Syracuse University

Division of Student Experience
Recognized Student Organization (RSO)
Handbook

Registration and Resources

Welcome to the Recognized Student Organization (RSO) Handbook.

This handbook serves as a comprehensive resource to support the effective operation and long-term success of Recognized Student Organizations (RSOs) affiliated with the Student Engagement office and the Division of Student Experience. Inside, you'll find essential information on topics such as the re-registration process, funding opportunities, travel policies, and other key guidelines and best practices to help your organization thrive.

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 must be a faculty or staff member from Syracuse University or SUNY-ESF, based on campus, and selected by the organization. Advisors **c**annot be staff members from the Student Engagement office. If the chosen advisor is a part-time faculty or staff member, the Student Engagement office will require additional context regarding their relationship with the organization and the extent of their involvement. For more details about the role and responsibilities of an advisor, please review the RSO Advisor Information section or consult the [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 office.
    - 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 must be in good standing with Community Standards.
    - Students seeking an exception to any membership rule must submit an [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 must be studying on the main campus of Syracuse University or SUNY-ESF. Students seeking exceptions must 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.
   - Alumni may engage with Recognized Student Organizations (RSOs) through at-large activities such as receiving ongoing newsletters, participating in open events, attending consultations, and purchasing tickets to public programs. However, alumni may not attend general body meetings or closed programs unless formally invited through the guest, speaker, or artist process which requires approval through the Student Engagement Event Submission Form process. Further, alumni cannot hold office, vote, act as a representative of the student organization or otherwise conduct official RSO business.

7. Compliance with the [Student Conduct Code](#) and all other applicable policies of Syracuse University.

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

To keep records current, RSOs are required to update their 'Cuse Activities portal with any changes in the organization's status during the academic year (i.e., officer changes, contact information, constitution updates, etc.).

For more information, please contact the Student Engagement office at stactivities@syr.edu or the RSO Help Desk at rsohelpdesk@syr.edu.

Recognized Student Organization (RSO) Communities

These categories are used for search optimization in the 'Cuse Activities portal. RSOs may 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 RSO Consultants: All RSOs are assigned an RSO Consultant from the Student Engagement office to help plan events and programs, negotiate and sign contracts, assist with officer transition, and promote the understanding of both University and governing body policies and procedures.
    - RSOs should expect the following of their RSO Consultant:
        o Support and advocacy for student rights and responsibilities
        o A collaborative partnership that nurtures and facilitates development and growth
        o An environment of trust, fairness, and mutual respect
        o Open dialogue, feedback, and listening

2. Recognized Student Organizations may use the University's name as part of the organization's name only to denote location. For example, "Knitting Club at Syracuse University" is acceptable, while "Syracuse University Knitting Club" is not allowed. The use of "Syracuse University", "SU", "'Cuse", "Orange", "Otto", "Citrus", and any other trademarked verbiage in the actual name of any new student organization is not allowed. **This is effective as of 3/15/2024**. RSOs established before this date have been granted an exception to continue using their current names.

3. Use of Syracuse University facilities, services, and resources.

4. Access to 'Cuse Activities: The University's online management system for RSOs. All RSOs have a portal where they can manage membership, communicate with members, add events to the site calendar, request funding, etc.

5. Sponsorship or promotion of activities on University property, following University guidelines.

6. Distribution of literature, posters, banners, or organizational print materials consistent with the Campus Posting Policy and the Student Conduct Code.

7. Listing in University publications.

8. Eligibility to be considered for awards or honors presented to RSOs and their members.

9. Eligibility to apply for Student Activity Fee funds consistent with the rules and procedures of the Student Government 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 Student Engagement office.

12. Assistance with program development, implementation, and assessment from the Student Engagement office and other University offices.

RSO Community Responsibilities

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

*Should practices and responsibilities conducted by the RSO not be reflected in the most updated and approved RSO constitution, the Student Engagement office reserves the right to apply the appropriate section of the Student Government Association (SGA) 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 Document submission. 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. Core Four executive board members (President, Vice President, Secretary, Treasurer) must attend an orientation workshop, offered by the Student Engagement office.
3. Two executive board members must attend a Community Standards/Title IX Workshop.
4. For organizations requesting budgets, the fiscal agent must attend a Fiscal Agent Training Session facilitated by the Student Government 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 training.

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 RSO Recognition

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 behalf of RSOs.
    o RSO members cannot agree to anything in writing or verbally with any entities.
    o RSOs cannot bring an outside visitor (speaker, presenter, entertainer, influencer, etc.) onto campus without prior Syracuse University approval.
    o 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:
    o Use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or
    o 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.
    o 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.
    o This includes the RSO's name. Recognized 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.

Loss of Recognition

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

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

1. *Academic:* Student organization officers do not meet minimum grade point average requirements to hold 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 [Student Conduct Code](#) 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 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 Associate 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 Community Standards. To request a consultation meeting email studentconduct@syr.edu.

Community Standards also offers several training courses 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 promoted using the RSO name, must be submitted through the Event Submission form, 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 disciplinary process.

The Event Submission Form is located within the RSO's 'Cuse Activities portal under "Manage Organization."

Events on University Property Policy

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). Reference the full Events on University Property Policy here.

All events must comply with all applicable Syracuse University policies including, without limitation. These policies cover guest registration, behavior expectations, and event management, particularly regarding non-SU/ESF affiliated speakers or performers:

- Campus Disruption and Demonstration Policy
- Syracuse University Catering Policy
    - Submit a Catering Request through CaterTrax
- Campus Posting Policy

Funding and Finance

Every RSO has the right to request the following categories of funding to support their initiatives:

- Advanced Semester Allocation
- Special Programming
- 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 Government Association provides.

Student Government Association Finance Board

The Student Government Association (SGA) Finance Board is responsible for allocating the Student Activity Fee to student organizations in a timely and efficient manner. The Finance Board is committed to maintaining transparency in all processes, including deadlines, policies, and funding decisions. In its role, the Finance Board aims to strike a thoughtful balance between supporting large-scale events and ensuring equitable access to funding for all Recognized Student Organizations (RSOs).

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

Review the Student Government Association Fiscal Codes here.

Funding Categories

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

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

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

Performance-based RSOs typically apply for funding for their student-based shows that are related to the organization's mission.

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. RSOs 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 Special Programming or Advanced Semester 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:
- Special Programming
- 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 Government 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 with a maximum of $20,000 dollars or any contract for an event a paid speaker, artist, DJ, or performer, more than $1000.

Applications are submitted to the Student Government Association Comptroller using the application form located in 'Cuse Activities. 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.

Special Programming

Special Programming is available for current semester use. The Comptroller will accept applications weekly on a first come, first served basis, until funding is depleted. Budget requests that are denied are eligible to correct their applications and resubmit during the next available submission period. The Comptroller will continue accepting applications until funding is depleted. All organizations are strongly encouraged to meet with their RSO Consultant to ensure their applications are in order before submitting.

All budget requests submitted through Special Programming must be submitted by a minimum of two weeks prior to the event date. This ensures proper time for contract execution, supply orders, and event execution. Budget requests submitted later than two weeks prior to the event date will not be considered for approval.

Contingency Funding

Contingency Funding is available through 'Cuse Activities for organizations that have received Advanced Semester or Special Programming. This funding is intended to address unexpected circumstances, such as artist cancellations or changes in material costs, that affect an organization's ability to complete their initiative within the original budget.

To access Contingency Funding, requests must be submitted by the RSO and approved by the Student Government Association Comptroller before any purchases or payments can be authorized. For example, if an artist requests hospitality (e.g., food) during their performance, and the RSO was unaware of this need when submitting their original budget, the RSO can request Contingency Funding to cover the hospitality expenses.

Expenditure Requests

Expenditure Requests can be found on 'Cuse Activities under the RSO's Finance tab. These requests must be completed by the RSO and approved by the Student Government Association Comptroller before any purchases or payments can be authorized.

Expenditure Requests are necessary when an RSO wishes to use funds in a different manner than originally approved. For example, if an RSO initially planned to host an event in the Underground but now wants to move to the Goldstein Auditorium, they may need to reallocate funds from the approved budget for the artist's fee to cover the additional venue costs. Expenditure Requests are also used when an RSO wants to access funds from their Miscellaneous Account.

Review the Student Government Association Fiscal Codes here.

Event Revenue Generated Programming

Any program that involves revenue generation or ticket sales must comply with the policies of the Student Engagement office. Event spaces must be reserved through the Event Submission Form, and all ticket sales must be processed through the campus Box Office, which is requested via the Event Submission Form in Cuse Activities.

RSOs are required to meet with a member of the Event and Technical Services team in the Student Engagement office at least 2–3 weeks prior to the event to review logistics and requirements.

Tickets will remain available for purchase until the start of the event. After the event concludes, any revenue generated from ticket sales will be deposited into the organization's miscellaneous account managed by the Student Engagement office.

For questions regarding the virtual Box Office process, please contact: boxoffice@syr.edu.

Fundraising

The Student Fundraising and Promotions Policy is applicable to all fundraising activities by RSOs on Syracuse University owned, operated, and/or controlled property. Review the Student Fundraising and Promotions Policy here.

Approved Fundraising Platforms

The Student Engagement Storefront is an approved fundraising platform and can be used to collect dues and event registration fees. Interested RSOs must submit an Event Submission Form, to register their event, before completing a Storefront Request Form available through 'Cuse Activities.

Fundraising pages are available upon request for RSOs in good standing with the Student Engagement office. Fundraising pages are accessible on the Student Organization Landing Page.

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 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.

Accounting and Reimbursements

Accounting: The Student Engagement office maintains Student Government 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 reimbursement. Student Government 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 Government 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 activities to avoid situations that may jeopardize their standing as an RSO on campus.

It is essential that every Recognized Student Organization (RSO) carefully evaluates the risks associated with any planned activity in relation to the anticipated benefits. This includes assessing whether the activity poses any potential risks, determining if those risks outweigh the benefits, identifying preventative measures that have been implemented to mitigate potential issues, and outlining procedures to address any problems that may arise. Reasonable care must be exercised in managing events to minimize harm to members and others involved.

Reasonable precautions—such as proper planning and training—should be taken to prevent foreseeable problems. If, during the planning process, it becomes evident that the risks outweigh the benefits, even after mitigation efforts, the organization should strongly consider pursuing an alternative activity.

Key considerations include:
- Victims of harm can pursue legal action against the organization, individuals within it, or any entity with oversight of the group or activity (e.g., national organizations).
- Actions that result in harm may also carry criminal consequences, such as serving alcohol to minors or engaging in hazing.
- Participants should be informed in advance of any inherent dangers associated with an activity.
- Organizations affiliated with national bodies should consult their national representatives to understand the scope of the national insurance policy, including which events and officers are covered for local chapters.
- Contracts are legally binding agreements. Under no circumstances should any student representative sign a contract on behalf of the organization or the University.

It is also critical to actively prevent hazing and harassment of any kind. Both behaviors are illegal, strictly prohibited by the University, and may result in severe consequences for the organization and its members.

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 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.

Review the complete Statement of Student Rights and Responsibilities here.

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. Review the Syracuse University Anti-Hazing Policy here.

Campus Disruption and Demonstration 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. Review the Campus Disruption and Demonstration Policy here.

Student Travel Policy

All activities taking place outside of Onondaga County fall under the Student Travel Policy. Activities occurring within Onondaga County are considered field trips and are not covered by the Student Travel Policy. Review the Student Travel Policy here.

Any trip taken without submitting a complete and accurate RSO Travel Form, or any other violation of the travel policy, may result in disciplinary action—for both individuals and organizations—as outlined in the Student Conduct Code. Additional consequences may also be issued by the Student Engagement office.

Any student or organization traveling off campus, whether the travel is University-sponsored or not, is still subject to the Student Conduct Code and may be held accountable for any violations.

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:

- o **University Vehicles:** Only University employees can drive University vehicles. (Refer to the University Vehicle Safety Policy)
- o **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.
- o 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.
- o Regular Scheduled Carriers: Regular scheduled transportation service providers (e.g., Greyhound, Amtrak, airlines) may be utilized for transportation.
- o Ground Transportation: Ride sharing services such as Uber and Lyft, as well as transportation by taxi/cabs/car services, may be utilized.
- o 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.

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 the Student Engagement office.
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.
b. Students are advised to review the applicability of their own health insurance while abroad.

Campus Posting Policy

Review the Campus Posting Policy here.

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. Review the Partisan Political Activity Policy Statement here.

Food Sanitation Procedures and Guidelines

In the interest of safety, food sanitation and health, the Fire and Life Safety Services (FLSS) has established procedures and guidelines for the hiring/employing of "outside" vendors/caterers for the purpose of catering an event on the Syracuse University campus.

FLSS and the Onondaga County Health Department work together to ensure that the proper New York State Health Department and Onondaga County laws, rules and regulations regarding food sanitation on the Syracuse University campus are met and followed with no exceptions.

These procedures and guidelines also apply to food that is donated to an event or program on the Syracuse University campus.

Review the Food Sanitation Procedures and Guidelines here.

Marketing and Branding

Recognized 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.

Recognized Student Organizations are encouraged to create their own, unique logo and design to brand their organizations. The logo should not incorporate any of the elements taken from the University seal, Syracuse primary athletic marks, including Otto, or the amplified Block S. Additional information can be found here. Contact the Office of Trademark Licensing for more information.

Looking to promote your organization on campus? Submit your flyers and promotions through Digital Signage available through the Event Submission Form or through the Digital Signage Request Form.

Advisor Information

What is an Advisor?
Every Recognized Student Organization (RSO) is required to have an Advisor in order to maintain active status. This role is distinct from that of an RSO Consultant. An RSO Advisor must be a current faculty or staff member employed by Syracuse University or SUNY-ESF and selected by the organization. Advisors may not be graduate students or students enrolled in professional studies programs and cannot be staff members from the Student Engagement Office.

If a part-time faculty or staff member is selected as an Advisor, the Student Engagement office will require additional information outlining the nature of the relationship between the Advisor and the RSO, including expected level of involvement and support.

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 a Consultant by the Student Engagement office and is expected to maintain regular communication and collaboration with them.

RSO Consultants provide guidance on best practices for planning and executing successful events and programs, managing budgets and finances, and navigating the logistics required to maintain active RSO status. They also serve as advocates and liaisons, connecting RSOs with administrative offices and campus partners.

Consultants and Advisors work collaboratively to support the growth, development, and long-term success of each RSO.

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 at Syracuse University or SUNY-ESF.
- Be familiar with the RSO's mission, purpose, and constitution, and provide guidance as needed.
- Assist officers in understanding their roles, administering programs and initiatives, organizing events, and ensuring smooth leadership transitions.
- Help preserve organizational continuity by maintaining and referencing the constitution, traditions, files, and meeting minutes stored in 'Cuse Activities.
- Serve as a planning and organizational resource, offering knowledge of university policies and the broader campus community.
- Encourage the use of consistent procedures to ensure efficient, orderly, and effective meetings.
- Promote the understanding and application of democratic principles, including respect for diverse perspectives and individual rights.
- Attend RSO meetings and events when possible and hold regular check-ins with the executive board or officers.
- Help interpret and clarify campus policies and procedures and assist in removing or reducing barriers to successful operation.
- Provide support to officers and serve as a sounding board for feedback, ideas, and initiatives.
- Facilitate constructive communication among officers and between leadership and general members.
- If applicable, be familiar with the national chapter's structure, policies, and available resources.
- Offer individual advising to students as needed and mediate interpersonal conflicts when they arise.
- Share the historical context and key information necessary to support leadership transitions and continuity.
- Maintain an active and supportive relationship with the executive board and general membership.
- Sign the required annual Advisor Contract available in 'Cuse Activities.

Basic Expectations of the RSOs

Listed below are expectations of RSOs when working with their **<u>Advisor</u>**:

- Respect the Advisor's time and recognize that they have responsibilities outside of the organization.
- Keep the Advisor informed of all organizational activities, events, and any challenges that arise.
- Share regular meeting minutes and updates on the organization's financial status.
- Respond promptly to the Advisor's questions and requests.
- Respect decisions made by the Advisor that are in the best interest of the RSO and the University.
- Comply with all University, local, state, and federal laws and policies.
- Understand that Advisors are human—they may make mistakes and have their own personalities and communication styles. Be open to discussion and adaptable in your approach.
- Maintain open and honest communication about the organization's operations. Transparency is key to a successful Advisor-RSO relationship.
- Provide the Advisor with clear expectations. Clarify the Advisor's role and how their support can best serve the RSO's needs.
- Confirm the Advisor's appointment each year and ensure they are willing and able to serve in the role.

Listed below are expectations of RSO's when working with their **<u>RSO Consultant:</u>**

- Communicate all semester plans, including budget requests, event logistics, and updated officer contact information.
- After receiving funding approval, notify the RSO Consultant of approved expenses and any purchases the organization would like to make through university systems.

APPENDIX

Section 1.1 - Student Government Association Funding

What does the Student Government 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 Government 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) Catering Limit per Semester: $1500	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) Catering Limit per Semester: $3000	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) Catering Limit per Semester: $4500	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) Catering Limit per Semester: $6000	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 Government 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.**		

The Student Engagement office 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

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.

Treasurer/Fiscal Agent (or equivalent, required)
- Submit requests for events and supplies to the Student Government 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 Government Association Comptroller and Finance Board

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)
- 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.