

BLUEPRINTS

The official handbook for Registered Student Organizations at the
University of Connecticut

A manual for
Registered Student
Organizations

Introduction

We are delighted that you are interested in learning more about registered student organizations at the University of Connecticut. The University, and in particular the Department of Student Activities, has a long-standing tradition of encouraging student participation in independent organizations. Student's involvement in co-curricular activities complements their academic experiences and challenges them to develop and apply organization and leadership skills that are useful beyond college. Registered Student organizations are an ideal way for students to get involved on campus. Through direct involvement in organization activities, students have the opportunity to acquire skills in leading groups, organizing and promoting programs, budgeting, working within a system, and functioning in society.

With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance and other specific interests, the portfolio of student organizations at the University of Connecticut offers something for everyone.

This *Blueprints Manual* is designed to inform and assist students in various matters that pertain to registered student organizations. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being a registered student organization on campus. Each year the department evaluates its policies and procedures. Changes are made after a thorough annual review. Student, faculty, and community input are welcomed and valued. Please direct questions or comments to:

Department of Student Activities

Student Union Room 302

Phone: 486-6588 Fax: 486-8821

E-Mail: dsaSOS@uconn.edu

Registered Student organization officers, members, and advisors should refer to the Blueprints Manual as needed. However, do not hesitate to use the advising available in the various offices of the Department of Student Activities.

Thank You for helping to make our University community a better, more vibrant place in which to learn!

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Chapter 1: Registered Student Organizations at the University of Connecticut

1.1 What Constitutes A Registered Student Organization?

A registered student organization is a group of students joined together by a common cause, interest or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students. These organizations are categorized by their level of involvement on campus and access to university resources in a 'Tiered' system.

1.2 Registered Student Organizations at Regional Campuses

Registered Student Organizations are only permitted to register at the campus their officers attend. A registered student organization must adhere to the policies and procedures outlined by their campus. For questions involving registered student organizations on regional campuses please contact the appropriate Student Activities personnel at that campus. The Blueprints guide outlines policies and procedures for Storrs Campus RSOs only.

1.3 Organization Tiers

Acknowledging the variety of purposes, and the different levels of risks and financial responsibilities that student organizations may possess, the Department of Student Activities developed a three-tier categorization system to facilitate the development of specific training to support the needs of registered student organizations.

Tier I Organizations:

Tier I organizations are groups of students with a common interest, which wish to meet regularly, and affiliate as an organization. Tier I organizations do not host events on campus and are typically low-risk organizations.

Tier I Registration Requirements:

- Registration Documentation:
 - Current Tier I Registration & Officer Information submitted through UConntact
- Membership Minimums:
 - Eight (8) full-time Storrs campus students minimum membership on UConntact
 - 51% of the total membership of the RSO must be Storrs Campus students
 - Unless otherwise noted, membership must be open to any full-time Storrs student
- Required Tier Officers:
 - President + 1 Secondary Contact
- SOLID Training:
 - Tier I President must attend:
 - In Person Values & Culture
 - In Person Executive Leadership

- Online SOLID 101
 - Online Pertinent Policies & Procedures
 - Online Hazing, Harming, & Harassment
 - The organization must uphold its responsibilities as outlined in this document as well as other applicable University policies, including but not limited to the Student Code
- For information on attending a SOLID workshop, please visit the upcoming schedule at <http://solid.uconn.edu/solid-workshop-schedule>

Tier II Organizations:

Tier II organizations are groups of students with a common interest, which wish to meet regularly, and affiliate as an organization. Tier II organizations may host events on campus and request USG supportive funding. The majority of organizations at the University of Connecticut are Tier II.

Tier II Registration Requirements:

- Registration Documentation:
 - Current Tier II Registration & Officer Information submitted through UContact
- RSO Constitution:
 - A current organization constitution (not more than 2 years old) must be on file with Involvement & Student Organization Support in SU 302.
- Membership Minimums:
 - Eight (8) full-time Storrs campus students minimum membership on UContact
 - 51% of the total membership of the RSO must be Storrs Campus students
 - Unless otherwise noted in the constitution, membership must be open to any full-time Storrs student
- Required Tier Officers:
 - President
 - Vice President
 - Treasurer
 - Secretary

note: President and Treasurer may not be the same student in a given RSO
- RSO Advisors:
 - Tier II RSOs must appoint/elect a confirmed Storrs Campus Faculty/Staff Advisor, listed on UContact
- SOLID Training:
 - In Person Values & Culture – Pres, VP, Treas, SEC (4)
 - In Person Executive Leadership – Pres, VP (2)
 - In Person Org Financial Mgmt – Treas (1)
 - Online Secretary Training – SEC (1)
 - Online SOLID 101 – Pres, VP, Treas, SEC (4)
 - Online Pertinent Policies & Procedures – Pres, VP, Treas, SEC (4)
 - Online Hazing, Harming, & Harassment – Pres, VP, Treas, SEC (4)

- The organization must uphold its responsibilities as outlined in this document as well as other applicable University policies, including but not limited to the Student Code
- For information on attending a SOLID workshop, please visit the upcoming schedule at <http://solid.uconn.edu/solid-workshop-schedule>

Tier III Organizations (Student Fee-Funded Organizations):

Tier III Organizations are the most visible, complex and active student organizations on campus. Student fees are a primary source for the funding of these organizations. Tier III Student Organizations represent major constituencies of the student body. The student leaders have significant responsibility for the management of their groups, the students they represent, and effective stewardship of the funds that come from their constituencies.

Tier III Registration Requirements:

- Registration Documentation:
 - Current Tier III Registration & Officer Information submitted through UConntact
- Tier III organizations are recognized by the University and financially supported by Trustee Accounts and student fees
- Tier III Constitutions:
 - A current organization constitution (not more than 4 years old) must be on file in Involvement & Student Organization Support in SU 302. The beneficiary addendum is not required of Tier III organizations.
 - An updated constitution is due on 5/1 four years after the previous constitution was submitted.
- RSO Advisor:
 - Appoint/elect a confirmed Storrs Campus Faculty/Staff Advisor, listed on UConntact
- Triad training Requirements:
 - Executive Officers attend the Triad Student Leaders Retreat at the beginning of the semester and as required
- Submit minutes of all meetings to Department of Student Activities
- Comply with requirements of annual student fee review process
- Comply with Student Trustee Financial Guidelines

For information regarding the Triad Leadership Program please visit the Triad website at <http://leadership.uconn.edu/triad>

NOTE: Most Tier I and Tier II organizations at the University of Connecticut are fully independent entities that receive advising support and access to certain University facilities and services in exchange for meeting certain “registration” requirements. The University of Connecticut assumes no responsibility for the activities of these organizations or their members. However, as part of our general advising and support, students are encouraged to meet with Department of Student Activities staff for advice and suggestions on addressing student organizational issues.

1.4 Registered Student Organization Officer Roles

For the purposes of this document the term “Officer” is defined as a student who has been vested with specific responsibilities related to the activities of the organization.

General Officer Requirements

To be an officer of a registered student organization the following criteria must be met and maintained:

- Officers must be currently enrolled as a full-time student at the Storrs campus
- Officers must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, handbook, etc.

An officer who does not meet the criteria may be required to:

- resign from office in a student organization,
- refrain from seeking such an office, and/or
- discontinue participation in certain organization activities

Tier I Required Officers: Tier I student organizations are required to identify a President on UConn contact:

Tier I President

- Primary Contact for the organization
- The “external spokesperson” of the group
- Expected to interact and communicate as necessary with University officials and other student organizations

Tier II Required Officers: Tier II student organizations are required to identify a President, Vice President, Treasurer, and Secretary on UConn contact

President

- Primary Contact for the organization
- The “external spokesperson” of the group
- Expected to interact and communicate with University officials and other student organizations
- The President is the leader of the organization

Vice President

- The “Internal management” of the group
- Expected to interact and communicate with members and guide projects
- Secondary contact for the organization

Treasurer

- Treasurer is responsible for the organization's finances
- For more information on managing your organizations finances visit our resources sabo.uconn.edu

- *NOTE: The President and Treasurer cannot be the same individual*

Secretary

- This person is the recorder/historian of the group
- Is responsible for all record keeping of the student organization including meeting agendas, minutes, attendance and correspondence between members

In addition to the roles identified above, organizations are welcome to have as many “officers” as they feel their organizational needs and may list them on their UConntact page.

Tier III Required Officers: To maintain active registration, Tier III organizations are required to list a President, Vice President, Treasurer, & Secretary on UConntact. For more information on Tier III Officer duties, please visit the Triad Leadership Program page at <http://leadership.uconn.edu/triad>

1.5 Organization Advisors

Advisor Eligibility:

All Tier-II and Tier-III student organizations are required to have a UConn Storrs Faculty/Staff Advisor. Advisors must either be full-time teaching or emeritus faculty, professional staff, graduate assistants, or teaching assistants of the University of Connecticut – Storrs Campus. Classified Staff are generally not allowed to serve as advisors.

Most advisors share an interest or have experience in some aspect of the organization’s mission or activities. However, all advisors share a genuine concern for and support of student learning and development.

Advisors Requirements:

- Student Organization Advisors are required to be listed and confirmed as an Advisor on UConntact - our Student Organization Management System
- If your RSO has a Student Activities Business Services bank account, the advisor may be required to sign documents related to banking business for the organization.
- If your RSO is hosting events on campus, the advisor may be required to meet with, sign off on, or attend certain events that your group is hosting.

Advisor Roles:

Student organizations on campus can range from very simple and direct, to extremely complex. The dynamics of students working with their peers to bring people together, raise awareness, host events, and have fun can be a large challenge to face. The role of the Advisor is to act as a guidepost for the student organization leaders.

- Advisors *Do* discuss opportunities; guide the decision-making process; assist in developing group dynamics

- Advisors **Do** meet with organization leaders regularly to discuss and develop goals and set expectations
- Advisors **Do** support the individual growth and development of students within the organization
- Advisors **Do** serve as a source of information and continuity to the organization members that transition each year
- Advisors **Do** act as a liaison between the University and the organization
- Advisors **Do** challenge students' thought process, creativity, and desire to go beyond the status quo
- Advisors **Do** offer advisement in areas such as organization mission, goals, program/event content, and purpose
- Advisors **Do Not** have voting rights in groups; make financial decisions; program approvals; or officer/roster decisions

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization, based on the organization's needs and goals. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

NOTE: Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students. Advisors may not serve as a voting member of the organization's board of directors, executive council, or similar governing body.

If An Advisor Leaves. If a student organization advisor resigns, the organization must find a new advisor. Organizations will have 30 days after a resignation to find a new advisor. If the organization is unable to designate an advisor after 30 days, the organization will become Frozen. It is the organization's responsibility to notify the Department of Student Activities if/when their advisor resigns. Once you designate a new advisor, please notify Involvement & Student Organization Support by completing the online Advisor Change Form on UConcontact.

Community Support. In addition to the organization's officially recognized advisor, organizations may have community support (e.g., alumni/ae, grad students). It is not uncommon for student organizations affiliated with a national organization (i.e, fraternities and sororities) to have graduate or alumni support. However, only the properly registered advisor noted on the organization's registration material will be recognized by the University as a contact and work with the organization.

1.6 Registered Student Organization Status

Organization Status

SOLID workshops provide organization leaders with information on the policies and requirements associated with student groups on campus, an in-depth overview of UConncontact, and effective strategies and suggestions specific to each Student Leader position.

Active. Active organizations have met all SOLID requirements and are listed on UConncontact, eligible for space, funding and advisement requests.

Frozen. Frozen organizations have not yet met all SOLID requirements. Please contact dsaSOS@uconn.edu for information related to your status

Locked. Locked organizations are administratively temporarily suspended based on conduct or failure to complete requirements (ie constitution renewal)

Inactive. Inactive organizations have disbanded or have been suspended from the University

1.7 Student Organization Support

The Department of Student Activities is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development. Below is a list of resources from Involvement & Student Organizational Support.

SOLID (Student Organization Leaders Intentional Development). The SOLID program is intended to ensure that student organization leaders are properly equipped to lead groups successfully and utilize all of the resources available. SOLID is designed to help student organizations achieve their goals, develop the leadership knowledge and skills of their leaders, ensure that organizations are aware of university policies and resources, and to promote responsibility and respect throughout the student organization experience. For more information about SOLID visit <http://solid.uconn.edu/solidworkshops>

Maintaining Organizational Records. The Department of Student Activities Involvement & Student Organizational Support maintains a complete electronic record for each registered student organization that includes the organization's constitution, forms submitted, important correspondence, and more. Any student organization's constitution is available upon request to any University member of the Storrs campus. To access your student organization's record, contact the Involvement & Student Organizational Support at dsaSOS@uconn.edu.

Individual Advisement and Consultation. Involvement & Student Organizational Support Professional Staff and Student Ambassadors are always available to speak with student organization leaders about their requests, questions, comments or concerns. Student organization leaders may also schedule appointments to talk about starting a new organization, leadership training, as well as for assistance in other areas. Visit Involvement & Student Organizational Support anytime from 8:00AM – 5:00pm Monday through Friday during the

academic year, and from 8:00AM – 4:30pm during the summer months. You may also schedule an appointment with a member of the team by emailing dsaSOS@uconn.edu

Chapter 2: Starting & Maintaining Student Organization Registration

2.1 How to Register a New Student Organization

Registering a NEW Student Organization

With over 600 active student organizations on campus, there are many opportunities for students to get involved. Occasionally a student is not able to find an existing organization that meets their desire. In this case, any full-time Storrs Student is eligible to submit a New Organization application. All organization requests are reviewed by Involvement & Student Organizational Support staff to discuss how your organization differs from other existing organizations and how your organization will enhance the UConn community.

Who is eligible to start an RSO at UConn?

Any Full-Time Storrs undergrad or graduate student in good standing with the University has the opportunity to start a new organization on campus, as long as its purpose and goals are different from those that have already been established.

Which Tier should I choose?

Student Organizations at UConn are divided into 3 distinct Tiers. Each Tier has its own officer/training requirements, and benefits as outlined in Chapter 1 of this document.

What are the training requirements for my group?

All Student Organizations must complete SOLID Officer training to become an Active group on campus. Based on your organization's tier, your officers will be required to attend in person and online training sessions. Please review the SOLID and Officer Requirements section in Chapter 1 of this document.

How long does the new organization process take?

After receiving your application, an Involvement Ambassador will contact you to set up a New Organization meeting. At this meeting, we will review your application, direction of your organization, category, Tier, and requirements to become an Active organization. If approved, your group will become Active once meeting all SOLID requirements for your Tier.

To get started, please visit our New Organization Resource and Application link on <http://solid.uconn.edu/neworg>

New Greek Lettered Organizations: The Department of Student Activities and Office of Fraternity and Sorority Life work together to register Social Greek-Lettered Organizations. Due to the nature of these organizations, all applications for Social Greek-Lettered Organizations will be processed and accepted into the Office of Fraternity and Sorority Life before seeking registration with the Department of Student Activities. If an organization is not accepted into OFSL, Student Activities will not register an organization at the University of Connecticut. Any social-Greek lettered student organizations that are not registered with Student Activities are

disassociated with the University of Connecticut and may not present themselves as associated in any means.

New Club Sports Organizations: Any athletic student organization that wishes to become affiliated as a Club Sport and receive support from the Club Sports office must apply following the guidelines outlined on the Club Sports webpage. No organization will be listed as a Club Sport that is not previously approved by the Club Sports office.

2.2 Affiliating with a 'Parent' Organization

Affiliating With a 'Parent' Organization. Student organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. In these instances the student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).

The campus organization must obtain, in writing, a statement from the parent organization that the UConn chapter has permission to use the name and represent the organization.

Control of the student organization must reside with the UConn Students, **with all operating decisions made by the students.**

2.3 How To Re-register a Returning Student Organization

Re-Registering a RETURNING Student Organization. All student organization registrations expire each June 30th. Accordingly, all student organizations must re-register annually following this process:

1. **Submit the Organization Registration Form.** Beginning in April of each year student organizations can re-register for the following academic year through UConncontact. Organization leaders will be notified when they can begin re-registering.
2. **Ensure each officer is listed appropriately on UConncontact.** Following Approval of your organization's re-registration, each new officer will receive an invitation into their organization which they must accept. Each officer must be listed in their position before becoming Active.
3. **Attend SOLID training.** All officers of a student organization must be appropriately trained before their group is considered Active. Visit the SOLID Workshop Series page for more information on workshops: <http://solid.uconn.edu/solidworkshops>
 - a. Club Sports officers must attend Club Sports Officer Training each year, in addition to having completed SOLID workshop requirements.

4. **Tier III organizations:** Submit Re-Registration Information, ensure officers are properly listed, and attend required Triad leadership training sessions.
5. **Failure** to Re-Register your organization by June 30th will disband your organization. Late Re-Registrations will not be accepted until the following September.

2.4 Registered Student Organization Information Changes

Organization Information Changes

To update your Officers & Membership Roster – Student organization leaders are able to update and add to their rosters, update their organization description and information, and announce upcoming meetings and events through their organization webpage on UConntact! Simply login to <http://uconntact.uconn.edu> with your NetID, click My Shortcuts > Org > Roster > Manage Roster!

If your officer information changes, you **MUST** update your UConntact page immediately. Your new officers will need to complete their SOLID workshops. Please note that only 1 student is allowed per officer position; you may not have co-officers.

To update your Advisor – Occasionally a student organization may choose to change advisors. To update your listed advisor on UConntact and with Involvement & Student Organizational Support, the organization's President must submit the Advisor Change Form which will be reviewed and processed. This form can be found on the homepage of UConntact under CAMPUS LINKS.

To update your Constitution – If your organization's constitution is 2 years or older, you will need to review, revise and resubmit it to Involvement & Student Organizational Support. This is to help ensure that the organization is as current as possible, and that officers are familiar with their constitution. For assistance in creating an organization Constitution and the required articles and clauses, please visit our UConntact Student Org Support Page here: <https://uconntact.uconn.edu/organization/sos/documentlibrary>

2.5 Changing a Registered Student Organization's Name

Changing a Student Organization's Name. Student Organization Presidents may submit a request to change the Student Organization's Name by submitting following documents to Involvement & Student Organizational Support:

1. The Student Organization Request for Change of Name Form which is located on the UConntact Student Org Support Page here: <https://uconntact.uconn.edu/organization/sos/documentlibrary>;
2. A newly signed copy of the RSOs constitution including the new formal name;
3. A signed copy of the RSOs meeting minutes indicating an approval vote for the new organization name. The minutes must include the new formal name of the organization.

This information must be submitted in hard copy to SU 302. Once these two documents are submitted, the organization's new name will be officially recognized by Involvement & Student Organizational Support.

2.6 Dissolving a Student Organization

Dissolving a Student Organization

Occasionally student organizations dissolve operations. This can be desirable for a number of reasons including, but not limited to, low membership or merging with another student organization. To dissolve an organization:

1. A student organization that would like to officially dissolve itself will need to submit the Student Organization Dissolution Form which can be found on the UConn Student Org Support Page here: <https://uconncontact.uconn.edu/organization/sos/documentlibrary>
2. This form must be signed by the President, Vice President, Treasurer, Secretary and Advisor indicating agreement with the dissolution of the organization.
 - a. If the student group holds an account with the Student Activities Business Services, the President, Vice President, Treasurer and Secretary must notify a Business Services staff person of the group's intention to dissolve.
 - i. The organization must then close its business account according to Student Activities Business Services policy.
 - ii. Student Activities Business Services Staff will then sign the Dissolution Form indicating that the organization's account(s) has been closed.
 - b. If the student organization has worked with USG for funding and/or equipment, please contact the USG office about requirements for dissolution.
3. The completed Dissolution Form must be accompanied by meeting minutes where the organization's dissolution is voted upon and receives 75% of the votes of the members present. This will be superseded if an organization's constitution addresses the procedure by which the group can dissolve. Any supporting documentation related to this procedure will need to be submitted along with the Student Organization Dissolution Form.

All related dissolution material should be submitted to Involvement & Student Organizational Support. Once it is reviewed and found in order, the group's status is changed to Inactive and all memberships are ended.

Chapter 3: Student Organization Resources

3.1 UContact

UContact is an online, user-driven involvement experience for UConn students and the UConn community. UContact represents the online listing of all registered student organizations on campus as well as a management & advertising tool for all RSOs.

With UContact, your organization is able to:

Post and Advertise upcoming Events:

- Upload a flyer for your event or meeting, or just an informational document – and all of campus will see it – for free!
 - Be creative! Flyers do not have to be just text, or graphic-heavy. If you are having an ice-cream party, your flyer can be a picture of the most delicious looking Sundae you've ever seen. When students click the ice-cream, they get to see the details of your event!

Customize & Recruit:

- There are over 600 RSOs on campus! Posting photos, images, and setting colors will help your group to stand out and make a brand for yourself.
- Setting interests for your organization will also allow new students to “match” and your group will be recommended to them!

Edit your Description:

- Utilize your Profile section to allow prospective members who view your page to see what your organization is really all about.
- Adding information about upcoming meeting dates and times so people can find you!

Manage Your Roster:

- By managing your roster you can create Internal Officer Positions (in addition to your President, Vice President, Treasurer and Secretary) and grant them access to your page
- You can message your members by position, individual, or everyone all within UContact!
- Use this feature to invite new members to your organization, and to check prospective members that have clicked to join!

Upload Documents:

- Orgs can upload documents to your individual page. This saves paper and time by not having to hunt around for lost documents! Meeting Minutes are a great way to get started posting on UContact.
- If you do not have a current copy of your constitution, please contact us at dsaSOS@uconn.edu.

Post News Articles:

- The news section lets you post articles about the successful events your organization has been having, as well as any new upcoming information from your organization.

Create Forms & Surveys!

- You can create forms to help your organization make decisions!

- Forms can be for RSVPing, Choosing Favorite Org Color, Gathering additional contact information on your membership, among many other things!

Check it out today! If you have any questions on getting your page setup, please email us at dsaSOS@uconn.edu

3.2 Organization Finances

Managing Your Organization's Funds

Business Services in the Department of Student Activities provides banking services and accounting advice to registered student organizations. **Registered student organizations are encouraged to establish an account with Business Services.**

Student Activities Business Services provides the organization with the tools, resources, and guidance to operate under sound business practices and principles. Organizations interested in opening an account or learning more about being responsible for their organization's finances are encouraged to contact Business Services staff at 486-3163 or stop by the office in the SU 314.

Services Provided by Student Activities Business Services:

- Organizational banking (deposits, disbursements, check cashing, interest)
- Accounting instruction
- Event/Program support for Tier II and III Organizations
- Budget advice
- Various other services

Advantages of Having an Account with Student Activities Business Services:

- No minimum balance
- No service fees
- Very competitive interest rates
- Free supplies
- Personal attention

Student organizations that choose to have an account with the Student Activities Business Services must complete and submit contracts and a signature sheet to Business Services once a year. The contract and signature sheet is effective from the date they are received by Business Services and expire on June 30th each year. The organization must be a registered student organization, as per Involvement & Student Organization Support requirements.

Financial Planning – Budgeting. Student organizations are strongly encouraged to develop a budget plan for the year. The Department of Student Activities Business Services can help you with the budget process. Students should consider the following when developing a budget:

- Involve key officers and members in the budget planning process. This may help ensure that all revenue sources and related expenses will be considered.
- Refer to the prior year's budget and financial statements. A review of prior year income and expenses can be helpful in planning for the future.
- Be realistic and conservative when estimating income and expenses.
- Project Revenue: Make a list of planned sources of income, i.e. dues, events, fundraisers, income from services rendered.
- Estimate Expenses: Make a list of all fixed and variable costs, i.e. telephone, national dues, and planned expenses, such as refreshments at meetings or advertising expenses that your organization may incur throughout the year.
- Establish Program Budgets: A program budget should be established for a specific event. Be sure to estimate and include all the expenses for an event or program before you set the admission price.
- Plan for the future! Set some money aside to save for future purchases.
- Once the budget has been established, it should be referred to often and updated as needed.

Tax ID Numbers. Student organizations may be asked for their tax identification numbers during the normal course of business. If you do not have an account in the Student Activities Business Services, you may apply for a Tax ID number with the IRS. Organizations with accounts in Business Services should contact Business Services for specific direction regarding tax identification number usage.

Organization Donations. Donations from individuals or business made directly to your organization are not tax-deductible to the donor. Making them tax deductible will make the transaction more appealing to potential donors. Here are two ways to make that possible:

1. Work with the Student Activities Business Services to establish an account with the University of Connecticut Foundation. All tax deductible donations will go to this account and the individual or business will receive the proper documentation for their donation.
2. Student organizations can apply for their own non-profit tax identification number. To find the appropriate forms and procedure, visit the IRS WebPage. Remember that you will need to apply on both the federal and state level.

Insurance. The activities of students and student organizations are not insured in any way by the University of Connecticut. Individuals and organizations wishing to insure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

Student Activities Business Services Contact Information

Office Location: Student Union Room 314

Office Hours: M-F, 8:30am-4pm

Telephone: 486-3163

Email: dsabusinessoffice@uconn.edu

Website: <http://sabo.uconn.edu>

Fundraising

Raising money is always an important topic to student organizations. Many student organizations collect dues or have fundraisers to support their activities. Some fundraising ideas are listed below; however, students are encouraged to be creative and explore new ideas.

Collect dues from members.

- Sell merchandise (flowers, doughnuts, candy, etc).
- Sell services (chair setups, concessions at Athletic events).
- Charge admission for events.
- Co-sponsor programs with other organizations. Look for University departments or other student organizations with a similar mission and pool resources to co-sponsor events.
- Solicit donations.
 - For donations to be tax deductible student organizations must work with the Student Activities Business Services to establish an account with the University of Connecticut Foundation.
- Request funding from the Undergraduate Student Government.

Check with the Programs Office in the Student Union Room 307 or the Student Activities Business Services in the Student Union Room 314 for more information on fundraising.

Undergraduate Student Government and Support of Student Groups

The Undergraduate Student Government (USG) was founded for one general purpose: To serve the undergraduate student body. USG has been effective over the years in advocating student concerns to the administration on campus. The Undergraduate Student Government strives to support all student organizations through USG funding and managing the operations of the Student Organization Center.

USG as a Funding Resource. The Undergraduate Student Government has successfully supported thousands of events from hundreds of different organizations with financial assistance. **To Apply For Funding From the Undergraduate Student Government (USG):**

1. Your organization must be a **Tier II Registered** Organization.
2. Your President or Treasurer **must attend a USG Informational Session** once per academic year.

A portion of your Student Activity Fee is allocated to the Undergraduate Student Government to give financial support to student organizations. In short, USG is using money allocated from students to be used for students. Any Registered Tier II organization can apply to USG for that money, so long as it conforms to the USG Funding Guidelines and any State or University policy. Please contact USG for more information regarding their funding policies or procedures by emailing the Funding Board Chair at fundingboard@usg.uconn.edu.

For more information, the Undergraduate Student Government encourages your organization to stop by during office hours, visit the Undergraduate Student Government website, or call. **USG Contact Information** Office Location: Student Union Room 219 Office Hours: M-F, 9-5pm Telephone: 486-3708 Email: info@usg.uconn.edu Website: usg.uconn.edu.

3.2 The Student Organization Center

The Student Organization Center (SOC) located in Student Union Room 218 is designed to provide registered student organizations with specialized services to help meet the needs and responsibilities of their organization. Services provided are as follows:

- Meeting Space – (No reservation needed)
- Photocopying – (200 free copies per event)
- Storage Bins – (Request storage bins for organizational items)
- Mailboxes – (All registered organizations are eligible to use a mail box in the Student Organization Center)
 - Mailboxes should be checked frequently throughout the semester
- Computer Stations For organization use only.

Storage Locker Policies Registered Tier II student organizations are eligible to sign out one storage locker per organization from USG. The storage lockers are located in room 218 and on the fourth floor of the Student Union. These storage lockers are for student organizations to store items and/or equipment pertaining to the organization. The lockers will be assigned on a first come, first served basis. Please stop by the SOC (room 218) or the USG office in room 219 of the Student Union or call 860-486-3708 for specific policies and procedures regarding the storage lockers.

Organization Mailing Address Student organizations who wish to have mail delivered to the SOC should use the following address template:

Your Organization's Name
c/o Student Organization Center
2110 Hillside Road U3061
Student Union Room 218
Storrs, CT 06269

3.3 Event Planning and Facility Use

Organization Events

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization;

- the event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization;
- promotional material associates the event, activity, or gathering with a specific organization;
- the activities can be reasonably associated with a particular organization

All student organization events using any University facility must be registered in advance with the Student Union Event Services Office in the Student Union. Such event registration may require approval in advance from the Student Union and/or other University departments. Contact the Student Union Event Services Office for additional information. The Student Union Event Services Office is located in the Student Union Room 106K.

Reserving Campus Facilities and Equipment

The Student Union Event Services Office reserves space for meetings and programs in the Student Union and other University facilities for registered student organizations. The Student Union Event Services Office is located in SU 106K.

Please visit the U Guide for information regarding the use of spaces and facilities on campus <http://studentunion.uconn.edu>

How to Reserve Space Requests made by registered student organizations for facilities are handled in the following ways:

- Go to <http://uconncontact.uconn.edu> > Campus Links > Student Union Reservations Form
- Go in person to the Student Union Event Services Office located in room SU 106K
- Call the Student Union Event Services Office at 860-486-3422

Space Reservation Confirmation Process

Once your President, Vice President, Treasurer or Secretary has read the U Guide and submitted a request the typical processing times before your space is placed On Hold for your RSO are as follows:

- Student Union Request ~ 2 business days
- Hawley Armory ~ 1 week
- Classroom Buildings ~ 1 week
- Residential Life Buildings ~ 1 week
- Rome Ballroom & Wilbur Cross ~ 1 week

*All times are approximate. Please note that during high traffic times, wait times may be longer. Facilities fill quickly and you are encouraged to submit your requests well in advance.
**This does not CONFIRM your space. Once you have met with the appropriate office to review your event details your space will be Confirmed.*

Additional Guidelines All on-campus programs and events sponsored by registered student organizations are required to be registered in the Student Union Event Services Office. To register an event, an officer must provide the Student Union Event Services Office with basic

information about the event, i.e. date, time, place, type of event and advertising. Additional information may be required for major programs.

- Amplification (either video or audio) is not permitted at information/concession tables.
- Meetings and events with alcohol must be in compliance with the current University Alcohol Beverage Policy which can be found online.
- Students will be informed of specific policies and procedures related to their reservation request at the time their reservation is made. Depending on the venue, additional guidelines may be in place.
- The Student Union reserves the right to determine the appropriate use of all facilities.
- In order to request facility usage, student organizations must be registered and have no outstanding charges with the University.
- Reservation requests will only be accepted from registered officers of a registered student organization on file with the Department of Student Activities.
- In the Student Union, early evening meetings must end by 8:30 p.m. so that a second group can be accommodated.

Reserving a Table at Babbidge Library Registered student organizations can reserve a table in the library for up to three days per month. Reservation requests can be made at the Library Administrative Office located on the Plaza Level, 486-2219.

A student organization wishing to conduct a fundraising activity must first complete a Fundraising/Donations Form in the Student Union, Reservations Office in the Student Union, before completing table reservation at the Library Administrative Office.

Guidelines for the Use of a Tent on University Property *Definition of a "tent" for the purpose of this policy: "Tent" means any structure with or without side panels having wood or metal supports and using any kind of textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons or covering a ground area of 1200 square feet* Requests by a student organization to set up a tent on University property must be approved in advance by the Student Union.

Outside Noise Policy Amplified sound (any mechanically or electronically altered sound) on campus is prohibited except between the hours of 12:00pm and 1:00pm on Mondays, Wednesdays, and Fridays, and between the hours of 12:30pm and 1:30pm on Tuesdays and Thursdays, or unless an exception has been granted. Amplified sound may also be approved on weekends and when classes are not in session. Reading days and final exam days are considered "class" days. Groups or individuals wishing to use amplified sound for an event need to reserve space and get approval from the Student Union Reservations Office in the Student Union. NOTE: Non-amplified sound levels may also be limited if they interfere with academic activities.

Disability Accessibility for University Events While planning, it is recommended that students take a few moments and think about how to make the event accessible to everyone on campus, regardless of ability. Students are encouraged to contact the Center for Students with

Disabilities (486-2020) if they have any questions about how to accommodate students with disabilities.

Event Planning Advice

For advice on how to plan programs/events, stop by to speak with staff from the Programs Office in the Student Union Room 203 or call 486-3423 to make an appointment. Remember that prior planning prevents possible programming problems. It is important that before beginning a program, you consider:

- What is the purpose of the program?
- Is there sufficient support from within the organization to complete the program successfully?
- Is there interest for the program on campus?
- Do you have sufficient funds to pay for this program?

As you prepare for your program, be sure:

- You are aware of University policies concerning reservations, use of facilities, and advertising.
- You are aware of University facilities and services available and how to access them.
- That the event reflects positively on your organization and the University.
- You and your fellow officers understand any risks inherent to running your event. If your event includes any potentially risky activities, such as transporting members and/or guests to the event, you should consider having each person sign a waiver.
- You and your fellow officers understand that your organization will be responsible for all expenses associated with the program.

Once the program is finished, be sure to conduct an evaluation of your event. Consider these questions:

- How did the audience respond/participate?
- Were your fellow officers and/or the program committee satisfied with the function?
- Did the program run smoothly?
- Did you stay within budget/did you make needed revenue?
- What would you recommend to next year's officers about this event?

Create a written copy of the evaluation and recommendations and keep in your organization's files for future leaders.

Chapter 4: Policies and Student Organization Conduct

Guidelines: The Department of Student Activities oversees all student organizations affiliated with the University of Connecticut therefore this Code of Conduct for Student Organizations applies to all student organizations at the University. Organizations that are additionally under the jurisdiction of another department in Student Affairs (such as the Office of Fraternity and Sorority Life or Club Sports) may be held to additional sanctions and these are discussed in Chapter 5 of this document.

Organizational Responsibility: Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of this document, as well as any other applicable University policy. Violation of applicable laws and policies by any student organization may subject that organization and individual members to disciplinary action.

Individual Acts and Group Responsibility: Student organizations may also be held responsible for the acts of its individual members and guests. Acts include but are not limited to the following types of circumstances:

1. When a member of an organization is violating federal, state, or local law or University of Connecticut standards – including, but not limited to, the Student Code – and other members present fail to indicate their disapproval, or by their continued presence, without objection, implicitly condone the behavior.
2. When the acts grow out of, or are directly related to the student organization's activities, or an environment created by the organization.
3. When the acts are those of the guests of an organization, committed during, in conjunction with, or related to the activities of the organization.
4. When the acts are those of a person authorized to represent themselves as connected with the organization.
5. When an organization places prospective members in subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Student organization responsibility may be mitigated if members of the organization take reasonable steps to prevent the incursion of infractions by their fellow members. Such steps may include clear establishment and member notification of standards (in writing), documented education of members as to the standards established and documented enforcement of the standards when violations occur.

Organizational status, resources, and services may be restricted or suspended as a result of a violation of any University policy by the organization, its members, or guests as described above. For additional information on possible sanctions refer to Chapter 6 of this document

and/or Responsibilities of Student Life: The Student Code at <http://community.uconn.edu/> (Section IV).

Policies

General: The University of Connecticut's Code of Conduct outlines the responsibilities of student organizations and prescribes guidelines for appropriate behavior and sanctions applicable to all student organizations. This document details the methods, procedures and applicability of University policies to student organizations as administered by the Department of Student Activities.

Hazing Policy: Hazing in any form is prohibited at the University of Connecticut. The University of Connecticut defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in the Responsibilities of Community Life: The Student Code. In cases where an organization is found responsible, sanctions may include but not limited to loss of privileges, temporary suspension of registration, or termination of registration. Such penalties may be in addition to any penalties imposed in court under penal law, Public Act Number 88-328.

Student Code of Conduct Related to Student Organizations: The following list of behaviors is intended to represent the types of acts that constitute violations of *The Student Code*. This list should not be regarded as all-inclusive. All community members are responsible for knowing and observing all University policies and procedures.

1. Disruptive behavior which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity.
2. The threat of or actual physical assault or abuse; stalking; verbal/written abuse; threats, harassment, intimidation; and/or coercion, sexual misconduct and sexual assault and or unwelcome sexual contact.
3. Conduct that threatens or endangers the health or safety of any person including one's self.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

5. Use (including being under the influence), possession, sale, distribution, or manufacturing of controlled substances and/or drugs, or drug paraphernalia, except as expressly permitted by law and University regulations.

Sexual Harassment and Bullying Policy: Pursuant to the Student Code of Conduct sexual harassment and bullying will not be tolerated among student organizations or other entities. Acts that constitute violations of The Student Code of Conduct include: Harming behavior which includes, but is not limited to, the true threat of or actual physical assault or abuse; stalking; bullying; and/or harassment. Sexual misconduct is defined as including, but not limited to, the true threat of or actual sexual assault, unwelcome sexual contact, and/or sexual harassment. In determining whether an act constitutes harassment, Community Standards will consider the full context of any given incident, giving due consideration to the protection of University climate, individual rights, freedom of speech, academic freedom and advocacy. This policy in its entirety can be found in the Responsibilities of Community Life section of the Student Code. From Responsibilities of Community Life: The Student Code

Off-Campus Activity Notification and Advising Policy: Registered Student Organizations are required to submit information about their off campus activities to the Department of Student Activities at least 14 days prior to their event. Off campus activities are any RSO activities that take place off campus including, but not limited to, practices, meetings, socials, conferences, service programs, competitions, and programs. The Off Campus Event Notification Form is located on the SOLID website.

A staff member from Student Activities will contact the Activity Planner of the RSO and arrange a meeting to discuss the details of the activity. The process the staff member utilizes will depend on the type of organization event. Staff members advise student organizations on risk management in six key areas to help the organizations have the most successful events possible. These areas include: travel, lodging and overnight stays, events with alcohol, protection of minors, cash handling, and contracts.

A staff member will e-mail risk management documents to the Activity Planner, the registered student organization President, and the student organization's Faculty/Staff Advisor prior to the activity. The documents must be returned to the staff member prior to the organization's departure from campus.

If your organization plans to have several off campus activities during the semester, it is strongly recommended that event planners complete submission forms for as many events as possible at one time. This allows the Student Activities/Club Sports/Office of Fraternity and Sorority Life staff member to discuss multiple events during a meeting rather than one event at a time. Contact Off-Campus Events at offcampusevents@uconn.edu.

Student Organization International Travel Policy:

Student organizations must adhere to the UConn Student International Travel Policy for several reasons including: ensure student access to information essential to their trip; assess potential risks; reduce risks associated with trip; make the University aware of when and where students are taking advantage of international opportunities; ensure students obtain CISI International Health Insurance and trip cancellation coverage.

The online Registration Student Travel and Health Insurance Registration form is required to register international travel. To access the form go to abroad.uconn.edu, click Travel Registration, click "Undergraduate (or Graduate) Student Travel Registration, then Register Now. Enter in your trip information, emergency contact info, information for your CISI Health Insurance enrollment, and pay your registration fees via credit card. A few days after submitting this information you will be emailed your insurance card.

After completion of the form, RSOs must meet with the Assistant Vice President for Global Affairs to review your trip which can be set up by contacting Kayla McNickle at kayla.mcnicke@uconn.edu.

Each organization must pay a \$25 fee on the registration form via credit care. All students who will be traveling internationally will be automatically enrolled and covered by Cultural Insurance Services International. The current insurance rate is \$41.00/month if you are traveling for more than two weeks, or \$10.00/week if you are traveling for two weeks or less. If your RSO wishes to cover these expenses for your members you may contact kayla.mcnicke@uconn.edu for an invoice of which you will pay by check.

Please note if you are traveling to a country with a travel warning or alert, the university must review and grant permission for you to travel. You will be contacted directly with the university's decision.

Statement on Postings by Registered Student Organizations on UConn: Pursuant to the Laws, Bylaws and Rules of the University, the University assumes no responsibility for the actions and activities of registered student organizations or their membership nor does it approve the qualifications of speakers whom registered student organizations invite to address the. The responsibility for any views sponsored by or expressed within or by student organizations rests with the individuals concerned. The University's role is not to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its educational obligation to facilitate free discussion of all points of view to the extent guaranteed by the Constitution of the United States and of the State of Connecticut. The Department of Student Activities reserves the right to remove any postings on a weekly basis.

Outside Noise Policy: Amplified sound (any mechanically or electronically altered sound) on campus is prohibited except between the hours of 12:00 PM and 1:00 PM on Mondays, Wednesdays, and Fridays, and between the hours of 12:30 PM and 1:30 PM on Tuesdays and

Thursdays, or unless an exception has been granted. Amplified sound may also be approved on weekends and when classes are not in session. Reading days and final exam days are considered 'class' days. Groups or individuals wishing to use amplified sound for an event need to reserve space and get approval from the event location (e.g. Student Union Reservations Office for the Student Union interior and exterior). Note: Non-amplified sound levels may also be limited if they interfere with academic activities.

Posting Policy: With a large and bustling campus like ours, we know that your RSO wants to get noticed, recruit new members, and advertise your events! One of the best ways to get noticed is by posting interesting and eye-catching flyers throughout buildings on campus. Because there are so many groups vying for posting space, the following guidelines should always be followed to help you succeed in your advertising campaigns.

General Campus Posting Guidelines: Each building on campus has its own posting policy and guide. Before hanging any flyers, please be sure to know the buildings' specific policy. Any building that allows postings will provide a space to post your flyers.

1. RSOs are NOT allowed to post in the following locations: University signs, lampposts, trees, sidewalks, windows, walls, painted surfaces, doors, floors, bricks, railings, bathroom stalls, or any other location that may cause damage to university property.
2. Duct tape or any other method of permanent or semi-permanent adhesion is not permitted.
3. Any damages to any surface will be charged to the students and/or student organization.

Student Union Posting Policy: Posting in the Student Union is a great way to get noticed as almost everyone comes to The U! To submit your flyers to be posted, please drop them off at the Student Union Information Desk on the 2nd floor, near Dunkin Donuts.

Please note that organizations are only able to post 4 flyers per event and that events must be open to all students; your RSOs name must be on the flyer; and your flyer may be posted for up to 14 days. For any questions, please contact the Student Union Information Desk, again located around the corner from Dunkin Donuts in the U.

Residential Life Posting Policy 2017-18: Posting is defined as public display of any informational or promotional materials. Residential Life has designated space in the residential areas for the purpose of providing a place for groups and organizations to market their activities, events, information, programs, and services. Posting materials may include, but are not limited to: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. University departments, faculty, recognized student organizations, and candidates for student government office and current UCONN students are eligible to post materials in the residential areas.

Please Note: We highly encourage the use social media (i.e. Facebook, Instagram, Twitter, etc.) as a primary source of advertisement for an event or organization. Promotional materials will be approved on a first come basis, volume of requests and available space. Not all promotion request will be approved.

How to Submit a Request: To request to post in the residence halls, all applications and application materials must be completed and received at least fifteen (15) business days (Monday-Friday) prior to the event, so that applications can be reviewed. Applications can be downloaded (<http://reslife.uconn.edu/housing-contract-forms>) and submitted to livingoncampus@uconn.edu.

- Please complete and submit the application with a digital copy of the promotional material to the email above. (Please do not make copies of the promotional materials until it is approved).
- **The posted material must clearly identify the name of the sponsor or student organization, date(s) of the events, and contact information. The promotional material must meet posting requirements listed below.**

Once the application and sample are approved, you will receive a stamped digital copy of the promotional material via email. Departments and organizations requesting permission to post materials must print and separate the posting materials based on the distribution list provided to ensure a timely delivery to the residential areas. **The materials must be delivered to the Residence Education Office in Holcomb Hall 10 business days prior to the event.**

- A distribution list outlining the residential areas may be obtained from the Residence Education Office in Holcomb Hall (860-486-0353). Please note: The Residential Education Stamp must be visible on all copies of promotional material

Furthermore;

- Promotional materials will only be posted by Residential Life staff members in designated areas approved by the Department of Residential Life.
- Posting is not permitted on the walls, windows, or doors in any residential area.
- Posting is not permitted on buildings, lampposts, blue lights or sidewalks surrounding the residence halls.
- Chalking is not permitted in any areas inaccessible to rain, or on any vertical surface.
- Only one flyer per activity is allowed on a bulletin board or in a designated area and no posting may infringe upon another previously posted sign.
- Only tacks or staples (for bulletin boards) and masking tape (for other designated areas) may be used.
- Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited posting space, any posting material exceeding 11" x 17" will not be approved.
- Flyers with expired event dates will be removed. Signs posted for longer than four weeks may be removed.
- Promotional materials will be removed and appropriate actions may be taken in the event that an individual or organization fails to adhere to the aforementioned policy guidelines. Residential Life reserves the right to not approve any posting due to space or time limitation, or inappropriate content.

- If you wish to post flyers in the Dining Halls, please contact Dining Services at (860) 486-3128.
- All matters for posting not covered under this policy must be approved in advance. Please contact livingoncampus@uconn.edu for more information.

Posting in Academic Buildings: If an academic building allows postings, they will have designated place and procedure for approvals. Please contact the building staff directly.

Posting in Dining Halls: To post in University Dining Halls please contact the Dining Hall Manager directly.

Posting on University Buses: To post on University Buses, please contact University Transportation

Chalking Policy: Chalking is not permitted in any areas inaccessible to rain, or any vertical surface. Spray Chalk is not a permitted form of chalking.

Tent Policy: Student organizations that wish to setup a tent must receive authorization from the Student Union Event Services office in advance. The definition of a ‘tent’ for the purpose of this policy: ‘Tent’ means any structure with or without side panels having wood or metal supports and using any kind of textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons or covering a ground area of 1200 square feet.

Outstanding Debt: Student organizations may incur charges as a result of sponsoring activities and/or conducting organizational business with various University departments. All student organizations are expected to pay for services rendered in a timely manner, if not in advance. Organizations that do not pay their debts to University departments may lose their registration privileges or be sanctioned until; at least, such issues are resolved.

Rock Painting Policy:

The tradition of rock painting, properly regulated, has a positive impact on campus. It provides an outlet to show school spirit and pride in individual organizations.

The painting of rocks and other forms of University of Connecticut landscape is prohibited with the exception of the following list of rocks, which are the official “paintable” rocks located on University of Connecticut Property:

- The Rock – across from North Garage
- Towers Rocks – bottom of the walkway to Towers behind St. Thomas Aquinas Church
- Buckley/Shippee Rock – on the south side of the road leading to the Buckley/Shippee parking lot

Rock Painting Etiquette

- Students may only use water-based latex paint;
- All materials will be properly disposed of to maintain a clean and safe environment;
- Students May Not guard the rock for their group to paint, or to prevent it from being painted over;
- Students may not “tag” letters, symbols, or words over another’s artwork;
- Students may not paint over a wet rock – all paint must be completely dry
- Students may not paint rocks under the influence of any drugs or alcohol;
- And students may not be disruptive to others in the area (for example by playing loud music while painting the rocks.)

Painting the spirit-rocks should be a fun, voluntary activity. Members or new members shall not be required to paint the rock as it is considered a hazing & harming activity.

Enforcement of the policy and rock painting guidelines will be coordinated by Student Activities and associated staff, as well as University law enforcement personnel and Community Standards. Violations of the policy and guidelines may result in disciplinary action toward individuals and/or groups.

Other University Policies: Student organizations and their members are expected to adhere to all relevant University policies and written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to: The Student Code, the On-Campus Housing Contract, the Policy on Alcohol and Other Drugs, the President’s Policy on Harassment, The U Guide (Policies and Procedures for the Student Union, Graduate and Undergraduate catalogs, and other publicized University notices.)

Club Sports

Student Organizations that are recognized as members of the Club Sports Office must also comply with policies and procedures set-forth by the office. For a listing of specific Club Sports policies and procedures, please visit:

Office of Fraternity and Sorority Life

Student Organizations that are recognized as members of the Office of Fraternity and Sorority Life must also comply with policies and procedures set-forth by the office. For a listing of specific OFSL policies and procedures, please visit:

Chapter 5: Registered Student Organization Conduct Violation Procedures

NOTE: These procedures will be used for groups whose cases are considered starting as early as September 2016.

The procedures noted below, and their outcomes, in no way preclude the Office of Fraternity and Sorority Life (OFSL) and affiliated recognized student organizations' regional / national / international organizations, or the Club Sports Office (and their governing bodies) from reviewing member organization Investigation and Referral Reports and imposing additional sanctions.

Any outcomes and sanctions resulting from any internal review process undertaken by the Office of Fraternity and Sorority Life and affiliated recognized student organizations' regional/national/international organizations, or the Club Sports Office (and their governing bodies) shall not negate but stand in addition to the outcomes of the below procedures.

Responsibilities of Community Life: The Student Code rests on the principles of individual development, community involvement, and fairness. Therefore, whenever appropriate, it encourages alternative methods of dispute resolution.

1. Community Standards Part of the Process

- a. Any person may file a report regarding any registered student organization alleging misconduct regarding *The Student Code*. Reports shall be prepared in writing and directed to the Director of Community Standards or to a designee in that office. A report should be submitted as soon as possible after the alleged misconduct takes place.
- b. The Director of Community Standards (or designee) shall determine if a complaint alleged could be a potential violation or violations of *The Student Code* and will generally notify the president (or designee or equivalent) of the student organization of such allegations during a meeting in Community Standards.
 - i. It is the student organization's responsibility to notify their members as well as regional/national/international organization (or equivalent) about the potential violation and investigation (if applicable).
- c. Generally, the Director of Community Standards or designee will assign a student conduct officer(s) to the case who will investigate as deemed necessary and appropriate.

- d. Community Standards may impose interim restrictions on a student organization during an investigation and/or prior to the group's meeting with the Ad-Hoc Committee.

Such action may be taken when, in the professional judgment of a University official, a threat of imminent harm to persons or property exists.

Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the respondent, of others, of the University, or of property.

Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the student organization conduct matter.

- i. It is the student organization's responsibility to notify their members as well as their regional/national/international organization (or equivalent) about the investigation and interim restrictions (if applicable)
- e. If there has been an investigation that led to an Investigation Report and Findings, the Report will be sent to Student Activities.
- f. In some cases, a Referral Report regarding student organization conduct will be sent to Student Activities. Referral Reports are used:
 - i. When there are concerns about student organization activities, but Community Standards does not deem an investigation to be necessary

and/or
 - ii. When a group, via its leaders, accepts responsibility for the actions and violations of the Code, and explains the details of an incident to Community Standards.

Referral Reports will be handled according to the same process, outlined below.

2. Student Activities Part of the Process

- a. Generally, within five business days of receiving an Investigation Report and Findings or a Referral Report, Student Activities will contact, via email, the President (or designee or equivalent) of the student organization, and that organization's campus advisor, to schedule a meeting.
 - i. Student organization conduct meetings will not take place the week immediately prior to, or during finals. Meetings may take place during breaks if the required students are available.

- ii. Student Activities will provide, via e-mail, a redacted copy of the Report (to the President(s) (or designees or equivalent) of the organization(s) involved, as well as the campus advisor(s).
 - a. If there is a victim(s)/complainant(s), that person will also be sent a redacted copy of the Report or Referral.
 - b. NOTE: If the Report, even after redaction, is determined to be a violation of a student's FERPA rights, a Summary document will issued in lieu of a Report.

- b. An Ad-Hoc committee consisting of three professional staff members from the Division of Student Affairs will be convened to meet with the organization(s) generally within five days of sending the Report to the student organization.
 - i. If there are multiple groups in a given situation, each group will have a separate meeting with the Ad-Hoc committee.
 - ii. Meeting with the Ad-Hoc committee
 - 1. The student organization may have up to five people at the meeting. Required attendees: the organization president (or equivalent) and the campus advisor. Of the remaining (up to) three people, only 1 may be a non-student.
 - 2. Only UConn student members of the student organization may speak at the meeting. The non-students are there to support, guide, or advise the student leaders.
 - 3. If the group is a Club Sport, the Club Sports Coordinator will attend the meeting. If the group is a Fraternity or Sorority, The Director of OFSL (or OFSL staff designee) and the specific council advisor will attend. Other similar type staff members (staff who have responsibility for a category of groups) may be asked to attend, at the discretion of the convener. Staff members attending these meetings observe. They do not participate.
 - 4. The purpose of the meeting is for the student organization leaders to comment on the Report, Referral, or Summary and their actions relative to the incident.

- a. At the meeting, the student organization leaders in attendance can share whatever information they think is appropriate related to their actions relative to (before, during, and after) the incident

The student leaders can also choose to provide information about their organization in *any or all* of the following categories: activities and accomplishments relative to the group's mission, academic achievement and support activities and results, group recruitment and retention activities and results, professional development activities, personal development activities, involvement on campus, and service to the community.

- b. Any of the information in 4a above can be shared, in writing, with the Ad-Hoc committee in advance of the meeting (send to the meeting convener at least three business days before the meeting).
 - c. The complainant(s) or victim(s) (if applicable) shall have the right to share a personal or community impact statement to the Ad-Hoc committee in person at the meeting with the student organization leaders, or in writing, or via audio taped statement, or via a video statement. Letters will be read to, or videos will be shown to, the Ad-Hoc committee and attendees of the meeting.
- c. Based on the Report or Referral, information provided by the student organization, as well as supporting documents requested by the committee, including but not limited to the organization's conduct history, as well as any complainant and/or victim impact statements, the Ad-Hoc committee will determine *status sanctions*, if relevant. The status sanctions below are materially the same as status sanctions in *The Student Code* but have been defined in this document to explain how the sanctions pertain to student organizations. Status sanctions include:
 - i. **Warning:** A *Warning* is a notice that the student organization has been found responsible for violating University policy and a warning that another violation will likely result in a more severe sanction which could include University Probation, University Suspension or University Expulsion.
 - ii. **University Probation:** *University Probation* is an indefinite period of time during which the student organization given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain privileges within the University community.

Due to the student organization's conduct history, there is the possibility of Suspension of Student Organization Registration or Expulsion of Student

Organization if the student organization is found responsible for a subsequent violation.

- iii. **Suspension of Student Organization Registration.** *Suspension of Student Organization Registration* is separation from the University for a designated period of time after which the student organization shall be eligible to apply for re-registration. Re-registration is not guaranteed. Conditions for re-registration may be specified. A student organization's re-registration is at the discretion of the Probation/Suspension Review Committees (Section 4 and 5 of this Chapter, respectively). A permanent notation of "Suspension" shall be placed in the Student Organization's file. (*NOTE: This sanction was formerly known as "Loss of Registration" and "Loss of Recognition"*)
- iv. **Expulsion of Student Organization.** *Expulsion of Student Organization* is permanent separation from the University. A permanent notation of "Expulsion" shall be placed in the student organization's file.

Additional Sanctions: The Ad Hoc Committee in conjunction with the Club Sports Coordinator, Director of OFSL, Council Advisor, and others (at the discretion of the Ad Hoc Committee) will determine if, and what other sanctions are appropriate. The following may be given in conjunction with any of the above sanctions:

- v. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- vi. **Restitution:** Compensation for loss of or damage to property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
- vii. **Removal from Housing:** Separation of the student organization from University approved student organization housing for a designated period of time after which the student organization shall be eligible to apply to return. Conditions for reapplication may be specified.
- viii. **Educational Initiatives:** Projects; participation in health or safety programs service to the University or to the larger community; seminars; and other assignments as warranted.

NOTE: The list of sanctions (above) should not be interpreted as an exhaustive list of sanctions.

Aggravated Violations: If a student organization is responsible for violation of any University policy that is directed toward an individual or group due to race,

ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, intellectual development disorders, and past/present history of a mental disorder, the Ad Hoc committee may enhance the sanctions.

- d. Sanctions will be communicated formally to the student organization president (or equivalent) after this meeting, via email, generally within five business days of the meeting.
- e. A copy of this communication will be saved in the organization's electronic file and copied to the organization's campus advisor(s), and any relevant office (such as Office of Fraternity and Sorority Life for fraternity and sorority student organizations, Club Sports, for club sport student organizations, and Residential Life, for student organizations with on-campus housing).
 - i. It is the student organization's responsibility to notify their members and their regional/national/international organization (or equivalent) about the Sanctions (if applicable)

3. Appeals Process

- a. A complainant or complaining organization (the group that made a complaint) or responding organization (i.e. the organization that responded to the complaint; the group under investigation, or the group that received a referral) may submit an appeal of the Ad-Hoc Committee's decision.
- b. An appeal must be based on one or more of the following:
 - i. To determine whether the process was conducted in conformity with prescribed *Registered Student Organization Conduct Violation Procedures*.
 - ii. To determine whether the sanction(s) imposed were appropriate.
 - iii. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the student organization leaders at the time of the meeting with the Ad-Hoc committee.
- c. Appeals must be submitted within five business days of the date of the sanction letter. This appeal deadline will be included in the sanction letter.
- d. An appeal may be made by completing an Appeals Form and submitting it to the Assistant Vice President for Student Affairs.

LINK:https://publicdocs.maxient.com/reportingform.php?UnivofConnecticut&layout_id=12

- e. The Assistant Vice President for Student Affairs will consider the appeal and will make a determination of its disposition.
 - i. Such disposition may include, but not be limited to overturning the original decision, modifying the sanctions, or reaffirming the initial decision.
 - ii. The decision of the Assistant Vice President for Student Affairs will be final.
- f. The Assistant Vice President for Student Affairs will conclude the appeals process with a letter/email to the organization's President (copying the campus advisor and any relevant office) summarizing the appeals process and noting its' disposition.
 - i. This letter will generally be sent within five business days of receiving the appeal material from the student organization.
 - ii. A copy of this communication will be saved in the organization's electronic file.

4. Student Organization Probation Review

University Probation is an indefinite period of time during which the student organization given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain privileges within the University community.

A student organization that is sanctioned to University Probation will be assigned a Probation Coach. Coaches are Student Affairs Staff members who are knowledgeable about leadership, organizational, and student development. The role of the Probation Coach is to advise, support, and encourage the advisor and the student organization leaders who are seeking to improve their organizations while on probation.

Probation Review Process

- a. No earlier than six months from being placed on University Probation (or any time after six months), the student organization may apply for a review of probationary status by the Probation Review Committee (PRC). The PRC is made up of:
 - i. One member of the Ad Hoc committee that reviewed the original case
 - ii. One staff member who serves on Ad Hoc committees, but was not a member of the Ad Hoc committee that handled the original case
 - iii. A student leader from any relevant council or umbrella group; if the group is not part of a council or umbrella group, a member of USG designated by the USG President (for undergraduate student organizations), or GSS designated by the

GSS President (for graduate student organizations) will serve on the Probation Review Committee.

- b. To request a status review, the President of the student organization must submit a written request for review to the Assistant Vice President of Student Affairs (email is acceptable).
 - i. This request should simply indicate the organization's desire to have their status reviewed pursuant to this policy (no additional material needed at this step).
- c. Depending on the terms and conditions under which the organization's probationary status was put in place, the Assistant Vice President will make a determination as to whether the organization is eligible for such a review.
 - i. The Assistant Vice President's determination will be communicated to the student organization President within 10 business days, typically via email.
 - ii. If the request for a status review is denied, a brief explanation will be given as to the reason along with possible suggestions for submitting another request at a later date.
 - iii. If the request for status review is approved, the Assistant Vice President will include the name and contact information for the Ad-Hoc chair of PRC, and will include with the email:
 - a. A copy of the Investigation/Referral Report from Community Standards.
 - b. A copy of the sanction letter where in the group was put on probation.
 - c. Any appeal letters and appeal determination letters (emails) related to the sanction letter.
 - d. A blank copy of the Probation Status Review Request Form
- d. The student organization President will then have 10 business days from the date of the notification letter from the Assistant Vice President to submit the Probation Status Review Request Form and any supporting documents to the Ad-Hoc chair of the PRC, via email.
- e. Once required documents have been received by the Ad-Hoc chair of the PRC, the committee will convene a meeting with representatives of the student organization and the members of the PRC.
 - i. The student organization leaders will meet with the PRC and will seek to demonstrate significant improvements to the culture/issues that led to the violations, and positive contributions to the University community.

- a. The people from the student organization who can attend the meeting are the same people/positions who attend the meeting referred to in these procedures at 2.b.ii.1-3, as well as the Probation Coach.
 - b. The student organization may propose additional attendees to the PRC.
- f. The PRC will determine if the student organization will continue on University Probation or the University Probation is lifted. This determination will be communicated via email to the student organization President. The decision of the committee is final and not subject to appeal.
- g. If it is decided that University Probation will continue, the student organization may re-apply in six months after the committee's decision.
- h. All decisions regarding a student organization's status will be communicated to the organization advisors, the Office of Community Standards, and other relevant University administrators.
- i. **NOTE:** Due to the student organization's conduct history, there is the possibility of Suspension (loss) of Student Organization Registration / Recognition or Expulsion of Student Organization if the student organization is found responsible for a subsequent violation while on probation.

5. Suspension Review Process (*re-registration and re-recognition process after suspension / loss of registration / loss of recognition*)

When a group of students wishes to organize on campus as a student organization, and that organization previously existed on campus and was suspended or lost its registration or recognition through the student organization conduct process in the past 10 years, that organization must complete the following pre-registration / pre-recognition process.

NOTE: The group of students should understand that going through these procedures does not guarantee re-registration (and re-recognition, in the case of groups affiliated with OFSL).

Procedures for groups that are NOT social fraternities and sororities

- a. A request must be send to the Associate Director for Leadership & Organizational Development in the Department of Student Activities indicating that a group of students seeks to re-register the student organization.
- b. An Ad-Hoc committee will be formed by Student Activities within 1 week of notification by the requesting student organization.
 - i. The ad hoc committee will be made up of two staff members from Student Affairs and one student leader (appointed by USG or GSS).

- c. The ad hoc committee will perform the following:
 - i. Thoroughly review the circumstances that gave rise to the organization being suspended from campus, including but not limited to, prior conduct history, investigation reports, sanctions levied, sanctions completed (or not), involvement by national/parent organizations, other miscellaneous correspondence.
 - ii. Thoroughly examine any evidence that the organization continued to operate, on- or off-campus, after it was suspended.
 - iii. Meet with the students wishing to form this organization to discuss their findings (from items a. and b. above) and provide the students with an opportunity to respond to that information.
 - iv. The Ad Hoc committee will reach out to the students to set up this meeting within three weeks of notification by the potential student organization. NOTE: The goal is for the meeting to take place within two weeks of the group responding to the Ad Hoc's communication, and every effort will be taken to be expeditious. However, this timing depends on how long it takes to schedule the meeting.
 - v. Make/communicate a determination regarding whether the student organization should be allowed to re-register on campus. NOTE: The Ad Hoc committee may proscribe additional developmental steps.
 - vi. Communicate a decision within one week of meeting with the leaders of the potential student organization.
- d. If the request is denied, the students wishing to form this organization can submit an appeal to the Assistant Vice President of Student Affairs via email within one week of notification from the Ad Hoc Committee.
- e. The Assistant Vice President for Student Affairs will review the appeal and respond to the contact person within 10 days via email. The decision of the Assistant Vice President of Student Affairs is final.
- f. Groups that are denied re-registration may apply again after six months.

Additional steps for groups that are NOT social fraternities and sororities, but groups that ARE affiliated with an established governing body (such as parent organizations or leagues)

- a. The University process and its outcome is completely independent of any process or procedures required by any relevant governing bodies.
- b. Student's wishing to form an organization on campus where there is an established governing body must obtain the approval of both the relevant governing body and the University (procedure above).
- c. The potential group's governing body must provide a letter to the University indicating its support of the group forming on campus. This letter must be submitted before the

meeting with the Ad Hoc Committee. If a letter indicating support is not received before the meeting, the meeting will be cancelled.

- d. The University will respect a governing body's decision to reject a student organization's request to form on campus.

Procedures for social fraternities and sororities

- a. Interested students and/or the regional or national organization will communicate, via email, a desire to pursue re-recognition to the Director of Fraternity and Sorority Life. Potential fraternities and sororities should understand that approval granted by one entity (the Student Activities, Fraternity and Sorority Life, or a governing council) does not guarantee approval by the others.
- b. An Ad-Hoc committee will be formed by Student Activities. The ad hoc committee will be made up of two staff members from Student Affairs (including one from Fraternity and Sorority Life) and one student leader from a different governing council.
- c. The ad hoc committee will perform the following:
 - i. Thoroughly review the circumstances that gave rise to the organization being suspended from campus, including but not limited to, prior conduct history, investigation reports, sanctions levied, sanctions completed (or not), involvement by national/parent organizations, length of time suspended, other miscellaneous correspondence.
 - ii. Thoroughly examine any evidence that the organization continued to operate, on- or off-campus after it was suspended.
 - iii. Meet with the students* wishing to form this organization to discuss their findings (from items a. and b. above) and provide the students* with an opportunity to respond to that information. NOTE: This step only applies if there is a group of students interested in re-recognition.
 - iv. Make/communicate a determination regarding whether the student organization should be allowed to form on campus. NOTE: The Ad Hoc committee may proscribe additional developmental steps.
- d. If the request to form is denied, the students* wishing to form this organization can submit an appeal to the Assistant Vice President of Student Affairs via email.
- e. The Assistant Vice President for Student Affairs will review the appeal and respond to the contact person within 10 days via email
- f. The decision of the Assistant Vice President of Student Affairs is final.
- g. Groups that are denied re-registration may apply again after six months.

- h. If a group is granted permission to pursue re-registration / re-recognition, the organization must apply to organize on campus pursuant to the applicable policies and procedures proscribed at that time by the University and any related council or national organization.
- i. There will not be expedited procedures based on former registration or recognition.

*- If there are no students involved in/representing the organization during this process, then representatives of the national organization will be allowed to act in their place. However, if there are students involved in/representing the organization during the process, they will be the primary entity with which the University interacts throughout this process.

Chapter 6: Student Organization Conduct Disciplinary Sanctions

Registered Student Organization Conduct Violation Possible Sanctions

Any of the following disciplinary sanctions, or a combination thereof, may be placed upon an organization found in violation of the Student Code, Blueprints or any other relevant University policy. The examples used below do not represent the definitive list of possible sanctions.

Types of Disciplinary Sanctions

Warning – A written, formal warning will be sent to the student organization leadership and saved in the organization’s electronic file. Further violations may result in additional sanctions.

Probation Status – An organization is placed on probation. Organizations on probation may be required to meet additional sanctions/requirements before being removed from probation. Further violations occurring during the probationary time period may result in additional sanctions.

Loss of Privileges – A student organization may face a loss of privileges on campus. Privileges may include, but not be limited to meeting and event space reservations, funding support, the ability to recruit new members, eligibility for the involvement fair, use of the Student Org Center facilities, suspension of banking and/or financial advisement support, and public listing with UContact.

Restitution – A student organization may be required to repay all monetary costs associated with damages that occurred at an event hosted or attended by said organization. Additionally restitution may take the form of work/service required to repair, replace, improve or otherwise restore or enhance property or persons impacted by the organization’s behavior. A student organization is responsible for paying/performing any restitution in a timely manner. Failure to do so will result in additional sanctions.

Educational Initiatives – Student organization leaders may be required to participate in educational initiatives that may include but not be limited to workshops/seminars, community service projects, etc.

Suspension/Loss of Registration – A student organization may be subject to suspension/loss of registration for a defined period. Suspended organizations are disallowed from any affiliation with the University of Connecticut, direct or indirect, and are not allowed to re-activate as an organization without prior written permission from the Department of Student

Activities. A suspended organization must apply for reinstatement following the term of the suspension by submitting a letter to the Department of Student Activities.