

About Student Organizations at UConn

The University has a long-standing tradition of encouraging student participation in independent, registered 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. Registered Student Organizations (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 build community and acquire skills in leading groups, organizing, marketing, 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:

CFSD	– Center for Fraternity and Sorority Development (including all campuses)
GSS	– Graduate Student Senate (or SBA, SSWGSO, depending on campus)
OCAA	– Off-Campus Activity Advising
OCS	– Office of Community Standards
OICR	– Office of Inclusion & Civil Rights
OSS	– Organization Support Services (Storrs Campus)
RSO	– Registered Student Organization
SA	– Student Activities (including all campuses)
SABS	– Student Activities Banking Services (Storrs Campus)
SOLID	– Student Organization Leader Intentional Development
SOSI	– Student Organization Support and Involvement
SUES	– Student Union and Event Services (Storrs Campus)
TSO	– Trustee Student Organization
USG	– Undergraduate Student Government (or ASG, SGA, depending on campus)

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Chapter 1: Student Organizations at the University of Connecticut

1.1 Definitions & Eligibility: RSOs, TSOs, and Advisors

Registered Student Organization (RSO): As provided by [University Policy](#), RSOs are a student-run entity voluntarily formed by University of Connecticut students, with a common interest, for a lawful purpose, and registered with their respective campus-based Student Activities office.

Trustee Student Organization (TSO): A Registered Student Organization formally recognized by the University's Board of Trustees and separately funded through student-fees in accordance with Connecticut General Statutes. TSOs are student-governed and student-managed with operational and editorial autonomy (where applicable). The list of TSOs can be found here: <https://trusteeorgsupport.uconn.edu/>

Advisor: A full-time University employee, including faculty and staff, or a graduate assistant where permitted, who is officially designated through the student organization registration process or assigned as part of their University role to provide guidance and support to a RSO or TSO.

The following individuals are not eligible to serve as an Advisor for UConn Campuses:

- Part-time employees
- Special payroll employees
- Student employees (except approved graduate students holding an assistantship)
- Volunteers, alumni, contractors, or external affiliates

Only external affiliates may serve as Advisors for RSOs at UConn Health as may be permitted by UConn Health's specific policies or processes.

1.2 Formation and Autonomy

The University recognizes the right of students to form voluntary organizations for any lawful purpose. Student organizations that wish to receive access to University resources and services must register with their campus-based Student Activities office. To register, a student organization must meet all minimum requirements established by [section 1.4](#) and, when applicable, their campus-based Student Activities office.

RSOs shall be designated into a Tier-system in accordance with [section 1.3](#), TSOs shall be established in accordance with the [Student Service and Activity Fee Advisory Committee \(SASFAC\) process](#).

RSOs at the University are independent entities. The University assumes no responsibility for an RSOs decisions, operations, contracts, events, or activities, nor does it provide insurance

coverage or liability protection. The actions, viewpoints, publications, invited speakers, or initiatives of RSOs are solely the responsibility of the organization and their members.

The University's role is not to approve or disapprove of such views, but rather to uphold its educational obligation to support free expression and open discussion consistent with the constitutional rights of students and the regulations of the University.

The University does not regulate RSOs use of independent and non-university funds raised or collected. RSOs may independently enter into contracts or agreements with external parties using these independent funds. The University does not review, approve, or assume responsibility for such agreements unless explicitly stated in University policy otherwise.

A TSO receives financial oversight and administrative support from the University. However, a TSO retains control over their internal governance, operations, and student-led initiatives, except where University intervention is required to ensure compliance with law or policy.

Advisors serve in a supportive role while TSOs and RSOs retain full authority over their organization's actions and decisions. Advisors do not bear responsibility for the actions or conduct of organization members when fulfilling their role appropriately and in good faith.

All students remain subject to The Student Code, and thus, a TSO or RSO may be referred to the University's Student Organization Conduct process when their activities violate University policies. See [Chapter 5](#) for more.

1.3 Organization Tiers

RSOs vary widely in purpose, structure, and activity engagement. To support the diverse needs of student organizations, The University utilizes a tiered-system that reflects the relative risk, activity level, and resource requirements associated with each RSO.

Tier-I Organizations:

Tier-I RSOs operate at the simplest organizational level. These RSOs:

- Engage primarily in low-risk activities;
- Are permitted the use of space on campus for meetings;
- Do not host events or travel off-campus;
- Receive general advisement from SA Staff as needed;
- Are **not** eligible to apply for or receive student-fee funding;
- Cannot have SABS or foundation accounts

Tier-II Organizations:

Tier-II RSOs are more complex and often involve moderate to high levels of member engagement. These RSOs:

- Engage in moderate to high-risk operations;
- Regularly host meetings, events, performances, practices, or competitions;

- Are permitted the use of space on campus for meetings or events;
- Participate in and travel to activities on and off campus;
- Are eligible to apply for and receive student-fee funding;
- Are eligible for a SABS and/or foundation account.

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

Tier-III Student Organizations are established by the University and are managed regularly by students with oversight from the University. These RSOs:

- Have high visibility and broad accountability to their respective campus constituents;
- May be funded through student-fees;
- Engage in moderate to high-risk operations;
- Regularly host meetings, events, performances, practices, or competitions;
- Are permitted the use of space on campus for meetings or events;
- Participate in and travel to activities on and off campus;
- Rely on designated University staff to assist in financial oversight, facilities, and event planning support;
- May have dedicated office space and additional governance requirements.

Tier Membership Minimums

All RSOs must maintain an accurate roster in UConncontact and meet minimum membership requirements based on their Primary Campus:

- Storrs, Stamford, or Law School
 - At least eight (8) primary campus student members
- Avery Point, Hartford, or Waterbury:
 - At least three (3) primary campus student members

1.4 Registration

A. Starting a New Student Organization

Any full-time undergraduate or graduate student at the University may create a new organization, provided its purpose and goals are meaningfully distinct from the existing RSOs at the selected Primary Campus and complies with University policy and law.

How to Apply

Students interested in forming a new RSO can begin by submitting a New Organization Application at <https://solid.uconn.edu/student-org-management/>. All resources on how to start your new RSO can be found at that link.

After submission, SA staff will review and connect with the prospective organization to discuss appropriate next steps, expectations, and resources available (if applicable).

Initial Registration Timeline

New organization applications open each semester **after** the Involvement Fair and close before the last week of classes. Summer applications are open from June 1 – July 31.

Official dates and communication are posted on UConncontact and the SOLID website.

After a New RSO Application is submitted, the SOLID team will review it and reach out to the submitter regarding next steps. Prospective new organizations will need to complete a new-organization meeting with a SOLID Involvement Ambassador to discuss training, requirements, and the process for becoming an Active status organization. They will also ensure that the organization has a plan and is set up for success upon approval.

Primary Campus Designation

All potential RSOs must identify a 'Primary Campus' when applying which reflects where the majority of the RSO membership and activities will be derived and focused. Requirements in this manual outline the **minimum** expectations for registration at the University; based on the Primary Campus identified, there may be additional requirements, documents, meetings, or training as part of the registration or re-registration/renewal process. RSOs must follow the requirements of their designated Primary Campus.

Please refer to [Appendix A](#) for a list of campus specific SA staff.

Designated Categories of New Organizations (Storrs Only)

Certain categories of registered student organizations have additional processes or guidelines governed by specific University offices and departments with which they are affiliated.

- Social Greek-Lettered Organizations
 - The Center for Fraternity and Sorority Development (CFSD) works collaboratively to register Social Greek-Lettered Organizations. Such organizations must follow the Social Fraternity & Sorority Recognition Policy (<https://greeklife.media.uconn.edu/wp-content/uploads/sites/266/2023/05/Fraternity-and-Sorority-Recognition-Policy.pdf>) by to be properly recognized as a social fraternity/sorority with the University.
- Club Sports
 - Athletic-based student organizations seeking affiliation and support as a Club Sport must follow the guidelines and procedures outlined by UConn Recreation's Competitive Sports. Only accepted organizations will be listed as a Club Sport and receive associated support.

B. Gaining and Maintaining Active Status

Once an organization has requested to register, it must complete several steps to obtain registered status and remain active. These requirements for Active Status apply to both new and returning RSOs. See [Subsection 1.4C](#) for more RSO Status definitions.

Requirements also vary based on tier status, see [Section 1.3](#).

Student Organization Leader Intentional Development Trainings (SOLID)

After registration, RSO leaders must complete SOLID Training requirements based on their respective tier:

- Tier-I: President + Secondary Officer
- Tier-II: President, Vice President, Treasurer, Secretary

See [Section 2.1](#) for full details.

RSO Advisors (Tier-II Only)

For a Tier-II RSO to achieve and maintain Active Status, the RSO must have an RSO Advisor (which meets the criteria outlined in [section 1.1](#)). 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.

Note: Graduate Students, where permitted under Section 1.1, are not allowed to advise graduate RSOs.

Constitutions (Tier-II and Tier-III)

Tier-II RSOs must maintain up-to-date constitutions on file with their Primary Campus SA office and on UConntact. Constitutions are required to be renewed and resubmitted every two (2) years and can be submitted through UConntact under 'Forms'. While renewal is required every two (2) years, RSO leaders are strongly encouraged to review and acknowledge their constitutions frequently throughout the year. Constitutions must be accessible to new and general members.

Guidance and templates are available at solid.uconn.edu.

Annual Re-Registration/Renewal

All RSOs must re-register each academic year via UConntact to verify important information and confirm their status. This can include:

- Updating Officer Information
- Submitting required documents (if applicable)
- Confirm RSO Advisor Information
- Confirming Tier Status

Failure to adhere to the re-registration deadline will result in the organization's status changed to 'Inactive.' Late submissions will not be accepted and will not be processed until the following academic year.

Any additional requirements for re-registration will vary based on primary RSO location.

Affiliation with External Organizations

Some RSOs affiliate with national, state, or local governing organization, non-profit, or charity. In such cases:

- The RSOs constitution must clearly state the nature of the affiliation;
- The RSO must obtain written permission to use the parent/governing organization's name; and
- The parent/governing organization must acknowledge that the University's students retain full control over their respective RSO operations and decision making.

Students are encouraged to consult with the external organization for sample constitutions or resources to supplement organization operations.

C. RSO Status Definitions

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 training, and more.

- **Active.** Active organizations are considered 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.
- **Frozen.** Frozen organizations have not yet met all SOLID requirements and are not eligible for funding, space, UConn contact, or other access to services.
- **Locked.** Locked organizations are temporarily administratively suspended based on University policy violations, misconduct, and/or failure to complete deadline requirements; resulting in lost access to some or all services. (i.e., gross misconduct or insubordination, misuse of logo and branding).
- **Inactive.** Inactive organizations have 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'.*

Apart from sanctions issued via OCS under [Chapter 5](#), the University reserves the right to freeze or lock organizations, resulting in a 'hold' on their status for failure to comply with other University policies or procedures.

1.5 Membership within an RSO

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

- **Active Participation:** Members of RSOs 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.

- **Voting Rights:** An RSO may grant members the authority to vote on crucial matters, as defined by their constitution, such as officer elections, budget approval, and policy decisions. This empowers members to influence the organization's growth and direction.
- **Leadership Opportunities:** Members can seek leadership roles within an RSO. They can run for positions such as president, vice-president, treasurer, secretary, additional officer roles, or committee chairs, depending on the organization's structure, as outlined in their constitution.
- **Inclusion and Non-Discrimination:** Members are entitled to fair and respectful treatment. Discrimination or harassment based on an individual's actual or perceived protected class as defined in the [University Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)
- **Access to Information:** Members may request access to information related to an RSOs activities, and decision-making processes. This transparency supports informed participation.
- **Due Process:** Members are entitled to due process and fair treatment when involved in conflicts or internal disputes.
 - RSO 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.
 - RSOs are strongly encouraged to include detailed procedures/policies regarding internal member disputes within the RSOs constitution.

A. Officer and Member Status, Removal, and Due Process

All RSOs must establish and follow fair, transparent processes for officer or member removal as outlined in their constitution. An RSOs 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 or members may not be terminated without cause or due process. Removal decisions should:

- Be based on clearly defined reasons
- Be conducted with documented procedures
- Provide opportunity for the individual to be heard
- Comply with University non-discrimination and anti-retaliation policies

Organizations are strongly discouraged from making ad-hoc, informal decisions, or implementing their own investigative processes regarding leadership or member removal without consulting their constitution, SA Staff, and/or RSO advisor for guidance.

Organizations may define alternate member statuses (i.e., probationary, suspended, inactive), but each status must have clearly outlined criteria in their constitution along with a reinstatement process. Before proceeding with any member or officer removal, RSO leaders are encouraged to consult with their designated RSO Advisor or SA staff member (see [Appendix A](#)).

Reminder: RSOs and RSO Advisors are not investigative bodies and may not conduct internal investigations involving serious allegations like harassment, discrimination, or violations of *The Student Code*. These concerns must be referred to the appropriate University Staff or offices. See [Chapter 5](#) for more information.

1.6 RSO Officer Roles

An “Officer” is defined as a student, either elected or appointed, responsible for managing the RSOs activities, finances, communication, events, or overall operations.

A. Officer Eligibility

An officer must:

- Currently be enrolled as a University student;
- Comply with all requirements as outlined by this manual and their Primary Campus requirements.

The President and Treasurer must be held by students from the RSOs primary campus. Additional officers are permitted from other UConn campuses.

Note: The President and Treasurer positions cannot be held by the same individual.

Minimum Required Officers

- Tier-I: President & Secondary Officer
- Tier-II & Tier-III: 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.)

B. Officer Positions & General Duties:

President

- Primary point of contact for the RSO & “external spokesperson” of the group
- Expected to interact and communicate with University officials, other RSOs, as well as the RSO Advisor (Tier-II)
- 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 RSO, 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

2.1 RSO Support – General Statement

The University is committed to supporting student leaders by offering resources, workshops, advisement, and assistance that strengthen organizational operations and student leadership development.

2.2 SOLID Training Requirements

The SOLID (Student Organization Leader Intentional Development) program is intended to ensure that RSO leaders are properly equipped to lead groups successfully and utilize all the resources available. SOLID workshops offer valuable information on campus policies, UConn contact, and tailored strategies for each student leader position.

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

Tier-I Organizations

Role	Live/Facilitated	HuskyCT/Async
• President AND • Vice President/Secondary Officer	1. Executive Leadership 2. Org. Mission, Values, & Culture	1. SOLID 101 2. Policies & Procedures 3. Inclusion & Belonging 4. Hazing & Harassment Prevention 5. SHAW-SOLID Mental Health for RSO Leaders

Tier-II Organizations

Role	Live/Facilitated	HuskyCT/Async
President*	1. Executive Leadership 2. Org. Mission, Values, & Culture	1. SOLID 101 2. Policies & Procedures 3. Inclusion & Belonging 4. Hazing & Harassment Prevention 5. SHAW-SOLID Mental Health for RSO Leaders
Vice President	1. Executive Leadership 2. Org. Mission, Values, & Culture	1. SOLID 101 2. Policies & Procedures 3. Inclusion & Belonging 4. Hazing & Harassment Prevention 5. SHAW-SOLID Mental Health for RSO Leaders
Treasurer*	1. Org. Mission, Values, & Culture	1. SOLID 101 2. Policies & Procedures 3. Inclusion & Belonging 4. Hazing & Harassment Prevention 5. SHAW-SOLID Mental Health for RSO Leaders 6. Treasurer Training a. SABS Treasurer Training (Storrs SABS accounts ONLY)
Secretary	1. Org. Mission, Values, & Culture	1. SOLID 101 2. Policies & Procedures 3. Inclusion & Belonging 4. Hazing & Harassment Prevention 5. SHAW-SOLID Mental Health for RSO Leaders 6. Secretary Training
Advisor (Tier-II Only)		1. Advisor Training

*Storrs Tier-II RSO officers (President, Treasurer) may be required to complete the USG Funding Workshop to gain access to the funding request system. Please contact USG with any questions.

STAMFORD RSO Additional Workshops (Tier-II)

Role	HuskyCT/Async
President Treasurer	Stamford Funding your RSO
President Vice President	Stamford Event Planning

Note for all RSOs: Supplemental workshops may be required

2.3 RSO Advisors (Tier-II only)

All Tier-II RSOs are required to have an RSO Advisor listed and confirmed on UConntact. See [Subsection 1.4B](#) for who can serve as an RSO Advisor. Advisors are required to accept annual Terms and Conditions on UConntact to remain active and listed as the advisor to each respective RSO. RSO Advisors serve as the primary and initial point of contact for RSO issues. SA Staff are available subsequently to discuss requests, questions, comments, or concerns with RSOs.

Training Requirement for RSO Advisors:

RSO Advisors are required to complete a brief online training course designed to educate on the role and responsibilities of advisors as well as provide guidance and resources on effective advising practices. New RSO advisors will have until the end of their first advising semester to complete the course.

RSO Advisors may also seek support from SOLID@uconn.edu.

RSO Advisor Role:

An RSO Advisor should act as a guidepost for RSO leaders and serves in a supportive role while RSOs retain full authority over their organization's actions and decisions. RSO Advisors do not bear responsibility for the actions or conduct of RSO members when fulfilling their role appropriately and in good faith.

The role of an RSO Advisor is determined collaboratively by the RSO and the RSO Advisor, and may vary depending on the needs and goals of the RSO. At the beginning of each year, RSO student leaders and the RSO Advisor should meet to discuss expectations, responsibilities, and how the advisor will support the organization.

RSO Advisors typically:

- Meet regularly with student leaders to discuss goals, planning, and expectations.
- Provide continuity and institutional knowledge as leadership transitions from year to year.
- Serve as a resource for the RSO with University policies and procedures.

- Offer guidance on the organization's mission, programming, and decision-making processes.
- Support leadership development, group dynamics, and problem-solving within the organization.
- Assist with event planning considerations, including logistics and risk awareness. In some cases, RSO Advisors may be required to review or sign event-related paperwork and/or attend an RSO event.

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

- Hold voting rights in with the RSO,
- Serve as a member of the RSOs board of directors, executive council, or similar governing body,
- Make financial, programming, or roster decisions for the RSO
- Determine the status of RSO officers or members.
- Represent or speak on behalf of the RSO.

These responsibilities remain with the student members and leaders of the RSO.

Replacing an Advisor. If a RSO Advisor resigns or is no longer employed by the University, the RSO is responsible for seeking a new advisor within 30 days of notice. Once a new RSO Advisor has been chosen, please inform the appropriate SA Staff by completing the online [Advisor Change Form](#) on UConnctact.

Community Advisement & Support. In addition to official RSO Advisors, RSOs may receive guidance or support from alumni, graduate students, national organization representatives, or other campus affiliates. However, the University recognizes only the RSO Advisor listed and confirmed on UConnctact as the primary point of contact and collaborator with the RSO.

2.4 Organization Functions at Non-Primary Campus

An 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 the 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.

2.5 RSO Changes and Requests

Changing a Registered Student Organization's Name. RSOs may submit a request to change their name by emailing SOLID@uconn.edu. Additional forms/constitution updates may be required.

Disbanding a Registered Student Organization. At times, RSOs may choose to cease operations due to various reasons such as low interest, dwindling membership, or a decision to merge with another organization. To disband an RSO, please send an email to SOLID@uconn.edu. Before disbanding, it is important to resolve or close any open Banking Services (SABS) account or outstanding debts associated with the RSO. Additionally, if the RSO has received materials or equipment funded by the respective student government on their primary campus, it is necessary to return those items.

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Chapter 3: RSO Operational Resources

3.1 UConntact

UConntact is the University's online student organization management system and official platform for all RSOs. UConntact represents the online listing of all RSOs at the University and serves as a management and advertising tool for all RSOs. Please visit <http://uconntact.uconn.edu> and log in with your NetID.

With UConntact, RSOs can:

- Post and advertise upcoming events.
- Track attendance with the *UConn Mobile Event Check-In App*.
- Recruit new members
- Update and manage their 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 UConntact can be found at <https://solid.uconn.edu/uconntact-how-tos-faqs/>. If you have any questions about getting your page set up, please email SOLID@uconn.edu.

3.2 RSO Finances & Banking

A. Tax ID Numbers. RSOs may be asked for their tax identification numbers during the normal course of business. RSOs may apply for a Tax ID number with the Internal Revenue Service (IRS). RSOs with SABS accounts should contact SABS for specific directions regarding tax identification number usage. It should also be noted that RSOs are *not* sales tax-exempt.

B. 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 at Storrs with a SABS bank account are ***strictly prohibited*** from using these applications, per their respective banking contract.

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

1. Work with SABA 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. RSOs with national chapter affiliations should contact their headquarters about receiving a Tax ID Number to accept tax-deductible donations.

D. 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 RSO Advisors, or for personal gain/profit/use by a member.

E. Fundraising. RSOs are permitted and encouraged to have fundraisers to support their activities in compliance with applicable policies and laws. Active RSOs are also eligible to participate in the UConn Foundation’s Ignite crowdfunding program:

<https://www.foundation.uconn.edu/crowdfunding-at-uconn/ignite/>

F. Outstanding Debt. An RSO may incur charges as a result of sponsoring activities and/or conducting organizational business with various University departments. All RSOs are expected to pay for services rendered promptly, if not in advance. An RSO that does not pay their debts to University departments risks their status on campus.

G. Student Activities Banking Services (SABS) – Storrs Campus

SABS provides RSOs with the tools, resources, and guidance to operate under sound financial business practices and principles. RSOs interested in opening an account or learning more about being responsible for their organization’s finances are encouraged to contact SABS in [Appendix A](#). RSOs that have a bank account with SABS must submit a Banking Contract each academic year, along with their RSO Advisor’s signature. The contract is effective from the date it is approved by SABS and expires on June 30th. The organization must be an active RSO under [Section 2.2](#).

Services Include:

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

RSO Benefits of Banking with SABS:

- No minimum balance or service fees
- Competitive interest rates
- Event supplies and equipment
- In-person and virtual meetings
- Collection of payments electronically (e.g., dues, event tickets)

Note: Storrs Tier-II RSOs are strongly encouraged to establish an account with SABS.

3.3 RSO Funding by a TSO

Student Governing Groups as a Funding Resource. Most of the governance TSOs successfully support thousands of events and activities from hundreds of different RSOs with financial assistance. ***To apply for funding from a TSO governance group:***

1. Your RSO must be an **active Tier-II RSO** on the respective campus, paying the respective Student Activity fee;
2. Any other eligibility requirements stated by your respective TSO.

For more information, please reach out to your respective campus governance TSO.

3.4 Insurance & Contracts

Insurance. RSOs are not insured by the University of Connecticut. RSOs wishing to obtain insurance coverage for the activities of their members can purchase insurance independent of the University by contacting an insurance agency.

Contracts. Since RSOs are independent entities, the University does not review, approve, or assume responsibility for contracts entered into by RSOs with third-parties. Student leaders signing agreements on behalf of their RSO should carefully consider personal responsibility and potential liability. The University does not provide legal support or counsel for contract arrangements between an RSO and third parties. See [section 1.2](#) for more information.

If you have questions about contracts or insurance, please contact OffCampusEvents@uconn.edu.

3.5 Off Campus Activities & Travel

RSO leaders planning to travel off-campus for events are strongly encouraged to connect with their respective RSO Advisors to engage in discussions regarding the specifics and ensuring they consider risks and develop strategies for risk mitigation. Further, RSOs have access to the Off-Campus Activity Advising (OCAA) process (Storrs Only) as a notification system and educational resource to support RSOs in risk mitigation and pre-trip planning.

Notification forms can be found here: <https://solid.uconn.edu/off-campus-advising/>. RSO student leaders should submit their plans to hold off-campus events/activities – at least 14 days (2 weeks) in advance. Questions can be directed to OffCampusEvents@uconn.edu.

Note on USG Funding (Storrs Campus only): While the OCAA process is not a required approval process, the USG Funding Process requires a notification form to be submitted with a RSOs USG funding request form.

Traveling Internationally: Additionally, RSOs traveling internationally should adhere to the [UConn Student International Travel Policy](#) and notify Global Affairs prior to their travel.

3.6 Event Planning & Facility Use

Only **ACTIVE** RSOs can reserve space on campus. Only SOLID-required officers (President, Vice President, Secretary, Treasurer) listed on UConncontact can reserve tabling, meeting, or event space on behalf of their RSO. Reservation requirements and timelines are at the discretion of the departments/offices that oversee facility use. Please note: RSOs are eligible to request space at any UConn Campus, but if the RSO is not primarily based at that campus, the RSO may be required to complete additional training and documents prior to using spaces.

Please see below for how to reserve spaces at each campus:

A. Storrs Campus

All RSO reservations are handled by the Student Union Event Services Staff. Visit <https://studentunion.uconn.edu/event-services/> to learn more. RSO leaders should consult with the Student Union's Event Planning Tools, including the U-Guide, before submitting an event request form: <https://studentunion.uconn.edu/event-planning-tools/>

B. 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 RSOs to utilize regarding all things event planning and how to properly use campus spaces/facilities.

C. 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.

D. Avery Point Campus

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

E. Waterbury Campus

Request can be directed 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.

F. Law School

To request space, please review the Event Planning Guide here: <https://law.uconn.edu/about/events/event-planning-2/event-planning-guide/>

3.7 University Name & Logo Use

RSOs may only use University Marks, including without limitation, Official UConn Logo(s), in accordance with the Guidelines for Use of University Logos & Trademarks available at <https://brand.uconn.edu/guidelines-usage/usage-by-student-organizations>. The Branding Policy can be found here: <https://policy.uconn.edu/2015/01/29/university-logo-and-trademark/>

If an RSO wants to create their own design and/or use “UConn” in it, the Office of Brand Partnerships and Trademark Management should be contacted for review prior. University 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 by RSOs is strictly prohibited and an RSOs use may impact an RSOs status on campus.

For more information, including where to submit requests:

<https://brand.uconn.edu/applying-the-brand/branded-merchandise/#student-orgs>

3.8 Marketing, Posting, & Promotions

RSOs are responsible for the content they promote. See [Section 1.2](#) for the University’s Relationship Statement on free expression and organizational independence.

General Campus Posting Policy:

UConn’s Posting Policy aims “to ensure the responsible and effective use of bulletin boards and other areas designated for the posting of Flyers, prevent littering and the defacing of or damage to University property” ([University Policies, 2024](#)). All information regarding posting flyers on the Storrs and Regional campuses can be found here: <https://policy.uconn.edu/2024/06/28/posting-policy/>.

Each building on campus has its own post policy and guide. Before hanging any flyers, please be sure to know of the campus and the buildings’ specific policy. Any building that allows postings will provide a space to post your flyers.

UConn Hartford, Stamford, or Waterbury also has the option to advertise events through a 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, please contact the SA Staff listed in [Appendix A](#).

Rock Painting Guide:

The tradition of rock painting at UConn has served as a vehicle for the free exchange of ideas and opinions while providing an outlet to express school spirit, demonstrate pride in RSOs, and promote various campus events and activities. See more here:

<https://solid.media.uconn.edu/wp-content/uploads/sites/471/2024/05/Rock-Painting-Policy-Revised-F23.pdf>

3.9 RSO Websites

RSOs may request a webpage on the UConn domain. Information on requesting an RSO webpage can be found here: <https://solid.uconn.edu/website-request-form/>. RSOs that choose to have a website with a UConn domain, must comply with [Accessibility and Brand Standards](#).

3.10 Organization Support Services (OSS - Storrs Campus Only)

Organization Support Services, located in Student Union Room 218, is designed to provide undergraduate RSOs with specialized services to help meet the needs and responsibilities of their RSO. For more information, visit <https://usg.uconn.edu/organization-support-services/>. Services provided by the Undergraduate Student Government (USG) are as follows:

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

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Chapter 4: Registered Student Organization Behavior & Expectations

RSOs at the University of Connecticut contribute significantly to campus culture by fostering leadership, learning, and community engagement. With access to University resources, comes the expectation and responsibility of RSOs to act with integrity, accountability, and respect.

By outlining these responsibilities below, this chapter serves as a guide to help RSOs operate successfully while maintaining alignment with University standards and values.

4.1 Organizational Expectations & Member Responsibility

RSOs and their members are expected to comply with all applicable federal, state and local laws, as well as University policies, including but not limited to:

- *The Student Code*
 - Part III.B.6 – Hazing
 - Part III.B.7 – Alcohol & Other Drugs
 - Part III.B.20 – Retaliation
- Hazing Policy
- The Policy Against Discrimination, Harassment, and Related Interpersonal Violence
- Title VI and IX of the Civil Rights Act and Education Amendments
- On-Campus Housing Contracts (If applicable)
- Campus Posting Policy

Further RSOs may be held accountable for the actions of their individual members or their organization's guest(s) when violations occur in the context of an organizational event or activity. A violation may be considered to have occurred within the context of an organization's responsibility if:

- The incident or misconduct occurred during an RSO sponsored, endorsed, or planned event;
- The RSO failed to take reasonable steps in their event or organization planning process to mitigate or address foreseeable risk(s);
- The RSOs conduct reflects a pattern of concerning organizational behaviors.

Violation(s) of any University policy, whether by an individual member or by the RSO collectively may result in disciplinary action.

4.2 Additional Expectations under Affiliated Support Offices

Some RSOs are affiliated and supported by specific University offices in addition to the University registration process. These affiliated offices provide resources and oversight tailored to the unique operations of these respective RSOs.

- **Club Sports (Storrs Campus Only)**

- RSOs 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/resources/>
- **Center for Fraternity and Sorority Development**
 - RSOs 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/>
- **Trustee Student Organizations**
 - RSOs that are recognized Tier-III and/or TSO must also comply with policies, expectations, and procedures set forth in the Tier-III Manual.
 - For a listing of specific Trustee policies and procedures, please visit:
<https://trusteeorgsupport.uconn.edu/>

Chapter 5: Registered Student Organization Conduct

While RSOs are considered independent entities from the University (see [Section 1.2](#)), they are still responsible for conducting themselves in alignment with University policies, state and federal law, and local community standards. RSOs are expected to operate with integrity, accountability, and respect for the rights of individuals. When concerns arise, the University addresses them through the appropriate conduct processes overseen by designated offices.

5.1 RSO Accountability & University Offices

The University utilizes a multi-office approach to reviewing and resolving issues involving RSOs. Depending on the type of alleged conduct, several University offices may be involved in a misconduct review process.

- The **Office of Community Standards (OCS)** handles violations of *The Student Code*, including incidents such as, but not limited to, hazing, endangerment, alcohol and/or drug violations, discrimination; or other forms of organizational misconduct that may fall under *The Student Code*.
- The **Office of Inclusion & Civil Rights (OICR)** is responsible for reviewing allegations involving Title VI: discrimination based on race or national origin; and Title IX: sexual harassment, sexual assault, or gender-based discrimination.

Note: When the parties involved in a referral are enrolled UConn students, OCS will oversee the investigation. OCS will coordinate with OICR to investigate and address the matter through the student conduct process.

All other RSO operational issues or concerns that do not rise to the level of a code violation will be managed by the Department of Student Activities (DSA), or respective campus staff member.

PLEASE NOTE: RSOs and RSO Advisors are not investigative bodies and may not conduct internal investigations involving serious allegations like harassment, discrimination, or violations of *The Student Code*. These concerns **must** be referred to the appropriate offices. See [Section 5.2](#) & [Section 5.4](#) for more information.

5.2 Designated Offices & Responsible Employees

All members of the campus community, including RSO members and student leaders are encouraged to report any conduct which they become aware of and which they believe in good faith have been in violation of University policy or *The Student Code*. Below are some of the University designated offices or employees that are responsible for making certain reports or responding to reports.

- **Responsible Employee(s)** - The vast majority of UConn employees - including but not limited to: faculty, staff, Graduate Assistants and Resident Assistants - are designated as

Responsible Employees. They must report any disclosure of sexual assault, intimate partner violence, or stalking involving students.

- **University Title IX Team** – Responsible for ensuring the university proactively prevents, and responds appropriately to reports of, sexual misconduct.
- **University Title VI Team** – Responsible for ensuring full compliance with responding appropriately to reports of discrimination based on race, color, national origin, sex, age, disability, income level or Limited English Proficiency.

5.3 Reporting Forms & Reporting Resources

RSOs are expected to create inclusive, respectful spaces and report any known or suspected misconduct connected to organizational activities. Further, any students, staff, advisor, or community member may report suspected misconduct involving a student organization.

All Reporting Forms can be found at [InForm.uconn.edu](https://inform.uconn.edu). InForm is a tool to help the UConn community navigate the reporting process and support available for a variety of incidents including bias, harassment, safety concerns, and other types of misconduct.

The Student Code

Allegations related to *The Student Code* can be reported directly to the Office of Community Standards (OCS).

- Submit report here: [Community Standards Referral Form](#)
- Email: community@uconn.edu
- Phone: 860-486-8402

RSO Misconduct & Hazing

Allegations regarding RSO violations of *The Student Code* such as hazing, disruptive behavior, alcohol, drugs and more, can be reported directly to the Office of Community Standards (OCS).

- Submit report here: [Registered Student Organization Conduct Referral](#)
- Allegations regarding Hazing: [Hazing Referral Form](#)

Sexual Harassment, Discrimination, and Related Interpersonal Violence

Allegations related to potential discrimination, harassment, or sexual misconduct can be reported directly to the Office of Community Standards (OCS) or the Office of Inclusion & Civil Rights (OICR).

- Submit report here: [Sexual Discrimination, Sexual Harassment, and Related Interpersonal Violence Referral Form](#)
- Email: titleix@uconn.edu
- Phone: 860-486-2943

Care Team & Students of Concern

RSOs concerned about member's or other University community members who they perceive to be threatening, harming or disruptive to themselves or those around them can report concerns directly to the Office of Student Care and Concern.

- Submit report here: [Care Team Referral](#)
- Email: oscc@uconn.edu
- Phone: 860-486-8777

In complex cases, offices may coordinate a shared response. The appropriate conduct process is determined based on the nature, scope, and potential impact of the concern.

5.4 RSOs Processes & University Process

RSOs are encouraged to establish and follow their own fair, transparent processes for membership, leadership, and organizational operations. However, there are important limits to what an RSO may handle on their own.

Outside Governing Bodies

If an RSO is affiliated with a regional, national, or international organization, that organization may choose to conduct its own review of organizational concerns in addition to the University's process. While these reviews may run in parallel, University decisions take precedence and are not replaced, modified, or influenced by outside outcomes.

Respective RSO Processes

RSOs are not permitted to conduct their own investigations into allegations of sexual misconduct, discrimination, hazing, or other violations of *The Student Code*. These matters must be reported directly to the University and will be reviewed by the appropriate office, such as the Office of Community Standards (OCS) or the Office of Inclusion & Civil Rights (OICR).

Instead of investigating, RSOs are expected to focus on supporting their individual members, following their constitution and bylaws, and seeking guidance from their RSO Advisor or SA Staff when needed. This ensures that organizational processes remain fair, educational, and consistent with University policy.

5.5 Student Organization Conduct Process – OCS

The Student Organization Conduct Process is managed by the Office of Community Standards (OCS).

For an overview of the process see [Appendix B](#) or visit: <https://community.uconn.edu/>

Information about the University's hazing policy and related procedures is available at: <https://community.uconn.edu/hazing-policy/>

5.6 Non-Student Code Violations– SA

Restorative Measures Administered by SA:

Restorative measures administered by a SA Office are designed to promote accountability, rebuild trust, and support the learning and development of student organizations. These outcomes are proportionate to the nature and severity of the violation and are intended to strengthen the organization's alignment with community expectations.

Possible restorative measures may include:

- Educational workshops, or policy trainings;
- Facilitated dialogues or reflection assignments; or
- Required changes to leadership structure or advisor engagement, governing documents.

RSOs that fail to complete assigned restorative measures may face further restrictions.

5.7 Inactive Status & RSO Re-Registration

A group of students wishing to register an RSO previously removed or sanctioned by the University must complete all sanctions issued prior to seeking registration. Once sanctions or suspension have been met, a group must then follow the registration requirements outlined under SOLID.

RSOs recognized under the Club Sports program or by the Center for Fraternity and Sorority Development (CFSD) must also follow re-registration, sanction review, or reinstatement processes specific to their respective departments, in addition to registration requirements mentioned above.

Note for Nationally Affiliated RSOs: If a national, regional, or external organization is seeking to register an RSO that was suspended through the University, they must follow the same review process and procedures outlined above. No external approvals override UConn's decision-making process regarding RSO status.

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Appendix A: UConn SA Staff & Campus Resources

Avery Point Campus:

Student Activities, Student Center

Randall Paterson, Student Activities Coordinator

Randall.paterson@uconn.edu; 860-405-9014

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

Hartford Campus:

Student Activities, Hartford Times Building

Jetsenia (Jet) Rodriguez, Student Activities Coordinator

hartford.studentactivities@uconn.edu

<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, Room 307

Sarah Bernhardt, Coordinator for Student Organization Support & Leadership

solid@uconn.edu; 860-486-6588

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

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

Student Activities Banking Services (SABS):

Department of Student Activities, Student Union Room 314

Alaina Gregoire, Manager of Student Organization Accounts

SABS@uconn.edu; 860-486-3163

<https://businessaffairs.studentactivities.uconn.edu/student-activities-banking-services/>

Center for Fraternity and Sorority Development (CFSD):

Department of Student Activities, Student Union Room 307/308 Suite

Ashley Kirk-Christman, Ed.D., Director of Fraternity and Sorority Development

greeklife@uconn.edu; 860-486-8151

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

Student Organization Support and Involvement (SOSI):

Department of Student Activities, Student Union Room 307

Krista O'Brien, Director for Student Organization Support & Involvement

krista.obrien@uconn.edu; 860-486-8151

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

UConn Recreation—Club Sports:

Competitive Sports, Student Recreation Center

Bhavin Parekh, Associate Director of Competitive Sports

bhavin.parekh@uconn.edu; competitivsports@uconn.edu; 860-486-0002

<https://recreation.uconn.edu/club-sports/>

Office of Community Standards (OCS):

Division of Student Life & Enrollment, Wilbur Cross Room 30 (Garden Level)

Kimberly Beardsley-Carr, Director

community@uconn.edu; 860-486-8402

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

Student Union and Event Services (SUES):

Event Services, Student Union Room 106

Tiffany Simpson, Associate Director

SUReservations@uconn.edu; 860-486-3421

<https://studentunion.uconn.edu/event-services/>

Law School:

Office of Student Affairs

Law Library, 2nd Floor

Julian Torres Rosario, Student Affairs

law.studentservices@uconn.edu; (860) 570-5079

Waterbury Campus:

Student Activities, Room 128B

Alenies Rodriguez, Coordinator of Student Activities

alenies.rodriguez@uconn.edu

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

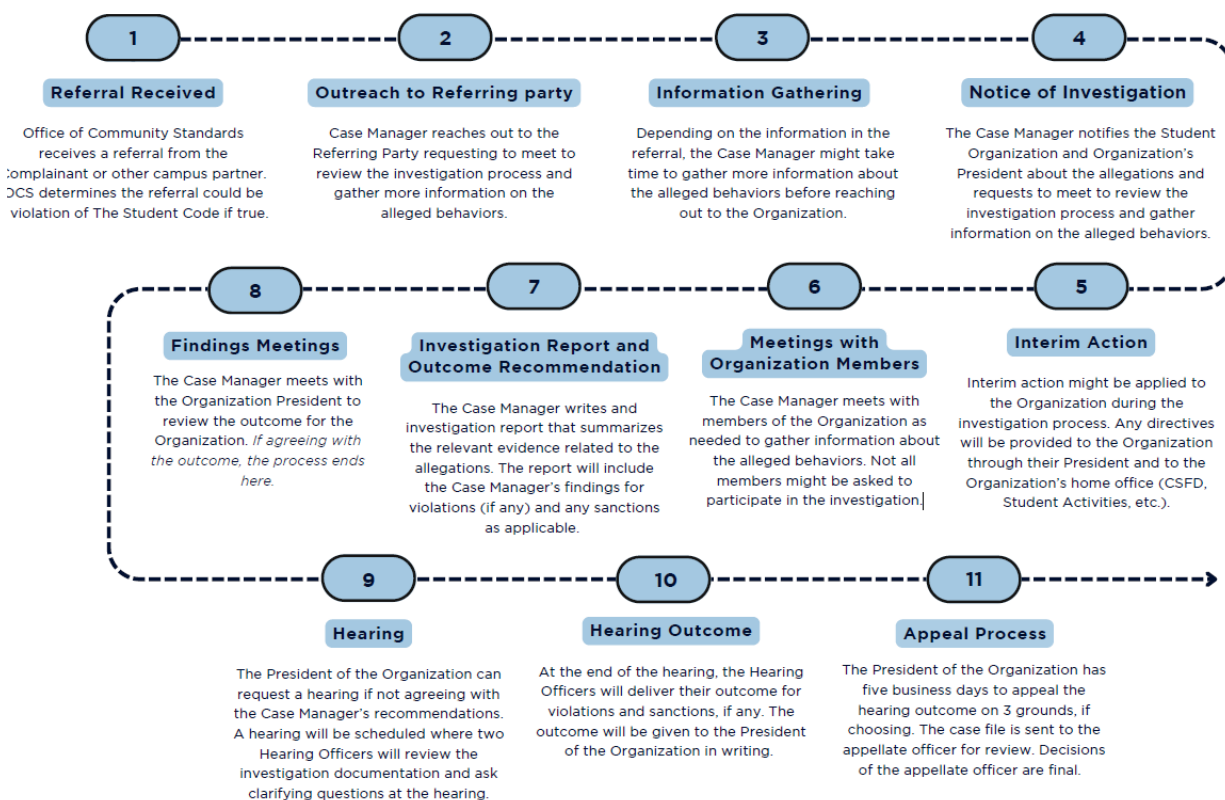
Office of Brand Partnerships and Trademark Management (Student Organization Support):

Anna Milot, Liaison for RSO Logo Usage and Approval

Anna.Milot@uconn.edu

Appendix B: Community Standards Overview – Registered Student Organization Misconduct Process

Student Org Misconduct Process



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