

Risk Management and Other Policies

Tips on Managing Risk

A key element of success for any student group is an effective risk management policy to ensure that planned events are a safe and fun experience for all. Risk management is the process of examining the potential and perceived risks involved in an organization's activities, as well as supervising those activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. In order for student organizations to remain a part of Syracuse University, it is important they take precautions and carefully plan their activities so they can avoid situations that may jeopardize their standing as an organization on campus.

It is important that every time your organization holds an activity, you balance the risks of the activity versus what you expect to gain. In doing this, you will want to look at whether your activity has risks, determine whether those risks outweigh the benefits, identify what measures you have taken to prevent problems at the activity, and examine what procedures you have in place if problems occur. You must exercise reasonable care in managing your event and work to avoid harm to your members and others.

If you can prevent a problem from occurring through training, precautions, and planning, you need to take reasonable precautions. If during your planning, you discover that the risks outweigh even your best precautions, you should seriously consider choosing a different activity.

Things to keep in mind:

- Victims can sue a group, or individuals associated with a group. They can also sue anyone who had authority over the group or activity that harmed them (e.g., national organizations).
- Behaviors that cause harm to an individual also can result in criminal penalties (e.g. serving alcohol to minors, hazing).
- Participants should be warned of the dangers inherent in an activity.
- If you are affiliated with a national organization, find out from your national representative what the insurance policy is for the national organization and what events, or officers are covered by that policy for local chapters.
- Contracts are binding agreements; under no circumstance should you sign anything!
- Preventing hazing and harassment (of any kind) is important as your organization can suffer serious consequences if they are a part of your activities. Both types of behavior are illegal and will not be tolerated by the University.

Syracuse University Statement of Student Rights and Responsibilities

At Syracuse University, we are committed to ensuring a diverse, equitable, inclusive and accessible campus environment for all. We value diverse identities and believe that diversity and inclusion enhance who we are as students, faculty, staff, and alumni.

Syracuse University is an academic community and all persons- students, faculty, administrators and staff- share responsibilities for its growth and continued welfare. As members of the University community, students can reasonably expect that all University offices, programs, employees, and organizations will respect the following rights. All members of the University are further encouraged to endorse, support, and abide by the

values expressed within these rights, which the community has deemed fundamental to its mission and integral to its growth.

For complete list please see the Student Conduct System Handbook ([link](#))

Syracuse University Anti-Hazing Policy

Syracuse University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, Syracuse University is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations. For more information regarding Syracuse University's Statement of Student Rights and Responsibilities, call the Office of Community Standards at 315.443.3728 or the Dean of Students Office at 315.443.4357 for more information.

For the complete policy please see information from the Student Conduct System Handbook ([link](#)).

Campus Disruption Policy

Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the University's owned, operated, or controlled property and at its sponsored events. Pursuant to the requirements of the New York Educational Law 6450 (Art. 129a, 1969), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Syracuse University-owned, operated, or controlled property.

- A. **Prohibited Conduct** – Syracuse University is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at the point when its exercise infringes on the rights of either participants or nonparticipants. To preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited.
 - a. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, or other University activities, including public service functions and other authorized activities on University-owned, operated, or controlled property.
 - b. Detention or physical abuse of any person on University-owned, operated, or controlled property or conduct which threatens or endangers the health or safety of any such person.
 - c. Destruction of or damage to University property or the property of any person where such property is located on University-owned, operated, or controlled property.
 - d. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned, operated, or controlled property.
 - e. Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
 - f. Failure to comply with the lawful directives of University officials or law enforcement officers acting in the performance of their duties.
 - g. Acts which recklessly or intentionally endanger mental or physical health or involve the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
 - h. Aiding any other person to engage in any act or conduct herein proscribed.

- B. **Removal from Premises** - Any person while on University-owned, operated, or controlled property who refuses the request or command of an authorized University official to desist in any prohibited conduct may be ejected from such premises where such conduct constitutes a disruption to public order.
- C. **Violations and Sanctions** - A student charged with violating the prohibitions listed under Section A will be subject to the disciplinary sanctions and procedures outlined in the Student Handbook, and the published policies of the University Student Conduct System. A member of the non-bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to disciplinary action up to and including termination. A member of the bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the Rules and Discipline Procedures and Article 17 of the current collective bargaining agreement. A faculty member charged with violating the prohibitions listed under Section A will be subject to the procedures described under Section 3.16 of the Faculty Manual, Edition 18, January 1995 and subsequently amended. A sanction need not in every case be imposed. Where appropriate, sanctions for a person found to have violated those prohibitions may range from a verbal or written reprimand to suspension of the faculty privileges and responsibilities, either with or without salary or benefits for a period not to exceed the remainder of the semester and the semester following hearing board action, to termination of contract or tenured position. In extraordinary circumstances, the Chancellor or designated representatives may suspend the accused person pending hearing of the charges.

RSO - Travel Policy

Basic Travel Requirements

All registered student organization travel beyond the borders of Onondaga County must meet the following requirements:

- A. Registered student organization travel must be consistent with the organization's mission statement and constitution on file with the Student Engagement office. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. An individual student or registered student organization must complete and submit the Student Travel Form to Student Engagement no later than five (5) business days before the scheduled trip.
- C. All students traveling must complete and submit an Off-Campus Travel Waiver ([link](#)) and Assumption of Risk Form to Student Engagement no later than five (5) business days before the scheduled trip.
- D. All University sponsored travel must be chaperoned by a faculty or staff mentor unless otherwise approved by University Administration. A student officer from the registered student organization must accompany the trip for all non-University sponsored travel. Syracuse University will view this student officer as the party responsible for the trip. Furthermore, the student office must carry a copy of all emergency contact information for all students participating in the trip.
- E. The name, address, and telephone number of the faculty/staff mentor to the registered student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Syracuse University Code of Student Conduct with the registered student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.
- F. Organizations must submit a complete planned travel itinerary via the Student Travel Form.
- G. All trips are required to follow the Division of The Student Experience Student Travel Guidelines noted below.
- H. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy, may result in individual and/or organizational discipline as outlined in the University Judicial System Handbook, together with such additional action as may be deemed appropriate under the circumstances.
- I. Any student or organization traveling off campus, whether University sponsored or not, are still subject to the Code Of Student Conduct and may face disciplinary action for any behavior found to be in violation thereof.

International Travel Requirements

Any student organization wishing to travel internationally must meet all of the following criteria in addition to those listed above.

- A. All travel requests must be submitted 30 days prior to the first date of travel.
- B. Requests to travel to locations where the U.S. Department of State has issued travel advisories or warnings must be submitted 60 days prior to the first date of travel and are subject to approval from the Vice Chancellor and Provost.
- C. All international trips must include two qualified trip leaders that are university faculty or staff and approved as such by Student Engagement.
 - a. If the student organization is receiving travel support from an affiliate or other off campus organization this criterion may be waived if the organization can provide satisfactory supporting documentation citing the support being provided and their emergency plan to the Office Of Global Safety and Support. Traveling organizations should begin this process at least six (6) weeks prior to their first travel date.
- D. All participants are required to register their travel plans with International SOS (ISOS) via this link: [International SOS](#). Alternatively, you may enter [HTTP://internationalsos.com](http://internationalsos.com) and then enter the University's member number: 11BCPA000177.
 - a. Unexpected changes in the planned itinerary while traveling must also be made to your itinerary on record at the ISOS website.
- E. At least one (1) member of the traveling party must have a mobile phone with active cellular data capabilities in any/all of the travel destinations.
 - a. Any travel through or stops at an area where cellular coverage is known to be limited or non-existent should be noted in the itinerary and discussed with the Senior Director for Student Engagement.
- F. All students traveling abroad must participate in a health and safety briefing prior to departure. This can be scheduled by Student Engagement.
- G. Student organizations traveling abroad should be prepared to cover the cost of travel insurance for each member traveling at the cost of \$99 per traveler. Each traveler will be provided with an ISIC (International Student Identity Card) Premium Card that provides supplemental health insurance coverage as well as travel protection.
 - a. Details of ISIC coverage may be found at [HTTP://myisic.com/get-a-new-card](http://myisic.com/get-a-new-card).
 - b. Students are advised to review the applicability of their own health insurance while abroad.

RSO - Technology Support

What does Student Experience (SE) Technical Services do and provide?

SE Technical Services' primary responsibility is to provide technology support and guidance for departments within the Division of the Student Experience. As an auxiliary to these services, Technical Services provides consulting and technical support services for Registered Student Organizations and sports clubs. SE Technical Services also acts as a liaison to central IT on campus (ITS) and is responsible for assuring departments and organizations adhere to the University policies, procedures and security guidelines that relate to the acquisition and use of technology.

Technical services can assist with technology configuration and deployment- the setup and networking of computers and other devices. They also provide assistance with the installation and configuration of any required software applications. They can also provide troubleshooting support. Technical Services can troubleshoot and diagnose problems with technology and coordinate repair and/or replacement for faulty computers.

The Student Experience does not charge fees or services for the services provided. For larger projects that may involve significant investments in time and resources, a fee may be potentially provided. In those cases, a representative from the student organization should meet with an associate in Technical Services and discuss the project in detail.

How to Receive Assistance or Technical Support

Should a student group need assistance, it is recommended that a student organization contact SE Technical Services first. If the problem requires the assistance of ITS, Technical Services will act as a liaison with ITS and handle the request. Registered Student Organizations can receive assistance with technology-related issues from Student Experience Technical Services (SE Technical Services). Organizations can request assistance from SE Technical Services by contacting them via email at sehelp@syr.edu, by phone at (315) 443-1436, or by visiting their space in Answers at: <https://answers.syr.edu/display/SEIT/Technical+Support+for+Student+Organizations>.

Please review the Q&A below for more detail on the scope and level of assistance provided.

Which student organizations does the Student Experience Technical Services support?

Technical Services provides technical assistance to student organizations recognized by Student Engagement and sports clubs recognized by the Department of Recreation Services. Which student organizations does SE Technical Services support?

Services provided by Student Experience Technical Services

Technology-related purchases are subject to the University's procurement, accessibility and security policies and guidelines (refer to <https://policies.syr.edu/policies/information-technology/>). Technical Services can assist student organizations in selecting technology and applications that meet their needs and are appropriate for use in the University environment. Selecting and procuring technology takes time, so please contact Technical Services well in advance of considering moving forward with a purchase. Examples of technology they assist organizations with acquiring include computer hardware, networked devices (e.g. printers), web and software applications, and technology-related services.

Purchasing technology, software or additional technical services

Student organizations should meet with both their consultant in Student Engagement and with SE Technical Services before considering any technology-related purchases. For purchases of computers or other hardware, Technical Services will help research equipment that works well in the University environment, work with University representatives to secure the best pricing available and prepare quotes as needed. The purchase of new software and/or web applications can be more complicated. Applications must meet University policies for accessibility, and security should be vetted before considering a purchase. Also, review of contracts for new applications or services can take significant time. SE Technical Services can assist student organizations with identifying software and services that meet University guidelines, but student organizations should plan such purchases early, and contact SE Technical Services several months in advance to allow enough time to research solutions, test accessibility, and review contracts.

If the student organization wishes to purchase parts, or make repairs on its own, Technical Services can make recommendations for replacement parts and a course of action. At the student organization's request, Technical Services will make basic repairs to malfunctioning computer equipment. These repairs would include issues such as replacing defective keyboards, mice, memory, and hard drives. The student organization would be charged the cost of replacement parts.

When a student organization purchases software, who owns the software and where can it be installed?

Software purchased by a student organization using its own budget is the property of the organization. The software can be installed on University-owned equipment including those computers purchased by the student organization. The software should not be installed on personal computers of the student members of an organization. Software should be registered under the name of the organization in question and not an individual user.

Can SE Technical Services recommend computers and other technology for purchase?

Yes. Syracuse University has standardized vendors for most technology items (e.g. Dell for desktop and laptop computers). Technical Services can work with a student organization's consultant in Student Engagement on price quotes and potential vendors for equipment. Unless needs are highly specialized (e.g. for student media organizations), it is recommended that student organizations use the standard vendors and equipment that are known to work in the University environment.

Does SE Technical Services provide peripherals or accessories (e.g. keyboards, mice) to student organizations?

Not for most items, although they can assist a student organization's consultant in Student Engagement with purchase of those items. Technical Services can provide network cabling to attach equipment to the University network. If you are unsure what you need, please consult with Technical Services who can help with specifications.

Obtaining a website for a registered student organizations

Student organizations should refer to <https://studentorgs.syr.edu> to see the available web hosting options and to submit a request. Student organization websites are hosted in a WordPress content management system.

As a newly adapted policy, students do not request any domain name of its website. For accessibility purposes, websites provided by the institution and technical services will be under the lens and guise of WordPress.

An example URL: "https://studentorgs.syr.edu/" where a single word description of the organization is included at the end (e.g. <https://studentorgs.syr.edu/sailing>).

Maintaining and updating student organization websites

Student organizations can request that any member of their organization be provided access to edit or update their website. Logging in to the WordPress environment is restricted by NetID, so student organizations can send the website URL and NetIDs of members who need access to sehelp@syr.edu.

Technical Services will build a basic website structure for student organizations, but it is the responsibility of the organization to input the website content. Technical Services can provide training on the use of WordPress if organizations require it. They can also assist organizations if their needs are more complicated than basic web pages. Email sehelp@syr.edu to request training or additional assistance.

Expiration dates and active websites for student organizations

Technical Services will monitor activity on the websites of student organizations. Organization websites that have not been updated from year to year may be deactivated and have their access to the WordPress environment removed. Initially, an inactive site will be archived (i.e. it will no longer be visible but saved in the WordPress environment). If an organization's website or account has been archived, please email sehelp@syr.edu to have the website brought back online. Sites that are archived with no further activity for an extended period will be deleted.

Limitations of student organizations websites

Technical Services currently does not limit the amount of space or pages that an organization's website uses. The content of all submissions from student organizations must be consistent with Syracuse University's Code of Student Conduct, as well as Student Engagement's standards and institutional values. Issues regarding content and illegal use of the Student Experience website will be directed to the organization's consultant in Student Engagement. Storing copyrighted software or media on a student organization website is strictly forbidden. Also, to ensure that members of the University community can effectively access web content, websites hosted by the University should adhere to the University Accessibility Policy. Technical Services can provide guidance on making an organization's website more accessible.

Things to know about e-mail accounts in conjunction to a registered student organization

The Student Experience Technical Services does not provide email addresses or accounts for RSOs. If a student organization finds it necessary to have an email account affiliated with its corresponding website, they can create a group in SUMail (the email system in the Office365 environment) and add organization members to it. Groups created in the Office365 environment will have an associated @sumail.syr.edu email address (e.g. if you create a group in SUMail called "Sailing Club", it will have an email address of sailingclub@sumail.syr.edu). Emails sent to that address will be directed to all members of the SUMail group.

Does a student organization set up its own computer equipment or devices?

They can; although Technical Services can provide assistance, if desired. Technical Services will need to be contacted for any device that is to be connected to the University network, as those devices must be registered ahead of time and have all system updates applied after being connected to the network. For large deployments of PC's and laptops (e.g Dell and Apple computers), Technical Services can add the computer(s) to the University's Active Directory environment. This will allow for deployment of University-standard software (e.g. Microsoft Office) and allow for easier system updates.

Can SE Technical Services provide assistance with software configuration?

Basic assistance for applications that are included in the standard University environment will be provided. Whenever possible, Technical Services will provide training materials to help student organizations get acquainted with this type of software. Technical Services will also provide guidance on configuring software for use within the University's computing environment. Separate arrangements should be made with Technical Services for more intensive training or for assistance with specialized applications that are not within the standard environment.

Troubleshooting Services

Will SE Technical Services troubleshoot problems with computers or other technology for a student organization?

Yes. For standard computer configurations and common devices, Technical Services can assist student organizations with troubleshooting problems. For non-standard devices, Technical Services will attempt to assist the student organization if the problem is within its area of expertise. Please note: SE Technical Services will not be able to assist students in troubleshooting problems with personally owned computers, even if they are being used for student organization business. For personally owned PC's, we recommend contacting ITS via email at help@syr.edu or by visiting an ITS Service Center.

Warranty Repairs

Technical Services recommends that student organizations order computers with at least 3 years of warranty service if budget allows. The extra fee for this level of warranty is minimal and will usually pay for itself in the long run. If student organizations require assistance with warranty repairs on computer equipment, please contact Technical Services via email at sehelp@syr.edu and they can direct you to the appropriate vendor for repairs.

How is software troubleshooting handled?

SE Technical Services can diagnose and troubleshoot software problems for most standard software applications. These applications include, but are not necessarily limited to, the Microsoft Windows and Apple MacOS operating systems, the Microsoft Office suite, and Adobe products. For specialty software (e.g. vertical market applications) it is recommended that the student organization contact the application vendor directly for technical assistance.

Is there somewhere on the web to research technical problems?

The answer to many common technical issues can be found on Answers, the University's web knowledgebase. SE Technical Services maintains a space in Answers with some information specific to student organizations.

<https://answers.syr.edu/display/SEIT/Student+Experience+Information+Technology>

RSO - Marketing and Branding

We know your Orange pride runs deep. When your student organization wants to share your school spirit with the world, this guide will help you understand the ways you can use Syracuse University trademarks to celebrate and show your pride.

Why do trademarks matter?

The Division of Student Experience & Student Engagement staff understands the importance of expanding the brand of your organization, and we want to help you achieve that! The following guidelines outline the ways to use University trademarks to successfully and adequately market and promote your organization. In addition to reviewing the guidelines, organizations should also review their respective handbooks for information about trademarks, logos, purchasing, marketing and promotion. The [Office of Trademark and Licensing](#) also provides information on approved licensees and vendors.

Student Organization Group Categories & Trademark Usage Guidelines		
Group Type	Group Example	Group Explanation
Groups	Registered Student Organizations (RSOs), and recognized Greek chapters with Fraternity and Sorority Affairs.	Organizations showcase the vibrancy and diversity of our student organization community, representing hundreds of interests, passions and affiliations. Organizations are encouraged and empowered to express their creativity when representing their organizations through their own unique logos and brands.

University Trademark Permissions			
Trademark	Apparel	Marketing Materials	Swag/Giveaways
	Yes	No	No
	Yes	No	No
Syracuse University (word)	Yes	Yes	Yes

- When using **University trademarks**: Please adhere to the [Syracuse University Brand Guidelines](#). Please note, University trademarks cannot be incorporated into student organization's logos.
- When using **Syracuse University's name**: The Syracuse University name can be used to denote location only; for example, "[Org Name] at Syracuse University.

RSO - Advisor Information

What is an Advisor?

Every registered student organization is required to have an advisor in order to be an active registered student organization. **The advisor is not the same role as a Student Engagement consultant.** An RSO advisor is an employed faculty or staff member at Syracuse University or SUNY-ESF and is chosen by the organization. The advisor should not be a graduate student or professional studies student. An advisor cannot be a staff member in Student Engagement. If Faculty/Staff are part-time, Student Engagement will require more explanation of what the relationship between the advisor and organization will look like.

For more information on the advisor's role please reference the Advisor Handbook ([link](#))

What is a Consultant?

Student Engagement staff members (previously known as Office of Student Activities) serve as consultants to all registered student organizations (RSOs). The consultants provide best practices to accomplish successful events, programming, as well as budgetary & fiscal management, and overarching logistics on how to remain an active registered student organization. Consultants serve as advocates and liaisons for student groups to administrative staff and campus partners.

Consultants and advisors work hand in hand for the growth, development, and success of all registered student organizations.

Basic Expectations of the University Advisor

It is important that advisors serve in an active role for Registered Student Organizations (RSOs).

Advisor Contract

All faculty/ staff who agree to serve as an advisor must sign an advisor contract. Please note that the advisor contract must be signed and updated each year and submitted to Student Engagement to maintain up to date records. This should be done during the re-registration period of student organizations. *(Please find the contract here: [Advisor Contract](#))*

Expectations of Advisors of Registered Student Organizations Are (but not limited to)

- Be sure that students are operating in compliance of university policies, RSO handbook, community standards, as well as local, state, and national laws
- Serve as role model, motivator, coach, and empoweree and encourager for students to stimulate their creativity
- From a self-governance model- the advisor should not be completing tasks on behalf of the organization
- Create healthy boundaries that allows advisor to still be supportive
- Establish regular check-in times to meet with the organization or leadership of organization
- Ensure that the group attends required trainings and workshops to maintain active registration
- Be sure that student group is fulfilling and operating within its established mission and purpose
- Connect students with basic resources on within campus community and outside of campus community
- Encourage students to utilize the best communication practices

- Recognize and support participation in student organizations for its contribution to the educational and personal development of students
- Work with student organizations but should not direct or dictate the organization's programs or activities. Be a resource in offering ideas, considerations, or ideas for the group's discussion.
- Stay well informed about the plans and activities of the group, inclusive membership, active status, finances, etc. It is expected that advisors will attend as many meetings and activities of the group as possible and will consult frequently with the student officers.
- Be aware of the goals and directions of their organization and help the group evaluate its progress toward reaching those goals.
- Provide continuity within the group from year to year, as well as being familiar with the constitution and bylaws of the organization and be prepared to assist with the interpretation of such.
- Be prepared to deal with emergencies within the organization- crisis management
- Serve as liaison between the student group/organization and university administration

Basic Expectations of the Organizations (from the lens of an advisor)

- Realize that the Advisor has a life outside of the organization and respect his/her time accordingly.
- Orient and keep the Advisor informed of all organization functions, activities, and/or problems.
- Provide the Advisor with regular minutes and the financial condition of the organization.
- Respond promptly to the Advisor's inquiries and requests.
- Respect decisions of the Advisor made in the interest of the organization or university.
- Comply with university, municipality, state, and national laws and policies.
- Understand that the Advisor, too, will make mistakes and will have an individual personality and style; accept and discuss this, and move on.
- Be honest and up front with the Advisor regarding organization operations; nothing is to be gained from a relationship that is not completely open.
- Provide clear expectations. Nothing is more frustrating than attending meetings with no idea of why you are there. Find out what the group is looking for in an Advisor and in what areas the advisor can be of assistance.
- Confirm the appointment of the Advisor each year and be certain the Advisor will serve.

APPENDIX

Section 1.1- Student Association Funding

What does the Student Association provide funds for (if requested)?	
Provides	Does Not Provide
*Food (not to exceed specified amount per event)	Food from external vendor not approved first by campus catering/dining services
Space Rentals, Storage Rentals, Facility Rental	Scholarships, stipends, or payments to enrolled/matriculating students
Conference fees [limited to eight (8) students if registration fee is less than \$250.00 dollars]	Trophies, awards, prizes, or ceremonies for individual services/use
Supplies- Audio/Visual Services	Student travel expenditures/ transportation services for individual/ groups
Box Office Fees (\$45.00 per event)	Books/ Magazine subscriptions (with the exception of publication groups)
Safety & Security Costs	Apparel/ articles of clothing for individual groups
Event Production/ Technical Production	Donations for external non-university parties
Artists, Performers, Lecturers, Speakers, Comedians, etc.	Alcoholic beverages/ substances, controlled legal substances/ drugs
Royalty expenses and Licenses (if contingent on group operations)	
Printing for fliers/graphics	
If there any questions regarding what Student Association funds for, or how you can utilize organizational funds, please reach out to Student Engagement at stactivities@syr.edu	

Section 1.2- Tier System

Registered Student Organization Tier System		
Tier Level	Amount (<i>amount that RSOs qualify for per event</i>)	Justification
Tier 1	\$12.5K (Twelve Thousand and Five Hundred Dollars)	Organizations with no capital, or groups that do not program or conduct events at a high level should not expect to receive funds per event that cost more than \$12,500.00
Tier 2	\$25.5K (Twenty-Five Thousand and Five Hundred Dollars)	Organizations that have had a few successful events/programs but do not have extensive programming experience , should not expect to receive funds per event that cost more than \$25,500.00
Tier 3	\$40K (Forty- Thousand Dollars)	Organizations that have conducted successful events/programs at the preceding programming level are eligible to receive funds per event that cost but should not exceed \$40,000.00
Tier 4	Not to exceed \$95K (Ninety-Five Thousand Dollars)	Organizations that have clearly demonstrated, proven, and conducted multiple successful events/programs at each level are eligible for funds per event but should not exceed \$95,000.

* Organizations can build capital by consisting putting on successful events under the guise of Student Association and Student Engagement

* Organizations are able to to be considered to move up a tier after two (2) years; four (4) semesters

* **ALL NEW ORGANIZATIONS WILL AUTOMATICALLY BE A TIER 1 ORGANIZATION**

Commented [1]: need to get confirmation on this but highly recommend

Section 1.3- Risk Assessment Checklist

Risk Assessment Checklist		
The following is a simple risk management checklist for you to use when planning an event:		
(Check Box)	Risk Identification	What are the risks associated with this event? Do not limit yourself to physical risk. Think also in terms of financial risks, risks to reputation, etc.
	Risk Assessment	Risks should be evaluated by the seriousness of their potential impact on the individual and group.
	Risk Mitigation Strategies	What can be done to reduce the potential damage the activity could cause?
	Risk Plan	Develop a plan to reduce the risk and response procedures to handle incidents stemming from these risks.
<p>If the plan is difficult to implement, you cannot identify appropriate safeguards, or it will be too costly and still does not reduce the risk, THE ACTIVITY IS TOO RISKY! Choose another activity that will accomplish the same goals with less risk.</p>		

Student Engagement is committed to the success of your organization. Part of that success is risk management. If you have any questions or would like more information on risk management, please visit the Student Engagement office (Schine Student Center, Suite 230 and 124).

Section 1.4- Advisor Tips & Best Practices

Advisor Guide (Tips on Being an Effective Advisor)	
There are many ways to be an effective advisor, these are the four different ways we encourage working with your student organizations. The most important thing to remember, based on what the organization is going through, you may need to adjust your advising style to fit the group's needs at the moment.	
Educator	<ul style="list-style-type: none"> • Advising approaches change and adapt in response to situation needs • Allow the organization to take educational and guarded risks to create learning opportunities through mistakes • Always provide support (this does also include constructive feedback and "tough love") • Providing opportunities of personal and group reflection after a program or event • Very responsive to students' needs, while not being assertive
Referee	<ul style="list-style-type: none"> • Attempt to educate/oversee, while negotiating and handling organization disputes • Provide opportunities and growth through organizational training and team building exercises • Motivates the organization to empower themselves and members through group transformation • Best used when dealing with internal organizational politics and turmoil
Overseer	<ul style="list-style-type: none"> • Stand back to observe from a distance, but serve when called upon • Be a resource when an organization needs experiential learning • Assist in the creation of developing organization's competencies • Can be problematic if group expects more interaction or guidance
Boss	<ul style="list-style-type: none"> • Very authoritative and certain that you have all the correct answers • Creates an atmosphere of the organization to take orders • Good adviser method if individuals are motivated, persuasive and educational • Problematic if executive board or president has the same style or is threaten • Highly responsive and assertive