



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

RSO Requirements .....	3
Recognized Student Organization (RSO) Communities .....	4
RSO Community Rights .....	5
RSO Community Responsibilities .....	6
Re-Registration of RSOs .....	6
Limits to Organization Registration .....	7
Loss of Registration .....	7
Termination of Access to Organization Rights & Resources .....	8
Conflict Resolution .....	8
Events, Programs, and Activities .....	9
Event Submission Process .....	9
Events on University Property Policy .....	9
Guest Policy .....	10
Funding and Finance .....	11
Student Association Finance Board .....	11
Funding Categories .....	12
Funding Options .....	13
Event Revenue Generated Programming .....	14
Fundraising .....	14
Accounting and Reimbursements .....	16
Risk Management and Policies .....	16
Tips on Managing Risk .....	16
Syracuse University Statement of Student Rights and Responsibilities .....	17
Syracuse University Anti-Hazing Policy .....	17
Campus Disruption Policy .....	17
Student Travel Policy .....	17
Campus Posting Policy .....	18
Partisan Political Activity .....	18
Marketing and Branding .....	18
Advisor Information .....	19
APPENDIX .....	22

# Registration and Resources

Welcome to the Recognized 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 Recognized Student Organizations that are under the guidance of the Student Engagement office and the Division of Student Experience. The information provided includes pertinent information regarding the re-registration process, funding opportunities, travel policies, and much more.

## RSO Requirements

All Recognized Student Organizations (RSOs) recognized by the Student Engagement office are required to have, and abide by, the following:

- A University Advisor who is a faculty or staff member at Syracuse University or SUNY-ESF, on-campus, and is chosen by the organization. The University Advisor cannot be a staff member in the Student Engagement office. If the faculty/staff member is part-time, the Student Engagement office will require more explanation regarding what the relationship between the Advisor and RSO will be like. For more information regarding the role of an advisor, review the RSO Advisor Information section in this Handbook or reference [the Advisor Handbook](#).
  - A current and typed constitution that is uploaded to the RSO's Cuse Activities portal. This document must define the 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 must 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 provide consistent and historical context for the organization.
    - A [constitution writing guide](#) is available on the Student Engagement office website. Under 'Student Organizations' select 'Resources and Forms,' and click the 'Constitution Writing Guide' link. Required constitutional amendments are included in this document.
3. A minimum membership of eight (8) currently enrolled Syracuse University and/or SUNY-ESF students are needed for RSOs. RSOs who fail to comply may be placed on a probationary or locked status by the Student Engagement team. For minimum membership requirements of Fraternities and Sororities please consult with [Fraternity and Sorority Affairs](#) (FASA).
- A majority of membership must be held by undergraduate students who have attained a minimum GPA of 2.0. The Student Engagement office reserves the right to monitor the academic performance of individual members of RSOs that maintain grade point average requirements for membership.
  - Students should be in good standing within the Office of Community Standards.
  - Students seeking an exception to any membership rule should submit a [RSO Exception Form](#) via 'Cuse Activities to the staff within the Student Engagement office who will then determine whether, and under what conditions, an exception may be granted.
4. A minimum of four (4) officers. All officers must be full-time, matriculated students, all 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. The Student Engagement office reserves the right to monitor the academic performance of RSO officers.
- All students who seek to hold or fulfill leadership positions within an RSO are not permitted to hold specified positions while studying abroad. Students who hold leadership positions

should be studying on the main campus of Syracuse University or SUNY-ESF. Students seeking exceptions should submit a [RSO Exception Form](#) via Cuse Activities to the Student Engagement office.

5. A philosophy and values that support the educational mission of Syracuse University and SUNY-ESF.
6. A membership that is open to all undergraduate Syracuse University and SUNY-ESF students through general body membership or through an audition process, for inclusive practices.  
**Graduate students are permitted to join RSOs but cannot comprise more than 10% of the RSO's membership.**
  - RSOs may, at their discretion, include other members of the Syracuse University and SUNY-ESF community, including faculty, staff, alumni, and community members in their RSO's membership. 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 an active member's supervision. Associate members may not hold office, vote, or otherwise conduct official RSO business, nor solicit funds on behalf of the organization.
7. Compliance with the Syracuse University Student Conduct Code (<https://experience.syracuse.edu/community-standards/conduct-handbook/>) and all other applicable policies of Syracuse University.
8. 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 laws 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'.

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., officer changes, contact information, constitution updates, etc.).

For more information, contact the Student Engagement office: 230 Schine Student Center, 315-443-2718, [rsohelpdesk@syr.edu](mailto:rsohelpdesk@syr.edu)

## Recognized Student Organization (RSO) Communities

These categories are used for search optimization in the 'Cuse Activities portal. Groups can have more than one identifier and can self-select multiple categories.

**Academic Department:** This community of organizations is centered within an academic department or program at Syracuse University.

**Arts and Entertainment:** This community of organizations creates and/or presents visual arts, student performances, and/or events and programs featuring off-campus talent.

**Cultural/International:** This community of organizations creates opportunities that explore cultural, social, and service aspects of various cultural and international groups.

**Governance:** This community of organizations serves as representatives of the student body to the University community and/or provides advice to faculty and administration.

**Honorary:** This community of organizations promotes scholastic excellence and deep involvement in various academic areas.

**Media/Publication:** This community of organizations is comprised of students who practice the creation and presentation of print, broadcast, and/or electronic media.

**Political/Advocacy:** This community of organizations supports or opposes specific ideology, political thought, or political causes.

**Professional:** This community of organizations helps students prepare for professions after graduation.

**Religious:** This community of organizations' primary purpose is worship, devotion, prayer, meditation, or study of religious concepts. These organizations are also required to register with Hendricks Chapel as part of their RSO registration.

**Service:** This community of organizations provides learning opportunities for students in community service and volunteering - locally, regionally, and nationally.

**Special Interest:** This community of organizations offers students opportunities to get involved in a variety of activities not generally offered in any other category.

Visit ['Cuse Activities](#) for a full list of organizations affiliated with each community.

## RSO Community Rights

1. Student Engagement Recognized Student Organization (RSO) Consultants: All RSOs are assigned an RSO Consultant from the Student Engagement office to help plan events and programs, negotiate and sign contracts, assist with officer transition, and promote the understanding of both University and governing body policies and procedures.
  - RSOs should expect the following of their RSO Consultant:
    - Support and advocacy for student rights and responsibilities
    - A collaborative partnership that nurtures and facilitates development and growth
    - An environment of trust, fairness, and mutual respect
    - Open dialogue, feedback, and listening
2. Student organizations may use the University's name as part of the organization's name only to denote location. For example, "Knitting Club at Syracuse University" is acceptable, while "Syracuse University Knitting Club" is *not* allowed. The use of "Syracuse University ", "SU", "Cuse", "Orange", "Otto", "Citrus", and any other trademarked verbiage in the actual name of any new student organization is *not* allowed. This is effective as of 3/15/2024. RSOs established before this date have been granted an exception to continue using their current names.
3. Use of Syracuse University facilities, services, and resources.
4. Access to 'Cuse Activities: the University's online management system for RSOs. All RSOs have a portal where they can manage membership, communicate with members, add events to the site calendar, request funding, etc.

5. Sponsorship or promotion of activities on university property, following University guidelines.
6. Distribution of literature, posters, banners, or organizational print materials consistent with the [Campus Posting Policy](#) and the [Student Conduct Code](#).
7. Listing in University publications.
8. Eligibility to be considered for awards or honors presented to RSOs and their members.
9. Eligibility to apply for Student Activity Fee funds consistent with the rules and procedures of the Student Association and Syracuse University.
10. Eligibility to fundraise on campus through [approved programs and activities](#).
11. Access to training programs, leadership opportunities, advising, resource referral, and contract negotiation by the staff in the Student Engagement office.
12. Assistance with program development, implementation, and assessment from the Student Engagement office and other University offices.

## RSO Community Responsibilities

- Adhere to all applicable Syracuse University policies, including but not limited to, [Student Conduct Code](#), the RSO Handbook, and the Student Engagement office policies, processes, and procedures.
- Complete the annual re-registration process and transition process.
- Adhere to the updated constitution submitted as part of the RSO re-registration process, concurrent with the academic year.
- Maintain an active and accurate presence on 'Cuse Activities, including membership roster, executive board, advisor contract, and current constitution.
- Serve as an ambassador for your organization and the RSO community.
- Operate and conduct communications under the premise of a university sanctioned "syr.edu" email. This includes student emails.

\*Should practices and responsibilities conducted by the RSO not be reflected in the most updated and approved RSO constitution, the Student Engagement office reserves the right to apply the appropriate section of the Student Association (SA) constitution related to the incident, until changes have been made and properly voted upon by the RSO.

## Re-Registration of RSOs

It is the responsibility of RSOs to re-register with the Student Engagement office each academic year. Re-registration begins at the end of the Spring semester with a required Transition Workshop. The current president and incoming president must both attend this workshop. Re-registration continues during the first three weeks of the Fall semester. The requirements during this period include:

1. The 'Cuse Activities portal must be renewed. This includes updating the profile, constitution, and membership.
2. All executive board members (4) must attend an orientation workshop, offered by the Student Engagement office.
3. Two executive board members must attend a Community Standards workshop.

4. For RSOs that will be requesting budgets, the fiscal agent must attend a fiscal agent training session facilitated by the Student Association Comptroller. Funds will not be allocated to RSOs that have not attended this training. President attendance is optional. Only individuals who have taken the fiscal agent training can submit budget requests.

More information will be provided on the Student Engagement office website and through syr.edu emails including the schedule of workshops and trainings.

If an RSO fails to re-register, they will lose their recognition status with the Student Engagement office and will be required to apply, and be approved, as a new RSO to renew their registration.

## Limits to Organization Registration

RSOs **may not**:

- Enter into any contract or agreement, including offer sheets, or otherwise act on behalf of Syracuse University. Only RSO Consultants or designated Student Engagement staff members can enter into any agreement on the behalf of RSOs.
  - RSO members cannot agree to anything in writing or verbally with any entities.
  - RSOs cannot bring an outside visitor (speaker, presenter, entertainer, influencer, etc.) onto campus without prior Syracuse University approval.
  - Students who enter into any contract or agreement on behalf of their RSO are personally liable for the cost of the contract and the RSO can lose access to future funding as well as their RSO status.
- Authorize the RSO to:
  - Use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or
  - Use the University's logo, seal, or any trademark or copyrighted symbol of Syracuse University without the express permission of the Office of Trademark Licensing, 315-443-4534.
  - For additional information logos, seals, and University trademarks, see the [Marketing & Branding](#) section in this Handbook.
- Imply or otherwise create the appearance that Syracuse University sponsors, controls, or is responsible for the activities of the RSO.
  - Student organizations may use the University's name as part of the organization's name only to denote location. For example, "Knitting Club at Syracuse University" is acceptable, while "Syracuse University Knitting Club" is not allowed. The use of "Syracuse University", "SU", "Cuse", "Orange", "Otto", "Citrus", and any other trademarked verbiage in the actual name of any new student organization is not allowed.

## Loss of Registration

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 a position or office.
2. *Financial*: The student organization is found to have unpaid or overdue bills, overinflated attendance estimates (less than 80%), has made verbal or signed commitments to a vendor (ONLY

University staff have authorization to do this), or the RSO has inadequate resources to cover campus expenses associated with the RSO.

3. *Membership*: The total membership of the RSO decreases below the required eight (8) currently enrolled students, except for Greek organizations.
4. *Disciplinary*: The RSO has been sanctioned for violations of the [Student Conduct Code](#) or related policies.

## Termination of Access to Organization Rights & Resources

If the Student Engagement office receives a report alleging that an RSO is failing to uphold organizational expectations for adherence to policies, as defined in this Handbook, the Student Engagement office's policies, Rights and Responsibilities, or SU's policies more broadly, the Student Engagement staff will review the report and may terminate/suspend access to organizational rights and/or resources and/or may refer the RSO to the Office of Community Standards. Consequences determined by the Student Engagement office will depend on the situation and what policies are alleged to have been violated. The Student Engagement office and the Division of Student Experience reserve the right to terminate an RSO or their access to rights and resources depending on the severity of the violation.

The Student Engagement office uses a progressive discipline process when considering the termination of organizational resources and access for RSOs:

- **First Warning**: Consists of a documented Verbal Warning in which the Student Engagement office will outline why the RSO received this warning, and the expectations needed to correct this matter.
- **Second Warning**: Consists of a Written Warning in which the organization's executive officers are required to meet with the Student Engagement staff to discuss the next steps to correct the issue. Additional training may be required.
- **Third Warning**: Consists of a Written Warning in which the organization will be asked to meet with the Executive Director of the Student Engagement office (or their designee). The organization may be asked to provide an action plan for how they will correct their mistakes. Organizational resources may be suspended at this stage.
- **Final Warning**: Consists of loss of RSO resources and/or the ability to perform functions enjoyed by RSOs such as holding events, utilizing funding, etc. RSOs may be referred to the Office of Community Standards, depending on the severity of the violations.

The Student Engagement office considers each situation independently and will respond appropriately depending on the severity of the allegations. The progressive nature of these consequences is subject to adaption or change at the discretion of the Student Engagement office. Finally, your club's status will restart every academic year/transition of leadership.

## Conflict Resolution

Conflict is common in group settings, and conflict resolution is a skill developed through ongoing training and development. In addition to discussing organizational conflict with your RSO advisor, the Office of Community Standards is another resource available to RSOs seeking guidance on resolving conflict within your organization. This is a proactive approach to conflict resolution that helps students and RSOs move through the process. This is not the same as reporting a concern to the Office of Community Standards. To request a consultation meeting, email [studentconduct@syr.edu](mailto:studentconduct@syr.edu).

Community Standards also offers several trainings that can support students in building upon their leadership skills. Conflict Coaching is a 60-minute session that provides students with the tools for



addressing conflict. To view this and other training opportunities visit: [Community Standards: Request a Training](#).

## Events, Programs, and Activities

RSOs in good standing with the Student Engagement office and Syracuse University are permitted to host events, programs, and activities on and off campus. It is the responsibility of the RSO to uphold and maintain the expectations and policies listed below.

### Event Submission Process

All events and activities hosted by RSOs, and being promoted using the RSO name, must be submitted through the Event Submission process, available via 'Cuse Activities, for approval by the Student Engagement office. Events not submitted and approved by the Student Engagement office will be considered a violation of RSO guidelines and are subject to the progressive discipline process described above.

### Events on University Property Policy

#### Event Authorization

1. All requests to hold events on the Syracuse University campus or on property controlled, operated, and/ or owned by the University must be sponsored by a Syracuse University administrative or academic department or a Recognized Student Organization (RSO).
2. Requests for events to be held in residence halls should be requested through the specific residence hall director.
3. Syracuse University generally does not register or supervise events held by individuals, groups, or organizations off-campus or in locations or facilities other than those described above.
4. Per the Student Association Finance Codes, RSOs may also host off-campus events in the following Syracuse area affiliated locations:
  - a. Drumlins Country Club and Banquet Facilities
  - b. Chabad House
  - c. Barner-McDuffie House (119 Euclid)
  - d. Native Student Program House (113 Euclid)
  - e. Student Legal Services
  - f. Comstock Art Facility
  - g. Islamic Mosque
  - h. Alibrandi Catholic Center
  - i. Syracuse Stage
  - j. Winnick Hillel Center
  - k. Community Folk Art Center
  - l. Westcott Theater
  - m. Walnut Park and Thornden Park
  - n. Other locations as determined by the Finance Board
5. The University reserves the right to establish the location of an event, limit the duration, mandate levels of services to be present in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of university property.
6. Events are considered scheduled only when the individual, group, or organization sponsoring the event has received confirmation from the Student Engagement office via a Cuse Activities Event Submission Approval Form.

Failure to abide by any of the guidelines listed in the [Events on University Property Policy](#) could result in the loss of RSO privileges, funding, and/or University recognition and/or referral to the Office of Community Standards for adjudication.

### **Student Concerts**

Hosting a concert on campus is a costly endeavor and requires expertise in major event planning, contracting, and execution. To ensure that RSOs have the support necessary to execute a concert on campus, they are required to have a sponsoring department or organization that assists with event planning and execution. This can include Student Events & Activities (a functional area within the Student Engagement office), the Intercultural Collective, a sponsoring college or academic department, etc. This can also include the University Union, the official programming board of Syracuse University.

Review the full policy: [Events on University Property Policy](#)

### **Compliance**

1. All events must comply with all local, state, and federal laws, with this policy, and with all other applicable Syracuse University policies including, without limitation, the Campus Disruption Policy, the Student Conduct Code, and the Campus Posting Policy.
2. Nothing in this policy is intended to restrict University students, faculty, or staff from engaging in spontaneous, peaceful demonstrations on university property, provided all applicable local, state, and federal laws as well as all applicable University policies are followed.

## **Guest Policy**

The policy and procedures related to guests, including speakers/performers/artists, on campus exists to allow Recognized Student Organizations (RSOs) to host non-Syracuse University or ESF affiliated guests in a manner that does not infringe upon the comfort and rights of other members of the Syracuse University community and maintains an appropriate level of safety and security for all. There may be times when this policy may be restricted or modified due to safety and security concerns, or for public health emergencies.

In consultation with the Department of Public Safety, Student Engagement reserves the right to restrict or limit attendance at any event hosted by a Recognized Student Organization (RSO). Any RSO planning to host a non-Syracuse University or ESF affiliated speaker/performer/artist or guest should confer with their RSO Consultant as early as possible, and at least five (5) weeks in advance of the proposed event, and follow any procedures outlined.

Students and RSOs are responsible for the behavior of their guests. Hosting RSOs are responsible for informing all attendees of Student Engagement and Syracuse University policies, and all applicable state and local laws. If the University terminates its permission for event attendees for any reason, attendees must depart the event immediately. If an attendee(s) violates University policy and/or local/state 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 attendees.

Non-affiliated attendees attending events hosted by RSOs should not be included in the expected attendance count when requesting a budget through the Student Association.

### **Additional Guidelines for Outside Speakers/Performers/Artists:**

High profile outside guests may give rise to public disagreement. To proactively maintain overall student and staff safety and well-being, the following guidelines have been established by the Department of Public Safety and Student Engagement for any outside speaker/performer/artist:

1. In-person event attendance may be limited to Syracuse University and ESF students, faculty, and staff. Arrangements can be made to live-stream the event should attendance limits be necessary.
2. A guest list for the speaker/performer/artist must be submitted and approved by Student Engagement at least one (1) week in advance of the event. No additions will be permitted after this deadline. Approved guests are required to show photo ID to be admitted. Syracuse University reserves the right to limit the number of guests permitted to attend.
3. Events must be ticketed through the Student Engagement Box Office.
4. Both the ticket and a Syracuse University/ESF ID will be required to gain entry to the event.
5. The Syracuse University Clear Bag Policy applies at these events. The full policy can be found [here](#).
6. To ensure the safety, security, and accessibility of all attendees, the following items are prohibited at these events:
  - a. Amplified sound of any kind, including megaphones, blowhorns, etc.
  - b. Fliers and/or posters
7. The speaker/performer/artist must be vetted by the Department of Public Safety and Student Engagement a minimum of four (4) weeks in advance of the proposed event date, and a safety and security plan must be approved prior to final approval being granted by the Student Engagement office. No advertising of events is permitted until final approval is granted by the Student Engagement office.
  - a. The safety and security plan may include additional staffing and costs not previously budgeted for. These costs may be the responsibility of the RSO and may be requested through a Contingency Request.
8. The Department of Public Safety and/or the Student Engagement office reserves the right to relocate events to maintain an appropriate level of safety and security for all.
9. The hosting RSO is required to identify a point person from the RSO for disruption monitoring and management.
  - a. A pre-determined disruption management outline and script will be provided to the point person and must be adhered to.

## Funding and Finance

The Student Association Finance Board is the primary source of funding for RSOs. Every RSO can request the following categories of funding to support their initiatives:

- Advanced Semester Allocation
- Semester Allocation
- Contingency Funding

The amount of funding an organization can receive, and how it can be used, is based on their Funding Category and Funding Tier. See the Appendix for more information on the tier system, funding, and what additional resources the Student Association provides.

## Student Association Finance Board

It is the responsibility of the Student Association Finance Board to allocate the Student Activity Fee to RSOs in an efficient and timely manner, and to ensure transparency of processes, deadlines, policies, and decisions. The Finance Board strives to find a balance between funding large-scale events and programs while also ensuring there are opportunities for all RSOs to receive financial support.

The Finance Board is the financial arm of the Student Association. Led by the Comptroller and 12 elected members from different RSO communities, the Finance Board makes financial decisions for different RSOs on campus. Finance Board recommendations are sent to the Student Association Assembly for approval. Using the Finance Codes to guide their decision-making, the Finance Board votes on each individual budget fairly to make equitable decisions for all RSOs.

As part of the Finance Board's Advanced Semester Allocation review process, representatives from any RSO requesting funds are required to meet with the Finance Board to discuss their request. The Finance Board will make appointment times available once the funding deadline has passed. Failure to meet with the Finance Board will result in an automatic denial.

- A. After meeting with the Finance Board, the Finance Board may require additional information regarding the submitted budget. The Finance Board will request this additional information via a budget questionnaire. This request will be submitted to the RSO in accordance with the established budget timeline, and the RSO will be provided with adequate time to complete it. 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 which will vote to approve or deny the budget request(s).
- C. RSOs 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. RSOs that are denied through the Advanced Allocation process are eligible to apply through Semester Allocations for different events and programs.

## Funding Categories

**Event Based/Performance** - RSOs in this category can only request funds to host events. Events are defined as:

- a. Arts/Theatrical (student performance-based)
- b. Cinema
- c. Community Service
- d. Entertainment (concerts, comedy, parties/festivals)
- e. Educational
- f. Speakers

Many RSOs fall under this funding category. Funds requested for events and programs in this category must be related to the main mission of the RSO. For example, a culturally based group whose mission is to raise awareness of their culture on campus can only request funds for events that promote that culture.

Performance-based RSOs typically apply for funding for their student-based shows related to the organization's mission. Examples include dance and acapella performances and theatre productions.

Professional or academic-based RSOs in this category typically only request funds to attend related conferences and professional development opportunities like workshops and guest speakers. Very rarely

do these RSOs get approved for funding to host parties, concerts, etc. Organizations in this category can utilize any type of funding.

**Supply Only** - RSOs in this category can only request funds to order supplies. The supplies requested must be related to the main purpose and mission of the organization. For example, a club that builds racecars can only apply for funding for parts to build their racecar. Most groups that are Supply Only use Advanced Semester Allocation funding to order supplies for each semester.

**Publication** - RSOs in this category typically have a media/publication classification for their RSO. Publications include:

- a. Comedy
- b. Culture
- c. Entertainment
- d. Informative
- e. Newspaper
- f. Other, as determined by the Finance Board.

Publications can only request money for expenses that are related to producing their publication.

Funding for publications can only be requested through Semester Allocation funding.

**Operating** - RSOs in this spending category may request funding once per academic year for operational expenses. This includes, without limitation, supplies, equipment, entertainment, space, etc. Operating RSOs are those organizations that are serving the broad campus community through their mission and work (i.e. campus media and news, etc.).

## Funding Options

RSOs have several options to obtain funding for events, publications, etc. The options are:

- Semester Allocations
- Advanced Allocations
- Expenditure Requests
- Contingency Requests

The Funding Category dictates the type of funding each RSO may apply for. If you are not sure what category your RSO falls under, contact your RSO Consultant.

The Student Engagement office maintains Student Association-allocated funds, miscellaneous funds (ticket sale revenue), gift accounts, and RSO fundraising accounts. Co-curricular grants are managed by the Division of Student Experience. RSOs are required to keep all organizational monies in accounts managed by the Student Engagement office. RSOs are not permitted to have off-campus bank accounts.

### Advanced Semester Allocation

Advanced 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 semester or annual budgets. This process also applies to RSOs wanting to host events.

Applications are submitted to the Student Association Comptroller using the application form located in 'Cuse Activities. Deadlines are announced at the beginning of each semester. Estimates, quotes, and/or

alternative proofs of cost for each item requested are required. Failure to provide all requested documentation will result in an automatic denial. All organizations are strongly encouraged to meet with their RSO Consultant to ensure their applications are in order before submitting a funding request.

## **Semester Allocation**

Semester Allocation is available for current semester use. The Comptroller will accept applications throughout the semester on a first come, first served basis. Budget requests that are denied are eligible to correct their applications and resubmit the following week. The Comptroller will continue accepting applications until a date specified by the Finance Board, towards the end of the semester, or until available funding is depleted. RSOs are strongly encouraged to meet with their RSO Consultant to ensure their applications are in order before submitting a funding request.

## **Contingency Funding**

Contingency Funding is available through 'Cuse Activities to RSOs that have already received an Advanced Semester Allocation or a Semester Allocation and is only available if outside circumstances, such as an artist cancellation or price change on material goods, affect an RSO's ability to complete their initiative at the budgeted level. The Contingency Funding request must be completed by the RSO and approved by the Student Association Comptroller before a purchase/payment will be authorized. For example, an artist requests hospitality (i.e. food) be provided during their performance. The RSO was unaware of this request/need when they submitted their original budget. The RSO can request Contingency Funding to cover the hospitality expenses.

## **Expenditure Requests**

Expenditure Requests are available on 'Cuse Activities, under the RSO's Finance tab. Requests must be completed by the RSO and approved by the Student Association Comptroller before a purchase/payment will be authorized. Expenditure Requests are used when an RSO wants to utilize funds in a different way than originally approved. For example, an RSO applied to have an event in the Underground but now wants to move to the Goldstein Auditorium. They would like to reallocate money from the approved amount provided by the Student Association for the artist fee to cover the additional cost of changing venues. Expenditure Requests are also used when an RSO wants to utilize funds from their Miscellaneous Account.

## **Event Revenue Generated Programming**

Any programming that will generate revenue or ticket sales must align with the policies of the Student Engagement office. All spaces must be reserved through 25Live and the Box Office must be used for ticket sales (which is requested through the Event Submission Form in 'Cuse Activities). The RSO must meet with a staff member in Event and Technical Services (within the Student Engagement office) at least two to three weeks prior to the event. Tickets will be on sale and available until your event begins, or it sells out. Once the event is completed, the revenue generated from ticket sales will be deposited into your miscellaneous account within the Student Engagement office. Any questions about the virtual Box Office process should be submitted to: [boxoffice@syr.edu](mailto:boxoffice@syr.edu).

## **Fundraising**

The following guidelines are applicable to all fundraising activities by RSOs on Syracuse University owned, operated, and/or controlled property:

1. The sponsor of a fundraising activity must complete an Event Request Form on CUSE Activities and obtain approval for the fundraising activity from Student Engagement.
2. The fundraising activity must benefit the University community in a way that is consistent with its educational mission.
3. The purpose for which the funds will be raised must be consistent with the purpose of the RSO and must comply with all applicable policies of Syracuse University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
4. An accounting of any funds raised must be provided to Student Engagement within five (5) business days following the event.
5. A currently enrolled student member of the sponsoring RSO must be present during the entire event.
6. In the absence of an available exemption, the RSO is required to coordinate with Student Engagement to ensure the collection, reporting, and payment of all applicable New York State Sales and Use Taxes.
7. RSOs are responsible for ensuring that proposed activities comply with all applicable federal, state, and local laws, rules, and regulations.
8. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting RSO's name, goods and/or services being sold, and prices.
9. Neither individuals (regardless of affiliation with Syracuse University) nor private, commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:
  - a. Individuals or organizations with whom/which Syracuse University has a written contract.
  - b. Individuals or organizations authorized in writing by Syracuse University to engage in the sales of goods or services for the benefit of an RSO.
10. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event.
11. Syracuse University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including, without limitation, requirements that such parties furnish evidence of insurance conducting RSO's name, goods and/or services being sold, and prices.
12. Syracuse University reserves the right to approve and/or verify the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

### **RSO Exception Request Form: Vendor Sales on Campus**

Neither individuals (regardless of affiliation with Syracuse University) nor private or commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:

- i. Individuals or organizations with whom/which Syracuse University has entered into a written contract.
- ii. Individuals or organizations authorized in writing by the Student Engagement office to engage in the sales of goods or services for the benefit of an RSO using the form available via 'Cuse Activities.

To request an RSO Exception for Vendor Sales on Campus complete this form: [RSO Exception Request Form - Vendor Sales on Campus](#)

### **Reservation of Rights**

Syracuse University reserves the right to amend this policy at any time. For the complete policy, see information from the [Fundraising Policy, Student Organizations](#).



## Accounting and Reimbursements

**Accounting:** Student Engagement maintains Student Association allocated funds, miscellaneous funds (ticket sale revenue), gift accounts, and organization fundraising accounts. Co-curricular grants are managed by the Division of Student Experience. Organizations are required to keep all money within University accounts. RSOs are not permitted to have off-campus bank accounts.

**Student Reimbursements:** Only the RSO fundraising account can be used for reimbursements. Student Association allocations as well as miscellaneous accounts cannot be used for reimbursements. All transactions from these accounts must go through the RSO Consultant in Student Engagement.

Taxes paid can be reimbursed to students from fundraising accounts because these accounts are not classified as University funds. Work with your RSO Consultant to complete these requests.

The [required student reimbursement request form](#) is available via 'Cuse Activities.

**Travel Reimbursements:** Students can only be reimbursed for travel expenses from their fundraising account, as Student Association funds cannot be used for travel costs (apart from operating RSOs that specify this in their Advanced Semester Allocation submission). Students need to submit original itemized receipts or proof of payment, description/reason for travel including dates, transportation type, RSO-related reason for travel, and SUID # to receive reimbursement. Work with your RSO Consultant to complete these requests.

The required [student travel reimbursement request form](#) is available via 'Cuse Activities.

## Risk Management and Policies

### Tips on Managing Risk

A key element of success for any 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. For RSOs to remain at Syracuse University, it is important you take precautions and carefully plan your activities so you can avoid situations that may jeopardize your standing as an RSO on campus.

It is important that every time your RSO holds an activity, you balance the risks of the activity against what you expect to gain from it. 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 and planning, you need to take those 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 can result in criminal penalties (i.e. serving alcohol to minors, hazing).
- Participants should be warned in advance 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 and/or officers are covered by that policy for local chapters.
- Contracts are legally 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 members - 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 rights found in the Student Conduct System Handbook. 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, see the [Student Conduct System Handbook](#).

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

## Campus Disruption Policy

Syracuse University regulations regarding 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.

For the complete policy, see information from the [Campus Disruption and Demonstration Policy](#).

## Student Travel Policy

Activities and events covered under this policy include:

- RSO travel
- Club sports travel
- Student Association-funded travel
- Travel by a student or students representing a spiritual or faith-based student group affiliated with Hendricks Chapel
- Travel by a student or RSO officially representing the University such as leadership academies, conferences, and other programs

All covered activities that occur beyond Onondaga County are included in the Student Travel Policy. Covered activities within Onondaga County are excluded from the Student Travel Policy and are considered field trips.

This policy does not apply to study abroad travel, travel under the auspices of the Department of Athletics, travel organized by a school or college for academic purposes, or travel undertaken by individual students for activities or events not covered by this policy. Some examples include:

- Attending out of town athletic/recreational events as a non-participant (except when traveling on behalf of or with the financial support of an RSO as described above).
- Engaging in student teaching, internships, practicums, observations, or research.
- Participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.
- Participating in community engagement activities organized by the Mary Ann Shaw Center for Public and Community Service.

Refer to the full policy: [Student Travel Policy](#)

## Campus Posting Policy

### Approval for postings by Recognized Student Organizations (RSOs)

Recognized student organizations (RSOs) must have posted items approved in advance by the Student Engagement office regardless of proposed posting location. The Student Engagement office will notate materials that have been approved for posting. All materials should be removed within 24 hours following an event or program.

Digital signage only can be used in:

- Dining halls: Dining Services, 315-443-3803
- Schine and Goldstein Student Centers: Student Engagement, 315-443-2718
- [Submit a Digital Signage Request](#)

Refer to the full policy: [Campus Posting Policy](#)

## Partisan Political Activity

Syracuse University values and encourages the expression and exchange of ideas and encourages students, faculty and staff to exercise their rights and privileges as individuals by participating fully in the political process.

Policy is subject to change. To verify the most up to date policy, please visit: [Partisan Political Activity](#).

## Marketing and Branding

Student organizations may use the University's name as part of the organization's name only to denote location. For example, "Knitting Club at Syracuse University" is acceptable, while "Syracuse University Knitting Club" is not allowed. The use of "Syracuse University ", "SU", "Cuse", "Orange", "Otto", "Citrus", and any other trademarked verbiage in the actual name of any new student organization is not allowed.

Looking to promote your organization on campus? Submit your flyers and promotions through Digital Signage.

## Advisor Information

### What is an Advisor?

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

For more information on the Advisor's role, refer to the Advisor Handbook.

### What is an RSO Consultant?

Student Engagement staff members serve as RSO Consultants to all RSOs. Each RSO is assigned to an RSO Consultant by the Student Engagement office, and RSOs are expected to work closely with their RSO Consultant. The Consultants provide best practices to accomplish successful events and programming, as well as budgetary and fiscal management, and overarching logistics on how to remain an active RSO. Consultants serve as advocates and liaisons for RSOs to administrative staff and campus partners.

Consultants and Advisors work hand in hand for the growth, development, and success of all RSOs.

## Basic Expectations of the RSO Consultant

Listed below are the basic expectations of RSO Consultants in the Student Engagement office.

### Basic Expectations

- Negotiate contracts for events, programs, and initiatives on behalf of the RSO.
- Execute payments and supply orders pre and post event.
- Enforce campus and department policies and procedures.
- Assist with preparing and submitting budget requests.
- Facilitate annual re-registration period including training/workshop facilitation.
- Communicate relevant updates to RSO leaders including upcoming events, required training, and leadership development opportunities.
- Point of contact between RSO and Budget Manager for current fund availability.

## Basic Expectations of the University Advisor

It is important that Advisors serve in an active role for RSOs.

### Advisor Contract

All faculty/staff members who agree to serve as an Advisor must sign an Advisor Contract. The Advisor terms and conditions must be signed and updated each year and submitted to the Student Engagement office to maintain up-to-date records. This should be completed during the re-registration period each fall.

### Basic Expectations

- Must be a faculty or staff member actively working on campus.
- Be informed about the RSO including the RSO mission, purpose, and constitution, providing advice when needed.
- Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
- Preserve the continuity of the organization through the constitution, traditions, files, and minutes stored in `Cuse Activities.
- Serve as a resource for planning and organizing as well as knowledge of the campus community.
- Encourage the use of procedures to ensure that meetings run in an efficient, orderly, and consistent manner.
- Encourage students to understand and apply democratic principles, including the recognition of diverse opinions and rights.
- Attend as many RSO meetings and events as possible and hold periodic meetings with the Executive Board/RSO officers.
- Articulate campus policies and procedures and help eliminate/reduce barriers when necessary.
- Support officers and be available for evaluation of ideas.
- Facilitate discussions among officers and between officers and members.
- Be familiar with national chapter structure and services if relevant.
- Advise individual students when necessary and mediate interpersonal conflicts that arise when necessary.
- Provide historical context of RSO to new leadership/information necessary for leadership transitions.
- Maintain a close relationship with the Executive Board and members of the RSO.
- Sign annual Advisor Contract in `Cuse Activities.

### **Basic Expectations of the RSOs**

Listed below are expectations of RSOs when working with their **Advisor**:

- Keep in mind that the Advisor has a life outside of the RSO and respect their time accordingly.
- Orient and keep the Advisor informed of all RSO functions, activities, and/or problems.
- Provide the Advisor with regular minutes and the financial condition of the RSO.
- Respond promptly to the Advisor's inquiries and requests.
- Respect decisions of the Advisor made in the interest of the RSO or the University.
- Comply with all University, municipality, state, and national laws and policies.
- Understand that the Advisor 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 RSO 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 RSO is looking for from its Advisor and in what areas the Advisor can be of assistance.
- Confirm the appointment of the Advisor each year and be certain the Advisor is willing to serve.

Listed below are expectations of RSOs when working with their **RSO Consultant**:

- Communicate all semester plans including budget requests, event logistics, and updated contact information.

- Upon funding approval, notify RSO Consultant of approved expenses and any necessary purchases the RSO is requesting.

# APPENDIX

## Section 1.1 - Student Association Funding

<b>What does the Student Association provide funds for (if requested)?</b>	
<b>Provides</b>	<b>Does not Provide</b>
*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 \$150]	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 per event)	Books/ Magazine subscriptions (with the exception of publication groups)
Safety and 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 are any questions regarding the Student Association funding parameters, or how you can utilize organizational funds, please contact Student Engagement at [rsohelpdesk@syr.edu](mailto:rsohelpdesk@syr.edu).**

## Section 1.2 - Tier System

Recognized Student Organization Tier System		
Tier Level	Amount (amount that RSOs qualify for per event)	Justification
Tier 1	\$12.5K (Twelve-Thousand and Five Hundred Dollars)	RSOs with no capital, or groups that do not program or conduct events at a high level, should not expect to receive more than \$12,500 per event or initiative.
Tier 2	\$25K (Twenty-Five Thousand Dollars)	RSOs that have had a few successful events/programs but do not have extensive programming experience should not expect to receive more than \$25K per event or initiative.
Tier 3	\$40K (Forty-Thousand Dollars)	RSOs that have conducted successful events/programs at the preceding programming level are eligible to receive funds per event not to exceed \$40K per event or initiative.
Tier 4	Not to exceed \$95K (Ninety-Five Thousand Dollars)	RSOs that have clearly demonstrated, proven, and conducted multiple successful events/programs at each level are eligible for funds per event not to exceed \$95K.

- \* RSOs can build capital by putting on successful events under the Student Association and the Student Engagement office.
- \* RSOs can be considered to move up a tier after two (2) years (four (4) semesters).
- \* **ALL NEW RSOs ARE AUTOMATICALLY ASSIGNED AS A TIER 1 ORGANIZATION.**

## Section 1.3 - Risk Assessment Checklist

<b>Risk Assessment Checklist</b>		
<b>The following is a simple risk assessment checklist for you to use when planning an event:</b>		
(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, risk to reputation, etc.
	Risk Assessment	Risks should be evaluated by the seriousness of their potential impact on the individual and the 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><b>If the plan is difficult to implement, you cannot identify appropriate safeguards, or is 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.</b></p>		

Student Engagement is committed to the success of your RSO. Part of that success is risk management. If you have any questions or would like more information about risk management, visit the Student Engagement office in Schine Student Center, Suite 230, 315-443-2718, <mailto:stactivities@syr.edu>.



## Section 1.4 - RSO Officer Positions and Roles

While each organization may have different roles within their Executive Boards (E-boards), the Student Engagement office requires that every organization include the following four primary positions. These positions are listed below with a description of their general responsibilities. RSOs can customize and expand upon these responsibilities to suit their specific needs.

### General E-Board Guidelines

An Executive Board (E-board) differs from the general body of your organization in that it is responsible for organizing and planning events, operations, and finances.

The Student Engagement office requires a minimum of four E-board members and a maximum of \_\_\_\_ E-board members.

E-board meetings should occur at least once every two weeks, while general body meetings should be held at least once a month.

We strongly encourage all RSOs to elect officers, vote, and make decisions democratically. RSOs must document these election processes in their constitution and use the tools available in 'Cuse Activities.

### President (or equivalent, required)

- Preside over E-board and general body meetings.
- Prepare agendas for each meeting.
- Appoint committees and delegate tasks among RSO members.
- Approve all outgoing communications.
- Attend training sessions provided by the Student Engagement office and other campus departments.
- Act as the primary contact for the Student Engagement office.

### Treasurer/Fiscal Agent (or equivalent, required)

- Submit requests for events and supplies to the Student Association Finance Board.
- Attend Fiscal Agent Training.
- Provide a financial report at each meeting.
- Track the RSO's budget.
- Serve as the point of contact for the Student Association Comptroller and Finance Board.

### Vice President (or equivalent, required)

- Attend all RSO meetings.
- Assist the President with any assigned duties.
- Assume the President's responsibilities in their absence.
- Participate in training provided by the Student Engagement office and other campus departments.

### Secretary (or equivalent, required)

- Record minutes of discussions at each meeting.
- Distribute minutes after meetings.

- Review and obtain approval for the minutes.
- Maintain an accurate and current list of members (update 'Cuse Activities).
- Keep a copy of the constitution and/or bylaws readily available for reference during meetings.
- Submit details of all RSO events and activities (regardless of funding source) to 'Cuse Activities.

Suggested Additional Roles for Event-Based Organizations:

**Event Coordinator (Optional)**

- Organize and coordinate event logistics.
- Manage the event budget in conjunction with the Fiscal Agent/Treasurer.
- Oversee marketing for events.
- Submit event details to 'Cuse Activities.
- Coordinate volunteers.
- Update members on event details.
- Serve as the primary contact for communication with University Events.

\*\*Certain RSOs may have other officers that serve as general members of the E-board, committee chairs, or other roles.