

BLUEPRINTS

The official handbook for RSOs at the
University of Connecticut

Updated September 2022

A manual for RSOs

Introduction

On behalf of University of Connecticut Department of Student Activities, Office of Leadership and Organizational Development, we are delighted that you are interested in learning more about Registered Student Organizations (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. Students' involvement in co-curricular activities complements their academic experiences as well as challenges them to develop and apply organizational as well as leadership skills that are transferrable post-collegiately. RSOs are an accessible, common 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.

RSOs offer unique opportunities for students across all UConn campuses to get involved. Students may engage through organizational activities that will promote learning, development, and skill building.

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, as well as advisors, in various matters that pertain to RSOs. It answers 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 established organizations about the responsibilities associated with being an RSO at the University. We often evaluate our policies and procedures. Changes are made after a thorough review. Student, faculty, and community input are welcomed and valued. Please direct questions or comments to:

The Department of Student Activities – UConn Storrs Campus – for questions or concerns on *Blueprints*:

Student Union Room 302. Phone: 860-486-1153. 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 community an inclusive and diverse environment where students can explore, learn, and become involved across our University!

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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 (see [section 1.4](#)).

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, throughout the academic year, 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 may not find an existing organization that meets their interests. In this case, any full-time student is eligible to submit a New Organization application. All new RSO applicants will meet with Student Activities staff at their primary campus to discuss how their proposed RSO differs from other existing RSOs and how it will enhance the UConn community. *Please see [appendix A](#) for a listing of primary campus student activities 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 as 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. While RSOs can support a business, the Department of Student Activities will not approve a business as a student organization / a student organization operating as a business.

To get started, please visit our New Organization Resource and Application link on <https://solid.uconn.edu/student-org-management/>.

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 UConn 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 of support 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 (CFSD) 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>. 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 Student Organizations provide an opportunity for students to lead a group that is simple in nature. These RSOs have low-risk activities, are not eligible for funding support, and do not

have events or participate in high-risk activities. Tier-I RSOs are permitted meeting space requests on campus and utilize Student Activities staff for general advisement. Tier-I organizations exist at Storrs Campus, Stamford Campus, Hartford Campus, and Waterbury Campus.

Tier-II Organizations:

Tier-II Student Organizations are typically more complex in nature. These organizations may have meetings, participate in activities on and off campus, host or attend events or competitions, are eligible to receive funding support, and require a larger degree of structure and advisement. Tier-II organizations exist at Storrs Campus, Stamford Campus, Hartford Campus, Waterbury Campus, and Avery Point Campus.

Tier-III Organizations (Student Fee-Funded Organizations):

Tier-III Student Organizations are established by the University and are managed daily by students with oversight from the University. Tier-III organizations are supported by student fees with high visibility on campus, high accountability to a large constituency of students, moderate- to high-risk activities, regular interaction with University staff, and reliance on the University for funding, financial support, facilities, and event planning support. Tier-III organizations exist at Storrs Campus, Stamford Campus, Hartford Campus, Waterbury Campus, and Avery Point Campus.

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.

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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 and Stamford campus RSOs are required to maintain a minimum of 8 primary campus student members. RSOs listing either Avery Point, Hartford, 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 UConncontact. 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. Updated Constitutions can be submitted on UConncontact under the Forms button

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 UConncontact page. *Note: Only one student may hold one of the four officer positions listed above at a time. (i.e. There cannot be multiple students serving as President; there cannot be multiple students serving as Secretary; etc.)*

2.4 Organization Advisors

Advisor Eligibility:

All Tier-II and Tier-III registered student organizations are required to have a UConn Faculty/Staff Advisor. Advisors must either be full-time or emeritus Faculty, Professional Staff, Graduate Assistant, Teaching Assistant, or active Adjunct Faculty of the University of Connecticut. Classified Staff are not allowed to serve as advisors. Eligible advisors must have an active UConn NetID.

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 an online training before assuming their role.
- Advisors are required to be listed and confirmed as an Advisor on UConncontact – our Student Organization Management System.
- If your RSO has a Student Activities Financial and Program Support 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 processes, 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 are 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/current/pub/chap_053.htm#sec_4-165

The following Section Applies Only to Storrs Campus RSOs:

RSO Event Risk & Liability Management Resources. RSO Leaders are very passionate about their student organizations, members, and the 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 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 <https://solid.uconn.edu/off-campus-advising/>. Neither the University nor Student Activities 'approve' off-campus student organization events. However, Student Activities staff can provide helpful information to student leaders about mitigating risk and hosting meaningful, 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 <https://solid.uconn.edu/off-campus-advising/>.

Replacing an Advisor. If a student organization advisor resigns from advising or is no longer employed by the university (commenced, retired, etc.), 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 UConnctact.

Community Support. In addition to the organization’s officially recognized advisor, organizations may have community support (e.g., alumni/ae, grad students, campus affiliates). 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 suspended temporarily 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 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 workshop descriptions and requirements please visit <http://solid.uconn.edu/solidworkshops>

REQUIRED SOLID WORKSHOPS

STORRS REQUIRED SOLID WORKSHOPS

Officer Position Title	In Person Workshops	Online Workshops
President + Vice President	- Org Values & Culture - Executive Leadership	Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101
Treasurer	- Org Values & Culture	Treasurer Training Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101
Secretary	- Org Values & Culture	Role of Secretary Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101



REQUIRED SOLID WORKSHOPS

STAMFORD REQUIRED SOLID WORKSHOPS

Officer Position Title	In Person Workshops	Online Workshops
President	- Org Mission, Values & Culture -Executive Leadership	SOLID 101 Policies & Procedures Funding Hazing & Harassment Prevention Inclusion & Belonging Event Planning
Vice President	- Org Mission, Values & Culture -Executive Leadership	SOLID 101 Policies & Procedures Hazing & Harassment Prevention Inclusion & Belonging Event Planning
Treasurer	- Org Mission, Values & Culture	SOLID 101 Policies & Procedures Hazing & Harassment Prevention Inclusion & Belonging Funding
Secretary	- Org Mission, Values & Culture	SOLID 101 Policies & Procedures Hazing & Harassment Prevention Inclusion & Belonging



REQUIRED SOLID WORKSHOPS

HARTFORD REQUIRED SOLID WORKSHOPS

Officer Position Title	In Person Workshops	Online Workshops
President Vice President Treasurer Secretary	- Org Values & Culture - Executive Leadership	Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101



REQUIRED SOLID WORKSHOPS

**AVERY POINT & WATERBURY
REQUIRED SOLID WORKSHOPS**

Officer Position Title	In Person Workshops	Online Workshops
President Vice President Treasurer	_____	Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101
Secretary	_____	Role of Secretary Policies & Procedures Hazing & Harassment SOLID: Inclusion & Belonging SOLID 101



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 Organizations 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. *Storrs RSOs should email SOLID@uconn.edu.*

Dissolving a Student Organization. Occasionally, student organizations dissolve operations. This can be desirable for several reasons, including but not limited to, low membership or merging with another student organization. To dissolve an organization, please email your primary campus Student Activities staff. If your organization has an open Student Activities Financial and Program Support 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.

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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 RSOs at the University and serves as a management and advertising tool for all RSOs. Please visit <http://ucontact.uconn.edu> and login with your NetID.

With UContact, your organization can:

- Post and advertise upcoming events
- Track attendance with the free *UConn Mobile Event Check-In App*
- Recruit new students to your organization
- Update and manage your roster
- Organize and share documents, create a history
- Post news articles to the entire UConn community
- Create surveys, forms, sign-ups, and RSO officer elections

Helpful information about navigating UContact can be found at <https://solid.uconn.edu/ucontact-how-tos-fags/>. If you have any questions on getting your page setup, please email SOLID@uconn.edu or ask your Student Activities Staff Member. Please see appendix A for a listing of campus staff.

3.2 Organization Finances

Managing Your Organization's Funds

For organizations at the Storrs campus, Student Activities Financial and Program Support (FPS) office provides banking services and accounting advice to RSOs. **Note: Tier-II RSOs are encouraged to establish an account with Banking Services (SABS).**

Student Activities Financial and Program Support 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 Banking Services staff at 486-3163 or stop by the office in the SU 314.

Services Provided by Student Activities Banking 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 Banking 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 Financial and Program Support must complete and submit contracts and a signature sheet each academic year. The contract and signature sheet are effective from the date they are received by the Financial and Program Support office and expire on June 30th each year. The organization must be an 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 Banking Services, you may apply for a Tax ID number with the Internal Revenue Service (IRS). Organizations with accounts in Banking Services should contact Banking 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 Banking 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 ensure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

***Student Activities: Financial and Program Support
Contact Information***

Office Location: Student Union Room 314

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

Telephone: 860-486-3163

Email: dsabusinessservices@uconn.edu

Website: <https://financialandprogramsupport.studentactivities.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 Financial and Program Support to establish an account with the University of Connecticut Foundation.
- Request funding from the Undergraduate Student Government.

Please contact Student Activities Financial and Program Support at dsabusinessservices@uconn.edu for more information on fundraising.

****Dues** are membership fees that are collected for the purpose of providing access to perks, opportunities, events, and activities for members. It is unethical and not permitted to use dues money towards payment of RSO officers or advisors, or for personal gain/profit/use by a member.

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 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, that 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: 860-486-3708; Email: info@usg.uconn.edu; Website: usg.uconn.edu.

Regional Campus Finances

RSOs at the Avery Point, Hartford, Stamford, and Waterbury campuses may petition their campus Associated Student Government (ASG- Avery Point and Waterbury)/Student Government Association (SGA-Stamford)/Undergraduate Student Government (USG- Hartford) for funding support.

3.3 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 mailbox 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

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

RSOs should 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, or on [UContact](#) 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. If you are submitting your event less than 14 days prior, there is a chance that your event will **not** be processed. **Students do not need to have all 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.

3.5 Event Planning & Facility Use

The most requested item that any RSO has at UConn is for **space** to engage with students.

Only organizations with an ACTIVE SOLID Status can reserve space on campus. Any officer within your RSO can reserve tabling, meeting, or events space on behalf of your organization. Additionally, meeting and event spaces must be booked *at least one month* prior to your event and is at the discretion of the departments/offices that oversee facility use. Please see below for how to reserve spaces at each campus:

Storrs Campus

- At the Storrs Campus, reservations are handled by the Student Union Event Services Staff. Visit studentunion.uconn.edu, click the Meetings and Events tab, and select “Reservation Forms.” This brings you to the list of reservable spaces and their respective “Make a Reservation” buttons. Please be sure to completely read through the instructions on the page before completing the form. You will be asked to enter information relevant to your event and confirm you have read and understand the [UGuide](#). After submitting your form, Event Services will be in contact with you regarding your request.

Please reference the table below regarding Student Union Reservation Eligibility for the Storrs Campus

Student Union Reservation Eligibility

Organization Type	Indoor Spaces	Outdoor Spaces
Tier I Student Organizations	Meetings (Limited to members of their organization and/or prospective members) & Tabling (Informational only)	Tabling (Informational Only)
Tier II Student Organizations	Meetings, Tabling & Events	Meetings, Tabling & Events
Tier III Student Organizations	Meetings, Tabling & Events	Meetings, Tabling & Events
University Departments	Meetings, Tabling (associated with Events) & Events	Meetings, Tabling (associated with Events) & Events

The information above can be found at studentunion.uconn.edu/reservations/.

Please note: if you intend to invite outside speakers or performers to an RSO event, you will need special approval from the Off Campus Speakers Review Committee, which increases the time required to process your request. Contact SUReservations@uconn.edu with any questions.

Stamford Campus

- At the Stamford Campus, requests are handled by Student Activities. For information or to reserve space should be made through our online Event Registration Form at studentactivities.stamford.uconn.edu/event-registration/.
- All events, whether in-person, virtual, or off-campus, should be submitted to the Event Registration form. The Student Activities Coordinator will respond to the request within 48 business hours. Please feel free to visit <https://conferences.stamford.uconn.edu> for more information regarding spaces on campus.
- The Stamford Student Activities [Campus Event & Space Guidelines](#) document can be found at <https://studentactivities.stamford.uconn.edu/rso-resources/>. This is a resource for student organizations to utilize regarding all-things event planning and how to properly use campus spaces/facilities.

Hartford Campus

- To book spaces on the Hartford campus, please visit the space reservation form found at <https://events.hartford.uconn.edu/intake-form/>. Please click “student organization” and complete the following information regarding your space requests. After submitting your form, a coordinator from UConn Hartford Campus Event services will reach out to you.

Avery Point Campus

- At Avery Point, you can check space availability with Student Activities by emailing Randall.paterson@uconn.edu.

Waterbury Campus

- At Waterbury, you will submit your request to Student Activities staff at <https://waterbury.uconn.edu/uconn-waterbury-campus-event-request-form/>. Once submitted, the student leader planning this event should schedule an appointment to review this with the Student Activities Coordinator to further discuss the request

Any Registered Student Organization is eligible to request space at any UConn Campus, but if your organization is not primarily based at that campus, you may be required to complete additional training and documents prior to using spaces. Student Activities staff can answer any questions you have.

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Chapter 4: Student Organization Conduct Expectations

4.1 Guidelines

The Department of Student Activities oversees all student organizations registered with the University of Connecticut. The information, policies, and procedures in this section applies to all Registered Student Organizations (RSOs) at the University. RSOs that are also recognized by another office in Student Activities (such as the Center for Fraternity and Sorority Development or UConn Recreation) may be held to additional standards at the discretion of their respective department.

4.2 University Offices and Conduct

The Department of Student Activities (DSA) and the Office of Community Standards (OCS) serve as the primary sources for the review and adjudication of any potential organizational misconduct. Any violations of the University Student Code are adjudicated by OCS. DSA will oversee any 'non-code' violations including any potential organizational violations of policies contained or referenced within this document. The organization conduct processes are discussed in section five of this document.

4.3 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 the applicable terms and conditions of this document as well as those of *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), and other publicized University notices. Violation of applicable laws and policies by any student organization may result in disciplinary action for that organization and individual members.

4.4. Individual Acts and Group Responsibility

Student organizations may also be held responsible for the acts of its individual members and guests when acts occur in direct relation to the student organization's activities or environment. Acts may include, but not be limited to, when members or guests of an organization or organization activity are violating any laws, policies, or codes.

4.5 The Student Code of Conduct

Student organizations are responsible for upholding the Student Code of Conduct both on- and off-campus. The code can be found here: <https://community.uconn.edu/the-student-code-pdf/>. Several types of prohibited conduct from the code are discussed during the SOLID Hazing, Harming, & Harassment Prevention and SOLID Inclusion & Belonging trainings, both of which are required for all organization officers. Student organization leaders and members are strongly encouraged to be familiar with the elements of the *Student Code* as they relate to their actions and activities within their RSO. If you have questions about the content, your student organization activities, and the Code, please contact staff at SOLID@uconn.edu for advisement and guidance.

Officer/Membership Termination: Consistent with the aforementioned, student organization leaders are expected to be familiar with, seek guidance on, and adhere to the [University's Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#). This relates specifically, but is not limited to, the criteria under which and process by which a student organization terminates the membership and/or leadership role of a student within its organization. Officers and members **may not** be terminated without cause or due process. Student organization leaders/members are strongly encouraged to consult with the organization's staff/faculty Advisor **and/or** Student Organization Support Staff PRIOR to taking steps that may result in the termination of a member. Please see Appendix A for appropriate Student Activities Personnel.

4.6 Additional RSO Expectations

In addition to registration requirements, Student Organizations must adhere to several policies and procedures in their activities on- and off-campus. A workshop/website has been created as part of SOLID training as a reference point for some of the policies outlined in this section.

The U Guide: The Student Union U Guide provides several policies and procedures for student organization activities related to utilizing space on campus. The U Guide provides information about reserving spaces on campus, canvassing, large outdoor and/or late-night events, and

outside amplification of sound. Please review the [U Guide found here](#). (<http://studentunion.uconn.edu>, under 'About').

The **Stamford Student Activities** [Campus Event & Space Guidelines](#) document can be found at <https://studentactivities.stamford.uconn.edu/rso-resources/>. This is a resource for student organizations to utilize regarding all-things event planning and how to properly use campus spaces/facilities.

Showing a Movie on Campus:

Showing a movie can be a fun and/or educational event opportunity for student organizations. UConn's Public Viewing Policy states, "in accordance with Federal Copyright Laws, institutions, organizations, and individuals wishing to engage in non-home showings of videos must secure license to do so, regardless of the size of the audience, or whether or not an admission fee will be charged."

The necessary steps for securing Movie Rights/Royalties can be found in the UGuide linked above, or by following the steps provided by the Storrs Campus Student Union [on this page](#).

Student Organization Travel & International Travel Policy:

Student organizations having activities off-campus must submit the Off-Campus Activities Advising form at <http://solid.uconn.edu> prior to any travel. Additionally, organizations traveling internationally must adhere to the [UConn Student International Travel Policy](#) and notify Global Affairs prior to their travel.

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.

RSOs are never permitted to post flyers on/in the following:

- University signs
- Lampposts
- Trees
- Sidewalks
- Windows, walls, or columns painted surfaces.
- Doors, floors, bricks, and railings
- Restroom 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. For more information on how to post in specific places, please refer to <https://solid.uconn.edu/resources/>

Residential Life, UConn Buses, and Student Unions are all places you can advertise! Contact Student Activities Staff for any questions! ***Please Note:*** Residential Life has a specific approval process that takes a couple of weeks to complete, so be mindful of advertising your event in a

timely manner. You can find more information about their Posting Policy at reslife.uconn.edu/housing-contract-forms.

If you attend UConn Hartford, Stamford, or Waterbury, you also have the option to advertise your events through the Digital Signage System:

For Hartford, visit: hits.hartford.uconn.edu/digital-signage/submission-form/

For Stamford, visit: <https://studentactivities.stamford.uconn.edu/marketing-and-publicity-guide/>

For Waterbury, contact Student Activities Coordinator, Nathan Emery at nathan.emery@uconn.edu.

Statement on Postings by RSOs on UConn:

Pursuant to the Laws, Bylaws and Rules of the University, the University assumes no responsibility for the actions and activities of Tier-II RSOs or their membership nor does it approve the qualifications of speakers whom RSOs invite. 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.

Logo & Wordmark Usage:

The University owns the copyright to several University of Connecticut wordmarks and logos. The usage of these logos is pursuant to all requirements of the Licensing and Branding office. Please visit <http://brand.uconn.edu> for this policy. You may also visit <https://solid.uconn.edu/resources/> for a guide on how to utilize and get logos created and approved through Student Activities.

If an RSO wants to create their own Design and/or use "UConn" in it, Student Activities can help ensure it passes branding standards. Remember that the UConn official Logos and Words cannot be altered, and your own design needs to be uniquely different from Current and Past logos.

The Husky Dog logo is not permitted for use by student organizations. However, the Husky Pride Design with Jonathan is permitted! The logo needs to stand alone and your RSO's name can appear in another location.

Before you order any apparel or other imprinted items, complete the Logo Usage Form at <http://studentactivities.uconn.edu/uconn-logo-usage-and-form>. Even if you are not using UConn marks in your design, we can help you find vendors for purchasing these items!

Enforcement of Use:

- 1) When a Registered Student Organization (RSO) is found to have violated any of the Logo & Wordmark Usage Policies:
 - a. The RSO will be called in for a meeting with the Coordinator of Student Organization Support.
 - i. The violation will be discussed and the RSO will be retrained on the rules for branding, as well as on the procedures for obtaining branding approval
 - b. The RSO must call a general meeting to review the violation with their organization and go over branding policies.
 - i. The meeting minutes must be turned in to the Coordinator for Student Organization Support.
 1. If the RSO does not conduct the meeting and hand in the minutes within a timely, agreed upon timeframe, the RSO becomes frozen until it is completed.
 2. If the RSO does not complete it, they will no longer be a Registered Student Organization.

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 at UConn has had a positive impact on campus. It has served as a vehicle for the free exchange of ideas and opinions while providing an outlet to express school spirit, demonstrate pride in individual organizations, and promote various campus events and activities. You can find the official UConn Rock Painting Policy at:

<https://solid.uconn.edu/?p=3673>

4.7 Other University Policies:

Club Sports (Storrs Campus Only)

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

<https://greeklife.uconn.edu/>

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Chapter 5: Registered Student Organization Policy Violation Process

5.1 General This chapter outlines the process by which possible RSO policy violations will be addressed by the Department of Student Activities. For the student organizational conduct procedures as administered by the Office of Community Standards (for Student Code Violations), please visit: <https://community.uconn.edu/>

The procedures noted below, and their outcomes, in no way preclude affiliated recognized student organizations' regional/national/international organizations, or the Club Sports Office (and their governing bodies) from conducting their own conduct processes, when necessary. Please note: Issues of Sexual Violence and Title IX Concerns must be reported to the University and should not be investigated by RSOs or affiliated recognized student organizations' regional/national/international organizations.

Any outcomes and sanctions resulting from any internal review process undertaken by 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 processes.

5.2 Allegations Any person may file a report concerning alleged misconduct of a student organization directly to the Office of Community Standards (OCS) or online at <https://community.uconn.edu/submit-a-referral/>.

The OCS is responsible for investigating all allegations of Student Code misconduct regardless of group involvement or affiliation. Whether an allegation concerns individual and/or organizational misconduct will be determined by OCS. If it is determined that a RSO's activity is not a violation of the University's Student Code but may have violated Student Activities/other University policy, the matter will be turned over to the Department of Student Activities (DSA).

The President of the student organization (or designee) is the point of contact on behalf of the organization. All communication pertaining to the student organization will be sent to the President's (or designee's) University email account and the organization's UConn contact faculty/staff advisor will be copied.

Sections 5.3, 5.4, and 5.5 apply to instances where an RSO or its members have not violated the University's *Student Code* and are not being investigated by Community Standards but may constitute a violation of Student Activities or other University policy.

5.3 Interim Administrative Action

The Executive Director of Student Activities or designee may impose interim actions on the organization pending a final resolution, depending on the severity of the situation. Such interim sanctions can include but not be limited to: University suspension, an interim Loss of Recognition/Registration Status, and/or other interim restrictions deemed necessary.

5.4 Organization (Org) Conduct Meeting

All processes will start with an Organization Conduct Meeting.

Organization Conduct Meeting: Once DSA has received a referral and determined that an Org Conduct Meeting is needed, DSA will conduct a meeting with the organization and their student representatives. The purpose of this meeting is for the student organization leaders to comment and provide some perspective on the referral and their actions related to the incident. Student leaders have the option of accepting responsibility for any alleged actions at this point.

If an organization accepts responsibility for the alleged actions, the DSA Staff Member, in collaboration with the student organization, will determine the next steps and any potential sanctions, resolutions, restorative measures, and outcomes. If an organization does not accept responsibility, the Org Conduct Meeting process ends, and the matter will be turned over to the Director for Leadership and Organizational Development, in conjunction with the Executive Director of Student Activities.

The Executive Director of Student Activities will typically convene a meeting with the DSA staff member(s) and the student representatives of the RSO. At this meeting, the Executive Director will seek to understand the facts and views of the parties involved. If a mutually agreed upon resolution still cannot be identified, based on information obtained, the Executive Director will determine any sanction, resolution, or measures. This decision will be final.

5.5 Student Organization Sanction Review Process

Note: *Student Organizations sanctioned through the Office of Community Standards will need to fulfill all requirements and sanctions imposed by the Office of Community Standards prior to being considered in "good standing" with Student Activities. Organizations suspended by OCS will need to obtain written (email) confirmation from OCS that it has fulfilled all sanctions/requirements prior to being eligible to register with the Department of Student Activities.*

Following the outcome of the Organization Conduct Meeting process, a student organization that has been sanctioned will have to fulfill all requirements of sanctioning in order to be in "good standing" with the Department of Student Activities.

For organizations suspended through DSA, they may be eligible to re-register at the end of their suspension term, outlined in their official sanction letter from DSA. The lifting/removal of suspension does not guarantee re-registration.

Procedures

A group of students wishing to re-register a student organization that has been previously suspended must submit a request to the Director for Leadership & Organizational Development in the Department of Student Activities. From there, a formal suspension review meeting will occur. The goal of a Suspension Review meeting is to ensure the circumstances and organizational culture that led to the suspension are no longer present, including any information about sanctions or information about a group continuing to operate after suspension.

Note: If a national organization is requesting to re-register after a suspension through DSA, they have to follow the same process outlined below.

Outcomes

- i. Meet with the students/national organization wishing to re-form this organization to discuss what led to suspension 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.
- ii. Make a determination regarding whether the student organization should be allowed to re-register on campus and communicate the decision to the requesting students within one week.
- iii. If a group is denied re-registration, they may re-apply for a Suspension Review Meeting after 6 months.

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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

Mubera Becirovic, Student Activities Coordinator

mubera.becirovic@uconn.edu

959-200-3777

<https://studentactivities.hartford.uconn.edu/>

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

Sarah Bernhardt, Coordinator of Student Organization Support & Leadership

solid@uconn.edu

860-486-6588

<https://solid.uconn.edu> – RSO Resource

<https://ucontact.uconn.edu/>

Waterbury Campus:

Student Activities, Room 107

Nathan Emery, Coordinator of Student Activities

nathan.emery@uconn.edu

203-236-9801

<https://waterbury.uconn.edu/student-life/student-involvement/>

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