



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

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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 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](#).
- 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 but cannot count towards organization memberships or budget request numbers.
 - 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 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.

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' 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. 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 [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 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 RSO

It is the responsibility of recognized 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 'Cuse Activities portal must be renewed. This includes updating the profile, constitution, and membership.
2. All executive board members must attend an orientation workshop, offered by the Student Engagement office.
3. Two executive board members must attend a Community Standards Workshop.

4. For organizations 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 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 recognized 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 as well as their recognized student organization status.
- 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 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.
 - 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 (less than 80%), 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.

Termination of Access to Organization Rights & Resources

If the Student Engagement office determines that an organization is not meeting the organizational expectations outlined in this Handbook, the Student Engagement office's policies, or Syracuse University's broader policies, the staff will review the situation. Potential actions may include terminating or suspending the organization's access to rights and resources or referring the organization to Student Rights and Community Standards. The consequences determined by the Student Engagement office will depend on the specific situation and the policies involved. The Student Engagement office and the Division of Student Experience reserve the right to terminate an organization of their access to rights and resources depending on the severity of the violation.

The process for terminating organizational resources and access will go as follows:

- **First Warning:** Consists of a documented Verbal Warning in which the Student Engagement office will explain to the club the reasons for the warning and provide guidance on how to address and correct the issue moving forward.
- **Second Warning:** Consists of a Written Warning in which the organization eBoard will be required to meet with a Student Engagement staff member 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 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. Additionally, organizational resources may be suspended.
- **Final Warning:** Consists of a loss of club resources or ability to perform functions enjoyed by clubs, such as the ability to hold events, utilize funding, etc. Organizations may be referred to Student Rights and Community Standards, depending on the severity of the violations.

Please note that the Student Engagement office will be flexible and take each situation into consideration depending on severity. These consequences may be adjusted or changed at the discretion of the Student Engagement office. RSOs that have been terminated can apply through the New Student Organization process after one year of inactivity to regain recognition.

Conflict Resolution

Conflict is common in group settings and conflict resolution is a skill developed through ongoing learning. In addition to discussing organizational conflict with your RSO advisor, the Community Standards department is another resource available to student organizations looking for guidance on resolving conflict within your organization. This is a proactive approach to conflict resolution that helps students

move through the process. This is not the same as reporting a concern to the Community Standards Office. To request a consultation meeting email 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

Every RSO has the opportunity 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. Funding for events must be secured a **minimum of two (2) weeks** prior to the proposed event date.

Events on University Property Policy

A. 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. Fraternity and sorority chapters wishing to host social events, on- or off-campus, in chapter houses and other locations, must be in good standing with the University, must be recognized through Fraternity and Sorority Affairs (FASA), and must follow all guidelines and policies outlined by FASA.

6. 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.
7. 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.

B. Use of the Quad

- a. Syracuse University's Kenneth A. Shaw quadrangle, affectionately known as "the Quad," is an open green space designed to be accessible, safe, and attractive and to be used by members of the University community and their guests.
- b. The Quad is defined as the grassy area bounded by sidewalks which include Hendricks Chapel and steps, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall.
- c. Use of the Quad for Syracuse University-related activities or events must be reserved by an academic or administrative department or a Recognized Student Organization (RSO) in good standing with the University.
- d. Individual University members who utilize the Quad to exercise free speech should refer to the Campus Disruption Policy and the Statement of Student Rights and Responsibilities, specifically Assembly and Protest, in the Syracuse University Student Handbook.
- e. Quad use requests must be submitted through the University's event registration system and are managed by Student Engagement, 230 Schine Student Center, 315-443-2718.
- f. Requests must be made a minimum of seven (7) business days prior to the proposed event. Student Engagement reserves the right to refuse any request.
- g. Event sponsors may not utilize the Quad nor publicize an event until confirmation is received from Student Engagement office via the Cuse Activities Event Submission Approval Form.
- h. The proposed event (including set-up and breakdown) may not conflict with scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- i. A proposed event must not present a safety risk or hazard to the participants, to others using the Quad or adjacent spaces, or to underground utilities.
- j. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety, Institutional Risk Management, and/or Campus Facilities, Administration, and Services. Each department will determine necessary staffing for a respective Quad event.
- k. RSOs and/or administrative and academic departments may be approved for a maximum of three (3) event requests on the Quad per semester. An approved event is defined as any activity that operates between the hours of 7 AM and 9 PM or any fractional period therein. Events approved to continue beyond 9 PM will be considered a continuous event and must be completed within a 48-hour period of the requested event start time.
- l. Satisfactory evidence of insurance must be provided to Institutional Risk Management at least ten (10) business days in advance of the event by commercial or non-University vendors hired by the event sponsor.
- m. All costs related to the event (including, without limitation, security, physical plant, etc.) are the responsibility of the sponsor.
- n. Sponsors scheduling events on the Quad are responsible for returning to the Quad to the condition in which it was found and to the University's satisfaction. This includes the removal of fliers, equipment, and debris related to the event.
- o. Petitions requesting exceptions to the above guidelines must be submitted to Student Engagement at least twenty-one (21) business days prior to the proposed event.

- p. Syracuse University reserves the right to cancel any event or activity if, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in these guidelines.

C. Use of the Einhorn Family Walk

- a. The Syracuse University Einhorn Family Walk (Walk) is a dynamic, open-air pedestrian plaza and series of six elevated terraces that connect and improve access to academic and student buildings, including the Goldstein Alumni & Faculty Center, Bird Library, Schine Student Center, and the Newhouse School complex.
- b. Use of the Walk for Syracuse University-related activities or events must be reserved by an academic or administrative department or a Recognized Student Organization (RSO).
- c. Individual University members who utilize the Walk to exercise free speech should refer to the Campus Disruption Policy and the Statement of Student Rights and Responsibilities, specifically Assembly and Protest, in the Syracuse University Student Handbook.
- d. Walk use requests must be submitted through the University's event registration system and are managed by Student Engagement, 230 Schine Student Center, 315-443-2718.
- e. Requests must be made a minimum of seven (7) business days prior to the proposed event. Student Engagement reserves the right to refuse any request.
- f. Event sponsors may not utilize the Walk nor publicize an event until written confirmation is received from Student Engagement.
- g. The proposed event (including set-up and breakdown) may not conflict with scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- h. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety, Institutional Risk Management, and/or Campus Facilities, Administration, and Services. Each department will determine necessary staffing for a respective Walk event.
- i. A proposed event must not present a safety risk or hazard to the participants, to others using the Walk or adjacent spaces, or to underground utilities.
- j. Approved activities must not impede the flow of pedestrian traffic or block pathways.
- k. Event sponsors are responsible for ensuring that participating organizations or entities that are not affiliated with the University (e.g., charities) provide evidence of appropriate insurance at least ten (10) business days prior to the activity or event to the Division of Campus Safety and Emergency Services.
- l. Vending or sales of items or other commercial activities are prohibited on the Walk except for authorized Campus Store activities.
- m. Event sponsors are responsible for resource and service costs related to the activity or event (e.g., Public Safety, Parking, Grounds, etc.) and, at the conclusion of an event, removal of fliers, equipment, and debris related to a permitted activity. Event sponsors should return the event space to the condition in which it was found.
- n. The University maintains the right to impose additional time, place, and manner restrictions in furtherance of its educational and research mission, and to ensure the safety of the University community and its members.
- o. The University reserves the right to refuse or cancel any activity or event, if, at any time before or during an event, it is determined that an event sponsor or participants have violated or misrepresented conditions set forth in these guidelines.
- p. Tents or any similar structure are prohibited for use on any part of the Walk.
- q. Event sponsors may use the Walk terraces no more than three (3) times per month.
- r. Terrace tables are claimed on a first-come, first-served basis. Tables are available from 10 AM – 4 PM, Monday – Friday.

- r. Event sponsors are permitted to distribute prepackaged, individually wrapped food items only during events at the terraces. All other catering must follow the Food Services Catering Policy.
- s. Event sponsors should confine their terrace event to a 10×10 space.
- t. On the day of the event, the sponsoring organization must register at the Schine Student Center Information Desk.
- u. Petitions requesting exceptions to the above guidelines must be submitted to the Student Engagement office at least fourteen (14) business days prior to the proposed event.

D. Student Concerts

Hosting a concert on campus is a costly endeavor and requires expertise in major event planning and execution. To ensure that RSOs have the support necessary to execute a concert on campus, they will be required to work with a sponsoring department that assists with event planning and execution. This can include Student Events & Activities (a unit within the Student Engagement office), the Intercultural Collective, a sponsoring college, etc. At the time of your event submission, you will need to include the name of your sponsoring department.

Additional concert requirements include:

1. Concert Attendance
 - a. Recognized Student Organizations (RSOs) are permitted to plan and implement concerts on Syracuse University owned, operated, and/or controlled property.
 - b. All concerts must be ticketed through the online Student Engagement Box Office or the JMA Wireless Dome Box Office.
 - c. Syracuse University reserves the right to deny access to persons under the age of 18.
 - d. Attendees must provide a concert ticket, as well as a Syracuse University or SUNY-ESF ID, for admittance to the event.
 - e. Non-Syracuse University and SUNY-ESF students are permitted to purchase tickets utilizing these guidelines:
 - i. Students must have a valid .edu email address to validate they are a currently enrolled college student and must use the .edu email to purchase their tickets.
 - ii. Students must identify the college they attend and agree to a statement that they are providing truthful information and that any Syracuse University conduct violations will be reported to their school/college.
 - iii. Students must present a valid college ID with the ticket to be admitted.
2. Venue Safety Guidelines
 - a. Entrance requirements may include attendees being searched for weapons, alcohol, and other drugs. Entrance will be prohibited to persons appearing to be intoxicated or under the influence of alcohol or drugs.
 - b. Backpacks, weapons, beverage containers, recording devices, canes, and sticks (or other hand carried implements), are not allowed into the event. If discovered inside, the attendee must surrender the items in question or leave the event.
 - c. Attendees will not be allowed readmission once they exit the venue.
 - d. Any attendee found participating in unsafe practices (e.g. moshing, slam dancing, etc.) as determined by University officials is expected to cooperate with the request to discontinue the practice.
 - e. Syracuse University and SUNY-ESF students are responsible for the behavior of their guests.
 - f. Failure to comply with the directive of a University official may result in the attendee being removed from the event.

E. Dance Parties

- a. Dance parties can only be hosted by Recognized Student Organizations (RSOs) and fraternities and sororities in good standing with Syracuse University.
- b. Admission to dance parties occurring on Syracuse University owned, operated, and/or controlled property is limited to Syracuse University and SUNY-ESF students with valid college ID and their guests. Students at other colleges and universities are permitted to attend as guests with a valid college ID, a valid photo ID with proof of age (18 years or older), and a ticket for the party.
- c. Entrance requirements may include a search for weapons, alcohol, and other drugs. Individuals appearing intoxicated or under the influence of alcohol or drugs will be denied entrance.
- d. Beverage containers, backpacks, weapons, recording devices, canes, and sticks are prohibited.
- e. Attendees are not permitted readmission once they leave the venue.
- f. Admission will cease when the event reaches capacity, and no waiting list will be maintained after capacity is reached.
- g. Any attendee found participating in unsafe practices (e.g. moshing, slam dancing, etc.) as determined by University officials is expected to cooperate with the request to discontinue the practice.
- h. Syracuse University and SUNY-ESF students are responsible for the behavior of their guests.
- i. A minimum of four students and/or organization advisors from the sponsoring RSO must be present for the duration of the event, with two at the event roll call prior to the venue opening.
- j. Tickets are available through the online Student Engagement Box Office until the dance party doors close. Complimentary tickets are managed through the online Student Engagement Box Office, and recipients must present a valid ID to receive tickets. Any extra, unused, or unclaimed complimentary tickets will not be distributed to anyone other than the listed patrons.
- k. Dance parties will end no later than 2 AM unless directed by the Student Engagement office and/or the Department of Public Safety to end earlier.

F. 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.

G. Event Safety Permits

1. Any department or group planning or sponsoring a special and/or large-scale event in/on University property may require approval from Environmental Health and Safety Services. Allow at least three (3) weeks to secure this approval.
2. Environmental Health and Safety Services will conduct a special event review that will encompass all aspects of the event including, without limitation, proper insurance coverage, staffing, egress, occupant capacity, sanitation, fire prevention, proper electrical practices, and permits.
3. The use of any public assembly space, as defined by New York State, may require Environmental Health and Safety Services staffing. Staffing levels will depend on the venue, time, date, estimated capacity, and nature of the event.
4. Any University department or group requesting equipment including, without limitation, the following will contact Environmental Health and Safety Services at least three (3) weeks prior to the event to secure the necessary permits:
 - a. Tents
 - b. Inflatable games
 - c. Portable generators
 - d. Portable restrooms
 - e. Portable propane devices (e.g. grills, tent heaters)

The permitting process is designed to confirm that all laws and regulations pertaining to such equipment use will be followed. Such regulations include, without limitation, proper insurance, set-up requirements, electrical requirements, placement, fire safety, sanitation, and exiting. The requesting University department or group will be responsible for any permitting fees.

H. Insurance

Any University department or group having an outside party assist in any part of the event must provide Risk Management with a certificate of insurance from the outside party at least three (3) weeks prior to the event. Such parties include, without limitation, bands, performers, artists, speakers, tent suppliers, and vendors. The insurance must meet the insurance requirements of the University or secure a special events insurance policy (commonly known as a Tenants' and Users' Liability Policy, or TULIP) that provides the required levels of coverage to use a University facility.

I. Food and Beverage Service

All food and beverages at events on University property are to be provided in accordance with the Syracuse University Catering Policy and follow all applicable local, state, and federal laws and regulations.

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 four (4) 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 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 two (2) 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.

Failure to abide by any of the above guidelines could result in the loss of RSO privileges, funding, and/or University recognition and/or referral to the Office of Community Standards for adjudication.

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. Funding for events **must be secured a minimum of two (2) weeks prior** to the proposed event date. 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 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 that is 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, 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

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 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 member of the Event and Technical Services staff within the Student Engagement office at least two to three weeks prior to the event. 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

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.

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 Student Engagement 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, and/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.

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
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)

Marketing Guidelines

1. No advertising of fundraising events may be conducted until there is a completed and approved Event Request Form on file in Student Engagement.
2. 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.
3. All University, RSO, and venue policies must be followed including the Campus Posting policy, Schine tabling guidelines, etc.

Prohibitions

Syracuse University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

1. Door-to-door fundraising on Syracuse University owned, operated, and/or controlled property including the distribution of any materials, handbills, flyers, or literature
2. Fundraising for any candidate for public office, political party, or ballot issue
3. Sale or distribution of items that violate University trademark rights or existing contracts
4. Fundraising activities that include the use of crowdfunding type activities (such as GoFundMe) or the solicitation of funding requests via 3rd party funding websites or tools (such as Venmo, PayPal, Zelle, etc.)
5. Fundraising activities that involve the collection of cash
6. Sales or distribution of food that is not pre-packaged and/or provided through Syracuse University Catering

Locations

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

1. Schine and Goldstein Student Centers: approval by Student Engagement, 230 Schine Student Center, 315-443-2718.
2. Residence halls: approval by Student Living, 315-443-3637.
3. Dining areas: approval by Dining Services, 201 Ainsley Drive, 315-443-3803.
4. Academic buildings: approval by the appropriate dean, director, or building coordinator of the facility.
5. Manley Fieldhouse: approval by the Department of Athletics, 1077 Comstock Ave., 315-443-4981.
6. JMA Wireless Dome: approval by Manager of the JMA Wireless Dome, 900 Irving Ave., 315-443-3517.

Solicitation Guidelines

Any Recognized Student Organizations (RSOs) and/or individual students wishing to solicit funds or engage in the sale or promotion of services or products on property owned, operated, and/or controlled by Syracuse University must receive written permission from Student Engagement. Student Engagement reserves the right to deny any application or restrict any such activity to particular locations, times, and format.

RSOs, including Greek-letter organizations affiliated with Fraternity and Sorority Affairs, may sell items on property owned, operated, and/or controlled by Syracuse University, provided they have an approved Request to Sell on Campus Form completed in advance of any sales being undertaken:

- Groups should meet with their Student Engagement RSO Consultant or their FASA Coach (for Greek-letter organizations) to complete the Request to Sell on Campus form in the CUSE Activities portal
- This form will be reviewed by the Budget Manager in Student Engagement to determine if the sale is permissible and whether any New York State sales tax needs to be collected.

External vendors are not permitted to conduct sales on property owned or operated by Syracuse University. Sales may be permissible in the Campus Bookstore, provided the appropriate permissions have been secured.

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 and solicitation activities. Therefore, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising and solicitation activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

Enforcement

Failure to obtain permission to engage in or sponsor sales, fundraising, or solicitation, 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 Student Engagement as well as a freeze on future RSO activities. Community Standards has jurisdiction over complaints against any student or RSO alleged to have violated this policy.

Sanctions

Sanctions for violation of this policy by students and/or RSOs include, without limitation, 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.

Accepting Donations

Student organizations may accept cashless donations through their University established fundraising page only and may not deposit funds into peer-to-peer payment systems and money transfer apps such as Venmo, PayPal, and Square Cash.

University department donations made to student organizations should be expensed directly from the respective departmental account and not transferred from a University departmental budget into a student organization fundraising account. Funds maintained in the student organization fundraising account cannot be used to pay students for services.

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 for Vendor Sales Form](#).

Reservation of Rights

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

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.

SU 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 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.

- 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:
- 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.
 - 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.
 - 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.
 - Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned, operated, or controlled property.
 - Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
 - Failure to comply with the lawful directives of University officials or law enforcement officers acting in the performance of their duties.
 - 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.
 - 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](#).

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.

All student and RSO travel within the scope of this policy must meet the following requirements:

- RSO travel must be consistent with the organization's mission statement and constitution on file with Student Engagement.
- Travel must be planned so as not to create an undue interference with academic responsibilities. · All travel must align with the expectations outlined in the Syracuse University Travel Safety Policy.
- All covered activities or events outside of Onondaga County, regardless of distance, require the submission of a Student Travel Form or Club Sports Travel Request Form as outlined below:
 - RSOs should submit the Student Travel Form to their assigned RSO Consultant
 - Fraternities and sororities affiliated with Fraternity and Sorority Affairs (FASA) should submit the Student Travel Form to their assigned FASA Coach
 - Spiritual or faith-based student groups affiliated with Hendricks Chapel should submit the Student Travel Form to the Hendricks Engagement Coordinator
 - Club Sports teams should submit the Club Sports Travel Request Form to the designated staff person in Competitive Club Sports as outlined in the Club Sports Handbook
 - Student organizations affiliated with units other than Student Engagement, such as academic units, should submit the Student Travel Form to their organization advisor · All travel beyond the boundaries of Onondaga County must be registered in the University Travel Registry by the appropriate department or unit, group leader, advisor, or other responsible party.

- All trip attendees must complete the required documentation in the University Travel Registry at least two (2) weeks before the scheduled trip departs.
- All students are expected to maintain updated emergency contact information in MySlice, per University policy.
- All University-sponsored travel must be accompanied by a faculty or staff member, unless an exception is granted by Student Engagement (for RSO travel whether sponsored or non-sponsored), by Fraternity and Sorority Affairs (for fraternities and sororities), by Competitive Club Sports (for Club Sports travel), by Hendricks Chapel (for spiritual or faith-based groups), or by the appropriate academic or administrative unit (for student organizations affiliated with units other than Student Engagement). If an exception is granted, a student officer from the RSO, Club Sports team, fraternity or sorority, or student group must accompany the trip and act as the responsible party (Student Trip Leader).
- For non-University sponsored travel, a student officer from the RSO, Club Sports team, fraternity or sorority, or student group must accompany the trip. Syracuse University will view this student officer as the party responsible for the trip.
- Faculty/staff mentors/Student Trip Leaders are required to discuss the Syracuse University Student Conduct Code with the recognized Student Trip Leader(s) organizing the trip.
- Students may not travel to a high-risk international destination without University approval. International travel to a high-risk destination is defined as a level 3 or higher by the US State Department must be requested at least three (3) months in advance.

Field Trips

Journeys beyond the boundaries of the University campus but within Onondaga County, whether sponsored by the University or not, are considered field trips and do not require the submission of travel-related paperwork.

Additional Guidelines

The following additional guidelines also apply to all travel activities subject to the Syracuse University Student Travel Policy:

- **Pre-trip Meeting:** The faculty member, administrator, and/or Student Trip Leader in charge of the trip, whether sponsored or non-sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- **Transportation:** The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - University Vehicles: Only University employees can drive University vehicles. (Refer to the University Vehicle Safety Policy)
 - Rental Vehicles: If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with. The University prohibits departments or employees from renting 15 passenger vans on or for University business.
 - Contract Bus Service: Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, Risk Management, 315-443-4011, must be consulted.
 - Regular Scheduled Carriers: Regular scheduled transportation service providers (e.g., Greyhound, Amtrak, airlines) may be utilized for transportation.
 - Ground Transportation: Ride sharing services such as Uber and Lyft, as well as transportation by taxi/cabs/car services, may be utilized.
 - Personal Vehicles: Personal vehicles, including those owned by University employees and affiliates, should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a personal vehicle do so

voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss, or injury resulting from the use of a personal vehicle. The University does not provide comprehensive or collision (physical damage) insurance for personal vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving a personal vehicle on University business.

- **Accident and Medical Insurance:** The University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.
- **Participation:** Only currently enrolled Syracuse University and SUNY-ESF students and designated University employees are permitted to participate in University-sponsored and non-University sponsored travel.
- Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
- The sponsoring department or organization should keep a list of all participants involved in the trip.
- Any trip taken without receiving the appropriate approvals, without submitting the required information/documentation, and/or that violates any other part of this policy, may result in individual and/or organizational discipline as outlined in the University Conduct System Handbook.
- All students, RSOs, and student groups are expected to comply with this policy. Violations of this policy may result in appropriate disciplinary action as outlined in University policies.

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 Student Engagement office. Travel must be planned so as not to create an undue interference with academic responsibilities.
- b. An individual student or recognized student organization must complete and submit the [RSO Travel Waiver](#) to the Student Engagement office no later than fifteen (15) 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.

Campus Posting Policy

Marketing and Promotions

Only general-purpose bulletin boards may be used for posting. Posters or flyers may not be placed on interior or exterior walls, floors, doors, windows, furniture, railings, sidewalks, statues, monitors/screens, or public art. Using masking tape, paste, glue, spray adhesives, nails, heavy gauge staples, or other metal fasteners for posting is prohibited. Other prohibited behavior includes posting messages or symbols on grassy areas, hanging banners on external surfaces without first obtaining permission, and causing damage to personal and/or University property.

All posted materials must support the values and educational mission of Syracuse University and must not violate any University policies including, without limitation, [the Student Conduct Code](#), or any local, state, or federal laws, regulations, or guidelines.

All posted information must include the name of the sponsoring organization, department, or responsible individual, as well as the date, time, and location of the program. Posted information requires approval from the appropriate department as required by the location:

- Academic facilities: Dean's Office or building coordinator.
- Residence halls: Items to be posted must be reviewed and approved by Student Living, 315-443-3637. Once approved, they will be distributed to hall staff for posting.

Digital signage only can be used in:

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

Each school or college, academic facility, and administrative building has procedures for posting materials within its own confines. In the event a specific posting policy by an academic or administrative facility conflicts with the requirements set forth here, that policy takes precedence over these requirements.

Chalking Requirements

Recognized Student Organizations (RSOs) and academic and administrative departments may request permission to chalk only on non-brick sidewalk areas on the Shaw Quadrangle, the grassy knoll (adjacent to Schine Student Center), and the front entrance of Schine Student Center (adjacent to the Einhorn Family Walk). Chalking is not permitted on stairs, sidewalks other than those described above, walls, or any other surface not specifically outlined above. Chalking must be done with water-soluble chalk.

Chalking that violates any applicable law or University policy, such as the Student Conduct Code, will not be permitted. Any charges for removal/clean-up will be billed to the posting RSO or academic or administrative department.

Approval for postings by Recognized Student Organizations (RSOs)

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

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.

However, as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code, Syracuse University is prohibited from participating or intervening in any partisan political activities on behalf of or in opposition to any particular candidate for public office. Intervention includes, but is not limited to, making financial contributions and publication or distribution of written or oral statements in favor of or opposition to a particular candidate. Violation of this prohibition may result in monetary fines and exposes the University to possible revocation of its tax-exempt status. Interpretations of and questions about this prohibition should be directed to the senior vice president for Public and Government Affairs.

In accordance with both the law and this University policy, everyone connected with the University is expected to observe the following rules with respect to participation in national, state, or local partisan political activities.

- Individuals and groups within Syracuse University endorsing or opposing a candidate for political office or taking a position on an issue for the purpose of supporting or opposing a candidate, must make it clear they are speaking as individuals and are not stating a University position.
- Individuals and groups within the University community may not use Syracuse University's name or resources in connection with partisan political activity.

- Syracuse University's name or insignia may not be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.
- Syracuse University funds and other resources, including but not limited to bulk mail services, mailing lists/listservs, information technology services, office supplies, and equipment may not be used for partisan political purposes.
- Syracuse University employees may not perform tasks related to partisan political activities during working hours.

Organizations that are composed of non-University members, participants, or employees, in whole or in part, are not eligible to use University space for engaging in partisan political activities.

Syracuse University-related organizations composed solely of members of the corporate University community, such as recognized student organizations, may utilize available University facilities such as lecture halls or meeting rooms, or rooms regularly reserved for student use to engage in partisan political activities within the University community, provided the organization:

- pays for all costs of such activities;
- states at the beginning of the activity that the activity is being sponsored by the Syracuse University-related organization and that the opinions expressed are not those of the University; and
- obtains approval in advance from the appropriate Student Affairs or administrative office for all plans and publicity for such activities sponsored by recognized student organizations.

In addition, certain nonpartisan political activities such as properly organized voter registration activities, voter education programs, and candidate debates may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position.

In order to ensure that all legal and Syracuse University requirements are followed, University policies for advance approval, scheduling, planning, and publicizing events on University property apply. (See [Events on University Property](#) policy.)

This policy is not intended to infringe in any way on an individual's right, in his or her own name, to support a particular candidate or participate in a political campaign. Individuals remain entirely free to become involved in the election process as they choose, in a manner that does not evidence or imply University involvement.

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. This is effective as of 3/15/2024. RSOs established before this date have been granted an exception to continue using their current names.

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 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 recognized 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 Recognized 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

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 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 \$25,000 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 RSO's 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.
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.		

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.

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 organizations 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 club 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 organization's budget
- Serve as the point of contact for the Student Association Comptroller and Finance Board

Vice President (or equivalent, required)

- Attend all club 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 club events and activities (regardless of funding source) to 'Cuse Activities.

Suggested Additional Roles for Event Based Organizations:

Event Coordinator (Optional)
<ul style="list-style-type: none"> • 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 clubs and organizations may have other officers that serve as general members of the E-board, committee chairs, or other roles.