



**UNC**

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Office of Student  
Organizations

**REGISTERED STUDENT  
ORGANIZATION (RSO) MANUAL**

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# PREFACE



This guide intends to explain policies pertaining to Recognized Student Organizations (RSOs) and describe resources that may be helpful to RSOs. Because many departments at the University of Northern Colorado work with RSOs, a list of department contacts is included within this manual.

The RSO Manual intends to be a summary of certain matters of interest to RSOs.

*Readers should be aware:*

- It is not a complete statement of all procedures, rules, and regulations of the University of Northern Colorado (UNC).
- University divisions, departments, and offices may have their own procedures and policies applying to student organizations not listed in the RSO Manual.



Office of Student  
Organizations

*Best contact: Office of Student Organizations*

## **DEFINITION**

RSOs are member-based groups led by students and may center around a wide range of interests and fields of study. RSOs are formally recognized by the University and are conferred with privileges and benefits not offered to non-recognized groups.

## **REQUIREMENTS**

To become an RSO at UNC, the organization must meet the following minimum standards:

- Comply with all UNC policies and regulations, as well as state, local, and federal laws.
  - All RSOs are responsible for following all UNC policies related to those resources. If you have questions about these resources, please contact the corresponding office directly.
- Comply with UNC's Office of Student Organizations non-discrimination policy which states:
  - "Recognized student organizations may not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation." This statement extends to membership privileges, officer selection, and voting privileges.
- Submission and renewal of organization for each academic year on BearCave.
- Host 2 events per academic year that are free & open to all UNC students & posted on BearCave.

## **CLUB SPORTS**

There are additional requirements for club sports, [Click here for the website link](#).

## **SINGLE-SEX AND/OR SINGLE-GENDER ORGANIZATIONS**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be an RSO at UNC.

The U. S. Department of Education Office of Civil Rights has determined that student organizations are only exempt from Title IX provisions if they meet all the following criteria:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code
- Members must be limited to students, staff, or faculty of the University
- The organization must be a "social fraternity" as defined by the Department of Education.

## **BENEFITS AND PRIVILEGES**

Students organizations who apply for recognition allows the group to access certain benefits and privileges including:

- Mostly free use of UNC facilities (select spaces have rental fees, but a discounted rate)
- BearCave club account (a student org management website)
- Ability to advertise events in BearCave and the University Calendar
- Ability to request funding for events
- Access to guidance from the Office of Student Organizations about event planning, fundraising, marketing, financial management, etc.
- Participation in leadership trainings, workshops, and other opportunities
- Ability to check out projector, speakers, games, credit card readers, and other equipment

### **REGISTRATION PROCESS**

Students must create an account on *BearCave*, UNC's student involvement platform. Registration instructions are listed in the registration process once students create their accounts.

[RSO Constitution requirements can be found here.](#)

**Only student officers may fill out this application. There will be a reviewing period, then an approval or denial email will be sent to club officers within 1-2 weeks.**

### **MAINTAINING ACTIVE STATUS**

**Active status** is assigned to RSOs that have completed all required training/refresher trainings and do not violate any UNC policy or law. Active status confers full use of privileges upon the RSO.

**Provisional status** is assigned to RSOs that fail to meet one or more requirements. Groups that are assigned provisional status will have limited access to privileges until they meet outstanding requirements. *If an RSO is moved from active to provisional status, officers will be notified via email.*

**Inactive status** is assigned to groups who, after being given adequate notice and support, fail to meet RSO requirements. Groups who are designated as inactive may not access any RSO privileges. Future reinstatement can be discussed with OSO.

### **ADVISOR AND OFFICER TRAINING**

***Mandatory trainings happen at the beginning of Fall & Spring semesters.***

Financial Authority Training

- Each RSO is required to have a designated "**financial authority**". Financial authorities are empowered to initiate and approve financial transactions on behalf of the group.

Leadership Training

- Each RSO is required to have a "**president**" or an inclusive "**leadership**" role.

CSA Training

- Because advisors have significant contact with students are frequently involved in campus activities, they are considered "**campus security authorities**" or "CSAs." As such, they are required to complete CSA training through the UNC Police Department.

*OSO will be hosting general mandatory trainings for all RSO advisors and officers to attend during Fall semester. You will be notified via BearCave of these requirements to maintain **Active Status**.*

# ADVISOR ROLES & EXPECTATIONS

*Best contact: Office of Student Organizations*

*One thing to note, the role of an advisor is an important one and may vary with the organization's needs. The scope of an organization's activities, the effectiveness of its officers, and the time commitments of the advisor and other factors determine the nature of an advisor's involvement in the RSO.*

***Advisors should never consider themselves as only a requirement for registration.***

## **AS AN ADVISOR - YOU SHOULD BE N.I.C.E.**

### **NAVIGATE Order**

- Insure that meetings are properly scheduled. You should serve as a resource person at most regular meetings as well as attend social and special functions of the RSO.
- Assist with the formulation and revision of the constitution and by-laws.
- Encourage and assist your organization in the setting of group goals. You should also assist in the planning and implementation of a well-balanced program of events and/or activities.
  - *2 events per academic year is standard. Events must be open and free to all students.*
- Work with the officers to promote an efficient administration for the RSO.
- Support the Financial Authority in maintaining accurate accounting procedures and in formulating event budgets, fundraising initiatives, & spending money properly.

### **INVEST in the Group's Growth**

- Be a facilitator of creativity and innovation for the group.
- Let your organization make mistakes. Even though it may be difficult to watch your group make errors, it is a vital part of the learning process every group must go through.
- In the event you must resign your position as advisor, you should:
  - *Inform the organization of your decision yourself.*
  - *Assist the group in finding a new advisor.*

### **COMMUNICATE and connect**

- Each advisor should be prepared to give positive & constructive feedback to the RSO regarding leadership decisions, event planning, recruitment, etc.
- There may be times when you will have to intervene in the group to help solve inner-group conflict.

### **Be the EXPERT**

- As an advisor, you should be aware of and be able to interpret university policies and any regulations that govern a student organization such as Bear Code & this manual.
- There may be occasions where you will have to advise your group on the legal ramifications, liability, or inclusiveness of an event or activity.

*Best contact: Student Club Business Office*

## **FINANCES**

Each RSO is automatically assigned a club account with the Student Business Office. This account works just like a traditional bank account where groups can deposit and withdraw funds as needed. To check your account balance, deposit money, or withdraw funds contact the Student Business Office directly. ***The University does not provide any support regarding off-campus bank accounts, nor is it liable for covering costs or taxes associated with them.***

## **HOW TO SPEND MONEY**

RSOs are **required** to meet with the OSO coordinator before spending money for the first time.

To spend from club account or with an OSO funding award, RSOs need to follow these steps:

1. **Fill out a Work Copy Form:** This form will ask you to provide a brief description of what you intend to buy, these are available at OSO or the Student Business Office.
2. **Receive a "P-Card"** which is a UNC credit card. *(cash and checks can be requested in advance)*
  - *P-Cards can be checked out for immediate use and do not require advance notice, however there are limited P-cards available so plan ahead.*
3. **Bring receipts back:** Any purchases made without receipts are considered personal transactions and the individual who initiated the transaction will be responsible for reimbursing the costs.
  - Please note that there are some limitations on what RSOs can purchase when spending from their UNC account. See Funding Policy.

## **UNC PURCHASING/DEPOSITING/REIMBURSEMENTS INFORMATION**

**Contracts:** RSOs may not sign contracts themselves. All contracting must be handled by the Student Business Office or OSO.

### **[UNC credit cards \(P-Cards\) Rules Link](#)**

RSOs can **deposit cash and checks** at the Card Office during business hours

- Checks should be made out to the "University of Northern Colorado" or the RSO name preceded by "UNC" (e.g. UNC Scuba Diving Club).

**Portable credit card readers** are available for RSO use and can be checked out from the Student Business Office on a first come, first served basis.

To request **reimbursement**, fill out a reimbursement form at the Student Business Office and get approval before you spend the money.

## **FUNDRAISING**

RSOs may engage in fundraising using any method that does not violate state, local or federal laws or UNC policies. When planning fundraisers, RSOs should be aware that:

- **Raffles are considered a form of gambling** and require a special license from the State of Colorado. For these reasons, RSOs at UNC are prohibited from hosting raffles. RSOs are encouraged to host silent auctions and games of skill as an alternative to raffles.
- Sales of food and beverage items are regulated by state and local laws. **Generally, RSOs may not sell any food or beverage items that are not prepared in a licensed, commercial kitchen.** If you would like to sell such items, they should be individually packaged and purchased from a commercial vendor (e.g. King Soopers, Sam's Club, Walmart).
- **Donations are not tax deductible unless they are processed through the UNC Foundation.** This Foundation is a registered 501(C)3 and can arrange tax deductions for donations greater than \$5,000. To arrange for tax deductible donations, RSOs should contact the UNC Foundation directly.

## **DUES**

RSOs may collect dues from members to fund their activities. **All dues collected must be deposited into the RSO's account at the Student Business Office as soon as possible.** Officers and members may not hold dues in personal accounts.

## **EVENT FUNDING**

The Office of Student Organizations offers funding to RSOs seeking to host events that are open to all UNC students. This funding is awarded on a first-come, first-served basis.

[See funding policy here.](#)





*Best contact: Office of Student Organizations*

Some RSO events/activities, both on and off-campus, may involve potential for risk. In some cases, the student organization as a group or individual members and officers may incur some liability *in the event of a claim*. RSOs should take all reasonable precautions to manage risk at their events.

## **RSOS SHOULD BE AWARE OF THE FOLLOWING POLICIES:**

- Low risk, on-campus events are generally covered through the University's liability insurance. Some examples of low risk activities are RSO meetings, movie screening, awards banquets, guest speakers, and game nights.
- Higher risk, on-campus events may not be covered by the University's liability insurance. In such cases, RSOs should have all participants sign a waiver releasing the group of liability.
  - The Office of Student Organizations can provide waivers specific to the event if given one week's notice. Some examples of higher risk events are contact sports, dance classes, bounce houses, and events with alcohol.
- Off-campus events are not covered by the University's liability insurance. RSOs who host events off campus should have every participant sign a waiver regardless of the level of risk involved.
- Travel in personal vehicles is not covered by the University's liability insurance. RSO members/advisors who provide transportation to or from RSO sponsored activities in personal vehicles are advised to have all passengers sign a waiver.
- Individuals under the age of 18 may not participate in any RSO event, regardless of the level of risk, without a signed waiver form a parent or legal guardian.
- Claims brought as a result of negligence by an RSO as a group or an individual may not be covered by the University. In such cases the RSO or individual members may be liable.

*The information presented above provides general guidance but, due to the complicated nature of risk, does not cover all scenarios. If you have questions about liability or would like assistance in evaluating risk for an RSO event, please contact the Office of Student Organizations.*

## **TRAVEL**

*Best contact: Student Club Business Office, Office of Student Orgs*

RSOs may use their own funds to cover travel costs as long as the trip is related to and in direct support of the RSOs purpose/mission. OSO is not able to cover any travel costs for conferences or events for RSOs. Approval for travel as an RSO must be approved by the advisor and OSO staff.

# MARKETING AND RECRUITING

*Best contacts: Office of Student Organizations, UNC PD, Housing & Residential Education, Conference & Event Services*

## **ON CAMPUS INSIDE AND OUTSIDE OF RESIDENCE HALLS**

Please see OSO UNC Website, under policies, "Campus Posting Policy".

## **IN PERSON MARKETING AND RECRUITING**

1. Tabling
  - *Setting up a table is a great way for RSOs to connect with students passing by. RSOs can request a table in the University Center or the McKee Breezeway by contacting Conference & Events Services.*
2. Recruiting in public areas
  - *RSOs are welcome to recruit in person by talking to students in areas of University property open to the public such as entrances, lobbies, and open corridors. RSOs planning on recruiting or distributing flyers, handbills, or pamphlets in public areas should notify UNC Police before.*
3. BearCave
  - *BearCave is where all UNC students can access information regarding events, joining an RSO, and reading News Articles. If you need help with getting any recruitment information on BearCave, reach out to studentorgs@unco.edu*

## **EVENT, FOOD, AND BEVERAGE POLICY**

*Best contact: Conference & Events Services, Campus Ticketing Office, Transportation Services and Student Business Office*

## **RESERVING SPACES**

[Reserve a space link.](#) Please email [event.services@unco.edu](mailto:event.services@unco.edu) for catering. External catering is prohibited.

## **PERMITS**

An **Outdoor Event Permit** is required for outdoor events on campus or other property controlled by the University for assemblies, demonstrations, gatherings, parades and/or activities with amplified sound. The Outdoor Event Permit application must be turned in to Conference & Events Services at least ten business days prior to the event, contact them for more information.

Alcoholic beverages are **not allowed** through the Office of Student Organizations.

## **TICKETING**

*Events in non-fee spaces*

- RSOs may not charge for tickets for events hosted in free spaces that have been reserved.

*Events in paid-reservation spaces*

- RSOs can charge for tickets in spaces that they have paid to reserve through Conference & Event Services. RSOs are required to utilize the UNC ticket office for on-campus events.

## **VEHICLE RENTALS**

[UNC Vehicle Rental Link.](#)

# CONDUCT & HAZING

*Best contacts: Office of Student Organizations, Dean of Students Office, Title IX Office*

## **CONDUCT**

*RSOs and their members are expected to follow all UNC policies including Bear Code and the procedures outlined in this manual. The Office of Student Organizations, the Dean of Students Office, or both offices may investigate and adjudicate policy violations.*

**National Anti-Hazing hotline at 1-800-NOT-HAZE (1-800-668-4293).**

### **Reports:**

[Report an incident or concern link.](#)

[Report discrimination, harassment & retaliation, and sexual misconduct link.](#)

## **HAZING**

*The University of Northern Colorado prohibits RSOS from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.*

*Bear Code, 3-2-204 Misconduct*

"Hazing. Conduct, including but not limited to forced and prolonged physical activity; forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption; prolonged deprivation of sleep, food, or drink, that has the purpose and/or effect of endangering the health or safety of, or causing a risk of bodily injury to another person, or that destroys or removes public or private property, for the purpose of initiation, admission into, and/or affiliation with an RSO or a group or organization that engages in activities on UNC's campus; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the State of Colorado or the United States."



# CAMPUS CONTACTS

Campus Recreation  
(970) 351-2062  
Campus.recreation@unco.edu  
[www.unco.edu/campus-recreation/](http://www.unco.edu/campus-recreation/)

Competitive Sports  
Allie.Zerr@unco.edu  
<https://www.unco.edu/campus-recreation/club-sports/>

Conference & Event Services  
(970) 351-2558  
event.services@unco.edu  
[www.unco.edu/events](http://www.unco.edu/events)

Dean of Students Office  
(970) 351-2001  
dos@unco.edu  
[www.unco.edu/dean-of-students](http://www.unco.edu/dean-of-students)

Fraternity & Sorority Life  
(970) 351-2873  
fsl@unco.edu  
[www.unco.edu/fraternity-sorority](http://www.unco.edu/fraternity-sorority)

Housing & Residential Education  
(970) 351-2721  
housing@unco.edu  
[www.unco.edu/housing/](http://www.unco.edu/housing/)

Office of Student Organizations  
(970) 351-2906  
studentorgsclubs@unco.edu  
[www.unco.edu/clubs-organizations](http://www.unco.edu/clubs-organizations)

Student Business Services Office  
2nd Floor, University Center, next to Card Office  
(970) 351-1308 or (970) 351-1309  
eli.ethridge@unco.edu  
emily.connor@unco.edu

Ticketing  
(970) 351-4640  
[tickets.unco.edu](http://tickets.unco.edu)

Title IX  
(970) 351-4899  
titleix@unco.edu

<https://www.unco.edu/institutional-equity-compliance/>

Transportation Services  
(970) 351-1243  
michael.stadler@unco.edu

[www.unco.edu/facilities/services/transportation-services](http://www.unco.edu/facilities/services/transportation-services)

UNC Foundation  
(970) 351-2034  
unco.foundation@unco.edu  
<https://www.unco.edu/foundation/>

UNC Police Department  
(970) 351-2245  
[www.unco.edu/police](http://www.unco.edu/police)