

The Official Guide  
for RSOs at UConn

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# BLUEPRINTS

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2023 - 2024

## Introduction

At the core of academic excellence and achievement, the University of Connecticut stands as a beacon of learning and growth. This dedication to excellence is mirrored in the University's commitment to fostering student success and personal development. On behalf of the University of Connecticut Department of Student Activities – The Office of Leadership and Organizational Development, we extend gratitude to those who are intrigued by or actively engaged in Registered Student Organizations (RSOs).

This Blueprints Manual has been designed to be your guide in the realm of Registered Student Organizations. Whether you're stepping into the world of RSOs for the first time or seeking to enhance your existing involvement, this manual is here to provide clarity and support. It serves as a comprehensive resource for students and advisors alike, aiding in a multitude of topics related to RSOs.

Within these pages, you'll receive essential insights into the processes and procedures that govern the life of an RSO (Registered Student Organization). From becoming a new organization and the nuances of re-registration, to the variety of campus resources, membership rights, and leadership training, as well as RSO violations, we cover it all. Your journey will take you through the skill of event planning, the intricacies of organizational behavior and responsibilities, and University reporting lines/resources. Every aspect of RSO operations is carefully addressed to ensure that you, as a student leader, are well-equipped to flourish in your role.

To best serve students and RSO needs, *Blueprints* is evaluated and reviewed on a frequent basis. Students, faculty, staff, and community input are welcomed and valued.

Please direct questions or comments to:

**The Department of Student Activities – UConn Storrs Campus**  
Student Union, Room 307. Phone: 860-486-1153. E-mail: [solid@uconn.edu](mailto:solid@uconn.edu)

Thank you!

We appreciate your contribution in fostering an inclusive and diverse environment within our community, enabling students to explore, learn and engage throughout the University.

## About RSOs at UConn

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 experience and challenges them to develop and apply organizational and leadership skills that are transferable post-collegiately. RSOs are an accessible, common way for students to get involved on campus. They offer unique opportunities for students across all UConn campuses. Through direct involvement in organization activities, students can 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.*

## Helpful Definitions and Terms

### **Acronyms:**

RSO – Registered Student Organization  
SOLID – Student Organization Leader Intentional Development  
DSA – Department of Student Activities  
CFSD – Center for Fraternity & Sorority Development  
SABS – Student Activities Banking Services  
SOC – Student Organization Center  
TSOS – Trustee Student Organization Support  
USG – Undergraduate Student Government  
SUBOG – Student Union Board of Governors  
SU – Student Union  
OCS – Office of Community Standards  
OCAA – Off-Campus Activities Advising

### **Definitions:**

- **Active** – Status achieved by completing all necessary registration and re-registration requirements. Post-registration process for remaining in good standing/compliance with University procedures.
- **RSO Advisor**- UConn faculty/staff chosen by the student organization, as per SOLID requirements, and are the primary point of contact for the organization's needs and support.
- **SA Advisor**- staff member(s) in the University's Student Activities office(s). Their role is to provide additional support and advisement to all RSOs.

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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 Relationship Statement**

Tier-I and Tier-II organizations ([see 1.3](#)) at the University of Connecticut are fully independent entities. These organizations 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.

As part of our general advising and support approach, 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.

## **1.3 Organization Tiers**

RSOs encompass a diverse array of purposes, each presenting unique levels of risk, individual needs, and financial responsibilities. To ensure optimal support for these organizations, a well-defined three-tier categorization system has been devised. This system catalyzes continuous growth by providing tailored training programs that address the distinct 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 currently 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 currently 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 currently exist at Storrs Campus, Stamford Campus, Hartford Campus, Waterbury Campus, and Avery Point Campus.

### **1.4 Registration**

**Registering a NEW Student Organization.** Any full-time undergraduate or graduate student at the University can establish a new organization on campus, provided its purpose and goals are distinct from one of the 700+ existing organizations. Student Activities staff review the application submitted and assess the organization's purpose, category, tier, and registration requirements. Additionally, all new RSO applicants are required to meet with Student Activities staff at their primary campus to explain the unique qualities of their proposed RSO and its potential to enrich the UConn community. *Please refer to [appendix A](#) for a list of primary campus student activities staff.*

If approved, the new organization will be able to move on to acquire 'Active' status.

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

**Primary Campus Designation.** 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.

**Acquiring ACTIVE Status.** Once a student organization has been approved to register, the group will have a series of SOLID training and requirements to successfully complete based on their designated Tier in order to acquire Active Status.

- Tier I- SOLID Trainings: President, Secondary Officer
- Tier II- SOLID Trainings: President, VP, Treasurer, Secretary; Constitution, Faculty/Staff Advisor

For more information on SOLID Training requirements, see [Chapter 2.1](#).

**Constitutions.** 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 two (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](https://solid.uconn.edu). *Updated Constitutions can be submitted on UConntact under the 'Forms' button.*

**Annual Re-Registration.** Student organization registrations are valid for one academic year and expire at the end of each academic year. Therefore, all student organizations are required to complete the re-registration process, annually, through UConntact (See [Section 3.1](#)), which involves submitting new officer information. It is crucial to adhere to the set deadline for re-registration, as failure to do so will result in the organization being disbanded. Late re-registrations will not be accepted until the new academic year.

**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. Students are encouraged to consult with the parent organization for potential sample constitutions that they can use as a model.

The student 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 parent organization. Parent organizations acknowledge that control of the student organization resides with the UConn Students, and all operating decisions are made by the students.

**New Greek Lettered Organizations (Storrs Campus ONLY).** The Department of Student Activities and Center for Fraternity and Sorority Development (CFSD) work collaboratively to register Social Greek-Lettered Organizations. Due to the nature of these organizations, all applications for Social Greek-Lettered Organizations must be processed and accepted into 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 within Student Recreation must apply following the guidelines outlined on the Competitive Sports webpage <https://recreation.uconn.edu/competitive-sports/club-sports/>. No organization will be listed as a Club Sport not previously approved by the Club Sports office.



## 1.5 RSO Membership Minimums

All Tiers of student organizations are required to always maintain an accurate and up-to-date roster of UConn students through UConntact.

- Storrs and Stamford campus RSOs must maintain *at least* 8 primary campus student members.
- RSOs listing either Avery Point, Hartford, or Waterbury as their primary campus are required to maintain a minimum of 3 student members from that campus.

## 1.6 RSO Membership within your Student Organization

It's important to recognize that the specifics of membership can differ based on your organization's values, constitution, and bylaws. Below is a general overview of the responsibilities and privileges that members may have within your RSO:

- **Active Participation:** Members of RSO's should have the privilege to engage actively in the organization's events and activities. This encompasses attending meetings, sharing viewpoints, and contributing to decision-making processes.
- **Participation in Voting:** Student organizations may grant members the authority to participate in voting on crucial matters such as officer elections, budget approval, and policy decisions. This empowers members to influence the organization's direction.
- **Leadership Opportunities:** Members have the chance to seek leadership roles within the RSO. They can run for positions like president, vice-president, treasurer, secretary, or committee chairs, based on the organization's structure.
- **Inclusion and Non-Discrimination:** Members are entitled to fair and respectful treatment. Discrimination or harassment based on attributes such as race, gender, religion, nationality, or sexual orientation is prohibited ([University Policy against discrimination, harassment and related interpersonal violence](#).)
- **Access to Information:** Members may request access to information related to an RSO's activities, and decision-making processes. This transparency enables informed participation.
- **Due Process:** Members are entitled to due process and fair treatment when involved in conflicts or disputes within their organization.
  - To be clear, RSOs or their advisors are **not** investigative bodies or entities and **may not** interfere with disputes being handled or reviewed by University offices.
  - Organization members are strongly encouraged to be given the opportunity to present their experience, perspectives, be heard, and appeal decisions through established and **written** procedures within the organization's constitution.
  - Organizations are strongly encouraged to include detailed procedures/policies regarding internal member disputes.

- Potential violations of The Student Code of Conduct or matters related to potential Title IX, sexual misconduct, etc. must be investigated by the respective University Office/Staff. Organization members/leaders are strongly encouraged to contact a staff member in Student Organization Support if there are questions and/or concerns about a potential incident.

Should you have questions or concerns, do not hesitate to contact a Student Organization Support staff member for assistance.

### **1.7 RSO Officer Roles**

For the purposes of this document the term “Officer” is defined as a student, either elected or appointed, responsible for managing the organization’s activities, finances, communication, events, and overall functioning. They play a crucial role in guiding the organization, representing it externally, and fostering a vibrant community within 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 full-time UConn students.
- Officers must comply with all policies and procedures associated with being a student organization leader as noted in this document and 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.
  - The President and Treasurer positions cannot be held by the same individual.

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 organizational activities.

**Tier-I Required Officers:** President & Secondary Officer

**Tier-II/Tier-III Required Officers:** President, Vice President, Treasurer, Secretary

*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.)*

#### **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, as well as the organization’s advisor (Tier-II & III)

- The president should not be the sole leader of the group and should not be the *only* decision-maker for the organization.
- *NOTE: The President 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 or support events and projects.
- Secondary contact for the organization and fills in for the president.

#### Treasurer

- The 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 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.

In addition to the roles identified above, organizations are welcome to have additional officers they feel their organization needs and may list them on their UConntact page as well as their constitutions.

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## Chapter 2: Training & Support

### Student Organization Support – General Statement

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.

**Note on Advisement and Consultation.** Professional campus / student activities staff are available to discuss requests, questions, comments, or concerns with student organizations. It is recommended that student organization leaders schedule appointments with their Primary Campus Student Activities Staff member for support. To schedule an appointment, you can refer to [Appendix A](#) to find a list of campus staff and their contact information.

### 2.1 SOLID Training Requirements

**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 workshops offer valuable information on campus policies, UConn, and tailored strategies for each student leader position.

The chart below outlines training requirements for student organization leaders. For workshop descriptions and requirements please visit <http://solid.uconn.edu/solidworkshops>

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

**UConn**  
STUDENT ACTIVITIES  
LEADERSHIP & ORGANIZATIONAL  
DEVELOPMENT

**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



**2.2 RSO Status**

The status of an RSO refers to their position within the University. An RSOs status may vary based on their registration process, conduct on campus, completion of required trainings, and more.

**Active.** Active organizations are considered to be in good standing. This means they have met all requirements as it relates to their respective tier. This includes registration and renewals, SOLID Trainings, and appropriate membership appointments.

*Active organizations are listed on UConncontact, eligible for space, and may have access to student funding Banking Services, and advisement requests.*

**Frozen.** Frozen organizations have not yet met all SOLID requirements and are not eligible for funding, space, UConncontact, 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., gross misconduct or insubordination, misuse of logo and branding).

**Inactive.** Inactive organizations have been disbanded and are no longer registered with the University.

*Organizations that have not achieved an Active status after an academic semester may be subject to becoming 'Inactive'.*

### **2.3 Organization Advisors (Tier II only)**

All Tier-II registered student organizations are required to have an RSO Advisor. RSOs are encouraged to find an RSO advisor who shares an interest or has experience in some aspect of the organization's mission or activities.

#### **RSO Advisor Requirements:**

- Advisors must either be full-time Faculty, Professional Staff, Graduate Assistant, Graduate Teaching Assistant, or active Adjunct Faculty of the University of Connecticut.
  - Classified Staff and UConn Affiliates are **not** permitted to serve as RSO advisors.
  - Graduate Students are **not** permitted to be an RSO Advisor for a graduate student organization.
- Advisors must have job responsibilities at the primary campus indicated by the RSO.
- Advisors are required to be listed and confirmed as an Advisor on UConntact – our Student Organization Management System.

**Note:** Advisors *may* be required to complete online training before assuming their role.

#### **RSO Advisor Role:**

An RSO advisor should act as a guidepost for the student organization leaders and serve as the RSO's primary point of contact. The exact role of the RSO 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.

- Advisors discuss opportunities, guide the decision-making process; and assist in developing group dynamics.
- Advisors meet with organization leaders regularly to discuss and develop goals and set expectations.
- Advisors serve as a source of information and continuity to the organization members that transition each year.
- Advisors act as a liaison between the University and the organization.
- Advisors challenge students' thought processes, creativity, and desire to go beyond the status quo.
- Advisors offer advisement in areas such as organization mission, goals, program/event content, and purpose.
- Advisors assist RSOs in their event planning by meeting with the RSO to discuss event logistics and safety concerns. An RSO advisor may be required to sign off on event paperwork.

- Advisors sign documents related to banking business for organizations that have a Student Activities Financial and Program Support Bank Account. (*Storrs Campus Only*)

Further, an RSO Advisor **does not**:

- Have voting rights in groups,
- Serve as a member of the organization’s board of directors, executive council, or similar governing body,
- Make financial decisions,
- Approve programs,
- Make officer/roster decisions, or
- Have the authority to represent the organization's views.

These items strictly remain the responsibility of the students within the RSO.

**Note on RSO Advisor Liability.** Concerning an Advisor’s liability/exposure related to the activities of their RSO:

RSO Advisors, as State employees, are immune from personal liability except for wanton, reckless, or malicious conduct within the scope of their employment. State employees are afforded additional protection when they act within their employment scope and execute their duties without wanton, reckless, or malicious conduct. For more information about the scope of employment, indemnification, or personal liability as an employee, please refer to Connecticut General Statutes 4-165 and 5-141d. Follow this link for more information:

[https://www.cga.ct.gov/current/pub/chap\\_053.htm#sec\\_4-165](https://www.cga.ct.gov/current/pub/chap_053.htm#sec_4-165)

**Replacing an Advisor.** If a student organization advisor resigns or is no longer employed by the university (due to retirement, graduation, departure, etc.), the organization is responsible for seeking a new advisor within 30 days of notice. Once a new advisor has been chosen, please inform the appropriate student activities staff by completing the online [Advisor Change Form](#) on UConntact.

**Community Advisement & Support.** Alongside the official RSO advisor, student organizations may receive support from the community, including alumni, graduate students, and campus affiliates. It is not unusual for student organizations associated with national organizations (such as fraternities and sororities) to receive support from graduates or alumni. However, the University will only recognize the RSO advisor registered on the organization's official registration materials as the primary point of contact and collaborator with the RSO.

## ***2.5 Organization Functions at Non-Primary Campus***

A RSO wishing to hold a function at a campus other than their Primary Campus should notify their Primary Campus Student Activities Staff Member and submit a request to the Non-Primary Campus office responsible for reviewing and approving space reservation requests.



Only Active RSOs are eligible to submit such reservation requests. The responsible office/department at each campus charged with reviewing and approving space reservation 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 approval.

## ***2.6 RSO Changes and Requests***

**Changing a Student Organization's Name.** Student Organizations may submit a request to change their RSO's name by emailing [SOLID@uconn.edu](mailto:SOLID@uconn.edu). Additional forms/constitution updates may be required.

**Disbanding a Student Organization.** At times, student organizations may choose to cease their operations due to various reasons such as low interest, dwindling membership, or a decision to merge with another organization. To disband an organization, please send an email to [SOLID@uconn.edu](mailto:SOLID@uconn.edu). Before disbanding, it is important to resolve or close any open Student Activities Financial and Program Support bank (SABS) account or outstanding debts associated with the organization. Additionally, if the organization has received materials or equipment funded by the respective student government, it is necessary to return those items.

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## Chapter 3: RSO Operational Resources

### 3.1 UConnct

UConnct is an online, user-driven involvement experience for UConn students and the UConn community. UConnct represents the online listing of all RSOs at the University and serves as a management and advertising tool for all RSOs. Please visit <http://uconnct.uconn.edu> and log in with your NetID.

With UConnct, your organization can:

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

Helpful information about navigating UConnct can be found at <https://solid.uconn.edu/uconnct-how-to-faq/>. If you have any questions about getting your page set up, please email [SOLID@uconn.edu](mailto:SOLID@uconn.edu).

### 3.2 Organization Finances & Banking

#### Managing RSO Funds:

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

SABS provides RSOs 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 SABS staff at 860-486-3163, email [dsabusinessservices@uconn.edu](mailto:dsabusinessservices@uconn.edu), or stop by the office in the Storrs Student Union 314.

#### Some Services Provided by SABS:

- Organizational banking (deposits, payments, withdrawals, reimbursements)
- Accounting instruction
- Event/Program support
- Budget advice
- Electronic banking platform

**Advantages of Having an Account with SABS:**

- No minimum balance
- No service fees
- Competitive interest rates
- Event supplies and equipment
- In-person and virtual meetings
- Collection of payments electronically

***RSOs that have a bank account with SABS must submit a Banking Contract each academic year. The contract is effective from the date it is approved by SABS and expires on June 30th. The organization must be an active RSO, as per Student Activities and University 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 with SABS, you may apply for a Tax ID number with the Internal Revenue Service (IRS). Organizations with SABS accounts should contact FPS for specific directions regarding tax identification number usage. It should also be noted that student organizations are *not* sales tax-exempt.

**Organization Donations.** Donations from individuals or businesses made directly to your organization are not tax-deductible to the donor. Here are two ways to make donations to your organization tax-deductible:

1. Work with FPS to establish an account with the UConn 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 with national chapter affiliations should contact their headquarters about receiving a Tax ID Number to accept tax-deductible donations.

***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](mailto:dsabusinessservices@uconn.edu)*

*Website: <https://financialandprogramsupport.studentactivities.uconn.edu/>*

**Dues.** RSOs may determine that organization members are responsible for paying a fee with their membership or ‘Dues’. Dues are considered membership fees that are collected to provide access to perks, opportunities, events, and activities for RSO 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.

RSOs with a SABS bank account can collect dues online using the SABS electronic banking platform.

### **Fundraising**

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:

- Sell merchandise or food (flowers, doughnuts, candy, etc.).
- Sell services (chair setups, concessions at Athletic events, performances, etc.).
- Charge admission.
- Charge registration fees.
- 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 (see above).

*Please contact SABS at [dsabusinessservices@uconn.edu](mailto:dsabusinessservices@uconn.edu) for more information on fundraising.*

**Venmo & Other Personal Banking Platforms.** Due to Tax Implications by the IRS and risk for liability and fraud, Personal Banking Applications (Venmo, Zelle, CashApp, GooglePay, ApplePay, PayPal, etc.) are ***strongly discouraged*** from use by RSOs. This includes payment of dues, fines, events, or fundraising. RSOs with a SABS bank account are ***strictly prohibited*** from using these applications, per their respective banking contract.

**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 promptly, 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.

### 3.3 RSO Funding

Each campus has at least one student governing body (Avery Point Associated Student Government; Hartford Undergraduate Student Government and School of Social Work Graduate Student Organization; Law School Student Bar Association; Stamford Student Government Association; Storrs Undergraduate Student Government; Waterbury Associated Student Government; Graduate Student Senate serving non-professional program graduate students across multiple campuses). These student governing organizations were founded for one general purpose: to serve their fee-paying constituents.

**Student Governing Groups as a Funding Resource.** Most of the Governing Organizations have successfully supported thousands of events from hundreds of different organizations with financial assistance. **To Apply for funding from a student governance group:**

1. Your organization must be a **Tier II Registered Student** Organization on the respective campus, paying the respective Organization fee.
2. Any other eligibility requirement stated by your respective Organization.

For more information, please reach out to your respective campus Student Government Organization.

### 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.

### 3.4 RSO Insurance & Contracts

**Insurance.** Student and student organizations' activities are not insured by the University of Connecticut. Individuals and organizations wishing to insure the activities of their members can purchase insurance independently of the University by contacting any insurance agency. Please refer to Chapter 1: [Section 1.2](#) for the Relationship Statement. If you have any questions about insurance, please contact the Risk Education & Prevention Specialist at [OffCampusEvents@uconn.edu](mailto:OffCampusEvents@uconn.edu)

**Contracts.** Tier I and II student organizations at the University of Connecticut are fully independent entities, and the University assumes no responsibility for the activities of such organizations, including coverage of insurance and liability for such organizations' activities. Therefore, it is important to be careful about your own personal responsibility, liability, and the reputation of your organization and overarching organization (if applicable) when you sign

contracts on behalf of your RSO. The University does not provide legal support or counsel for contract arrangements between an RSO and third parties. If you have any questions about contracts and RSOs, please contact the Risk Education & Prevention Specialist at [OffCampusEvents@uconn.edu](mailto:OffCampusEvents@uconn.edu)

### **3.5 Hosting Events Off Campus**

RSO leaders are deeply passionate about their student organizations, members, and the opportunities to host events both on and off campus. However, these activities come with inherent risks to the organization, individuals, and property involved. We strongly encourage RSO advisors to engage in discussions with student leaders regarding the specifics and planning of organization activities, ensuring they consider risks and develop strategies for risk mitigation. Further, the Student Union Event Services Office and the Off-Campus Activities Advising (OCAA) process to collaborate with RSO leaders in planning activities held both on and off campus.

It is worth noting that RSOs (Storrs Only) wishing to hold events and activities off-campus are encouraged to notify the University of such events/activities through the off-campus activities notification form located at <https://solid.uconn.edu/off-campus-advising/>. This is not an approval form/process; however, it provides helpful information to student leaders about mitigating risk and hosting meaningful, successful events.

RSO student leaders should submit their plans to hold off-campus events/activities – at least 14 days (2 weeks) 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/>. Questions can be directed to [offcampusactivities@uconn.edu](mailto:offcampusactivities@uconn.edu).

**Note on USG Funding:** While the OCAA process is not a required approval process, as of Fall 2021, the USG Funding Process requires a notification form to be submitted within an RSO's USG funding request.

### **3.6 Event Planning & Facility Use**

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

Only **ACTIVE** RSOs can reserve space on campus. Any officer within an RSO can reserve tabling, meeting, or event space on behalf of your organization. Additionally, meeting and event spaces must be booked *at least one month* prior to your event and are 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](http://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/](http://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](mailto: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 <https://studentactivities.stamford.uconn.edu/rso-resources/>
- 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](mailto:Randall.paterson@uconn.edu).

## Waterbury Campus

- At Waterbury, you will submit your request to the 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.

### ***3.7 The Student Organization Center (Storrs Campus Only)***

**The Student Organization Center** (SOC) located in Student Union Room 218 is designed to provide undergraduate RSOs with specialized services to help meet the needs and responsibilities of their organization. For more information, visit [usg.uconn.edu/soc](http://usg.uconn.edu/soc). Services provided by the Undergraduate Student Government (USG) are as follows:

- Meeting Space
- Printing
- Storage Lockers
- Mailboxes
- Poster Paper, Sidewalk Chalk, and Art Supplies

**Meeting Space Policy.** To reserve the Conference Room, submit a Calendly request at [usg.uconn.edu/soc/](http://usg.uconn.edu/soc/). No reservation is required for meetings held in SU218. RSOs who fail to return such spaces to their original state following a meeting will not be permitted to utilize the space.

**Printing Policy.** RSOs are permitted **200 free copies per event**. A minimal fee is charged for additional copies over the allotted 200. The following examples are items permissible for photocopying: Agendas and Minutes, Constitutions and By-laws, Election Ballots for Organization Use Only (NO Political Flyers of any kind), Flyers promoting club or organization



membership and its events or activities, Programs and Events put on by non-profit organizations, Monthly Calendars, Telephone/ e-mail lists, One [in]formal Rush flier per week (limit 200 per week).

**Storage Locker Policy.** Each RSO is eligible to sign out one locker. Lockers are available on a first-come, first serve basis. Lockers may be reserved by going to SU218 or calling (860) 486-3708 during business hours. Lockers are located in SU218 and on the fourth floor of the Student Union. Storage lockers are for the storage of items and/or equipment pertaining to the RSO. RSOs may access their lockers during business hours by visiting the SOC desk in SU218. RSOs who wish to obtain a key for locker access outside of business hours should contact [supervisor@usg.uconn.edu](mailto:supervisor@usg.uconn.edu) for more information.

**Mailbox Policy.** RSOs are responsible for retrieving their mail within two weeks of notification. If mail is not retrieved within the two weeks, the SOC reserves the right to open such mail and do as they see fit including but not limited to disposing of it. If a representative from your organization cannot pick up the mail within the two weeks, please contact [soc@usg.uconn.edu](mailto:soc@usg.uconn.edu) to arrange a pick-up appointment. RSOs 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

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## Chapter 4: Student Organization Conduct and Expectations

The information, policies, and procedures in this section apply 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.

### 4.1 University Offices and Organizational Conduct

The Department of Student Activities (DSA) serves as one of the primary sources for the review of potential 'non-Student Code of Conduct' conduct, and the Office of Community Standards (OCS) serves as the primary resource for review and adjudication of any potential organizational misconduct involving the Student Code of Conduct. Any violations of the University Student Code are adjudicated by OCS (See [link here](#)). Note: DSA oversees 'non-student conduct' violations including any potential organizational violations of policies contained or referenced within this document. The RSO violations processes are discussed in section 5 of this document.

### 4.2 Organization & Member Responsibility

RSOs 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](#). Other applicable policies include but are not limited to: [The On-Campus Housing Contract](#), [the Policy on Alcohol and Other Drugs](#), and the [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#). Violation of applicable laws and policies by any student organization may result in disciplinary action for that organization and individual members.

Student organizations may also be held responsible for the acts of their individual members/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.

### 4.3 Officer/Member Removal & Termination

RSOs must adhere to the policies and procedures outlined in their constitutions when considering the termination of a member or removal of an officer from their role. An RSO's removal process must adhere to all University policies and cannot conflict with those policies, including the [University's Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#). Officers and members may not be terminated without cause or due process (See *organization's constitution*). Note: RSOs or their advisors are not investigative bodies or entities and may not interfere with disputes (i.e., Student Code of Conduct or Organizational Violations) being handled or reviewed by the University.

Student organization leaders/members are strongly encouraged to consult with their RSO Advisor **and the campus's** Student Activities (SA) staff prior to taking steps that may result in the termination of a member. Please see [Appendix A to find a list of campus staff](#).

#### 4.4 The U-Guide (Storrs Only) & Campus Events

**The U Guide:** The Student Union U-Guide provides several policies and procedures for RSOs related to utilizing space on Storrs campus. The U-Guide provides information about reserving spaces on campus, canvassing, bringing an outside speaker to campus, large outdoor and/or late-night events, [showing a movie on campus](#), and outside amplification of sound. Please review the [U Guide found here](#). (<http://studentunion.uconn.edu>, under 'About').

**Note:** 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.

#### 4.5 RSO Use of University Name & Logos:

The University owns the copyright to several University of Connecticut wordmarks and logos. The usage of these logos must comply with requirements set by the Office of Brand Partnerships and Trademark Management. Please visit <http://brand.uconn.edu> for the policy. You may also visit <https://solid.uconn.edu/resources/> for a guide on how to utilize and get logos created and approved.

If an RSO wants to create their own Design and/or use "UConn" in it, the student organization liaison (see appendix) from the Office of Brand Partnerships and Trademark Management should be contacted for approval. The UConn official Logos and Words **cannot be altered, and your own design needs to be uniquely different from Current and Past logos**. The use of official University trademarks and logos (e.g.: the Husky Dog logo, University Seal, etc.) by RSOs **is strictly prohibited** and illegal use may impact an RSO's status on campus. RSOs are highly encouraged to ask questions with SOLID/Student Activities staff regarding branding.

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, our office will serve as a resource! Please see the "Violations Process" in the policy linked above (UConn Logo Usage and Form).

#### 4.6 Student Organization Travel & International Travel Policy:

Student organizations having activities off-campus must submit the Off-Campus Activities Advising form at <https://solid.uconn.edu/off-campus-advising/> 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.

#### 4.7 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/wp-content/uploads/sites/471/2020/11/Rock-Painting-Policy-Revised-Fall-2020.pdf>

#### 4.8 General Campus Posting Guidelines:

Each building on campus has its own post 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	Sidewalks	Windows, Walls, Columns, or Painted Surfaces	Doors, Floors, Bricks, and Railings
Lampposts	Trees	Restrooms Stalls	Other Locations that <i>may</i> 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 damage 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 few weeks, as such, be mindful of planning and marketing your event in a timely manner. You can find more information about their Posting Policy at [reslife.uconn.edu/housing-contract-forms](https://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/](https://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](mailto:nathan.emery@uconn.edu).

### **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 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.

### **4.9 RSO Websites:**

Student organizations may request an RSO webpage on the UConn domain. **Student organizations are no longer permitted to have outside webpages.** Information on requesting an RSO webpage can be found on the SOLID website under Resources.

### **4.10 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: RSO Violations Process

**5.1 General** This chapter outlines the process by which possible RSO policy violations (non-student-code violations) may 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/>

### Individual Investigations vs. Org/Group

The procedures noted below, and their outcomes, in no way preclude affiliated registered 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. RSO's are not investigative bodies.***

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 or violation of the UConn Student Code 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 an 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 referred 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. The executive board of the RSO may also receive notification, and it is strongly encouraged that the President, or designee, keep the executive leaders informed, if/when applicable.

Sections 5.3, 5.4, and 5.5 apply to instances where it has been determined that the act(s) of an RSO or its member(s) have not violated the University's *Student Code* however such act(s) may constitute a violation of Student Activities (e.g., *Blueprints*) 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.

### **5.4 Student Organization (Org) Review Meeting**

All processes will start with a Student Organization Review Meeting.

*Organization Review Meeting:* Once the Department of Student Activities (DSA) has received a referral and determined that an Org Review Meeting is needed, DSA will conduct a meeting with the organization and their student representatives. Student organization leaders will be given the opportunity to share their perspectives on the related incident. Students are given the option to accept or deny responsibility for the alleged actions.

- If an organization accepts responsibility, the next steps of any potential sanctions, resolutions, restorative measures and/or outcomes will be determined.
- If an organization does not accept responsibility, the Organization Review process ends, and the matter will be turned over to the Executive Director of Student Activities, in conjunction with the Director for Leadership and Organizational Development.

The Executive Director of Student Activities may convene a meeting with the DSA staff member(s) and the student representatives of the RSO. The purpose of the meeting is to seek to understand the facts and views of the parties involved. If a resolution still cannot be mutually agreed upon, 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.

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.

### **Process / Procedures**

A group of students wishing to re-register a student organization that has been previously suspended must:

- 1) Submit a request to the Director for Leadership & Organizational Development in

the Department of Student Activities.

- 2) A formal suspension review meeting will occur.
  - a) Intent is to discuss what led to suspension and provide the students with an opportunity to respond and share any other information the students wish to share, in addition to their desire to re-register.
  - b) The goal of a Suspension Review meeting is to determine that 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.
- 3) A determination will be made by DSA regarding whether the student organization should be allowed to re-register on campus.
- 4) A written decision will be sent to the students requesting re-registration within one week of the post formal suspension review meeting.
- 5) If a group is approved, an email will be sent to the student organization.
  - a) They will receive probationary status.
  - b) The RSO will go through the formal process of completing all requirements to become an Active group (SOLID training, Constitution renewal, membership, advisor, etc.).
  - c) Once per semester, the re-registered organization will meet with DSA staff.
  - d) Once the academic year is completed, the student organization may be removed from probationary status, pending no violations.
- 6) If a group is denied re-registration, an email will be sent to students one week post formal suspension review meeting.
  - a) They may re-apply for a Suspension Review Meeting after 6 months.

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

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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](mailto:Randall.paterson@uconn.edu)

860-405-9014

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

### **Hartford Campus:**

Student Activities, Hartford Times Building

[hartford.studentactivities@uconn.edu](mailto:hartford.studentactivities@uconn.edu)

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

### **Stamford Campus:**

Student Activities, Stamford Room 202

Gayle Riquier, Student Activities Coordinator

[stamfordactivities@uconn.edu](mailto:stamfordactivities@uconn.edu)

203-251-8489

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

### **Storrs Campus:**

Department of Student Activities, Student Union 307

Sarah Bernhardt, Coordinator of Student Organization Support & Leadership

[solid@uconn.edu](mailto:solid@uconn.edu)

860-486-6588

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

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

### **Waterbury Campus:**

Student Activities, Room 107

Nathan Emery, Coordinator of Student Activities

[nathan.emery@uconn.edu](mailto:nathan.emery@uconn.edu)

203-236-9801

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

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### **Office of Brand Partnerships and Trademark Management (Student Organization Support):**

Anna Milot, Liaison for RSO Logo Usage and Approval

[Anna.Milot@uconn.edu](mailto:Anna.Milot@uconn.edu)