

I LEAD

Registered Student Organization Handbook

2019-2020 REVISION

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT

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INTRODUCTION

We are glad that you are interested in learning more about Registered Student Organizations (RSOs) at the University of Cincinnati! Joining an RSO is one of the best ways to get involved on campus! Through direct involvement in organization activities, students have the opportunity to acquire skills in leading groups, event planning, budgeting, and working within a system. 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 Cincinnati offers a large variety of opportunities to get involved!

The Student Organization Handbook is designed to inform and assist students in various matters that pertain to RSOs. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being an RSO at the University.

Each year the department evaluates its policies and procedures. Changes are made after a thorough annual review.

Student Activities and Leadership Development

Learn more about Student Activities & Leadership Development, meet our staff, and find more resources on [our website!](#)

Our Purpose

Student Activities & Leadership Development (SALD) provides a vibrant Bearcat community through advocacy engagement, education, and inclusion.

Our Values – I LEAD

- Inclusive Community
- Leadership
- Engagement
- Advocacy
- Discovery

Contact Information

- Location: 455 & 655 Steger Student Life Center
- Phone: 513-556-6115
- Email: studentat@uc.edu

Student Hours

Monday – Friday, 9am – 5pm

If you are looking for support for your student organization outside of our Student Hours, visit [our Website](#), [CampusLINK](#), send an email, or leave us a voicemail. If you have an emergency, always dial 911.

REGISTERED STUDENT ORGANIZATIONS AT THE UNIVERSITY OF CINCINNATI

What is a Registered Student Organization?

A registered student organization (RSO) is defined as a group of University students who unite to promote or celebrate a common interest. RSOs may include members from other schools, faculty, staff, or community members, but the majority of the organization must be University of Cincinnati undergraduates. Additionally, the control, operation, and responsibility of a student organization must reside with the students.

Benefits of being an RSO

Upon registering, RSOs gain several privileges, including the ability to:

- Reserve space on campus for meetings and approved activities
- Host a Campus LINK page
- Conduct approved fundraising projects on campus
- Coordinate activities with other student organizations and participate in events such as: Homecoming, Welcome Week, and organization fairs
- Use of a mailing address at the University of Cincinnati
- Apply for funding through the University Funding Board (if eligible)
- Participate in new student orientation and the Fall and Spring organization fairs.
- Nominate candidates for Homecoming Court
- Apply for university awards
- Rent vehicles for organization travel

Registration

All RSOs must keep up to date records and a roster on [CampusLINK](#). All RSOs must complete the annual re-registration process or R.E.S.E.T. through CampusLINK. Additionally, all RSOs must adhere to all policies outlined in this document to maintain their registration.

Registering a NEW student organization

The University of Cincinnati has over 500 student organizations that span a variety of interests! However, occasionally a student is not able to find an existing organization that meets their interests. In this case, any full-time student is eligible to submit a New Organization Application.

Before submitting an application on CampusLINK new student organizations should be sure that they have the following requirements completed:

- Constitution and bylaws
- Minimum of ten matriculating students at the University of Cincinnati (*enrolled in a degree program at UC*)
- Minimum of two required officers: President and Treasurer
- One student organization advisor (faculty, staff, or administration at the university)

Note: Graduate Assistants may also serve as RSO advisors if listed as a duty of their job description

After application materials are received, SAB will contact organization representatives with further instructions.

ORGANIZATION REQUIREMENTS

Membership Minimums

RSOs are required to have a minimum of 10 University of Cincinnati students. All RSOs are required to maintain an accurate and up to date [roster](#) on CampusLINK at all times.

More information on membership types and requirements can be found in the [RSO Constitution and Bylaws Checklist](#).

Note: all charter members of a new student organization must be full or part-time students at the University of Cincinnati

Academic Minimum

All students who wish to participate in a RSO at the University of Cincinnati must attain at least a 2.0 semester and cumulative grade point average. Grades will be checked each academic term by a designated university official, generally the organization advisor

Constitution and Bylaws

All RSOs are required to maintain an up to date constitution and bylaws uploaded to CampusLINK. Constitutions and bylaws documents must be reviewed and updated at least every two years. For guidance on constitution and bylaw requirements, please visit the [RSO Constitution and Bylaws Checklist](#) or [Sample Constitution and Bylaws](#).

Officer Roles

An officer refers to a student member who has been charged with specific responsibilities related to the activities of the organization.

General Officer Requirements

To be an officer of an RSO, the following criteria must be met and maintained:

- Be a currently enrolled, matriculating student (*enrolled in a degree program*)
- Achieve and maintain a 2.3 grade point average
 - While in office the officer must not have below a 2.3 grade point average for more than one semester
- Must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, etc.

Student officers not fully meeting the eligibility requirements will have to relinquish their office immediately upon notification from their advisor or Office of Student Activities & Leadership Development that they do not meet the academic standard. Replacement of ineligible officers will be conducted according to the organization's constitution.

Officer Positions & General Responsibilities

All organizations are required to have a president and a treasurer, but are encouraged to create as many additional officers as they feel their organization needs, and should list them on their [CampusLINK page](#).

- President (required)
 - Primary contact for the organization and spokesperson of the group
 - Expected to interact and communicate with University officials and other student organizations
- Treasurer (required)
 - Responsible for the organization's finances
 - Expected to manage all aspects of financial expenses and receipts
- Vice President (optional)
 - Responsible for the internal management of the group
 - Expected to interact and communicate with members and guide projects
 - Secondary contact for the organization
- Secretary (optional)
 - This person is the recorder/historian of the group
 - Responsible for all record keeping of the student organization including meeting agendas, minutes, attendance, and correspondence between members

Organization Advisors

Advisor Eligibility

- All RSOs are required to have an advisor. Advisors must be faculty, staff, or administration at the university.

Note: Graduate assistants may also serve as student organization advisors if listed as a duty of their job description.

Advisor Requirements

- Advisors may be required to [complete online training](#) before assuming their role and to maintain their status as an advisor
- Advisors are required to be listed as an advisor on CampusLINK
- Sign or approve financial requests and other pertinent documents

Advisor Role

An advisor can serve in a variety of roles, and each advisor perceives their relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is an expectation that each Advisor will maintain some regular contact with their organization.

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

To learn more about being an advisor and gain access to advisor resources, visit the [Student Organization Advisor Resource Hub](#) on CampusLINK!

Advisor Clery Act Responsibilities

As Campus Security Authorities Advisors are required to immediately report any Clery Act crimes that they are made aware of to the Clery Specialist:

- Nicole Smith
 - Clery Specialist
 - 51 W. Corry Blvd., 3 Edwards
 - Cincinnati, OH 45221-0215
 - Phone: 513-556-4996
 - Email: clery@ucmail.uc.edu

Additional reporting duties are required for student trips and such trips needed to be reported to University Police. Details on the Clery Act can be found by visiting the public safety [website](#).

Replacing an Advisor

If a student organization advisor resigns, the organization is required to find a new advisor. Organizations have 30 days to find a new advisor. If the organization is unable to designate an advisor after 30 days, the organization's status will be listed as "Frozen." It is the organization's responsibility to notify the Student Activities & Leadership Development Staff if/when their advisor resigns. Once an RSO designates a new advisor, please notify the appropriate staff by completing the online [Advisor Change Form](#) on CampusLINK.

RSO Status

- Active: Active organizations have met all registration and RESET requirements and are listed on CampusLINK, eligible to reserve space, attend organization fairs and request funding.
- Frozen: Frozen organizations have not met all registration, RESET, or other requirements and are not eligible for funding, space, CampusLINK, or other access to services. Please contact sab@mail.uc.edu for information related to your status.
- Locked: Locked organizations are administratively temporarily suspended based on conduct or failure to complete requirements and lose access to all services.
- Inactive: Inactive organizations have disbanded or have been suspended from the University.

Organizations that have not completed the R.E.S.E.T process in two years may be subject to disbandment.

Student Organization Support

The University of Cincinnati is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development.

Individual Advising and Consultation

Professional staff and peer leaders are always available to speak with RSO leaders about questions, comments, or concerns. RSO leaders may also schedule appointments to talk about starting a new organization, leadership training, and assistance and other areas.

Student Activities Board

The [Student Activities Board](#) works cooperatively with the Office of Student Activities & Leadership Development and Student Government. The purpose of the board is to assist with the registration, promotion, and regulation of all student organizations. SAB holds regular office hours during the fall and spring semester most weekdays from 9-4 in the Student Government Office (655 Steger Student Life Center).

Campus Involvement Ambassadors

CIAs guide their peers through a number of developmental opportunities by hosting Learn & Leads and other workshops for the greater UC community in classroom and departmental settings. In addition, CIAs provide one-on-one consultations for students looking to get engaged on campus! All Campus Involvement Ambassadors are trained and supported by Student Activities & Leadership Development staff.

CIAs offer workshops and trainings on a variety of leadership and organizational management topics. Reserve a workshop on [CampusLINK](#).

Organization Information Changes

Name Change

RSO presidents may submit a request to change their organization's name by filling out the [Organization Name Change Form](#) on CampusLINK. This name change must also be approved by the student organization advisor. Additional requirements or constitution updates may be required.

Dissolving an RSO

Reasons why a student organization may consider dissolving include low membership or merging with another student organization. To dissolve an organization please contact SALD to set up a meeting to discuss next steps. If your organization has an open bank account or outstanding debts, those will need to be resolved/closed prior to dissolving your organization. If an organization has received essential investments purchased with university funds, those will need to be returned to SALD.

STUDENT ORGANIZATION RESOURCES

CampusLINK

An org fair every day! [CampusLINK](#) is an online engagement hub for UC students and the UC community. CampusLINK is an online organization directory as well as an organization management and advertising tool for all RSOs and student leaders.

With CampusLINK your organization is able to:



- Manage your roster
- Recruit new students
- Post and advertise upcoming events
- Track attendance with the free UC Event Pass and Event Check –In App
- Organize and share documents and create an online history
- Publish news articles to the entire UC community
- Create surveys, forms, and sign-ups
- Request funding
- And more...

Members of the University of Cincinnati community can access campuslink.uc.edu using their regular UC credentials.

CampusLINK Support

If your organization is having technical difficulties with CampusLINK, visit the [SALD help page](#) or the [CampusLINK \(Engage\) Support site](#).

Organization Insider

Student Activities & Leadership Development uses CampusLINK to send out weekly announcements for your organization using contact information found on your CampusLINK roster.

If an organization wants to submit something for the Organization Insider (OI), just fill out the [Org Insider Submissions Form](#) on CampusLink!

To be sure that you are getting all of the emails add relay@relay.engage.campuslabs.com to your safe sender list!

Organization Finances

Bank Accounts

RSOs are permitted to open bank accounts at area banks to hold organization funds. SALD recommends organizations use PNC because of the close relationship they have with the University and easy access to the on campus branch. Organizations wanting to open a bank account are required to have an official letter of registration from the SALD office confirming that the organization is in good standing.

Organizations opening an account for the first time need to fill out the [Bank Account Request form](#) on CampusLINK. Organizations with an existing Bank Account need to fill out the [Change of Officer on Off](#)

[Campus Bank Account](#) whenever they change presidents, treasurers, or advisors. Once the forms have been submitted, organizations will be notified in 5-10 business days that their letter is available for pickup in the SALD office.

Potential Funding Sources

University Funding Board

University Funding Board provides up to \$5,500, subject to change annually, in funding each year to RSOs hosting events on or near campus, traveling to conferences, or purchasing items essential to the organization. In order to be eligible for UFB funding, RSOs must not receive regular funding from any other portion of the student fee. For more information, view the [UFB Funding Facts](#) document or visit the UFB CampusLINK page.

Diversity Programming Fund

Funding is available for student-lead initiatives which help create an inclusive environment that celebrates diversity and enhances student's ability to become global citizens. To learn more, visit the [Diversity Programing Fund](#) webpage.

Lead and Grow Grant

The Lead and Grow Grant is available to support students in their experiential endeavors that may not currently be covered entirely through other funding opportunities on campus. To learn more and see if your organization may qualify, visit the [Lead and Grow Grant](#) webpage.

Fundraising

For more information about fundraising policy and resources, view the [Student Org Fundraising Guidelines](#) document on the [SALD CampusLINK page](#).

Charging Dues

RSOs are eligible to collect dues associated with membership. Charging membership dues may eliminate organizations from eligibility for other funding sources, so be sure to review criteria of funding sources before making this important decision.

Event Planning and Facility Use

Event Registration

RSOs must register all of their events, including general body meetings, on CampusLINK. It is a requirement that RSOs hold a minimum of two events during the academic year. The registration process helps RSOs in event planning, and can be used as a helpful marketing tool.

Neither the University nor SALD in particular, 'approve' RSO events. However, SALD staff can provide helpful information to student leaders about mitigating risk and hosting successful events.

For more information about event registration, please see the help article: [Creating a New Event in your Organization](#).

Organization Events

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

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

Reserving Campus Facilities

Before any event can take place, you must schedule your event with Conference and Event Services (CES). To do this, you must complete the space request thru the 25Live scheduling system, at least 5 business days prior to your event date, but we encourage you to do so much sooner! All space is confirmed on a first-come, first-served basis.

We recommend that you do not advertise or publicly announce your event until you have received confirmation from a CES representative. For more information please check out the Event [Guide](#) or [Use of Facilities Manual](#).

If you have any questions, contact CES at 513-556-1810 or event.services@uc.edu.

Food Sales

All on campus food sales must be registered on 25Live and CampusLINK, regardless of campus location.

Checking Out a Table from Student Activities & Leadership Development

RSOs may borrow a table during student hours (8am-5pm) from the Student Activities & Leadership Development (SALD) office located in 455 Steger Student Life Center. SALD has a limited amount of tables that can be checked out for tabling on Main Street and other public campus areas on a first-come first-served basis. Several additional resources including games and supplies are available as well.

Event Accessibility

While planning, it is recommended that students think about how to make the event accessible to everyone on campus, regardless of ability. Students are encouraged to contact Accessibility Resources at 513-556-6823 or AccessResources@ucmail.uc.edu if they have any questions about how to accommodate students with disabilities.

Risk Management

To learn more about risk in Student Organizations, strategies to manage risk, or to connect with a University risk manager, please visit the [University Enterprise Risk Management website](#).

Crisis Management

In the event of a crisis or emergency related to the organization, or a member of the organization, the organization is advised to:

- Call 911 immediately for necessary emergency services
- Notify the organization advisor
- Notify SALD staff
- Enact any additional crisis management protocol the organization has in place in collaboration with advisor and/or SALD staff
- In the event of serious injury or death, information must not be shared publicly or privately (within the organization) without consent from the member's family or guardian

CARE Team

The University has a CARE (Crisis, Assessment, Referral, Evaluation) Team that responds to reports about students whose behavior is raising concerns within the university community. The CARE Team has a [Crisis Management Plan Flow Chart](#), as well as further information on their [website](#).

Liability Waivers

Utilize Activity/Assumption of Risk Waivers when appropriate. Review in meetings so all are aware of risks. Visit CampusLINK for [SALD's Online Liability and Release Waiver](#).

Concerns & Resources

If you are concerned about a member of your organization the university has a variety of resources.

- [Counseling and Psychological Services](#)
- [Student of Concern Form](#)
- Student Organization Advisor
- Student Activities & Leadership Development Staff

Trademarks and Licensing

One of the benefits of being an RSO is using the University's brand! Organizations that want to produce a product using the University's brand (including "University of Cincinnati" "Cincinnati," or "UC" in text) should refer to the [Trademarks & Licensing website](#). All products using the University brand must go through an [approved vendor](#). It is best practice for RSOs to submit a request to Trademarks & Licensing at least 30 days in advance of needing the product. For complete information on using University brand and trademarks, please review the [Use of University Trademarks for Internal Consumption Policy](#).

Sponsorships

Before any sponsorship activities take place between an outside company or organization and an RSO, approval must be granted. Trademarks & Licensing recommends beginning the Sponsorship Request Process at least 60 days prior to the activation of the sponsorship. For complete information sponsorships, visit [Trademarks & Licensing Sponsorship resources](#).

POLICIES AND STUDENT ORGANIZATION CONDUCT

Organizational Responsibility

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

Organizational status, resources, and services may be restricted or suspended as a result of a violation of any University policy by the organization, its members, or guests.

Student Code of Conduct

The Student Code of Conduct (SCOC) is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the University of Cincinnati's mission "to provide the highest-quality learning environment, world-renowned scholarship, innovation and community service, and to serve as a place where freedom of intellectual interchange flourishes." The SCOC is available for review on [the SCOC website](#).

Notice of Non-Discrimination

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

Title IX Anti-Discrimination Statement

The University of Cincinnati does not tolerate discrimination on the basis of sex, including sexual harassment, sexual violence, or retaliation. UC takes steps to ensure that the campus community is not subject to a hostile environment and to respond promptly and appropriately to allegations of

discrimination or harassment on the basis of sex. The university promptly investigates incidents of discrimination or harassment on the basis of sex, takes appropriate action (including disciplinary action) against students found to have violated this policy, and provides remedies as appropriate to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

For more information on Title IX, visit the [Title IX website](#).

Hazing Policy

Definition

Hazing violates university policy and is illegal in the State of Ohio. The University of Cincinnati SCOC defines hazing as: "...any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization regardless of one's willingness to participate."

The laws of the state of Ohio and the University of Cincinnati Board of Trustees policy concerning hazing shall be observed: Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

Hazing Explained

Student Activities and Leadership Development interprets hazing to include, but not limited to the following: paddling; creation of excessive fatigue; restraining people against their will; physical and psychological shocks; public displays which are unreasonably disruptive to other members of the campus and/or public; wearing publicly costumes which are conspicuous and not normally in good taste; engaging in compulsory public stunts, buffoonery, morally degrading or humiliating games and activities; forced ingestion of any substance (particularly alcohol); servitude; and any other activities which are not consistent with the policies or regulations of SALD. The definition of hazing applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense. Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off university property or organization premises.

Visit the [Board of Trustees Student Organization Rules](#) to read the University's [complete policy on hazing](#).

Posting Policy

Posting on campus is limited to RSOs, university groups, or registered students. Included in this document is a list of some of the most important posting guidelines. Student Organization leaders should review the policy in its entirety in the [Use of Facilities Manual](#) before posting.

Failure to comply with this policy will result in suspension of funding and/or suspension of privileges or registration, payment of costs incurred in removing said communication materials, or punitive fines.

General Campus Posting Guidelines.

- Posting materials must include the name of the organization
- Material must be advertising a specific event or occurrence
- There may be no more than 5 posters, handbills, or flyers displayed by any one student group or student in one area
- All material posted must be removed on day after the event
- Do not use duct tape, packing tape, gummed labels, stickers, or any other pasts or glues to post on any surface
- Postings are prohibited on glass surfaces, painted surfaces, utility poles, all university buildings, walls, construction walls and materials; signage, trees, open space, paved surfaces, or earth surfaces

Chalking Policy

- Chalking on campus is limited to RSOs, university groups, or registered students
- Chalking is permitted only on horizontal surfaces in open areas directly washed by rain
- Chalking must bear the name of the name of the sponsoring organization
- Messaging must be for a campus-wide event open to all students
- Chalk must be water soluble
- Chalking is not permitted on street pavers
- Chalking offensive content is prohibited

For the full chalking policy please refer to Conference & Event Services [Use of Facilities Manual](#).

Organization Travel

All RSOs must submit any and all necessary Travel Authorization forms if they are traveling outside a 100 mile radius of Cincinnati, or if traveling overnight (regardless of the radius to campus).

Travel Monitor

Three (3) or more students traveling together are considered a group and therefore require a travel monitor, if traveling over 100 miles. This is typically the organization president, or advisor (regardless if they are attending/chaperoning the trip). The travel monitor is not required to travel with the group, but they must:

- Obtain itinerary details and contact information for each traveler
- Arrange a pre-travel meeting to discuss emergency procedures

Transportation

For trips over 100 miles from the University of Cincinnati Uptown Campus, or overnight, it is required that organizations use University vehicles organization travel. Use of personal vehicle is allowed on a case by case basis and must be approved by the RSO advisor and SALD.

The University of Cincinnati utilizes Enterprise Rent-A-Car Service through [University Transportation Services](#).

In order to use University Transportation...

- Drivers must be at least 18 years old for Sedans, Mini Vans & SUVs
- Drivers must be at least 21 years old for the 12 & 15 passenger vans
- Drivers must have a valid driver's license
- Drivers must complete the [online Defensive Driving Course](#)
- Only authorized drivers who appear on the rental agreement/Vehicle Reservation Form are allowed to drive the rental vehicle
- Organization officials may not assign carpools
- Organizations may want to first contact Transportation Services at 556-4424 to check availability of vehicles for trip
- Organizations must turn in a [Travel Authorization Form](#) with Travel Roster and [Vehicle Reservation](#) to SALD
 - This form will be sent to Transportation Services who will then complete the rental agreement

International Travel

RSOs traveling abroad must comply with the requirements in the [UC Student Travel Policy](#) by working with UC International prior to travel. If your organization is thinking about traveling abroad, reach out to [UC International](#) to learn more about the process.

Pending that travel to the proposed location is approved), each traveler will be required to complete an application in [UC International's on-line system](#).

Any student wishing to travel abroad must attend a UC International Pre-departure Orientation (typically offered 15-20 times per year). Visit [UC International's website](#) for available sessions.

To view complete information about traveling abroad as an RSO, view the [Rules and Expectations for Students Travelling Abroad](#) on CampusLINK.

Alcohol Policy

RSOs wishing to schedule and/or sponsor on-campus events where alcohol would be available only will be able to do so only at those locations having permits issued by the Ohio Department of Liquor Control.

RSOs that sponsor events are expected to adhere to state law. RSOs found to have violated state law may be subjected to the loss of registered status.

RSO Events with Alcohol

The following regulations must be followed at both off and on-campus events at which beer or intoxicating liquor are served and/or sold:

1. The events must be properly authorized by the administrative unit responsible for the facility(s) to be used.

2. Consumption and/or sales shall be permitted only within the approved area for the event. These areas must physically segregate the event from public access.
3. Non-alcoholic beverages shall be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
4. The sponsors of the event shall implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who are intoxicated.
5. The sponsors of the event must require proof of legal age for those individuals in question to legal age.
6. Marketing, advertising, and promotion of events with alcoholic beverages being served should not emphasize the serving of alcohol and/or have any drinking games associated with the event.
7. The events must be properly authorized by the administrative unit responsible for the facility(s) to be used.

Additional Policies for On-Campus Events with Alcohol

1. Management of licensed facilities on campus reserves the right to limit consumption and/or sales at events in designated facilities.
2. Outdoor locations which may be considered are Blegen Lawn, CCM Plaza, Lindner Plaza, and University Commons-Kingsgate, Campus Green, and Sigma Sigma Commons.
3. Organizations must acquire an F-2 permit to sell alcoholic beverages. The application must be signed by the Director of Public Safety and the Office of General Counsel.

For more information on the University's alcohol policy, see Appendix A of the [Use of Facilities Policy Manual](#).

For additional guidelines for RSO's hosting on-campus events with alcohol contact SALD for assistance.

Outstanding Debt

RSOs 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 in a timely manner, if not in advance. RSOs that do not pay their debts to University departments may lose their registration privileges, access to UFB funding, or be sanctioned until; at least, such issues are resolved.

Club Sports

RSOs that are recognized as members of Club Sports must also comply with additional policies and procedures set-forth by the Club Sports Program and Club Sports Board. For a listing of specific Club Sports policies and procedures visit the [Club Sports CampusLINK page](#).

Fraternity and Sorority Life

RSOs that are recognized as members of Fraternity and Sorority Life must also comply with additional policies and procedures set-forth by the office. For a listing of specific FSL policies and procedures visit the [Fraternity and Sorority Life Website](#).

RSO POLICY AND CONDUCT VIOLATION PROCEDURES

Student Activities & Leadership Development and Student Conduct Protocol

Reports

Upon receipt of a report that alleges a student organization or club sport team acted in a manner inconsistent with university policy the assistant director (AD) for Student Conduct and Community Standards (SCCS) and the AD for Student Activities & Leadership Development (SALD) will convene to discuss the report. The ADs will make an effort to convene as soon as possible, and no later than three (3) business days.

Once the ADs have met, they will report back to the director of SCCS and the director of SALD to share with them their recommendations on how to proceed. If any changes are proposed by either director, the ADs will discuss them and recommend a new plan of action.

In some instances, the ADs of SCCS and SALD will identify a time to meet with the president of the organization. The nature of this meeting will be to discuss the roles of each party moving forward and provide relevant information about the report. If the SCCS AD is scheduling a PR with an organization president, they shall notify the AD of SALD of the time and date.

Communication

Organization

As is outlined in the [Student Code of Conduct](#), all communication from SCCS will go to the president of the organization(s) involved.

Advisors/National Representative

SALD will serve as the point of contact for any advisors and/or national representatives of the organization if applicable. SCCS will not copy advisors or national organization representatives on any communication with the organization unless extenuating circumstances exist including, but not limited to: hazing, any interim measures being placed on the organization, reports involving Title IX allegations, or a responsibility finding that results in a restrictive status.

Interim Status

SCCS will copy the Director and/or AD of SALD on any interim status notifications being sent to organizations. Depending on severity and status, other university officials may be copied on the letter at the discretion of SCCS.

Outcome

The Director and/or AD of SALD will be copied on all outcome letters sent to organization(s) involved, in addition to other university officials at the discretion of SCCS.

Student Activities and Leadership Development Procedures

If during the above protocol, it is found that the student organization was not in violation of the Student Code of Conduct, but is in violation of RSO policy, the Student Activities and Leadership Development

Office (SALD) or appropriate governing body will determine an appropriate response and potential sanctions for the student organization.

If at any point, during a peer or office judicial process, there becomes knowledge of a possible Student Code of Conduct violation, the internal judicial process must cease, and the matter must be escalated to the Office of Student Conduct and Community Standards (Call SCCS @ 513-556-6814 or report an incident [online](#)).

RSO Disciplinary Sanctions

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

- **Warning:** A written, formal warning will be sent to RSO leadership and saved in the organization's electronic file. Further violations may result in additional sanctions.
- **Probation Status:** An organization is placed on probation. Organizations on probation may be required to meet additional sanctions/requirements before being removed from probation. Further violations occurring during the probationary time period may result in additional sanctions.
- **Loss of Privileges:** A student organization may face a loss of privileges on campus. Privileges may include, but not be limited to meeting and event space reservations, funding support, the ability to recruit new members, eligibility for the involvement fair, and public listing on CampusLINK.
- **Restitution:** A student organization may be required to repay all monetary costs associated with damages that occurred at an event hosted or attended by said organization. A student organization is responsible for paying any restitution in a timely manner. Failure to do so will result in additional sanctions.
- **Educational Initiatives:** Student organization leaders may be required to participate in educational initiatives that may include but not be limited to workshops/seminars, community service projects, etc.
- **Restorative Meetings:** Facilitated meetings provide an opportunity for parties who have been harmed to talk with the parties who have engaged in the harmful actions, and hopefully find common ground about how to heal or build relationships and prevent harm in the future. These meetings are held in a structured manner and facilitated by staff who are trained to conduct these meetings. If restorative meetings are conducted, the facilitators will meet with the parties separately, ahead of time, to prepare for the restorative meeting and to assure that all parties are completely aware of how the meetings will be facilitated.
- **Suspension/Loss of Registration:** A student organization may be subject to suspension/loss of registration for a defined period. Suspended organizations are disallowed from any affiliation with the University of Cincinnati, direct or indirect, and are not allowed to re-activate as an organization without prior written permission from Student Activities and Leadership Development. A suspended organization must apply for reinstatement following the term of the suspension by submitting a letter to Student Activities and Leadership Development.