

Table of Contents

Table of Contents	1
Registration and Resources	2
RSO Requirements	2
Registered Student Organization (RSO) Communities	3
RSO Community Rights	4
RSO Community Responsibilities	5
Re-Registration of RSO.....	5
Limits to Organization Registration	6
Loss of Registration.....	7
Conflict Resolution.....	7
Funding and Finance	7
Student Association Finance Board	8
Funding Categories	8
Funding Options.....	9
Event Revenue Generated Programming.....	11
Fundraising.....	11
Accounting and Reimbursements.....	13
Risk Management and Policies	15
Tips on Managing Risk	15
Syracuse University Statement of Student Rights and Responsibilities	15
Syracuse University Anti-Hazing Policy.....	16
Campus Disruption Policy	16
Guest Policy.....	17
Registered Student Organization Travel Policy	17
Marketing and Branding	19
Categories and Trademarking Usage Guidelines.....	19
Advisor Information	21
Basic Expectations of the RSO Consultant.....	21
Basic Expectations of the University Advisor.....	21
Basic Expectations of the RSOs.....	22
APPENDIX.....	23
Section 1.1- Student Association Funding	23
Section 1.2- Tier System	24
Section 1.3- Risk Assessment Checklist	25
Section 1.4- Advisor Tips & Best Practices.....	26

Registration and Resources

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 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 Registered Student Organizations (RSOs) recognized by the Student Engagement office are required to have, and abide by, 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 the Student Engagement office. If faculty/staff are part-time, the Student Engagement office will require more explanation of what the relationship between the Advisor and organization will be like. For more information regarding the role of an advisor, please review the RSO Advisor Information section or reference [the Advisor Handbook](#).
2. A current and typed constitution that is uploaded to the RSO's 'CuseActivities 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 'CuseActivities 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 support to 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 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 the Fraternity and Sorority Affairs office (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 an RSO 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 will be granted.
4. A minimum of at least 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 staff within the Student Engagement office.
5. A philosophy which supports the educational mission of Syracuse University/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 optional.

 - RSOs may, at their discretion, include other members of the Syracuse University and SUNY-ESF community, including faculty, staff, and community members in their membership (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.
 7. Compliance with the Code of Student Conduct (<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 'CuseActivities 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, please contact the Student Engagement office at stactivities@syr.edu.

Registered Student Organization (RSO) Communities

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

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

Arts and Entertainment: This community of organizations' primary purpose is the creation and/or presentation of visual arts, student performances, and/or events and programs featuring off-campus talent.

Cultural/International: This community of organizations' primary purpose is the creation of opportunities that explore cultural, social, and service aspects of various cultural and international groups.

Governance: This community of organizations' primary purpose involves serving as representatives of the student body to the University community and/or providing 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' primary purpose supports or opposes specific ideology, political thought, or political causes.

Professional: This community of organizations' primary purpose is to help 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 the areas of 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 ['CuseActivities](#) for a full list of organizations affiliated with each community.

RSO Community Rights

1. Student Engagement Organization 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. Use of Syracuse University's name as part of the organization's name to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "The Syracuse University Bowling Club" is not allowed. Use of SU trademarked words such as, but not limited to, "Orange" and "Otto" is prohibited for RSOs. RSOs established prior to 2019 have been granted one-time exceptions.
3. Use of Syracuse University facilities, services, and resources.

4. Access to 'CuseActivities: 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 [Code of Student Conduct](#).
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 of the Office of Student Engagement.
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, [the Code of Student Conduct](#), the RSO Handbook, and the Student Engagement office policies, processes, and procedures.
- Complete the annual re-registration 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 individual organization as well as 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 RSO

It is the responsibility of established student organizations 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 'CuseActivities portal must be renewed. This includes updating the profile, constitution, and membership.
2. At least one executive board member must attend a series of leadership workshops, offered by the Student Engagement office.
3. All executive board members must attend a Community Standards Workshop.
4. The president is required to meet with their organization's RSO Consultant to review yearly goals and plans. Other members of the organization are welcome to attend.
5. For organizations that will be requesting budgets, the president or 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.

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

If an organization 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 registered organization 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.
- Authorize the organization 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 Auxiliary Services, 315-443-2722.
 - 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.
 - 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 acceptable, but 'Syracuse Bowling Club' is not. 'Syracuse University' and any names associated with 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 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, has made verbal or signed commitments to a vendor (ONLY University staff have authorization to do this), or the organization 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 [Code of Student Conduct](#) or related policies.

Standard progressive disciplinary steps will be taken with RSOs up to and including loss of registered status. The steps may vary based on the severity of the violations at the discretion of the Student Engagement office.

- ❑ **Step 1:** The violating organization will be subject to individualized training with the Student Engagement office. This training must include all members of the Executive Board. Organizations will be placed on probation until this training is completed.
 - a. *Repeated offenses within 2 years of training may move to step 2.
- ❑ **Step 2:** The violating organization may be locked through the following semester and be unable to operate as a Registered Student Organization
- ❑ **Step 3:** Additional violations may result in the loss of registered organization status. Executive Board members may be prohibited from serving on additional RSO Executive Boards.

Conflict Resolution

The Student Association Supreme Court is the high court of appeals for the Student Association at Syracuse University. The Supreme Court will review requests and assign them to the Trial Court or the full court, depending on the merits of the request. If you are experiencing conflict within your organization, consider working with the Student Association Supreme Court. If you wish to get the Student Association Supreme Court involved to review legislation, perform disciplinary hearings, mediate between RSOs, etc., complete the [Court Action Request Form](#).

Funding and Finance

Every RSO has the right to 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 student organizations 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 Assembly for approval. Using the Financial Code, the Finance Board votes on each individual budget fairly to make equitable decisions for all RSOs.

As part of the Student Association Finance Board's Advanced Semester Allocation review process, representatives of 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 requests.
- 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 who 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 in order 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 that are related to the mission of the organization.

Professional 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 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 that is related to producing their publication.

Funding for publications can only be requested through Semester Allocation funding. The Publication Guide for Student Organizations can be found on the OSE website: [Publication Guide for Student Organizations](#)

Operating - RSOs in this spending category may request funding once per academic year for operational expenses. This includes, but is not limited to, 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

Refer to the section on [Funding Categories](#) for a description of each type of RSO (related to funding). 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 money in accounts within 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 'CuseActivities. Deadlines are announced at the beginning of each semester. Estimates, quotes, 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.

Semester Allocation

Semester Allocation is available for current semester use. The Comptroller will accept applications weekly 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. All organizations are strongly encouraged to meet with their RSO Consultant to ensure their applications are in order before submitting.

Contingency Funding

Contingency Funding is available through 'Cuse Activities to organizations that have received Advanced Semester or Semester 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 at the budgeted level. They 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 submit for Contingency Funding to cover the hospitality request.

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 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 within 25Live. Secondly, the RSO must meet with a member of the Event and Technical Services staff within the Student Engagement office. This should be completed two to three weeks prior to the event. Then, a Box Office request should be completed. This request can be submitted once the space reservation is confirmed. The virtual box will build your event in the Box Office system. Tickets will be on sale and available until the beginning of your event. Once the event is completed the revenue generated from ticket sales will be deposited into your miscellaneous account with the Student Engagement office. Any questions about the virtual Box Office process should be submitted to: boxoffice@syr.edu.

Fundraising

Policy on Fundraising by Registered Student Organizations:

A. Definition:

For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

B. Guidelines:

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

1. The sponsor of a fundraising activity must complete an event request form on Cuse Activities and obtain approval of the fundraising activity from the Student Engagement office. If you need help with this process, please contact your RSO Consultant.
2. The fundraising activity must provide a benefit to the University community in a way that is consistent with the University's educational mission.
3. The purpose for which the funds will be raised must be consistent with the purpose of the RSO and the [Code of Student Conduct](#) and other 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 the Student Engagement office within five (5) business days following the event.
5. A currently enrolled student member(s) of the sponsoring RSO must be present during the entire event.
6. In the absence of an available exemption, the RSO is responsible for ensuring 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 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:
 - i. Individuals or organizations with whom/which Syracuse University has entered into a written contract.

- ii. 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 coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
 12. Syracuse University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

C. Fundraising for Non-University affiliated Charitable Organizations

Fundraising for non-profit, charitable organizations (e.g., *The Red Cross, Salvation Army*, etc.) having no direct affiliation with Syracuse University is permissible provided that the above guidelines are followed, and:

1. The organization submits a statement of support on the organization's letterhead to the Student Engagement office and the Center for Public and Community Service acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
2. The organization provides proof to the University that it is registered with the Secretary of State of the State of New York as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
3. The RSO planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
4. Educational information about the agency and the services it provides is made available at the event.
5. Notwithstanding paragraph B(6) above, in the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable New York State Sales and Use Taxes.
6. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

D. Fundraising Examples:

Syracuse University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.

1. Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)
2. Cashless donations through their University established fundraising page (see your RSO Consultant to access and/or request)
3. Donations of items of value (e.g., clothing, school supplies)
4. Items for sale that are directly related to the RSO's mission or goals (e.g., plants sold by the Horticulture Club)
5. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
6. Pre-packaged items (e.g., candy, gum)

E. Prohibitions

Syracuse University reserves the right to restrict all fundraising activities to reasonable time, place, and manner. The following activities are specifically prohibited:

1. Door-to-door fundraising on Syracuse University owned, operated, or controlled property

2. Fundraising on the University Quadrangle
3. Fundraising for any candidate for political office
4. Sale or distribution of items that violate University trademark rights or existing contracts
5. Sale or distribution of food that is not pre-packaged and/or provided through Syracuse University Catering.

F. Locations

The specific campus locations listed below have established additional criteria for fundraising activities:

1. Schine and Goldstein Student Centers: approval by the Student Engagement office
2. Residence Halls: approval by the Office of Residence Life and the Residence Director of each residence hall in which fundraising is to occur
3. Dining Areas: approval by the specific dining hall/location manager
4. Academic Buildings: approval by the appropriate dean, director, or building coordinator of the facility
5. Recreation Facilities: approval by the Department of Recreation Services. This applies to athletic fields and gymnasium.
6. Manley Fieldhouse: approval by the Department of Athletics
7. JMA Wireless Dome: approval by Manager of the JMA Wireless Dome

G. Additional Restrictions and Requirements

Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

H. Enforcement

1. Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Student Engagement office as well as a freeze on future RSO activities.
2. The Office of Community Standards has jurisdiction over complaints against any student or RSO alleged to have violated this policy.

I. Sanctions

Sanctions for violation of this policy by students and/or RSOs include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for RSOs, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

J. Reservation of Rights

Syracuse University reserves the right to amend this policy at any time.

K. Accepting Donations

Student organizations may accept cashless donations through their [University established fundraising page](#). University department donations made to student organizations should be spent out of the respective departmental account. Money should not be transferred from a University department into the student organization fundraising account. Funds maintained in the student organization fundraising account cannot be used to pay students for services.

Accounting and Reimbursements

Accounting: The Student Engagement office 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's Consultant in the Student Engagement office.

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 they take precautions and carefully plan their activities so they can avoid situations that may jeopardize their 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. 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 also 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 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 people - 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, 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 registered 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.

- 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 non-participants. 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, and subsequently amended. A sanction need not be imposed in every case. 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.

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

Guest Policy

The policy and procedure related to guests exists to allow students to host guests at events in a manner that does not infringe upon the comfort and rights of other students and maintains an appropriate level of safety and security at event venues. There may be times when the guest policy may be restricted or modified, or when deemed necessary for safety, security, or public health emergencies. The Student Engagement office reserves the right to restrict or limit attendance at any event hosted by either the department or a Registered Student Organization (RSO) at any time. Any student who plans to host an external guest (an individual who is not a Syracuse University or SUNY-ESF student) should refer to their RSO Consultant and follow any procedures outlined. Procedures may include providing advance notification of the external guest to either the Student Engagement office and/or the RSO. Students and RSOs are responsible for the behavior of their guests.

RSO members are responsible for informing all guests of the Student Engagement office 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.

Guests attending events hosted by RSOs do not contribute to the overall attendance of the event and therefore should not be included in the overall attendance count when requesting a budget.

Registered Student Organization Travel Policy

Basic Travel Requirements

All RSOs traveling beyond the borders of Onondaga County must meet the following requirements:

- a. RSO travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Engagement. 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 [RSO Travel Waiver](#) to the Student Engagement office no later than five (5) business days before the scheduled trip.
- c. All students traveling must complete and submit an [Off-Campus Travel Waiver and Assumption of Risk Form](#) to the Student Engagement office 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 RSO must accompany the trip for all non-University sponsored travel. Syracuse University will view this student officer as the party responsible for the trip. The student officer 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 traveling with the RSO must be submitted utilizing the appropriate form. Faculty/staff mentors must maintain a copy of the appropriate form and discuss the Syracuse University Code of Student Conduct with the RSO leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain emergency contact information for each student traveling.

Any trip taken without submission of a complete and accurate [RSO Travel Waiver](#) or other violations of this policy may result in individual and/or organizational discipline as outlined in the Student Conduct System Handbook. Additional action may be taken by the Student Engagement office.

Any student or organization traveling off campus, whether University-sponsored or not, is subject to the Code of Student Conduct and may face disciplinary action for any behavior found to be in violation of the code.

International Travel Requirements

Any RSO wishing to travel internationally must meet all the following criteria in addition to those listed above:

- A. All travel requests must be submitted at least 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 who are University faculty or staff members and approved by the Student Engagement office.
 - a. If the RSO is receiving travel support from an affiliate or other off-campus organization, this criterion may be waived if the RSO 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 [visit this website](#) 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 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 the Student Engagement office in advance of departure.

- 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 must 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.

Marketing and Branding


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


Categories and Trademarking Usage Guidelines

Why do trademarks matter?

The Division of Student Experience & the Student Engagement office 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](#). 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.”

Advisor Information

What is an Advisor?

Every RSO is required to have an Advisor in order to be considered an active registered 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 faculty/staff are 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 please reference the Advisor Handbook.

What is an RSO Consultant?

Student Engagement staff members serve as RSO Consultants to all registered student organizations (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 Registered Student Organizations (RSOs).

Advisor Contract

All faculty/ staff 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/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 organization.
- Sign annual advisor contract that is 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 organization and respect their 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 RSO or University.
- Comply with 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 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 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 RSO's 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

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 \$150.00]	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 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 the Student Engagement office at stactivities@syr.edu.	

Section 1.2- Tier System

Registered 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	\$25.5K (Twenty-Five Thousand and Five Hundred Dollars)	RSOs that have had a few successful events/programs but do not have extensive programming experience should not expect to receive more than \$25,500 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 \$40,000 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 \$95,000.

* 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 WILL AUTOMATICALLY BE A TIER 1 ORGANIZATION**

Section 1.3- Risk Assessment Checklist

Risk Assessment Checklist		
The following is a simple risk assessment 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 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.</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 on risk management, visit the Student Engagement office in 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 approaches 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.

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 also includes constructive feedback and "tough love." • Providing opportunities for personal and group reflection after a program or event. • Very responsive to student 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 the RSO needs experiential learning. • Assist in the creation of developing organization's competencies. • Can be problematic if the RSO expects more interaction or guidance.