

2023-2024

# Student Organization Advisor Handbook



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# University of Richmond

## Registered Student Organization Advisor Handbook

Dear Student Organization Advisor,

We are grateful for your commitment to serve as an advisor for a student organization at the University of Richmond. The Student Advisor Handbook is intended to provide guidance for faculty, staff, and outside advisors on being an influential advisor to one of the University of Richmond's registered student organizations (RSOs). In addition to this guide, we highly suggest you review the [Student Organization Handbook](#), the [Standards of Student Conduct](#), and the [Center for Student Involvement website](#).

The University of Richmond strives to create and sustain a vibrant campus experience for students that fosters personal and intellectual growth inside and outside the classroom. Research shows that student involvement in co-curricular activities, such as student organizations, correlates positively with persistence, achievement, satisfaction, career advancement, and educational development.

As a student organization advisor, we challenge you to help your student organization develop programs that foster their commitment to academic excellence and growth as engaged citizens within our community. We truly appreciate your commitment to our registered student organizations.

Sincerely,

Andrew Gurka

Director of Student Involvement



# 1. Introduction

The University of Richmond recognizes the impact and contributions that well-rounded students make in their communities today and will make in the future. Therefore, we encourage all students to nurture their talents through the course curriculum of their major and through the student organizations they join. Studies, such as those from Dr. George Kuh at the Center for Postsecondary Research at Indiana University, reveal that involved students:

- ▶ Develop advanced critical thinking skills
- ▶ Take a greater interest in the well-being of others
- ▶ Are more self-confident
- ▶ Build stronger decision-making skills
- ▶ Are better prepared for post-collegiate life

Advisors are critical in helping promote these areas of development. In addition, because they often work on the “front lines” with students, advisors serve as conduits to the university, connecting students more closely with education and campus life.

## 1.1 Overview of the Center for Student Involvement (CSI)

The Center for Student Involvement is committed to serving as a catalyst for student involvement and learning beyond the classroom by providing students opportunities to actively engage in campus events and programming, student organizations, fraternity and sorority life, and leadership development.

CSI oversees the following student organization processes, resources, and activities:

▶ Annual Registration and Transition	▶ Campus Programming & Traditions
▶ New RSO Recognition Process	▶ Event Registration
▶ RSO Conduct	▶ Student Org Management Platform
▶ Leadership Development	▶ Student Involvement Fairs
▶ Student Centers Operations	▶ RSO Budgets and Allocations

## 1.2 Student Involvement Staff

The Center for Student Involvement staff that works directly with registered student organizations are located in Tyler Haynes Commons, Suite 217 and Suite 340. Contact information for Student Involvement Staff can be found [on our website](#).

Director, Student Involvement(THC 217)

- ▶ Implements campus-wide initiatives and defines and execution of the CSI mission, budget and manages staff
- ▶ Serves as the appeal for organizational conduct and point of contact for student grievances

Associate Director, Student Engagement (THC 217)

- ▶ Provides oversight to campus programming, fraternity and sorority life, and registered student organizations
- ▶ Develops policies and procedures related to fraternity and sorority life and registered student organizations
- ▶ Leads the organizational conduct process

Assistant Director, Student Organizations (THC 217)

- ▶ Supports new and existing organizations
- ▶ Manages all student organization finances
- ▶ Presence campus administrator
- ▶ Student Leadership Training(s)

Assistant Director, Fraternity & Sorority Life (THC 217)

- ▶ Advises IFC, NPHC, PHC and the Greek councils
- ▶ Initiates strategic planning for Greek community success
- ▶ Oversees Greek educational programming, policies and leadership development

Assistant Director, Programming(THC 340)

- ▶ Engages students through educational and social programs
- ▶ Coordinates Weeks of Welcome (WOW) programming
- ▶ Advises SpiderBoard (the campuswide student programming board)
- ▶ Assists student organizations in event planning

Associate Director, Student Centers and Operations (THC 217)

- ▶ Ensures safe and innovative operations of student centers on campus, including Tyler Hanes Commons, the Web, the Cave and fraternity and sorority lodges and cottages
- ▶ Manages Tyler Hanes Commons information desk

- ▶ Manages and approves van rentals, tabling requests, and THC d-flyer postings

#### Manager for Communications and Events (THC 340)

- ▶ Create marketing materials for CSI core events as well as mentor student organizations on marketing for their events.
- ▶ Create, implement, and evaluate all internal and external communications for various audiences for the Student Involvement team.
- ▶ Develop and implement marketing campaigns for campus-wide programming – such as Weeks of Welcome, Homecoming, New Spider Orientation – as well as for Spider Board, the student-led programming board.
- ▶ Manages the digital flyers content for the Student Centers

#### WDCE Station Manager (THC 217)

- ▶ Organize and maintain the studio and work with the Student Operation Manager(s) and WDCE board to organize and maintain radio operations
- ▶ Work with the Music Director to update/maintain the music library
- ▶ Communicate regularly with the WDCE Board, General Manager, and the Center for Student Involvement

## 2. Advisor Selection & Eligibility Requirements

1) Registered student organizations (RSOs) are required to have an advisor. Organizations may choose to have more than one advisor or an advisory board. If an organization needs help locating an advisor, the Center for Student Involvement can assist in identifying potential faculty or staff to fill the role of organization advisor.

2) Advisors must be a full-time University of Richmond faculty or staff member. A fraternity or sorority advisor can be an alumnus or affiliate of the organization.

3) The advisor role is a voluntary position and has no term limit, but all advisors must confirm their role during the registration process each semester. To learn more about the student organization registration process, review the University of Richmond's [Student Organization Handbook](#).

4) Faculty and staff may advise more than one organization; however, they should consider how they will balance these multiple responsibilities and if they can fulfill all advisor requirements and organizational expectations.

### *Questions to ask the Organization Before Committing to Being an Advisor:*

- ▶ How much involvement is expected or needed?
- ▶ How often does the group meet? What days and times does the group meet?
- ▶ How many significant activities does the group plan per semester?
- ▶ How experienced are the student leaders?
- ▶ How do your skills match the needs of the organization?
- ▶ What are some of the problem areas your organization needs explicitly advisory assistance in dealing with?
- ▶ What are some ways the advisor can be helpful to the group?
- ▶ Will the advisor be a silent observer at meetings or an active participant?
- ▶ Is the advisor expected to give feedback? How? When?

## 3. The Role of an Advisor to a Student Organization

Advising a student organization can be a very rewarding experience. This close interaction with students allows advisors to promote skills such as leadership development, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave the University of Richmond. Through advising you can help students develop new skills and interest, become a leader, and enhance their co-curricular experience. Not only will you be able to share your personal experiences, but you will be able to watch them grow through their own involvement. Being a student organization advisor can be extremely rewarding both personally and professionally.

### 3.1 Student Organization Advisor Expectations

- ▶ Communicate with student leaders about the responsibilities and expectations for both the advisor and the registered student organization.
- ▶ If an advisor plans to be absent for an extended period of time, or no longer wishes to serve in the advisor capacity, it is his or her responsibility to assist the organization in finding a new advisor. The advisor is also required to communicate this update to the Center for Student Involvement.
- ▶ Be familiar with the organization's history, purpose and constitution. CSI has specific requirements for organizational governing documents that can be found on our [website](#).
- ▶ Assist the RSO with procedural matters, such as elections or decisions requiring a vote, and encourage the executive members to maintain accurate records.
- ▶ Meet with student leaders regularly and maintain communication to offer support and advice.
- ▶ Advisors are expected to be aware of the organization's meetings and events; advisors are also encouraged to attend any event with over 100 individuals in attendance, or if the event is controversial in nature.
- ▶ Offer guidance to the organization with regard to university procedures and policies, and be familiar with University policies, [Student Organization Policies](#), and risk management best practices.
- ▶ Be able to help members explore alternatives as they plan activities and events, realizing that final decisions and organizational management is the responsibility of the members.

- ▶ Offer constructive feedback and assist the organization in evaluating programs.
- ▶ Provide continuity to the group by assisting with the transition of the organization's officers each year.
- ▶ Advise organization executive members on appropriate budgeting practices and ethical stewardship of university funds. All advisors should become familiar with the organization's account index number and current balance.
- ▶ Alert student leaders to potential organizational problems and provide recommendations if the group is advised to cancel any activities that are inadequately planned, violate policies, or are unsafe.
- ▶ Successfully complete all necessary trainings – FERPA, Title IX, Hazing Prevention, and any others applicable.

### 3.2 Reporting Requirements

As a University employee, the advisor has a responsibility to both the University and the organization. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging, or embarrassing behavior that would damage college facilities and/or the physical, financial, emotional reputation of the university. The advisor must report any inappropriate activities to the Center for Student Involvement.

- ▶ [Report a concern](#) for any student who may be experiencing any significant stressors, such as: academic difficulty, alcohol or drug abuse, changed mood/appearance, disordered eating, excessive absence from class, family emergency, family illness, financial aid concern, grief, and/or loss, injury/illness, missing student, personal wellness, relationship or roommate concern, retention concern, self-injurious behavior, social adjustment/involvement, student death, suicide ideation, threat to others, and unusual behavior. *Please note*, as part of this concern process the University works diligently to maintain confidentiality for students so they trust our work. As a result, if you submit a report, you generally will not receive any communication regarding what action is being taken.
- ▶ [Report Title IX violations](#) immediately to the Title IX Coordinator or appropriate Deputy Title IX Coordinator. All University employees, other than counselors, pastors, and those employees legally regarded as confidential sources, must report alleged Title IX violations, including sexual and gender-based harassment, assault, and violence; the report should include the names of any involved parties. Private resources must also report potential Title IX violations, including sexual and gender-based harassment, assault, and violence; however, confidential resources are allowed to omit the names of any involved party at the victim's request.
- ▶ [File a Bias Incident Report](#) if you witness an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person's race, color, sex, national origin, age, religion, gender identity, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law. The University will respond appropriately and in keeping with the law.
- ▶ Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as conduct that: endangers the physical health of an individual or causes mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University of Richmond. Any suspected hazing by an individual, group, or registered student organization should be reported to the University through the [Hazing Incident Reporting Form](#).

### 3.3 Role of an Advisor

Each advisor perceives his/her 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 hoped that each advisor will maintain some regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an advisor. As groups vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The following are some of the roles you may assume as an advisor:

<p><b>MENTOR</b></p>	<p>Many students will come to see their Advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the Advisor. If the student is seeking an education and a career in your field, you may be asked to assist in their professional development. To be effective in this capacity, you will need to acknowledge their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.</p>
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<p>TEAM BUILDER</p>	<p>When new officers are elected or new members join the RSO, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the Advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.</p> <p>To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the Advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.</p>
<p>CONFLICT MEDIATOR</p>	<p>Inevitably, students are going to join the RSO with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, if needed, meet with them and have them discuss their issues with each other. In many cases, remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the organization achieve its mission.</p> <p>Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how their attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.</p>
<p>REFLECTIVE AGENT</p>	<p>One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an Advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.</p>
<p>EDUCATOR</p>	<p>As an Advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an Advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.</p>
<p>MOTIVATOR</p>	<p>As an Advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the College to the experiences they will have in the community.</p>

<p>POLICY</p> <p>INTERPRETER</p>	<p>Student Organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies, and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans. As an Advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an Advisor and not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their organizations.</p>
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### Checklist of do's and don't when advising student organizations:

Advising Do's	Advising Don'ts
<ul style="list-style-type: none"> <li>▶ Comply with federal, state, and local laws and ordinances, as well as campus policies</li> <li>▶ Verify that the organization's programs and initiatives are in line with the University of Richmond's <a href="#">mission</a></li> <li>▶ Be knowledgeable of the organization's purpose and constitution</li> <li>▶ Allow group to succeed; allow group to fail</li> <li>▶ Develop clear expectations about the role of advisor</li> <li>▶ Meet with the executive members, help them set goals and hold themselves accountable to the organization as a whole</li> <li>▶ Be visible and choose to attend group meetings and events; at the same time, <i>know your limits</i> and when you need to let the organization handle things on their own</li> <li>▶ Assist with questions when members are not available</li> <li>▶ Let people know when you will be out of the office</li> <li>▶ Be available in emergency situations</li> <li>▶ Communicate with the Center for Student Involvement staff when you have concerns or issues arise</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be the leader, goal set for the organization, "run" the meeting or plan and run the event</li> <li>▶ Say, "I told you so"</li> <li>▶ Impose your own bias or opinion</li> <li>▶ Manipulate the group, impose, or force your opinions</li> <li>▶ Close communications</li> <li>▶ Tell the group what to do or do the work of the president or other members of the executive board</li> <li>▶ Take ownership of the group, be the "parent"</li> <li>▶ Be afraid to let the group try new ideas</li> <li>▶ Let the organization be irresponsible with funding</li> <li>▶ Become such an advocate that you lose an objective viewpoint</li> <li>▶ Allow the organization to become a one-person organization</li> <li>▶ Assume the organization's attitudes or needs</li> <li>▶ Fail to hold members responsible</li> <li>▶ Make room reservations, complete event registration, or complete RSO transition for the organization</li> </ul>

### 3.3a Advisor Frequently Asked Questions:

#### What is the time commitment for being an advisor?

The time commitment is what you make of it. Be sure to set these expectations with your student organization at the start of each semester. It is generally encouraged for advisors to occasionally attend the RSOs meetings or events.

#### My organization needs to perform better. What should I do?

Remember, this is a student-run organization. It is okay to let students fail sometimes. Encourage them to accomplish their goals, but not do those things for them. Allow them to struggle for a while and aid where needed.

#### Does the university provide any training to student organizations?

CSI provides required and optional trainings for student organizations on topics including, but not limited to: event planning, risk management, organizational operations, budgeting, marketing, DEI topics, and travel planning.

- ▶ [Registered Student Organization Leadership Institute](#)
  - ▶ Required for officers during the fall and spring semester
- ▶ [TIPS: Events with Alcohol Training](#)
  - ▶ Optional for RSOs that plan to hold events with alcohol
- ▶ [Adam's Law Hazing Prevention Training](#)
  - ▶ Required for all RSOs with a selective membership process

#### Can I be held responsible for my organizations policy violations?

You are there to help the organization make sound decisions, but ultimately, the students are responsible for those decisions. Should you be made



aware of a student organization's intention to violate a policy or learn about it after the fact, you should submit a report to the Center for Student Involvement. Note: it is not recommended to transport students in your own vehicle at any time, as your personal insurance would have to cover any incidents. See Appendix C for the Organizational Conduct process

#### When do I intervene as an advisor?

This is an area where there is rarely one correct answer. Advisors should be as transparent as possible with the leaders of an organization they work with. By doing so, you leave the reigns of the organization in their hands, make your intentions clear, and clarify roles. However, there may come a time when you'll have to be the voice of reason, resolution, or experience as well as the shield that steps in to protect the students, and the institution.

It can be challenging to know when to intervene. Most of the time, students will resent an advisor who is overly involved in aspects of the organization. It is okay to allow students to fail. As advisors, you can only offer advice, and additional points of consideration, play the 'devil's advocate' and help the students accept the current and future consequences of their decisions. The final decision should always lie with the student leadership. This can be difficult to do. Below, you will find a general guide meant to answer the question of "When to intervene?" easier.

When to intervene? Please intervene if the answer is YES to any of the following questions.

Programmatic Disagreement	Interpersonal Conflict
<ul style="list-style-type: none"> <li>▶ If a task does not get done, will the end result be impacted negatively?</li> <li>▶ Is what they want to do unethical or illegal?</li> <li>▶ Could someone get injured?</li> <li>▶ What's the subsequent logical outcome of this decision?</li> <li>▶ Could the result involve the alienation of any segment of the campus community?</li> </ul>	<ul style="list-style-type: none"> <li>▶ Is the group's morale being affected?</li> <li>▶ Is the conflict impeding the progress of an event?</li> <li>▶ Is the conflict creating a tense environment?</li> <li>▶ Have they directly or indirectly asked you for help?</li> <li>▶ Have they shared that something troubling is going on within the organization?</li> </ul>

## 4. Event Planning

As an advisor of a student organization, you are expected to give reasonable and appropriate advice to your organization about events and programs. Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for participants. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel). This section is designed to connect provide the tools and resources needed to advise students in planning meetings and events, as well as mitigate risk during these programs.

### 4.1 Event and Meeting Timeframe Requirements

All meetings must be submitted at least 7 days prior to the desired meeting date. A meeting is defined as a planned assembly of organization members to discuss agenda items related to organization business, typically consisting of members only. Generally, meetings do not include food or other services that require set-up.

All events must be submitted at least 14 days prior to the desired meeting date. An event is defined as a planned gathering of students for the purpose of celebration, education, bonding, cultural enlightenment, entertainment, or other specific goal. Events can be members only, but typically include an invitation to the campus community. Events generally take longer to plan than meetings and include services such as food, set-up, AV, or other technical needs.

### 4.2 Registering Meetings and Events

All meetings or events must be registered through Presence and the Centralized Scheduling Service (EMS). Meetings require a 7 day advance registration and events require a 14 day advance registration. More information about how to register events can be found on our [website](#).

### 4.3 Event and Meeting Spaces

When planning an event, student organizations should select a space that fits the needs the event and the expected number of attendees. Meetings generally require less preparation and typically consist of the organization's members and executive board. When considering the appropriate space for a meeting or event, you can view available locations with details about capacity, technical specifications, access to kitchens, layout, and more through the RSO Event Space Guide. Keep in mind that residential locations are not approved programming spaces on campus.

#### 4.3a Student Centered Spaces:

These spaces are specifically designed for use by registered student organizations to hold meetings and events. The Center for Student Involvement manages the reservation process and maintains these spaces. The process for reserving these locations follows the same [event planning guidelines](#) as other spaces on campus.

#### The CAVE

Located on Fraternity Row, the Cave is a meeting and event space for registered student organizations (RSOs). The Cave is a large multipurpose space for meetings or events with moveable furniture to meet the needs of the RSO reserving the space. The indoor capacity for The Cave is 150 people. The Cave is an eligible space for student organizations to host [events with alcohol](#).

The Cave has several distinctive features:

- ▶ Outdoor patio with cafe lights and built-in speakers
- ▶ A garage door connecting the indoor space with the outdoor space

- ▶ Full audio-visual capabilities including built-in speakers throughout the space, projector, Solstice wireless presentation, HDMI connection cables, and one-touch Bluetooth connection to enabled devices
- ▶ A full catering kitchen
- ▶ Moveable furniture including tables and chairs that can be rearranged or placed in a storage closet
- ▶ Mural designed and installed by a local Richmond artist
- ▶ A seating area with couch and chairs (note: the seating area should not be moved and cannot be stored)
- ▶ Three gender inclusive single-use restrooms and is fully ADA accessible.

#### The Web

The Web consists of a large multipurpose space for meetings or events with moveable furniture to meet the needs of the RSO reserving the space, and also includes a catering kitchen. The indoor capacity for The Web is 200 people (without furniture). The Web is an eligible space for student organizations to host [events with alcohol](#).

### 4.4 Food at Events

Food can be an important part of a student organization event and there are many options when considering how to compliment your event by providing meals or snacks to guests.

### 4.5 University Catering

In order to use University Catering for an event, the request must be included in the EMS Reservation form. The Catering Department will approve or deny your event and contact the RSO for details and confirmation. A Student Organization Menu has been developed specifically for RSOs at a lower cost to accommodate student organization budgets. RSOs may also choose to use any of the other catering menus offered by the Catering Department. In order to pay for catering services, RSOs will be asked to provide their on-campus index number to be charged.

### 4.6 Outside Vendors

RSOs who wish to have food delivered to campus must select an approved vendor. Vendors are not allowed to deliver food to campus unless they have been approved and appear on the [Approved Vendor List](#). If the RSO prefers a vendor that is not on the approved vendor list, they must pick the food up from the establishment and bring it to campus. Additionally, a [Food Waiver Form](#) must be submitted and approved.

### 4.7 AV Tech at Events

The Center for Student Involvement may provide audio-visual (AV) equipment and student AV technician assistance for events taking place in Tyler Haynes Commons with a reservation made at least two weeks prior to the event date. To reserve AV equipment for your event, indicate your needs on your event request in EMS. A complete list of equipment available can be found on our [website](#).

## 5. Risk Management

All activities or events, regardless of size, involve levels of risk. Student organizations hosting events, both on and off campus, need to be aware of potential risks and work to develop strategies to mitigate those risks. While risks vary in type and scope, they need to be accounted for in the event planning process.

### 5.1 Pre-Event Risk Management Meeting

Depending on the level of risk that is assessed for your event, a pre-event meeting with Assistant Director for Student Organizations and/or URPD may be required. During this meeting we will be discussing the organizational risk plan and best practices for mitigating risk. In some cases, it may be determined that an officer be present during the event.

### 5.2 Types of Risk

Physical Risks – Bodily injury that occurs due to the participation in an event.

Reputational Risks – Incidents that result in negative publicity for the student organization, its members, their advisor(s), and/or the University. Reputational risks can occur after an event ends through media reporting.

Emotional Risks – Feelings of marginalization, discrimination, or trauma due to the content or nature of an event. Students or community members may be put at an emotional risk after an event has ended based on media coverage or anecdotal reports.

Financial Risks – Payments made before or after an event that impact the financial stability of the organization(s) hosting and associated with the event.

Facilities Risks – Structural damage caused to an event venue or surrounding environment during the event, or dangers associated with the venue including poor upkeep, lack of space, or inclement weather

### 5.3 Factors that affect risk

#### 5.3a Alcohol

Events where alcohol is present (permitted or not) increases the likelihood of incidents. Hosting an event with alcohol is a significant responsibility that should be carefully considered by members and leaders within the RSO. If the event includes alcohol, RSOs must follow the Events with Alcohol Policy.

Registered student organizations (RSOs) that want to host events with alcohol are required to attend a "TIPS and Risk Management Training" session, hosted by the Center for Student Involvement (CSI). All executive board members of the RSO are required to attend, in addition to all members of the RSO serving in the capacity of Risk Manager or Risk Team members.

#### 5.3b Attendance / Off-Campus Attendees

The presence of off-campus attendees can increase the level of risk at an event given the unknown element of non-student participants. It is important to inform the Center for Student Involvement if you choose to invite off-campus attendees to your event so that a proper risk management plan can be created, including communication with URPD.

### 5.3c Date/Time

A weekend, late-night event inherently carries more risk than a daytime event, given that attendees may have participated in other events prior to arriving at your program. Make sure the risk team in charge of your event pays close attention to any attendees arriving who may be intoxicated and acts accordingly. Allowing an intoxicated individual to enter your event significantly increases the opportunity for an incident to occur.

### 5.3d Traveling/Events off Campus

All travel, whether local, regional, domestic or international carries some level of risk. The University has an established a set of policies, expectations and guidelines to minimize and reduce that risk, while a student travels with their organization.

### 5.3e Events Involving Physical Activities

Any sort of physical activity (games, sports, recreation, etc.) increases the chance of harm to individuals participating. We always recommend having someone trained on the activities to supervise and be there to correct form and function to decrease those chances. If an incident occurs take immediate care of any injuries, medical issues, or other safety emergencies. This could range from getting ice for a participant who rolled their ankle to calling 911 for a life-threatening medical incident, fire, or auto accident.

### 5.3f Working with Minors

The University recognizes both its institutional and legal obligations to ensure the safety and well-being of minor children that are on campus, in University facilities, participating in University-sponsored events, or involved with University-affiliated individuals. All programs and events must adhere to the [Safety and Protection of Minors Policy](#) and appropriate training must be completed through the [Risk Management Office](#).

## 5.4 Mitigating risk

### 5.4a Creating a risk team

Having a risk team is crucial for event/activity execution. This team usually consists of one or more executive board members as well as the people responsible for planning the event. These people assess risk before the event and are there during to monitor and ensure all is going smoothly. Remember to scale your risk team to the size of the event as well. A small 20-person event will need far fewer risk team members than a large party or outdoor excursion.

### 5.4b Plan for risks

Expecting certain activities to be higher risk is okay as long as you prepare for those risks. For example; if a club wanted to go rock climbing. Assessing the risks and then planning accordingly can allow for RSO's to participate in activities that are higher risk, safely.

### 5.4c Utilize resources

RSO's are encouraged to discuss risk concerns with CSI. Our staff can assist organizations in creating a risk management plan and inform RSOs about resources available to them. If the event is happening and you are concerned that risks may arise you can always call the URPD Non-emergency number at (804) 289-8715.

### 5.4d If an Incident Occurs

Take immediate care – If someone is injured, avoid touching them if possible. In the case of a disaster, find a safe place to go or follow the instructions given by the local authorities. Call Campus Police (804) 289-8911 if you're on campus, or 911 if you're off campus. Document the incident – Take note of the people involved, witnesses, and a detailed description of the incident.

# 6. Organization Recognition, Definitions, & Types

## 6.1 Student Organization Recognition:

While the university is home to over 175 student organizations, students should be encouraged to explore existing options. If there is not a group that meets their needs, they can apply to start their own organization.

### 6.1a The requirements to start an organization include:

- ▶ A minimum of ten interested students
- ▶ A President and Treasurer
- ▶ A full-time faculty or staff advisor
- ▶ [Governing Documents](#) specific to the organization
- ▶ A completed application for form a new student organization
- ▶ Meeting with the Assistant Director for Student Organizations for Provisional Status approval.

### 6.1b Conditions of Provisional Student Organizations:

- ▶ The provisional status will be in effect for two semesters.
- ▶ The organization must maintain 10 members and a full-time faculty/staff advisor.

- ▶ All student organization conduct policies must be followed.
- ▶ All CSI and Events policies and procedures must be followed.
- ▶ The organization must execute at least one event per semester that is open to the entire campus.
- ▶ Officers must attend all required trainings.
- ▶ The president will meet with the Assistant Director for Student Organizations two times per semester.
- ▶ Any additional trainings related to the mission and direction of the organization must be completed as required.
- ▶ An initial budget of up to \$500 will be allocated to the organization if funding is needed.
- ▶ The organization will have the same rights and responsibilities as fully recognized student organizations.

At the conclusion of the provisional status, the organization must demonstrate that they have consistently met the conditions listed above as well as demonstrated responsible financial stewardship, and not incurred any organizational conduct charges. Additionally, the organization must provide a report of accomplishments/highlights from the provisional status period.

The Center for Student Involvement will review all materials and determine if the organization should be recommended for formal recognition by the Student Development Committee.

## 6.2 Student Organization Status Definitions:

Every student organization is assigned a status that indicates its current relationship with the University. Statuses can change due to a variety of factors including, but not limited to, inability to meet the basic criteria required of all organizations, failure to attend required trainings, and/or organizational conduct.

- ▶ **Good Standing:** An organization holds a status of “Good Standing” if the organization is active and does not have any outstanding policy violations or sanctions to be completed. At this status, student organizations are able to fully operate as a student organization and have complete access to the privileges granted student organizations by the University.
- ▶ **Provisional -** Organizations that have not been fully approved, but as part of their recognition status have a time period before becoming a registered student organization
- ▶ **Conditional -** A temporary status assigned to a student organization who has not met or maintained the requirements to be an active organization. An action plan with a deadline of completion will be determined by the Center for Student Involvement along with the student organization.
- ▶ **Probation:** The organization is not in good standing with the University and has lost University granted privileges as an organization. Lost privileges are determined at the discretion of the Center for Student Involvement, and are based on the policies that the organization has been found responsible for violating and the outcomes of the investigation.
- ▶ **Cease Operations:** This is a temporary status imposed when the Center for Student Involvement and/or a national organization requires the organization to cease all operations pending the outcome of a full investigation.
- ▶ **Suspension:** The organization is not in good standing with the University and has been required to discontinue all organizational activities for a specified period of time.
- ▶ During a “Suspension” status, the organization and its members may not operate as an organization or on behalf of the organization in any capacity, and may not present their organization as affiliated with the University during this time period.

## 6.3 Student Organization Types:

### 6.3a Sponsored Student Organizations

Operations:

Sponsored organizations fall under the direction, advice, and funding of a department or office at the University. These organizations have not gone through the formal recognition process but can still play an important role in student involvement and University culture. All student organizations are encouraged to become registered officially, even if they begin as sponsored, to ensure that they are eligible to receive the benefits of being an RSO. (below) Examples of sponsored orgs include religion/spiritual communities, health/well-being peer advocacy groups, and sport clubs.

Funding:

Sponsored Student Organizations are funded through fundraising or through their sponsoring department within the university. These organizations are not be eligible for SOBAC funding.

Event Planning:

Sponsored organizations are not eligible to reserve their own spaces and must go through their departmental advisor to reserve rooms and spaces for meetings and events.

### 6.3b Registered Student Organizations

Operations:

Registered Student Organizations are formally recognized by the University and originate out of student interest. They are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University. Registered Student Organizations regularly contribute to the campus community by hosting activities and/or opportunities for students to engage beyond the classroom. The Center for Student Involvement grants the institutional recognition of an organization through a chartering application process. A Registered Student Organization at the University of Richmond is defined as any student organization that meets the following criteria:

- ▶ Is registered through the Center for Student Involvement
- ▶ Should be open to all students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran's status as a condition for university recognition. (Note: Some organizations may select members based on gender or

academic requirements such as social fraternities and sororities, honor societies, professional organizations, etc.) To learn more: [Non-Discrimination Policy](#).

- ▶ Aligns with the University of Richmond's mission, values, and vision.
- ▶ Has an advisor who is a full-time, faculty/staff member of the University
- ▶ Abides by Federal, State, and City laws and University policies.
- ▶ Does not operate in any business or commercial capacity

The following requirements must be met in order for registered student organizations to remain in good standing:

- ▶ Register and transition once per semester with the Center for Student Involvement which includes updating officers, schedulers, membership rosters, etc. (note: special accommodations will be made for those with anonymity concerns).
- ▶ Have and maintain a President and Treasurer at all times. (See [Abroad Officer Policy](#) below.)
- ▶ Maintain a minimum of 10 members. *\*Organizations that cannot maintain 10 members should contact the Assistant Director of Student Organizations*
- ▶ The fall and spring RSO Institutes are mandatory for officers. The training contains information on finances, programming, marketing, as well as operational best-practices.
- ▶ If applicable, must be in good financial standing
- ▶ Maintain and abide by their [governing documents](#)

Abroad Officer Policy:

Any Organization who has an officer/executive board member going abroad must appoint an interim officer in the place of said member until the officer returns. For officers going abroad the most appropriate candidate is the next in line from that position – ex: President abroad, VP takes interim. The RSO must update Presence with the interim officer information.

It is up to the organization if the member filling the new role will keep their previous duties or delegate them to another board or general member. Organizations are encouraged to speak with Assistant Director of Student Organizations in CSI about their options and implications when filling these vacancies.

### 6.3c Inactive Organizations

Registered Student Organizations that have not completed the transition process in Presence by the deadline for a designated semester will be deemed inactive immediately. Inactive status means that the organization will no longer be able to utilize any of the privileges of a registered student organization. Additionally, the organization will forfeit any remaining funds in their University index. Inactive organizations must contact the Center for Student Involvement to complete the renewal process. If an organization is inactive for more than two consecutive semesters, the organization will have to complete the [new organization recognition process](#) if they wish to be a recognized student organization on campus.

### 6.3d Unrecognized Student Organizations

The University of Richmond does not sanction the activities of [unrecognized organizations](#) nor encourages students to become members of such organizations. Unrecognized organizations do not receive support or oversight from the University. Unrecognized groups do not receive University training and/or education on topics such as organizational management, harm prevention, risk management, and health and safety topics (alcohol education, sexual misconduct, ([Policy #: STU-4001 Policy Title: Policy on Unrecognized Student Organizations Effective: 11/15/2019](#)).

A student is prohibited from affiliating and promoting unrecognized student organizations, suspended organizations, or organizations whose charters have been revoked. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

Because these groups are unrecognized, they also do not receive University staff support in the way of advisors and mentors. Additionally, unrecognized organizations that are not affiliated with or recognized by a national organization and do not carry liability insurance. Unrecognized groups have been directed to cease ALL operations, including recruitment, education, induction of new members, and the sponsoring of and/or participation as a group under an original or new name in any on or off-campus activities or programs. Failure to comply with this requirement may be considered a violation of the Standards of Student Conduct. Students are further advised that activities that violate University policy will be addressed and students will be held accountable accordingly. Additionally, activities may be subject to litigation by the legitimate national headquarters and/or governing body.

## 7. Registered Student Organization Membership & Funding

Registered student organizations are classified within two membership categories, open or selective, which determines their general operating structures, funding opportunities, and resources.

### 7.1 Open Membership Organizations

Organizations with open membership allow all interested students to join without any selective barriers or additional requirements such as an audition, minimum GPA, or application process.

#### 7.1a Funding for Open Membership Organizations:

Richmond College Student Government Association (RSCGA) and the Westhampton College Government Association (WCGA). The committee's charge is to equitably allocate funds to registered student organizations (RSOs) on an annual and contingency basis with the goal of maximizing the quality of student life on campus. SOBAC is also responsible for determining how this funding may be spent by RSOs.

Types of SOBAC Funding:

1. Annual SOBAC Funding: Allocated each spring to RSOs who apply and meet the funding criteria. These funds are available in the RSO's on-campus

account at the beginning of each fall semester.

- ▶ Annual SOBAC Funding is only available to open membership classification organizations.
- ▶ Applications under \$1,500 will not be required to attend a funding hearing unless the committee requires more information not provided in the application.
- ▶ Applications over \$1,500 will be required to present at a funding hearing before the SOBAC Committee.
- ▶ Annual funding will be restricted to \$1,500 for the following groups:
- ▶ Newly approved organizations. These organizations will be required to present regardless of the funding request amount.
- ▶ Organizations that have not received SOBAC funding in the last two academic years

2. **Contingency Funding** is available on a rolling basis during the academic year, and the process is independently run by RCSGA and WCGA. It is designed to support newly recognized groups, current organizations facing unanticipated expenses, or expenses associated with an open campus event.

- ▶ RSOs can only apply for contingency funding twice per semester using the Contingency Funding Application.
- ▶ Applications under \$1,500 will not be required to attend a funding hearing unless the committee requires more information not provided in the application.
- ▶ Applications over \$1,500 will be required to present at a funding hearing before the SOBAC Committee.

### 7.1b Budget Management:

All organizations supported by Annual SOBAC Funding are required to keep track of their spending utilizing the Presence finance portal. SOBAC and Contingency Funding must be used by the last day of classes each academic year, and do not roll forward to the following year. And revenue brought in by the organization such as fundraising, will remain in the account and roll forward.

Treasurer's Training is held at the beginning of each semester during the RSO Institute and attendance is required in order to be granted access to your budget.

Detailed information about how to spend funds, deposit funds, or use funding for travel related expenses can be found on the [Student Involvement funding website](#).

If all RSO finance policies are not followed or receipts are not returned in the required timeframe, the organization's budget may be suspended until all items are returned and Presence has been updated.

More information regarding all finance policies for student organizations can be found in the Policy Section below.

All questions related to organizational budgeting and finances should be directed to the Assistant Director for Student Organizations.

## 7.2 Selective Membership Organizations

Organizations that are classified as selective in nature are defined as having a barrier to membership for students. These barriers could include, but are not limited to:

- ▶ Application process
- ▶ Recruitment or "rush" process (see recruitment policies)
- ▶ Audition or tryout
- ▶ Minimum GPA requirement
- ▶ Dues or membership fees
- ▶ Election into the organization

### 7.2a Selective Organizations with New Member Periods:

A new member period is defined as the timeframe during which a new member has been offered an invitation for membership, but has not been initiated or recognized as a full member.

This period may not be longer than 5 weeks; the new member period begins the day that the invitation is extended. This timeline should encompass all activities and education required of potential initiates before they are initiated. In addition, all organizations must adhere to the following requirements when conducting recruitment activities:

- ▶ No alcoholic beverages will be permitted during events where potential new members are present.
- ▶ All national policies of the organization and governing council must be met (if applicable).
- ▶ All activities and events are subject to the Standards of Student Conduct and the Student Organization Conduct Policy.
- ▶ New member periods must be completed by the last day of classes each semester.

Before invitations can be extended, a new member plan that includes a full recruitment schedule, education plan, and date of initiation must be submitted and approved through Presence. Any violation of this policy shall result in conduct charges for the members responsible or the organization itself.

### ***Required Training for Selective Organizations:***

All members of selective organizations are required to participate in hazing prevention training and education

- ▶ If the selective organization has a new member period, any student in the new member period must attend hazing prevention training and education
- ▶ If all members do not attend hazing prevention training, their status as an organization may change

### 7.2b Funding for Selective Organizations:

Selective organizations are not eligible for Annual SOBAC funding and are generally self-funded by dues, fundraising, donations, or Contingency Funding. \*Media category organizations that are selective in membership may be eligible for Operational Expenses from Annual SOBAC Funding.

Contingency Funding is available on a rolling basis during the academic year, and the process is independently run by RCSGA and WCGA. It is designed to support newly recognized groups, current organizations facing unanticipated expenses, or expenses associated with an open campus event.

- ▶ RSOs can only apply for contingency funding twice per semester using the [Contingency Funding Application](#).
- ▶ Selective organizations are eligible to apply for Contingency Funding to support events or programs that are open to the entire campus community.
- ▶ Applications under \$1,500 will not be required to attend a funding hearing unless the committee requires more information not provided in the application.
- ▶ Applications over \$1,500 will be required to present at a funding hearing before the SOBAC Committee. Be in an open membership classification status with no selective barriers or requirements

## 7.3 General Funding Information for Organizations

### 7.3a On-Campus Index Numbers:

All SOBAC funds will be deposited into the general student organization account managed by CSI and RSOs are required to use the Presence budget management system as their official form of record for finances. If an organization anticipates that they will receive outside funding such as fundraising or donations, the RSO can apply for an index by completing the Index Request Form and submitting it to the Assistant Director for Student Organizations. RSOs are expected to keep a positive balance at all times, and abide by the budget management policies in this handbook set forth by CSI and SOBAC. SOBAC and Contingency Funding must be used by the last day of classes each academic year, and do not roll forward to the following year. And revenue brought in by the organization such as fundraising, will remain in the account and roll forward.

### 7.3b Specific Use Funding Sources:

There are several funding opportunities available to all student organizations (open and selective) to support events, initiatives, travel, and other areas.

- ▶ [Gottwald Speaker's Board](#): (CSI) The Gottwald Speaker's Board Fund is an endowment grant intended to assist student organizations in financially supporting efforts to bring speakers to the university. The goal is to create dynamic, diversified programming to positively impact the campus community. The fund requires that any speaker be open to anyone to attend and that on all marketing materials cites the fund as a co-sponsor.
- ▶ [Student Engagement Fund](#) (CCE): The CCE supports students engaged in civic engagement through funding for service projects, educational events, and conferences.
- ▶ [Quigg Award](#) (CSI): The H. Gerald Quigg Student Organization Prize for Philanthropy is a \$2500 prize designed to honor student orgs for their noteworthy or exemplary philanthropic work.
- ▶ [Supplemental Funding](#): The purpose of supplemental funding is to provide a central location for student organizations to submit a request for funding not met by other funding pools. Upon receipt of the request, the Center for Student Involvement (CSI) will review and direct requests to the appropriate funding sources (i.e. departments, schools, offices).

### 7.3c Policy on Support for Student Organizations and Student-Initiated Events and Projects:

In order to maintain compliance with applicable federal regulations and ensure students and student organizations have equitable, transparent access to University funding, this policy sets forth the conditions under which University offices may provide financial support to student-initiated projects and student organizations.

Student organizations are prohibited from seeking organizational funding directly from departments or offices. If there is a funding need outside of the above identified sources, organizations are encouraged to use the [supplemental funding application](#). Upon receipt of the request, the Center for Student Involvement (CSI) will review and direct requests to the appropriate funding sources (i.e. departments, schools, offices). The full policy can be found in the [University Policy Manual](#).

### 7.3d Reimbursements:

As of July 1, 2019 the University implemented new Financial Policies and Procedures campus-wide, and no reimbursements will be approved. Organizations must request an expenditure in Presence and check-out a purchasing card during CSI Office Hours.

### 7.3e Policy on Gift Cards:

The University does not allow the purchase of gift cards for any reason or with any funding source. Organizations who purchase gift cards using the University purchasing card will be required to reimburse the cost of the gift card to the University. Additional Treasurer Resources and Office Hours Information can be found here.

## 8. Registered Student Organization Policies

University Policies are in place to communicate expectations and responsibilities of community members, and help ensure ongoing compliance with state and federal regulations. The policies found in this section are applicable to student organizations specifically in the areas of event planning, organizational management, travel, and finance.

### 8.1 General Policies

#### 8.1a Alcohol, Tobacco, & Other Drug Policy

The Alcohol, Tobacco and Other Drug Policy applies to all students, staff, and faculty as well as third party users of University facilities. This policy applies to conduct that occurs on the campus of the University, on or in off-campus buildings or property of the University and at University sponsored

activities, including off-campus education programs and activities and public property adjacent to the University. This policy also applies to University students studying abroad through a University approved study abroad program.

### 8.1b Approved Vendor Policy

RSO's must use approved vendors when purchasing food or drinks for an event. If an RSO wishes to purchase food from a non-approved vendor they must fill out a food waiver through campus services and pick the food up themselves. More information about food at events can be found in the Event Planning section of this handbook.

### 8.1c Demonstrations Policy

Demonstrations or peaceful assemblies must be registered with the Events Office at least 48 hours in advance. You must follow standard space reservation procedures. Demonstrations or peaceful assemblies must comply with the following guideline listed in the Student Handbook.

### 8.1d Events with Alcohol Policy

These procedures apply to all members of the student organization community who wish to host events with alcohol on University of Richmond property or off-campus as a function of their student organization. Additionally, Registered student organizations (RSOs) that want to host events with alcohol are required to attend a "TIPS and Risk Management Training" session, hosted by the Center for Student Involvement (CSI). All executive board members of the RSO are required to attend, in addition to all members of the RSO serving in the capacity of Risk Manager or Risk Team members.

### 8.1e FERPA

FERPA is designed to protect the rights of students when it comes to academic information. Selective organizations that have a GPA verification requirement

must either have students submit a FERPA waiver to request their grades, or students can voluntarily provide an unofficial transcript to the organization officer(s). RSO's are prohibited from sharing any academic records collected from their members. This does not include directory information (name, email, etc.).

### 8.1f Films and Movie Screening Policy

RSO's are prohibited from displaying movies, shows, and recorded media that is copyright protected without the procurement of the necessary licensing from an authorized vendor. The Center for Student Involvement can help you determine if this is the correct path to showing your media and what alternatives you may have.

### 8.1g Fire Safety

The University of Richmond's fire safety guidelines and policies are intended to ensure the safety of University faculty, staff, and students and should be adhered to when planning RSO events.

### 8.1h Hazing Policy

Hazing is prohibited by both the University of Richmond and the Code of Virginia § 18.2-56. Any suspected hazing by an individual, group, or registered student organization should be reported to the University. All selective organizations are required to attend anti-hazing training.

### 8.1i Policy on Political Campaign Activities

Student organizations who are political in nature or who wish to program around the topics of politics should address the University's policy on Political Campaign Activities. This policy prohibits the University from participating in political campaigning, however it does allow for political speakers as long as the activities are not campaign-related. Any events political in nature will be reviewed and approved by CSI.

### 8.1j Policy Prohibiting Discrimination

This policy is designed to foster adherence to the University of Richmond's non-discrimination statement and to ensure compliance with applicable laws. Student organizations should be open to all students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran's status as a condition for university recognition. (Note: Some organizations may select members based on gender or academic requirements such as social fraternities and sororities, honor societies, professional organizations, etc.)

### 8.1k Sexual Misconduct Policies

The prevention of sexual misconduct is an institutional priority at the University of Richmond. The University is unwavering in its commitment to support survivors of sexual assault, to respond promptly to reports of any type of sexual misconduct, and to investigate and adjudicate reports in a manner that is fair and equitable to all parties involved.

### 8.1l University of Richmond Gambling Policy

Gambling is not permitted on the University of Richmond campus, in any University facility, or at any University sponsored event or function. This prohibition does not extend to bingo games, raffles, duck races, and charitable gambling conducted and authorized in accordance with Virginia law. RSO's that are unsure whether their activity would be considered gambling should check with CSI to confirm or discuss alternatives.

### 8.1m Use of University Logos and Branding

RSO's may use university logos only when in accordance with the official guidelines at the website linked above. Alterations may not be made to official logos and the Center for Student Involvement will assess and approve or deny any use of the logos that is inappropriate or incorrect.

### 8.1n Organizational Travel Policies

All travel, whether local, regional, domestic or international carries some level of risk. The Center for Student Involvement has established a set of policies, expectations and guidelines to minimize and reduce that risk, while a student travels with their student organization.



## 8.1o University Fleet Safety Policy

Vehicles driven on University of Richmond business shall be operated in a safe manner, in compliance with applicable rules and regulations. Only authorized persons may drive on university business. University vehicles may only be used for official, authorized purposes. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended and are subject to disciplinary action.

Anyone who operates a University owned vehicle must meet the following minimum qualifications:

- ▶ Have a valid driver's license in effect for at least three years, not including a learner's permit.
- ▶ Have a satisfactory motor vehicle record with no more than eight (8) negative points for moving violations during the previous three years.  
Note: Total demerit points may differ between the DMV record and the University's requirements.
- ▶ Complete the required driver safety training online module, which will be provided to the applicant once the above requirements are verified.

## 8.2 Student Organization Conduct Policy

The University will address allegations that a Student Organization may have violated University Policies, including but not limited to those spelled out in the Student Organization Handbook,

as well as applicable policies of affiliated national or international organizations, as specified in these procedures.

The Center for Student Involvement has the authority to investigate and resolve alleged violations related to Student Organizations pursuant to the Student Organization Handbook, and these procedures. The Director of Student Involvement has the discretion to determine the applicable procedures and to delegate responsibility for such investigation or adjudication.

While all student organizations must abide by applicable policies, only student organizations overseen by the Center for Student Involvement shall be adjudicated under these procedures. Allegations against student organizations that are not overseen by Student Involvement will be addressed by the appropriate unit or department.

### 8.2a Criteria for Individual versus Organizational Conduct

Student organizations and their leaders and members may be held both collectively, as well as individually responsible for violations of the [Standards of Student Conduct](#).

Criteria used to determine whether to pursue disciplinary action against an organization may include but are not limited to:

- ▶ Whether the alleged incident occurred at or in connection with an organization-sponsored event or activity or at an event or activity that would reasonably be associated with the student organization
- ▶ Whether the organization's leaders and/or members are alleged to have encouraged or consented to the alleged behavior
- ▶ The affiliations and alleged involvement of individuals, including alums, in the incident
- ▶ Whether actions or lack of actions by the student organization contributed to the incident.

The investigation and/or adjudication of individuals does not absolve the Student Organization of responsibility for the alleged violations, nor does the investigation and/or adjudication of organizational responsibility absolve individuals of their responsibility for the alleged violations.

### 8.2b Initial Assessment

Upon receipt of a report of an alleged violation of University Policies involving a Student Organization(s), the Director of Student Involvement (or designee), in consultation with the appropriate Office, will conduct a preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of University Policies. This initial assessment will include a review of the information reported.

### 8.2c Notification

If the Director of Student Involvement (or designee) determines during the initial assessment that there is reasonable basis for proceeding with an investigation of the alleged violation(s) of University Policies, the Center for Student Involvement will send a notification to the president of the Student Organization and the Student Organization's advisor(s) via their Richmond email address. If deemed appropriate, notification may also include all members of the organization, who are registered in Presence.

This notification will include:

- ▶ The alleged violation(s) of University Policies to be discussed
- ▶ Date(s), location(s), and timeframe of alleged violation(s)
- ▶ A time, date, and location for an administrative hearing
- ▶ Any interim measures that the organization is required to comply with pending the resolution of the alleged policy violation(s)

If the student organization is affiliated with a national or international organization, the Center of Student Involvement may notify the national/international office at any time, as well as attempt to work in partnership with the national/international office to come to a resolution.

### 8.2d Interim Measures

The Center for Student Involvement may issue interim measures pending consideration of the case through these procedures. Interim measures may include but are not limited to:

- ▶ An order for the organization to cease and desist all activities and operations
- ▶ No contact orders
- ▶ Loss of privileges.

The need for appropriate interim measures will vary between cases and is dependent upon but not limited to factors such as the physical and/or mental health or safety of the community, including an organization's own members, and/or the effective continuation of the education process.

Failure to abide by interim measures is a separate violation and the organization may be subject to further conduct charges.

### 8.2e Investigation and Administrative Hearing

The Center for Student Involvement may conduct investigation meetings in collaboration with other relevant offices. Interviews may be conducted with select or all organization members, either individually or in groups, at the discretion of the Center for Student Involvement. Part of the investigation may also include a request for documents from officers, advisors, and any national/international organization (if applicable).

Failure for an individual to appear for an investigation meeting or administrative hearing, or failure to produce documents upon request, will be considered Failure to Comply with a University Official and subject to referral to the individual student conduct process.

- ▶ The administrative hearing will occur with the Director of Student Involvement (or their designee) and/or other relevant University officials. During the administrative hearing, the president shall be provided the opportunity to respond to the allegations.
- ▶ After the administrative hearing, the Director of Student Involvement (or their designee) will make a determination, based on a preponderance of the evidence, as to whether the organization violated the policies as charged. If a violation of policy has been found, the Director of Student Involvement (or their designee) will then determine appropriate sanctions.
- ▶ The president and advisor of the organization will be notified in writing of the findings and any sanctions imposed (if applicable). While timelines may vary based on the nature of the allegations and complexity of the investigation, the Center for Student Involvement will endeavor to issue a determination within approximately one week from the date of the administrative hearing. The president and advisor of the organization will be notified if an extension of this timeline is necessary.
- ▶ If a national/international organization was notified of the alleged violations, they will also be notified of the resolution.
- ▶ If a status change occurs to the organization, all members of the organization, who are registered in Presence, will be notified.

### 8.2f Sanctions

As outlined below, sanctions may be imposed upon the finding of a violation of University policy. Sanctions are not intended to be solely punitive and should be issued with a thoughtfulness toward educational outcomes. Sanctions shall be crafted in consideration of:

- ▶ The seriousness of the conduct
- ▶ The corrective and learning opportunities for the organization
- ▶ The prior conduct record of the organization, if applicable
- ▶ The safety and well-being of harmed individuals and the community
- ▶ The desirability of treating similar conduct similarly

Warning: A notice to the organization in writing that continuation or repetition of the conduct found wrongful, or participation in similar conduct, shall be a cause for further disciplinary action.

- ▶ Educational Assignment: An assignment to be completed by the organization's leaders and/or the members of the organization within a specified time period. The assignment will be structured with the goal of fostering continued learning in relation to the violated policies.
- ▶ Restitution: Reimbursement for damage to or misappropriation of property or University or organization funds. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- ▶ Restriction of Privileges: Exclusion from activities or other privileges for a specified period of time. This may include, but is not limited to, restrictions on recruitment, travel, space reservation, events, eligibility for awards or accolades, funding, or other privileges related to organizational status.
- ▶ Removal of Leadership: One or more elected leaders may be removed from office. Those removed from office may not retain eligibility for other elected positions within that organization.
- ▶ Status Change: A change in the organization's status may occur:
- ▶ Probation: A defined period of time during which further violation of any University policy by the organization will result in more serious disciplinary sanctions.
- ▶ Suspension: Termination of an organization's recognition and all related privileges for a specified period of time. The organization and its members may not operate as an organization or on behalf of the organization in any capacity, and may not present their organization as affiliated with the University during this time period.
- ▶ Expulsion: Permanent exclusion from recognition at the University and all related privileges. The organization and its members may not operate as an organization or on behalf of the organization in any capacity, and may not present their organization as affiliated with the University during this time period.

### 8.2g Appeals

Student organizations have the right to appeal the determination of a policy violation and/or imposition of sanctions. Grounds for an appeal are limited to:

- ▶ A material procedural error
- ▶ Previously unavailable relevant evidence that could affect the outcome
- ▶ The sanction being substantially disproportionate to the violation.

Imposition of sanctions will be deferred pending an appeal, though any interim measures will remain in effect. The student organization must submit a written appeal to the Director of Student Involvement within five (5) business days from the date of the sanction letter.

- ▶ The appeal shall not consist of a new hearing, irrespective of change in the organization's leadership, and will be limited to the documentation considered in the administrative hearing and additional appeal materials submitted by the organization. The appeal officer, within their discretion, may schedule further meetings with the president of the organization or others as necessary.

The appeal officer may:

- ▶ Accept the decision without modification
- ▶ Accept the decision but modify the sanction imposed
- ▶ Remand the case for further proceedings
- ▶ Upon the discovery of new previously unavailable information, which might have had a substantial bearing on the decision, the matter may be referred back to an administrative hearing for consideration of the new information. If the appeal officer does not refer the case back for further consideration, the matter shall be deemed final.
- ▶ The organization shall receive a written decision from the appeal officer generally within fifteen (15) business days of the submission of the appeal.

The Director of Student Involvement will serve as the appeal, unless the Director of Student Involvement conducted the investigation and administrative hearing; in that case, the Vice President of Student Development will serve as the appeal.

## 8.2f Published Student Organization Conduct Records

The University of Richmond's Student Organization Conduct Report includes findings of responsibility not only for [hazing reports](#) as required by Va. Code § 23.1-822 (Adam's Law) but also for all other violations by a registered student organization of University policy since July 1, 2022.

This report is designed to be broad in scope to help students interested in joining a registered student organization make informed decisions about their participation and includes findings of responsibility for violations. Charges for which a registered student organization were found not responsible are not included in this report.

## 8.3 Safe Spiders Protocol for RSOs

Student health and safety are of primary concern at the University of Richmond. As such, in cases of significant intoxication as a result of alcohol or other substances, we encourage registered student organizations (RSOs) to seek medical assistance for their members and any attendee that may need medical attention at a registered meeting or event.

If medical assistance is sought, the registered student organization shall not be charged with a violation of the University's Alcohol, Tobacco, & Other Drug Policy through the organizational conduct process. The registered student organization needs to actively assist the affected individual in order for the protocol to be in effect.

Actively assisting requires:

- ▶ That the student organization are the first to contact emergency officials by dialing 804-289-8911 (on campus) or 911 (off campus) to report that a person is in need of assistance due to significant intoxication;
- ▶ That the student organization members remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so; and
- ▶ That the student organization members and leaders meet with Student Involvement staff after the incident and cooperate with any University follow-up.

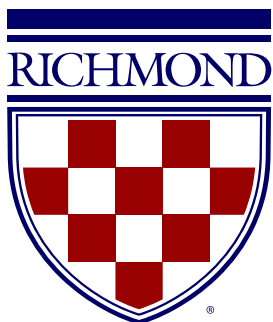
The Safe Spiders Protocol for RSOs does not cover the following:

- ▶ Registered Student Organizations waiting until emergency officials arrive before seeking assistance;
- ▶ An intoxicated student who refuses transport to the hospital when advised by emergency officials that they should go to the hospital;
- ▶ Actions by University of Richmond Police or other law enforcement personnel;
- ▶ Violations of the Standards of Student Conduct other than the University's Alcohol, Tobacco & Other Drug Policy; and
- ▶ Possession with the intent to distribute drugs.

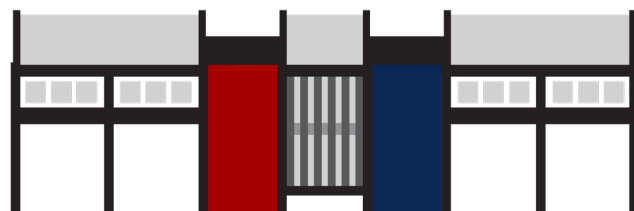
The Safe Spiders Protocol for RSOs will not apply if the Center for Student Involvement determines that a student organization is abusing the privilege of the Protocol. Failure of students to take responsible actions in an emergency situation may void all protections under the Safe Spiders Protocol, may constitute an aggravating factor for purposes of sanctioning, and may lead to further conduct action when such failure to act otherwise constitutes a violation of University rules, regulations, or policies.

The University prohibits retaliation, in any form, against an individual who reports, in good faith, an actual, potential or suspected issue regarding compliance with applicable laws or regulations or University policies. Reporting "in good faith" means the individual making the report has a reasonable basis to believe that there has been or may have been a violation of applicable laws or University policies or that there is a reasonable possibility that such a violation may occur in the near future.

The intoxicated student will be addressed through the Safe Spiders Protocol that outlines the procedure for individual students. The registered student organization members and leaders must meet with Student Involvement staff after the incident to do a follow-up meeting that reviews the incident and their risk management plan.



UNIVERSITY OF RICHMOND



**Center for Student Involvement**