

2024-2025

# Registered Student Organization Handbook



UNIVERSITY OF RICHMOND



Center for Student Involvement

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## ► 1. About the Student Organization Handbook

The Student Organization Handbook serves as a resource to help guide student organization leaders in the management and administration of Registered Student Organizations (RSOs) at the University of Richmond. This handbook contains information about policies, procedures, and resources that affect organizations, advisors, members and their operations within the University. In addition, the Center for Student Involvement provides an Advisor Handbook, which provides detailed information about advisors' responsibilities and expectations.

## ► 2. Center for Student Involvement Staff

The Center for Student Involvement (CSI) fosters community building, inclusive engagement, and leadership development, empowering students to cultivate belonging and identity throughout their campus journey and lifelong pursuits. Located at the heart of campus in the Tyler Haynes Commons (THC), CSI is dedicated to enriching student's lives by:

- ▶ Supporting a diverse range of student organizations
- ▶ Governing fraternity and sorority life (FSL)
- ▶ Leading engaging programs and University traditions
- ▶ Providing employment opportunities
- ▶ Offering various services and resources to the campus community

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, guides 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
- ▶ SpiderCentral 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, Fraternity lodges, and Sorority 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

### ▶ 3. Purpose of Student Organizations

The purposes, programs, and events sponsored by University of Richmond student organizations are to reflect and complement the institution's academic mission and provide opportunities for students' personal development and achievement. The University of Richmond recognizes the impact and contributions that well-rounded students make within 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 minor(s) 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
- ▶ Are more self-confident
- ▶ Build stronger decision-making skills
- ▶ Are better prepared for post-collegiate life

Research correlates student involvement with academic and career success through the creation of a challenging and supportive environment in which students can realize the full potential of their abilities and understand their responsibilities to the larger community.

### ▶ 4. Starting a Registered Student Organization (RSO)

While the university is home to over 175 student organizations, it is possible we do not have something that satisfies your interests. If this is the case, consider applying to start your own organization. Before starting a new organization, it is important that you understand the current landscape. Search the [student organization directory](#) to explore what organizations exist as well as the ones that you would be interested in collaborating with.

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 to form a new student organization
- ▶ Meeting with the Assistant Director for Student Organizations for Provisional Status approval

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.

## ► 5. 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. Types of Student Organizations

### 6.1 Sponsored Student Organizations

#### 6.1a Operations

Sponsored Student 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. Examples of sponsored organizations include religion/spiritual communities, health/well-being peer advocacy groups, and sport clubs.

#### 6.1b 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.

#### 6.1c 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.

### 6.2 Registered Student Organizations (RSOs)

#### 6.2a Operations

Registered Student Organizations (RSOs) 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 Institute is 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](#)

### 6.2b Abroad Officer Policy

Any Registered Student 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 SpiderCentral 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.

### 6.3 Inactive Organizations

Registered Student Organizations that have not completed the transition process in SpiderCentral 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 [provisional organization recognition process](#) if they wish to be a recognized student organization on campus.

### 6.4 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. RSO Membership

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

[SOBAC Funding](#): The Student Organization Budget and Appropriations Committee (SOBAC) is a joint-initiative between the 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.

### 7.1b Types of SOBAC Funding

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

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.

### 7.1c Budget Management

All organizations supported by annual SOBAC Funding are required to keep track of their spending utilizing the SpiderCentral finance portal.

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 SpiderCentral has been updated.

More information regarding all finance policies for student organizations can be found in the Policy Section 7.3.

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 SpiderCentral. Any violation of this policy shall result in conduct charges for the members responsible or the organization itself.

### 7.2b 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

### 7.2c 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 and be in an open membership classification status with no selective barriers or requirements

## 7.3 General Funding Information for Organizations

### 7.3a 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).

### 7.3b 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](#), and other pertinent financial policies can be found in the Policy Section of this handbook.

## ► 8. Fraternities and Sororities

Fraternities and sororities are classified as registered student organizations with selective membership, and refer to the social Greek-lettered organizations on campus. These organizations are defined as single-sex, selective, and fulfill the pillars of service, leadership, scholarship and fellowship. Membership cannot be held in more than one organization and members must be officially invited to join an organization. The fraternities and sororities on campus belong to one of the following governing councils:

- Interfraternity Council (IFC)
- National Pan-Hellenic Council (NPHC)
- Panhellenic Council (PHC)
- Multicultural Greek Council (MGC)

Sororities and fraternities are affiliated with national (or international) organizations, with specific identities and traditions, and they

are ultimately responsible for their own internal governance and welfare. However, these organizations are also subject policies and procedures of the University of Richmond. While the national (or international) organizations are not agents of the University or on behalf of the University, they do share collective responsibility and possible liability for any actions which damage the University's good name and reputation, or which violate University policy, state and federal laws and/or organization policies and procedures.

Individual chapters, the Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Association are bound by the same regulations, laws, and procedures that are followed by other student organizations, subject to the provisions of [20 U.S. Code § 1681](#), which allows fraternities and sororities to maintain single sex memberships.

In addition to the requirements of other registered student organizations, sororities and fraternities also participate in a Standards of Excellence program, and have additional trainings and risk management measures in place.

## 8.1 FSL Standards and Compliance Guide

The purpose of the Standards of Excellence (SOE) Program is to establish standards that ensure every University of Richmond fraternity and sorority is well-managed and fully committed to the highest quality of student experience for each of its members, with particular emphasis on our core values: service, leadership, scholarship, and fellowship.

Chapters will receive a status once they complete their SOEs. Chapters are rewarded 1 of the 3 statuses based off their performance:

- Chapter Excellence
- Chapter Achievement
- Needs Improvement.

If a chapter receives Needs Improvement, this is due to the organization not fulfilling the guidelines of the Standards of Excellence. More information on the SOE program is available on the [Fraternity and Sorority Life website](#).

## 8.2 FSL Scorecard

In an effort to be transparent about the status of each IFC, PHC, and NPHC chapter, Student Involvement publishes a [FSL Scorecard](#) at the end of each semester. Chapter score cards provide key metrics to show performance for each sorority and fraternity chapter, including chapter size, academic performance, conduct, SOE status, philanthropy activities, and awards received. Scorecard data is based off of a combination of each chapter's self-reported information and institutional data.

The University of Richmond also participates in the [National Scorecard](#), organized by the Timothy J. Piazza Center for Fraternity and Sorority Research and Reform at Penn State University.

## 8.3 Required Trainings

The Center for Student Involvement annually hosts required trainings for fraternity and sorority leaders and members. Failure to complete these required trainings may result in an organizational status change or organizational conduct charge.

### 8.3a FSL Institute

The fall and spring FSL institute is mandatory for all chapter presidents, executive board members, and treasurers. The training contains information on finances, programming, marketing, as well as operational best-practices.

### 8.3b Hazing Prevention Education

All chapter members, as well as potential new members, are required to complete hazing prevention training. The training covers the University of Richmond hazing policy, applicable state laws, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing.

### 8.3c Substance Use, Risk Management and Safety

The training will discuss ways to mitigate risk and how to identify risky behaviors and situations. The training will also cover University policies and expectations. The training will review support resources and how to identify over alcohol consumption and substance abuse. This training is required of all fraternity and sorority leaders, as well as all members who serve on risk teams.

### 8.3d Title IX and Bystander Intervention

This training will discuss Title IX policies, sexual misconduct, gender violence and bystander intervention. This training is required for all members.

## 8.4 Additional Requirements for Fraternities and Sororities

### 8.4a Insurance Policy

All chapters at the University of Richmond are required to have proof of liability insurance. Chapters shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. General Liability Insurance with minimum limits of no less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The policy must: (1) Include coverage for alcohol liability, hazing liability, and sexual misconduct and assault liability; (2) Name the University of Richmond as an additional insured; (3) Be primary to any insurance maintained by the University; and (4) Be placed with an insurer licensed or authorized to conduct business in the Commonwealth of Virginia and with an A.M. Best rating of not less than A-VII.

### 8.4b Risk Plan

All chapters at the University of Richmond are required to have a risk plan on file with the Center for Student Involvement (CSI)

### 8.4c Semester Calendars

All chapters are required to submit a calendar at the beginning of the semester that includes all recruitment, philanthropy, chapter meetings, and social events

## 8.5 Recruitment and Intake for Fraternities and Sororities

Recruitment refers to the process by which potential new members join a IFC or PHC council organization. Intake refers to the process by which potential new members joins a NPHC council organization.

Recruitment/Intake is defined as the period of time prior to an invitation to join being extended. The 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.

IFC and PHC councils offer both formal and informal recruitment methods for potential new members to join those organizations. NPHC Intake occurs each semester and is a chapter specific process. Learn more about each process:

- ▶ [IFC Recruitment](#)
- ▶ [PHC Recruitment](#)
- ▶ [NPHC Membership Intake](#)

### 8.5a Recruitment/Intake and New Member Period Policies and Expectations for Chapters

These policies and expectations are expected of all council chapters and if not followed, are subject to organizational conduct charges:

- ▶ Recruitment, interest meetings/events, and new member programs must be submitted to Presence 14 days prior using the Event Registration form. If needed, the chapter can restrict visibility of the event in Presence to solely the chapter and CSI
- ▶ All chapters must submit a recruitment/intake and new member period plan and calendar of events through the organization registration form on Presence
- ▶ All recruitment/intake (formal and informal) events, new member periods, and initiation are alcohol and other substance free
- ▶ All chapter members have attended required Hazing Prevention Training and Education
- ▶ Potential new members must be informed of financial and other obligations of membership prior to them receiving an invitation to join
- ▶ Potential new members may withdraw from the recruitment/intake or new member education periods at any time without fear of harassment or ridicule
- ▶ Organizations cannot offer “honorary” (sometimes referred to as “sweetheart”) memberships to their organizations

### 8.5b Recruitment/Intake and New Member Period Policies and Expectations for Potential New Members (PNMs)

These policies and expectations are expected of all potential new members (PNMs) no matter which chapter they are interested in joining. If not followed, the PNM will not be extended an invitation to join the organization:

- ▶ Before beginning the recruitment/intake process, a potential new member must register for recruitment or intake. As part of the registration, the student authorizes Student Involvement staff to regularly check the PNM's grade point average and release this information to the chapter leadership, chapter advisor and national representative(s)
- ▶ All potential new members must be full-time, degree-seeking, undergraduate students at the University of Richmond
- ▶ All PNMs must attend hazing prevention training and education prior to any invitation to join the organization

### 8.5c New Member Period Policy

- ▶ This period may not be longer than 5 weeks; the new member period begins the day that the invitation is extended
- ▶ New member periods must be completed by the last day of classes each semester
- ▶ Organizations can have multiple new member periods per semester, if applicable
- ▶ Before an organization can extend any invitations, it must submit (through SpiderCentral) and have it approved, a new member plan that includes a full recruitment schedule including new member education and date of initiation

The full policy can be found in Policy Section 13..

### 8.5d Facility Use

IFC fraternities, PHC sororities, and NPHC fraternity and sororities with dedicated space on-campus—called lodges and cottages—enter into lease or facility use agreements with the University. The purpose of these spaces is for chapter meetings, events, and building community. Chapters with a provisional status may not enter into a lease or facility use agreement until it is fully recognized by the University and any applicable national organization.

For IFC fraternity and PHC sororities with dedicated spaces, they are university-owned spaces that are leased to the applicable

house corporation or national organization. For NPHC fraternities and sororities, they are university-owned spaces that chapter leaders enter into annual facility use agreements. In both cases, chapters are charged nominal fees and are paid each semester.

Lodges and cottages are non-residential and students may not reside or sleep in them.

Each fraternity and sorority must have a house manager within their executive board that serves as the liaison between the Center for Student Involvement, University Facilities, and any applicable housing corporation or national organization. Lodges and cottages are inspected weekly by CSI staff, University Facilities and the house manager.

Chapters must follow all the stipulations in their lease or facility use agreement; failure to do so may result in organizational conduct charges, status change, or even termination of the lease or facility use agreement.

### 8.5e Expansion, Chartering, and Re-establishing Chapters

The University recognizes a strong FSL community is a constructive element of student life. The university also recognizes that the community must be adequate so as to provide opportunities for every student who has the desire and means to join.

In overseeing this process of orderly expansion, there must be substantial evidence of the ability of the proposed organization to contribute to the FSL community, and to conduct itself in a manner consistent with the University's principles and policies. In consultation with University leadership, national organizations and council leaders, the Director of Student Involvement will make the determination if expansion, chartering, or re-establishing chapters is appropriate. Students who are interested in starting a chapter can learn more about the process on the [Fraternity and Sorority Life website](#).

## ► 9. Event Planning

There are many elements during the planning process that must be considered when it comes to hosting a safe and successful event. This section is designed to connect you to the tools and resources needed to execute your meetings and events, as well as mitigate risk during these programs.

### 9.1 Event and Meeting Timeframe Requirements

**Registered student organizations are permitted to hold meetings between the first day of classes and the last day of classes of each academic year.** 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.

### 9.2 Registering Meetings and Events

- ▶ Register your event request with the [Event Registration Form](#) on SpiderCentral.
- ▶ Log into the Event Management System (EMS) to reserve your space with the Events Office. Use the [Campus Locations and Facilities Guide](#) to assist in your planning
- ▶ Event Registration form approves the content of events/meetings
- ▶ EMS Space Reservation approves the physical location
- ▶ Both processes are required

EMS space reservations will only be approved for events with an approved SpiderCentral Event Registration Form

### 9.3 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 your 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.

#### 9.3a Student Centered Spaces

**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.

RSO approved classroom spaces:

- ▶ RSB 113
- ▶ RSB 114
- ▶ RSB 115
- ▶ RSB 223
- ▶ RSB 224
- ▶ RSB 225
- ▶ Gottwald 100A
- ▶ Jepson 118

RSOs will have to follow the same process as other rooms (completion of Presence and EMS forms and meet time requirements [14 days for events, 7 days for meeting]). We are putting in place some additional guidelines with these rooms, to begin with, to hopefully make sure that it is not too disruptive:

- ▶ No food can be served in any of these rooms during meetings or events
- ▶ Furniture cannot be rearranged and all rooms are as-is (no additional services can be ordered)
- ▶ Classrooms need to be returned to their original state when the meeting or event is completed
- ▶ No decorations (including glitter) can be used and RSOs cannot tape things to walls

For more information on how to plan a successful event, review the information in the [Steps for Success](#) guide. If you have any questions and would like assistance in planning your event, please, contact our professional staff to guide your student organizations through the event planning process at [involved@richmond.edu](mailto:involved@richmond.edu).

## 9.4 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.

### 9.4a 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.

### 9.4b Outside Vendors

RSOs who wish to have food delivered to campus must select a vendor from the [Approved Vendor List](#). Vendors are not allowed to deliver food to campus unless they have been approved and appear on this 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.

## 9.5 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](#).

### 9.5a Equipment Available

The Center for Student Involvement has portable public address (PA) Systems reservable through the Events Reservation System. Each system comes with the following:

- ▶ 1 6-channel Mackie board per system

- 2 1000 watt Behringer speakers per system
- Up to 2 wired mics per system
- Support for plugging up MP3 player/Phone/Tablet/Laptop for playing music

### 9.5b Other Equipment Available

- Wireless Microphones (where available and in certain spaces)
- Wired Microphones
- Lapel Microphone
- Portable Projector
- HDMI and VGA cables
- Presentation clickers
- Wireless Bluetooth speakers

## ► 10. Risk Management

All activities or events, regardless of size, involve levels of risk. As student organizations hosting events, both on and off campus, you 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.

### 10.1 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.

### 10.2 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

### 10.3 Factors that affect risk

#### 10.3a 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.

#### 10.3b Attendance / Off-Campus Attendees

The presence of off-campus attendees and decisions to host events during times when attendees are likely to be inebriated increases risk.

#### 10.3c Traveling/Events off Campus

Any off-campus event or travel increases the risk to them. The act of traveling, knowing your surroundings, and having a plan for getting to your destination, completing the activity, and returning to campus is crucial to mitigate a lot of the risks associated with travel.

#### 10.3d 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.

## 10.4 Mitigating risk

- 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.
- 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.
- RSOs 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.

### 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.

## 10.5 Safe Spiders Protocol for Registered Student Organizations

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:

1. 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;
2. 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
3. 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.

# ► 11. Student Organization Conduct Process

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.

### 11.1 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.

### 11.2 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.

### 11.3 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 SpiderCentral.

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.

### 11.4 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.



## 11.5 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 SpiderCentral, will be notified.

## 11.6 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

Potential Sanctions:

- ▶ **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.

## 11.7 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.

## 11.8 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.

# ▶ 12. Resources

In order to support student activities and events, the Center for Student Involvement has a variety of resources available for RSOs to utilize. In regards to rentals, some items must be reserved in advance but many are available at the CSI front desk for checkout any time. This section also offers information about marketing, vehicle rentals, and operational resources such as mailboxes and lockers.

## 12.1 CSI Rentals

The Center for Student Involvement (CSI) offers the following items for reservation and check-out from our office. These items require 7 days advance notice and must be reserved through [filling out this form](#). That form will get sent to CSI who will then either approve or deny the request. Once notified of approval from the Associate Director for Student Centers and Operations, students can check their reserved items out at the front desk of CSI (THC 217) using the equipment check-out form.

### Speaker & Mic Combo

RSO's are able to check out multiple JBL Partybox Bluetooth Speakers for their events. These speakers come fully charged and include a microphone for announcements at events.

### Polaroid Cameras

RSO's are also able to check-out a Fujifilm Instax Mini Polaroid camera for their events but must purchase the film themselves with their organizational funding.

### Tents

CSI has multiple portable pop-up tents for organizations to use.

## Window Paint

Details about why they would need paint, how they can use it, and the supplies we offer

## Cornhole Boards

CSI offers Richmond themed cornhole boards for student organizations to use during events.

The following items can be checked out any time during the [CSI Front Desk](#) business hours.

### [Board & Video Games](#)

When the information desk is open, faculty, staff, or students can check-out video games, board games, pool table balls and cues, and foosball table balls. A SpiderCard is required to check out any equipment.

### [SpiderCentral Card Swipes](#)

Student organizations and departments that register their event in SpiderCentral are encouraged to checkout a wireless Bluetooth enabled swipe card reader to make tracking attendance easy! Instructions on how to swipe SpiderCards at your event are included.

## Marketing Resources

There are a number of ways that student organizations can advertise their events and meetings to the campus. This section provides resources for organizations in a variety of areas, including the Tyler Haynes Commons. The full THC Posting Policy can be found on the [Student Involvement website](#).

### [Digital Signage \(D-flyers\)](#)

In order to provide students, faculty, staff, and campus visitors with the latest way to stay up-to-date about programs, events and opportunities, screens run along the second-floor walkway. Student Involvement controls the screens in Tyler Haynes Commons, but other campus locations also have screens for display of d-flyers and are operated separately.

### [THC Tabling](#)

Student organizations and departments may reserve a table in the Tyler Haynes Commons (THC) second floor hallway or outdoor patios up to three days per week, per group event.

### [Chalk for Advertising on the Forum](#)

The ground-level brick surface of The Forum is a public chalking area. Use only sidewalk chalk which will wash away with rain and will not stain. Do not chalk vertical surfaces, the Commons patios, or any area obscured from rainfall. Any group chalking in a prohibited area will be required to remove the chalk immediately.

### [RSO Leadership Listserv](#)

All officers of student organizations are added to a listserv each semester that allows RSOs to advertise events, collaborate, and connect with one another. This listserv is not for faculty or staff and is limited only to RSO officers.

### [CSI Instagram](#)

Student Involvement reposts advertisements from student organizations who wish to widely promote their events. Tag @urinvolved and the Manager for Communications and Events will share your post/story.

### [SpiderFest](#)

SpiderFest is a student involvement fair that occurs at the beginning of each semester. RSOs are encouraged to participate and take advantage of this opportunity to recruit students to join their organizations.

### [SpiderCentral](#)

RSOs are required to register all events and meetings in SpiderCentral. This automatically pushes these events to the CampusGroups app that offers students a look into what is happening on campus at any given time.

## Marketing Office Hours

The Manager for Communications and Events hosts weekly office hours each semester to assist students with marketing questions, advertising assistance, digital creation, and more. The current marketing office hours can be found on the [Student Involvement website](#).

## 12.2 Other Services and Resources Provided by CSI

### [Lockers](#)

Registered Student Organizations can obtain a locker, located in the Student Organization Leadership Center (in Tyler Haynes Commons, Room 340).

### [Mailboxes](#)

All Registered Student Organizations may use the Center for Student Involvement to receive packages. The [Front Desk Assistants](#) receive packages and communicate with the student organization to coordinate pick-up time. Most registered student organizations are assigned a mailbox located in Tyler Haynes Commons Room 340, the Student Organization Leadership Center.

### [AV Services](#)

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](#).

### [Vehicle Rental](#)

The Center for Student Involvement has four 12-passenger vans and three 8-passenger sport utility vehicles (one with an extended cab), available for University departments and registered student organizations to rent. All drivers must be approved by Safety and Risk Management in order to operate university vehicles. If you are interested in becoming an approved driver, please see the [Fleet Safety Program Driver Requirements](#). RSOs who plan to travel with their organization should review the Travel Policies for student organizations in the Policy Section of this handbook.

## ▶ 13. 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.

### 13.1 General Policies

#### 13.1a 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.

#### [13.1b Approved Vendor Policy](#)

RSOs 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.

#### 13.1c 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.

#### 13.1d 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.

#### [13.1e 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). RSOs are prohibited from sharing any academic records collected from their members. This does not include directory information (name, email, etc.).

#### [13.1f 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.

#### 13.1g 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.

#### [13.1h 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.

#### [13.1i 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.

#### [13.1j 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. The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, color, religion, national or ethnic origin, ethnicity, age, sex, gender, sexual orientation, gender identity, gender expression, disability, military or veteran status, or any classification protected by local, state or federal law. (Note: Some organizations may select members based on gender or academic requirements such as social fraternities and sororities, honor societies, professional organizations, etc.)

### 13.1k 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.

#### [13.1l 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. RSOs that are unsure whether their activity would be considered gambling should check with CSI to confirm or discuss alternatives.

#### [13.1m Use of University Logos and Branding](#)

RSOs 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.

### 13.1n 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.

#### 13.1o 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.

## 13.2 Finance Policies

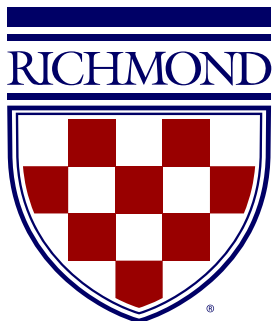
### 13.2a Reimbursements

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 SpiderCentral and check-out a purchasing card during CSI Office Hours.

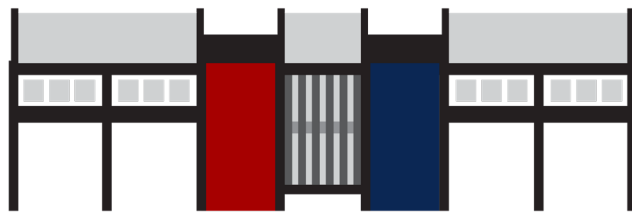
### 13.2b Policy on Gift Cards

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](#).



UNIVERSITY OF RICHMOND



**Center for Student Involvement**