BLUEPRINTS

The official handbook for RSOs at the

University of Connecticut

Updated August 2019
Introduction

We are delighted that you are interested in learning more about RSOs 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. RSOs (RSOs) 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 RSOs. 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 an RSO at the University. 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:

Please contact the Department of Student Activities – UConn Storrs Campus – for questions or concerns on Blueprints:
Student Union Room 302. Phone: 860-486-6588. E-Mail: solid@uconn.edu

RSO officers, members, and advisors should refer to the Blueprints Manual as needed. Thank you for helping to make our University community a better, more vibrant place in which to learn!
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Chapter 1: RSOs at the University of Connecticut

1.1 What Constitutes An RSO?
A RSO 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 RSO/Inter-Campus Considerations
At the time of registration/re-registration all RSOs must designate a ‘Primary Campus’ and then meet and adhere to all registration requirements, policies and procedures outlined by their primary campus Student Affairs/Activities office. Unless otherwise noted in this document the following requirements, policies and procedures are applicable to all University of Connecticut RSOs regardless of their Primary Campus designation.

1.3 Registration
All RSOs must submit and keep up-to-date records and roster on UConntact http://uconntact.uconn.edu. All RSOs must submit annual re-registration through UConntact. Additionally, all RSOs must maintain adherence to all policies outlined in this document to maintain their registration.

Registering a NEW Student Organization. With over 700 active student organizations at UConn, there are many opportunities for students to get involved. Occasionally a student is not able to find and existing organization that meets their interests. In this case, any full-time student is eligible to submit a New Organization application. All new RSO applications will meet with Student Activities staff at their primary campus to discuss how your potential new RSO differs from other existing RSOs and how it will enhance the UConn community. Please see appendix A for a listing of campus staff.

Who is eligible to start an RSO at UConn? Any Full-Time undergrad or graduate student in good standing with the University has the opportunity to start a new organization on campus, as long its purpose and goals are different from those that have already been established. Staff will review your application, purpose 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

Annual Re-Registration. All student organization registrations expire at the end of each academic year. Accordingly, all student organizations must re-register annually following the
process communicated to student organization leaders on UConntact with new officer information. **Failure** to Re-Register an organization by the set deadline will disband the organization at UConn. Late Re-Registrations will not be accepted until the following September.

**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.

**New Greek Lettered Organizations (Storrs Campus ONLY).** The Department of Student Activities and Center for Fraternity and Sorority Development 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 Center for Fraternity and Sorority Development before seeking registration with the Department of Student Activities. If an organization is not accepted into CFSD, 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 (Storrs Campus ONLY).** Any athletic student organization that wishes to become affiliated as a University Club Sport and receive support from the Club Sports office must apply following the guidelines outlined on the Club Sports webpage [http://recreation.uconn.edu/club-sports](http://recreation.uconn.edu/club-sports). No organization will be listed as a Club Sport that is not previously approved by the Club Sports office.

**1.4 Organization Tiers**

Acknowledging the variety of purposes and the different levels of risk and financial responsibilities that student organizations may possess, the University developed a three-tier categorization system to facilitate the development of specific training to support the needs of RSOs.

**Tier-I Organizations:**
Tier-I organizations are groups of students with a common interest, who 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 organizations exist at Storrs Campus, Stamford Campus, and Hartford Campus.

**Tier-II Organizations:**
Tier-II organizations are groups of students with a common interest, who wish to meet regularly, and affiliate as an organization. Tier-II organizations may host events on campus and request student government funding. The majority of organizations at the University of Connecticut are Tier-II.

**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. The Tier-III designation is not ‘elective’ but rather is only used after the completion of multiple conditions including the support and approval by senior University administration.

**Note on Liability:**

*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 Student Activities staff for advice and suggestions on addressing student organizational issues. Please see appendix A for a listing of campus staff*
Chapter 2: Organization Requirements & Support

2.1 RSO Membership Minimums
All Tiers of student organizations are required to maintain an accurate and up-to-date roster at all times. Storrs campus RSOs are required to maintain a minimum of 8 primary campus student members. RSOs listing either Avery Point, Hartford, Stamford, or Waterbury as their primary campus are required to maintain minimum of 3 student members from that campus. 51% of the total membership of an organization must be UConn students.

2.2 Organization Constitution
Tier-II student organizations are required to maintain an up-to-date constitution on file in their primary campus’ Student Activities Office AND on UConntact. If your organization’s constitution is 2 years or older, you will need to review, revise and resubmit it to student activities staff. For guidance on constitution requirements and development please visit solid.uconn.edu. Please see appendix A for a listing of campus staff.

2.3 RSO 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 RSO the following criteria must be met and maintained:
- Officers must be currently enrolled as a full-time UConn student
- 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.
- President and Treasurer Officer Positions must be held by students from the organization’s primary campus. Additional officers are permitted from other UConn campuses.

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

Officer Positions & General Duties:
President
- Primary Contact for the organization & “external spokesperson” of the group
- Expected to interact and communicate with University officials and other student organizations
- NOTE: The President and Treasurer must be from an organization’s Primary Campus

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
• Expected to manage all aspects of financial expenses and receipts and update organization membership on financial matters
• NOTE: The President and Treasurer cannot be the same individual
• NOTE: The President and Treasurer must be from an organization’s Primary Campus

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

Tier-I Required Officers: President & Secondary Officer
Tier-II/Tier-III Required Officers: President, Vice President, Treasurer, Secretary

In addition to the roles identified above, organizations are welcome to have as many additional officers as they feel their organization needs and may list them on their UConntact page. Note: Only one student may hold one of the four officer positions listed above at a time.

2.4 Organization Advisors

Advisor Eligibility:
All Tier-II RSOs are required to have a UConn Faculty/Staff Advisor. Advisors must either be full-time or emeritus Faculty, Professional Staff, Graduate Assistants, Teaching Assistants, or active Adjunct Faculty of the University of Connecticut. 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:
• Advisors must have job responsibilities at the primary campus indicated by the RSO.
• Advisors may be required to complete any online training before assuming their role.
• 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. See your primary campus Student Activities Staff for more information. Please see appendix A for a listing of campus staff.
• 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.*

**Advisor Risk & Liability.** It is important to note that 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, including coverage of insurance and liability for their activities. RSOs can purchase insurance and liability coverage for their events from external sources. For additional information please contact the Student Activities Risk Management Coordinator at ocaa@uconn.edu
With respect to an Advisor’s liability/exposure related to the activities of an RSO for which they’re an advisor: as stated in the Connecticut General Statutes, “As State employees, Student Organization Advisors are immune from personal liability, pursuant to Connecticut General Statutes 4-165, for conduct that is not wanton, reckless or malicious and is within the scope of employment. In addition, State employees are provided supplemental protection from liability under Connecticut General Statutes 5-141d, which indemnifies and saves harmless any state officer or employee that: 1) is acting within the scope of his/her employment and 2) is not wanton, reckless or malicious in the discharge of his/her duties.”

Citation: https://www.cga.ct.gov/2015/pub/chap_064a.htm

The following Section Applies Only to Storrs Campus RSOs:

**RSO Event Risk & Liability Management Resources.** RSO Leaders are very passionate about their student organizations, their members, and their opportunity to have events both on and off campus. These activities can carry a level of risk to the organization as a whole, as well as to individuals and property. We encourage Advisors to discuss the details and logistics of student organization activities in order to help student leaders think through risks and risk mitigation strategies. Additionally, the Event Services Office and Student Activities Off-Campus Activities Advisement Office (Storrs Only) work with RSO Leaders that are planning activities in University spaces and off-campus. Advisors are encouraged to have their RSO Leaders utilize these services prior to hosting any activity.

It is worth noting that RSOs (Storrs Only) wishing to hold events and activities off-campus are required to inform the University of such events/activities through the off-campus activities notification form located at http://solid.uconn.edu. Neither the University nor Student Activities in particular, ‘approve’ off-campus student organization events. However, Student Activities staff can provide helpful information to student leaders about mitigating risk and hosting successful events.

Advisors are strongly encouraged to remind RSO student leaders of the need to submit their plans to hold off-campus events/activities – in advance - to Student Activities. For more on this topic and what you can do to help, please refer to http://solid.uconn.edu/rsorisk

**Replacing an Advisor.** 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’s status will be listed as ‘Frozen’ as outlined in chapter 2.5 below. It is the organization’s responsibility to notify their Student Activities Staff if/when their advisor resigns. Once you designate a new advisor, please notify the appropriate staff by completing the online Advisor Change Form on UConntact.
**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 University advisor noted on the organization’s registration material will be recognized by the University as a contact and work with the organization.

**2.5 RSO Status & Training Requirements**

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

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

**Frozen.** Frozen organizations have not yet met all SOLID requirements and are not eligible for funding, space, UConntact, or other access to services. Please contact solid@uconn.edu for information related to your status.

**Locked.** Locked organizations are administratively temporarily suspended based on conduct or failure to complete requirements and lose access to all services. (i.e. constitution renewal)

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

Organizations that have not achieved an Active status mid-way through each academic semester may be subject to disbandment.

**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. The below chart outlines training requirements for student organization leaders. For more information about SOLID visit [http://solid.uconn.edu/solidworkshops](http://solid.uconn.edu/solidworkshops)
2.6 Organization Functions at Non-Primary Campus

Once registration requirements have been met for their Primary Campus, an RSO may then be eligible to apply for, and use the benefits associated with being recognized as an RSO at that campus.

An RSO wishing to hold a function at a campus other than their Primary Campus must apply to that campus’ Student Activities Staff Member or appropriate office responsible for reviewing and approving space reservation requests at that campus. In general RSOs will need to have met all registration requirements at their Primary Campus as well as other requirements as deemed necessary by the campus where they would like to hold a function. The responsible office/department at each campus charged with reviewing and approving space reservations requests will have ultimate authority regarding decisions about space reservation requests.

The approval to host/hold a function at a non-Primary Campus applies only to the specific, individual function for which the request had been made and approved. Subsequent functions/events/activities will each require their own approval. Please see appendix A for a listing of campus staff.

2.7 Student Organization Support

The University of Connecticut is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development.
**Individual Advisement and Consultation.** Professional Staff 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. You may also schedule an appointment with a member of the team by emailing your primary campus student activities staff. Please see appendix A for a listing of campus staff.

**2.8 Organization Information Changes and Requests**

**Changing a Student Organization’s Name.** Student Organization Presidents may submit a request to change their RSO’s name by emailing their primary campus student activities staff. Additional forms/constitution updates may be required. Please see appendix A for a listing of campus staff.

**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 please emailing their primary campus student activities staff. If your organization has an open business services bank account, or outstanding debts, those will need to be resolved/closed prior to dissolving your organization. If the organization has obtained any materials/equipment funding by student government, those items must be returned.
Chapter 3: Student Organization Resources

3.1 UConntact

UConntact is an online, user-driven involvement experience for UConn students and the UConn community. UConntact represents the online listing of all RSOs at the University as well as a management & advertising tool for all RSO leaders. Please visit http://uconntact.uconn.edu and login with your NetID.

With UConntact, your organization is able to:
- Post and Advertise upcoming Events
- Track Attendance with the free UConn Mobile Event Check-In App
- Recruit new students to your organization
- Update Manage Your Roster
- Organize and share organizational documents and create a history
- Post News Articles to the entire UConn community!
- Create surveys, forms, sign-ups, and elections!

Check it out today! If you have any questions on getting your page setup, please email us at SOLID@uconn.edu or ask your Student Activities Staff Member. Please see appendix A for a listing of campus staff.

3.2 Organization Finances (Storrs Campus Only)

Managing Your Organization’s Funds
For organizations at the Storrs campus, Student Activities Business Services provides banking services and accounting advice to RSOs. **Tier-II RSOs 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 RSO, as per Involvement & Student Organization Support requirements.*

**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: dsabusinessservices@uconn.edu
Website: https://dsabusinessservices.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.

Please contact Student Activities Business Services in the Student Union Room 314 for more information on fundraising.

**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 (Storrs Campus Only)

The Student Organization Center (SOC) located in Student Union Room 218 is designed to provide RSOs 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 (Storrs Campus Only)

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 RSOs. 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](http://studentunion.uconn.edu)

Additional Guidelines. All on-campus programs and events sponsored by RSOs 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 RSO 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 RSOs 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.

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.*

**3.4 Off-Campus Activity Notification and Advising Policy (Storrs Campus Only)**

RSOs (RSOs) are required (effective Fall 2015) to submit information about their off campus activities to the Department of Student Activities. 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 Activity Notification Form is located on solid.uconn.edu, on UConntact under Campus Links.
How soon should I submit the Activity Notification Form?

Please complete the Activity Notification Form *at least 14 days before your activity* so that appropriate accommodations can be made by a Student Activities/Center for Fraternity and Sorority Development staff member. **Students do not need to have all of the details of their activity planned out prior to submitting the Off Campus Activity Notification Form** - please submit as much information as possible. The information provided in these meetings can assist student organization leaders with their activity planning.

I submitted the online Activity Notification Form. What happens next?

A staff member from Student Activities/Center for Fraternity and Sorority Development 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 activity.

What types of information are covered in these meetings?

Staff members advise student organizations on risk management in six key areas to help the organizations have the most successful activities possible. These areas include: travel, lodging and overnight stays, activities with alcohol, protection of minors, cash handling, and contracts.

A staff member will e-mail risk management documents to the Activity Planner, the RSO 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.

My organization plans to have several off campus activities during the semester. Do I have to have a separate meeting for each activity?

If your organization plans to have several off campus activities during the semester, it is strongly recommended that activity planners complete notification forms for as many activities as possible at one time. This allows the Student Activities/Center for Fraternity and Sorority Development staff member to discuss multiple activities during a single meeting rather than one activity at a time.

Who do I contact if I have questions?

For more information about off campus event planning please contact offcampusactivities@uconn.edu
Chapter 4: Policies and Student Organization Conduct (Storrs Campus Only)

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 Center for Fraternity and Sorority Development 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

**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.

There is a $25 registration fee payable via credit card on the registration form. Once registered, students will be automatically enrolled and covered by Cultural Insurance Services International (CISI) Health Insurance. The current insurance rate is $42.00/month if you are traveling for more than two weeks, or $11.00/week if you are traveling for two weeks or less. *Please note that fees may be different for graduate students.*

As an RSO, your organization may cover the costs of these fees for your traveling members. An officer must contact abroad@uconn.edu with the names of the travelers for whom the organization will be covering costs. Education Abroad staff will invoice the organization, who can pay by check.

In order to register your trip go to abroad.uconn.edu and then click travel registration ➔ undergrad/grad student travel ➔ register now.

If you go to a country with travel warnings, the university must review and grant permission, you will have to fill out some forms and you will be contacted once you are approved. These steps are taken to ensure student safety, giving students the opportunity to take full advantage of going abroad.
Statement on Postings by RSOs on UConntact: Pursuant to the Laws, Bylaws and Rules of the University, the University assumes no responsibility for the actions and activities or RSOs or their membership nor does it approve the qualifications of speakers whom RSOs 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 fun 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 (Storrs Campus Only)
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.

Places where RSOs are Never permitted to post flyers include: University signs, lampposts, trees, sidewalks, windows, walls, or columns, painted surfaces, doors, floors, bricks, railings, bathroom stalls, or any other location that may cause damage to university property. Additionally, when posting a flyer or notice, Duct Tape or any other method of permanent or semi-permanent adhesion is not permitted. Any damages to any surface will be charged to the students and/or student organization.

Student Union and Res Life Posting. Posting in the Student Union and in Residence Halls are a great way to get noticed by a huge portion of the campus! To submit your flyers to be posted in the U, please drop them off at the Student Union Information Center 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. The size limit for flyers in the Union is 22”x18” For any questions, please contact the Student Union Information Center at 860-486-1140 or around the corner from Dunkin Donuts in the U.

To post banners, flyers, leaflets, notices, posters, or signs in Res Life, all applications and application materials must be completed and received as least fifteen (15) business days (Monday-Friday) prior to the event. Applications can be downloaded at http://reslife.uconn.edu/housing-contract-forms and submitted to livingoncampus@uconn.edu

**Posting on Sidewalks, Dining Halls, and Busses.** To post on shuttle busses – please contact Transportation Services. To post in Dining Halls – contact the Dining Hall Manager for prices of using the televisions, table tents, etc. Chalking is the easiest method of posting and is permitted anywhere with full access to rain and using normal chalk – NOT spray!

**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.

**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.

**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 (Storrs Campus Only)**
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 “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(Storrs Only) (Policies and Procedures for the Student Union, Graduate and Undergraduate catalogs, and other publicized University notices.)

**Club Sports (Storrs Campus Only)**
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: [https://recreation.uconn.edu/club-sports/](https://recreation.uconn.edu/club-sports/)

**Center for Fraternity and Sorority Development (Storrs Campus Only)**
Student Organizations that are recognized as members of the Center for Fraternity and Sorority Development must also comply with policies and procedures set-forth by the office. For a listing of specific CFSD policies and procedures, please visit: [https://greeklife.uconn.edu/](https://greeklife.uconn.edu/)
Chapter 5: Registered Student Organization Conduct Violation Procedures (Storrs Campus Only) [Updated 9/13/18]

The procedures noted below, and their outcomes, in no way preclude the Center for Fraternity and Sorority Development (CFSD) 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 Center for Fraternity and Sorority Development and affiliated recognized student organizations’ regional/national/international organizations, or Club Sports (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 be issued in lieu of a Report.

b. An Ad-Hoc committee consisting of 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 CFSD (or CFSD 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 Ad-Hoc Committee Chair. 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.
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 CFSD, 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 University 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.

ix. **Restorative Meetings:** Facilitated meetings provide an opportunity for parties who have been harmed to talk with the parties who have engaged in the harmful actions, and hopefully find common ground about how to heal or build relationships and prevent harm in the future. These meetings are held in a structured manner and facilitated by staff who are trained to conduct these meetings. If restorative meetings are conducted, the facilitators will meet with the parties separately, ahead of time, to prepare for the restorative meeting and to assure that all parties are completely aware of how the meetings will be facilitated.

**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 Center for Fraternity and Sorority Development 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/Director of Student Activities (AVPSA/DSA).

e. The AVPSA/DSA 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 AVPSA/DSA will be final.

f. The AVPSA/DSA 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.

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 Ad-Hoc Committee (PRC). The PRC is made up of:

      i. One member of the original 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 PRC.

b. To request a status review, the President of the student organization must submit a written request for review to the AVPSA/DSA (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 AVPSA/DSA will make a determination as to whether the organization is eligible for such a review.

i. The AVPSA/DSA’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 AVPSA/DSA will include the name and contact information for the chair of the PRC, and will include with the email:

   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 AVPSA/DSA to submit the Probation Status Review Request Form and any supporting documents to the chair of the PRC, via email.

e. Once required documents have been received by the 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. **Student Organization Suspension Review Process (re-registration and re-recognition process after suspension / loss of registration / loss of recognition)**

The goal of Suspension Review is to assure, insofar as possible, the circumstances and/or culture that led to the suspension are no longer present.

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 7 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 CFSD).

**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. A Suspension Review Ad-Hoc Committee (SRC) will be formed by Student Activities within 1 week of notification by the requesting student organization.
   i. The SRC will be made up of two staff members from Student Affairs and one student leader (appointed by USG or GSS).

c. The SRC will perform the following:
i. Review the circumstances that gave rise to the organization being suspended from campus, which includes conduct history (redacted), decision letters (which include findings and sanctions), information about the status, educational and restorative sanctions (completed or not), appeals material (redacted) and communication about group conduct. Thoroughly examine any evidence that the organization continued to operate, on- or off-campus, after it was suspended.

ii. Review any information about the organization continuing to operate after it was suspended.

iii. Reach out to the students to set up a meeting within three weeks of a notification by the potential student organization.

iv. 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 and any other information the students wish to share about their group and their desire to pursue re-registration. NOTE: This step only applies if there is a group of students interested in re-registration.

v. Make a determination regarding whether the student organization should be allowed to re-register on campus.

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 AVPSA/DSA via email within one week of notification from the SRC: https://publicdocs.maxient.com/reportingform.php?UnivofConnecticut&layout_id=12

e. The AVPSA/DSA will review the appeal and respond to the contact person within 10 days via email. The decision of the AVPSA/DSA 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 SRC. 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 Center for Fraternity and Sorority Development. Potential fraternities and sororities should understand that approval granted by one entity (the Student Activities, Center for Fraternity and Sorority Development, or a governing council) does not guarantee approval by the others.

b. A Suspension Review Ad-Hoc Committee (SRC) will be formed by Student Activities. The SRC will be made up of two staff members from Student Affairs (including one from Center for Fraternity and Sorority Development) and one student leader from a different governing council.

c. The SRC will perform the following:
   i. Review the circumstances that gave rise to the organization being suspended from campus, which includes conduct history (redacted), decision letters (which include findings and sanctions), information about the status, educational and restorative sanctions (completed or not), appeals material (redacted) and communication about group conduct.
   ii. Review any information about the organization continuing to operate after it was suspended.
   iii. Reach out to the students to set up a meeting within three weeks of a notification by the [potential] student organization.
   iv. 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 and any other information the students wish to share about their group and their desire to pursue re-registration. **NOTE:** This step only applies if there is a group of students interested in re-recognition.
   v. Make a determination regarding whether the student organization should be allowed to form on campus.
   vi. Communicate the decision within one week of meeting with the leaders of the potential student organization.

d. If the request to form is denied, the students* wishing to form this organization can submit an appeal to the AVPSA/DSA via email.

e. The AVPSA/DSA will review the appeal and respond to the contact person within 10 days via email

f. The decision of the AVPSA/DSA 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.

   a. Groups that are granted permission to re-register/re-recognition will be provided a Transition Coach. Transition coaches are Student Affairs Staff members who are knowledgeable about leadership, organizational, and student development as well as university policies and procedures. The role of the transition coach is to help support the group during their process to re-recognition and transition back to campus as they familiarize themselves with any new policies and pertinent procedures to be aware of.

   i. There will not be expedited procedures based on former registration or recognition.

   **Note:** 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 UConntact.

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.

Restorative Meetings – Facilitated meetings provide an opportunity for parties who have been harmed to talk with the parties who have engaged in the harmful actions, and hopefully find common ground about how to heal or build relationships and prevent harm in the future. These meetings are held in a structured manner and facilitated by staff who are trained to conduct these meetings. If restorative meetings are conducted, the facilitators will meet
with the parties separately, ahead of time, to prepare for the restorative meeting and to assure that all parties are completely aware of how the meetings will be facilitated.

**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.
Appendix A: UConn Student Activities Staff & Resources

Avery Point Campus:
Student Activities, Student Center
Randall Paterson, Director of Student Activities
Randall.paterson@uconn.edu
860-405-9014
https://averypoint.uconn.edu/student-life/student-involvement/

Hartford Campus:
Student Activities, Hartford Times Building
Paul Young, Assistant Director
Paul.a.young@uconn.edu
959-200-3820
https://studentactivities.hartford.uconn.edu/

Hartford Campus – Graduate Student RSOs:
Graduate Business Learning Center
Ryan Baldassario, Program Administrator
Ryan.baldassario@uconn.edu
860-728-2441

Stamford Campus:
Student Activities, Stamford Room 202
Gayle Riquier, Student Activities Coordinator
stamfordactivities@uconn.edu
203-251-8489
https://studentactivities.stamford.uconn.edu/

Storrs Campus:
Department of Student Activities, Student Union 302
Kristen Carr, Involvement & RSO Support Coordinator
solid@uconn.edu
860-486-6588
https://solid.uconn.edu – RSO Resource
https://studentactivities.uconn.edu

Waterbury Campus:
Student Activities, Room 107
Jim Long, Director of Student Activities
Jim.long@uconn.edu
203-236-9801
https://waterbury.uconn.edu/student-life/student-involvement/