



UNIVERSITY OF
NORTHERN
COLORADO

Registered Student Organization (RSO) Manual

University Of Northern Colorado
Office of Student Engagement

Welcome

Introduction to the Office of Student Engagement

Thank you for your interest in getting involved with student organizations on campus! The Office of Student Engagement is a department at the University of Northern Colorado (UNC) that includes the Office of Student Organizations, Fraternity & Sorority Life, and Club Sports within the Department of Student Affairs. Involvement in student organizations on campus cultivates an environment for students to build a community of support through programming, leadership development, DEI awareness, financial literacy, and overall personal growth.

The Office of Student Engagement is located in the University Center in the heart of campus, which houses all of the immediate contacts necessary for finding information regarding RSOs (registered student organizations), FSL (Fraternity & Sorority Life), and Club Sports (located in the Rec Center).

Our general website is <https://www.unco.edu/student-life/>, where you can find details regarding the organizations you are interested in! Additionally, please email one of the following emails to obtain information regarding specific organizations:

- General Student Organizations: studentorgs@unco.edu
- Fraternity and Sorority Life: fsl@unco.edu
- Club Sports: ClubSportsAssistants@unco.edu
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Preface

This guide intends to explain policies pertaining to and resources available to Recognized Student Organization (RSOs). There are numerous departments that work in collaboration with the Office of Student Engagement, a list of department contacts is included at the end of this manual.

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

Purpose

The purpose of getting involved on campus is to help you adjust to life at UNC and to realize that you are a valuable part of the UNC community. You will have the opportunity to develop relationships with other students as well as with UNC faculty and administrators, resulting in connections that will be important to your college success.

The Office of Student Organizations offers involvement, community, and leadership to all UNC students through Registered Student Organizations by providing advising, event funding, and leadership opportunities to current and prospective RSO members.

Fraternity and Sorority Life foster growth and development among students while forming lifelong bonds through academic, personal, social, and service-based programming. Joining a Fraternity or Sorority can help college students socialize, volunteer, succeed, and lead.

Club Sports provide opportunities to participate in competitive and recreational sports and also learn valuable life skills in organization, communication and leadership. Club Sports have been established to promote and develop the interests and skills of their members in a particular sport or recreational activity.

Student Affairs Core Values and Mission

The Department of Student Affairs is committed to helping our students thrive by providing resources, tools, and opportunities to create experiences for students focused on their overall growth and learning.

The Division of Student Affairs and Enrollment Services cultivates an environment that develops students' skills leading to the completion of academic goals, personal growth, and preparation for responsible citizenship.

The core values of the Division of Student Affairs and Enrollment Services target:

- Student Success: Creating transformative learning environments for students and those who serve them
- Excellence, Collegiality, and Professionalism: Modeling professionalism through collaborative, ethical leadership, integrity, credibility, respect, consistency, customer service, and effectiveness
- Commitment to Diversity, Inclusion, and Global Understanding: Standing for a of community where all individuals are valued
- Assessment and Accountability: Continually evaluating and improving practices, in order to hold professionals accountable through the collection and use of assessment evidence

Organization Recognition

Recognition Overview

The Office of Student Engagement is responsible for managing all student organizations on campus, including annual registration, policy and procedure enforcement, financial management, and other operational considerations.

All recognized organizations must have the following:

- Officer Positions: President, Treasurer, and another officer (Vice president, secretary, officer, etc.)
- An advisor
- A constitution

Mandatory Trainings

- Risk Management Plan
- Anti-Hazing
- Budget & Finance
- Conference and Events
- BearConnect Registration

Definitions

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.

Non-Discrimination Recognition

All student organizations are held accountable for the Non-Discrimination Policy ([see 1-1-508\(2\) Non-Discrimination Policy](#)). UNC policy prohibits discrimination and harassment based on protected class identity. Unfair treatment, abusive words or expressions, or intimidating behavior directed at any member of the campus community based on an aspect of identity protected under UNC policy is reportable to the Office of Institutional Equity and Compliance and may rise to a policy violation.

Recognized Social Greek Organizations

Social Greek Organizations are supported by the Office of Student Engagement as well as Fraternity and Sorority Life. Recognized Social Greek Organizations fall under a separate classification of student organization, in which the student organization, due to the 1972 Amendments to Title IX, can restrict membership based upon sex. 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, all RSOs must be in compliance with Title IX to be recognized 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 all meet the following criteria:

- The organization must have tax-exempt status under Section 501C3 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

Recognized Student Clubs and Organizations

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

- Comply with all UNC policies and regulations, as well as state, local, and federal laws.
 - o All RSOs are responsible for following all UNC policies related to those resources. If you have any questions about these resources, please contact the corresponding office directly
- Comply with UNC’s Office of Student Engagement non-discrimination policy which states:
 - o “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 the organization for each academic year on [BearConnect](#).
- Host 2 events per academic year that are free & open to all UNC students and posted on BearConnect

Club Sports

Club sports follow all the general guidelines for Registered Student Organizations as well as compliance with team eligibility, marketing requirements, travel accommodations, and financial literacy.

A detailed description of Club Sport requirements and expectations can be found in the [Club Sport Program Manual](#).

Organizational Standing

Organizational standing can change throughout the year based on organizational compliance with the regulations set by the Office of Student Life. There are four main categories of status: Recognized Status, Conditional Status, Inactive Status, and Unrecognized Status.

Recognized Status is used for clubs who are considered active organizations with all privileges they gain by being recognized officially by the University. The RSO has also completed all required/refresher training and does not violate any UNC policy or law. To remain a recognized RSO, an organization must comply with all University regulations, student fee or

due regulations, abide by all terms established in the annual student organization agreement/constitution, and all other applicable policies based on the type of organization.

Conditional Recognition is assigned to RSOs that fail to meet one or more of the necessary requirements assigned by the OSO. Groups that are assigned to conditional recognition will have limited access to privileges until they meet outstanding requirements. If an RSO is moved from Recognized Status to Conditional Recognition, officers will be notified via email. RSOs can re-establish recognized status after being placed in conditional recognition if all required actions as stated by the OSO in the notification email are completed. If the RSO fails to take any action to establish and become recognized, then the club will be considered unrecognized. Reference re-establishment requirements for specifics, details, and time constraints. Organizations may be assigned conditional recognition by the Director of OSO or designee for activities that knowingly undermine University policy and are contrary to the purpose of student organizations including, but not limited to:

- Misrepresentation of the mission, purpose, or activities of the organization to the OSO, other staff or departments within the University, or to outside entities
- Unethical, destructive, or inappropriate use of university funds and resources, including spending funds for purposes other than that for which they were intended
- Using student organization privileges for the personal gain of an individual or entity, whether or not they are a member of the organization
- Violations of the student code of conduct while representing a student organization or at a student organization function

Organizations on conditional recognition may lose the ability to apply for or spend OSO Funding and may lose the right to use University provided spaces as an organization for the duration of the conditional period. Consequences for organizations will be decided in congruency with the advisement of the Dean of Students Office (DOS) based on the [BearCode](#).

Inactive Status is assigned to groups who, after being given adequate notice and support, fail to meet any RSO requirements. Groups who are designated as inactive may not access any RSO privileges. Future reinstatement can be discussed with the OSO. Organizations who have not re-registered with the OSO during or between the previous two registration periods will be placed in inactive status. Those privileges which were previously suspended will be revoked. Any funds in the organization's account will be on hold and maintained by the Student Club Business Services Office.

Student organizations that become inactive have the potential to get back to recognized status depending on the nature of their status change. The re-establishment requirements for holding recognized status will be determined by the OSO. All status changes to the organization will be communicated through email with the President.

Unrecognized Status is assigned to Organizations which have been found in violation of the student organization policy and/or RSO Code of Conduct. Access to privileges granted to student organizations who typically hold recognized status are suspended. Privileges include, but are not limited to:

- The use of BearConnect or club website
- Reserving campus space
- Hosting or sponsoring events
- Having access to campus funding and fundraising opportunities, and/or having access to the organization's fund account with the University
- No social events with RSO groups without approval from Student Engagement Office.
- approval to attend campus sanctioned events require approval from Student Engagement Office

Violations of any campus or club identified policies concerning student organizations could result in the organization being placed on either permanent or temporary unrecognized status.

Re-establishment Requirements

If an RSO is considered unrecognized, they will have the opportunity to gain recognized status by abiding by the action items communicated to the RSO in their status notification email. Re-establishment requirements will be decided by the OSO on a case-by-case basis and communicated clearly to the President and Advisor via email. The RSO has 30 days to complete the communicated action items, or they will be considered inactive. To regain recognition after being considered inactive, the RSO must wait until the following semester to apply for recognition status. If an RSO is placed on inactive status due to failure to complete the indicated action items in a notification email more than once, then the RSO will be placed on unrecognized status.

An RSO who is placed on unrecognized status due to a decision by the DOS will abide by the decision communicated. An RSO on unrecognized status due to an OSO decision cannot reapply for recognized status for up to one academic year. Decisions for RSOs to become recognized by the OSO are under the discretion of the OSO.

Appeal Processes will be handled by the DOS. Please refer to the [Student Code of Conduct](#) for specifics about the appeal process if the reason for change in status recognition is conduct related. There are no appeal processes for change status recognition due to a decision made by the OSO.

How to Register/Reregister

All student organizations must register with the OSO annually. The period to re-register

student organizations will begin annually at the start of the new fiscal year on July 1. To remain in good standing, organizations must complete registration on BearConnect (UNC's student involvement platform), completion of constitution agreements, and attend the mandatory RSO/FSL/Club Sport trainings by September 1st of each year. Registration instructions are listed for students within BearConnect once they have created their club accounts. OSO can annually review, change or adjust the registration timeline, and any changes will be communicated with all RSO/FSL/Club Sport organizations by the OSO.

If organizations have not completed the mandatory registration requirements by the indicated time, they will be placed on probation, any currently held reservations or events will be dropped, and all eligibility for funding will be revoked until meeting with the OSO. If an existing organization wishes to renew outside of the indicated dates, they must meet with the correct OSO staff member for permission and approval. The registration process can only be completed by student officers. There will be a reviewing period which will result in approval or denial of the clubs registration request, and the decision will be sent out to the officers within 1-2 weeks.

Benefits and Privileges

Registered Student Organizations in "Recognized" status receive access to certain benefits and privileges including:

- Mostly free use of UNC facilities (select spaces have rental fees, but at a discounted rate)
- BearConnect club account (a student organization management website)
- Ability to advertise events in BearConnect 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

Organization Management

Constitution and Bylaws

A constitution is the RSO's guiding document offering specific guidelines, structure, and ways for an organization to govern itself. It helps in hard times, providing consistency, clarity, and accountability throughout the year. Constitutions are required to be revised at least once a year between July 1 and September 1st. Refer to the Constitution Template for guidance on creating a constitution. All organizations must submit a copy of their finalized constitution on BearConnect, as well as submitting it to the OSO for approval by September 1st. If an organization is not established by September 1st, the organization will need to meet with OSO to

determine eligibility and get approval. Each constitution will include the indicated mandatory language stated in the provided template.

Positions and Responsibilities

Internal Organizational Responsibilities

Student organizations are required to at least have a President, Treasurer, and one other officer on the internal executive board. The responsible students will be indicated on BearConnect when the organization registers. Officers will also be indicated in constitution agreements. Officers are the only members of the organization who are able to make reservations, submit funding requests, access organization funds, and are responsible for communicating with the OSO and keeping the organization in good standing. Organizations have the opportunity to update officer selection and amend their constitutions if necessary—see individual constitutions for specific amendment expectations. All officer changes and constitution amendments are required to be communicated with the OSO and all members of the organization. Organization

officers are required to complete mandatory trainings in order to be officially recognized and access the benefits of the positions.

Advisor Responsibilities and Expectations

Navigate Order

- Ensure that meetings are properly scheduled. They should serve as resource people at most regular meetings as well as attend social and special functions.
- Assist with the formulation and revision of the constitution and by-laws.
- Encourage and assist the organization in the setting of group goals. They should also assist in the planning and implementation of events/activities.
- Work with the officers to promote an efficient administration of the Club.
- Support the Treasurer in maintaining accurate accounting procedures and in formulating event budgets, fundraising initiatives, travel, and spending money properly.

Invest in the Group's Growth

- Be a facilitator of creativity and innovation for the group.
- Help the club make decisions, but ensure there is growth, learning, and student development taking place.

Communicate and Connect

- The advisor should be prepared to give positive & constructive feedback to the department 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

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

Training Responsibilities

Each advisor is required to attend the following trainings:

- CSA Training
- Anti-Hazing Training
- OIC Training
- Reporting and Referral Process Training
- Formal BearConnect Training
- Title IX Non-Discrimination Training

RSO Finances

Introduction

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 withdrawal funds as needed. To check your account balance, deposit money, or withdrawal 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.

Raising Money and Funding

Fundraising

RSOs may engage in fundraising using any method that does not violate state, local or federal laws or UNC policies. Student organizations are able to fundraise both on and off campus. Please consult OSO for specific guidance on fundraising. Under no circumstances may alcohol be used as a means of raising club funds and alcohol may not be purchased with the generated funds.

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©3 and can arrange tax deductions for donations greater than \$5,000. To arrange for tax deductible donations, RSOs should contact [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 as soon as possible. Dues payment amounts and expectations are outlined in the RSO's constitution. Officers and members may not hold dues in personal accounts.

Common Fundraising Options

Note: The following is NOT an exhaustive list of fundraising opportunities

- Restaurant fundraisers
- Volunteering Services
- Admission to events/shows/dances
- Games of Skill
- Vendor Sponsorships (see Sponsorship Form)
- Letter Writing Campaigns
- Apparel Sales

Account Breakdown

All clubs are automatically assigned a club account with the Student Business Office. All club self-generated funds are held within individual club accounts with the OSO. Clubs are encouraged to keep a working budget where they can track all deposits and expenditures they make.

Funding Opportunities

The Office of Student Organizations (OSO) offers funding to help Recognized Student Organizations host events for UNC students. To use this funding, RSOs must submit an online application through UNC's Engage platform BearConnect. If you have any specific funding questions, reach out to studentorgs@unco.edu.

The Funding Authority, OSO staff, is responsible for administering event funding.

The Financial Authority is an RSO officer (treasurer) who has been approved by the group to initiate financial transactions and has completed officer training.

Viewpoint-neutral funding means that funding decisions will not be made based on an RSO's point of view. Funding applications will only be evaluated using criteria unrelated to viewpoint such as fiscal responsibility and adherence to procedural guidelines.

Regular funding is funding awarded for eligible event funding requests up to \$1,000.

Match funding is a supplemental award available on top of Regular Funding. RSOs may request up to \$500 of Match Funding each funding period. To be eligible for Match Funding, the RSO must demonstrate that they can "match" the amount provided through documented co-sponsorship. Documented co-sponsorship may include a pledge of financial support from a campus department, local or national business, or a regional or national chapter of the RSO.

Eligibility for Funding:

1. Be in good financial standing as determined by the Student Club Business Office
2. Be designated as “Active” by the Office of Student Organizations
3. Have no outstanding forms or training requirements on BearConnect

Funding Process Guidelines:

1. The application for funding is available online through UNC’s Engage platform, BearConnect.
2. It is open throughout the semester on a rolling approval schedule from August 1st-April 15th .
3. All funding applications will be reviewed using viewpoint neutral criteria.
4. All funding is awarded on a first-come, first-served basis to eligible organizations.
5. Funding can only be used for events occurring with the same semester of the award being granted.
6. If requesting funding for multiple events, RSOs must submit a separate funding request for each event.

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 the funding policy here.](#)

Spending Money

Process

RSOs are not able to spend any money until they have met with the appropriate OSO staff. To spend money from a club account or OSO funding award, RSOs need to follow the steps below:

- 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”: A P-card 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 advanced notice, however, there are limited p-cards.
- 3. Bring Receipts Back: Any purchases made without a receipt are considered personal transactions and the individual who initiated the transaction will be responsible for reimbursing the cost.
 - o Please note that there are some limitations on what RSOs can purchase when spending from their UNC account. [See funding policy.](#)

P-Cards and Reimbursements

RSOs can deposit cash and checks at the Card Office during business hours. Checks should be made out to “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.

Event Planning

Reserving Spaces

All room reservations for on campus events are required to go through [Conference & Event Services](#).

Please allow for at least two weeks before the event

Register your event through [BearConnect](#)

Only primary contacts and positions with full access over Events can create events within an organization. If you do not have the proper permissions, you should first refer to your primary contact or your site administrators in order to request the required access.

Manage your organization by selecting *Manage* from the switchboard and choosing your organization. Then go to *Events* in the organization tool menu.

Click on *Create Event*. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

Once your event has been submitted the Office of Student Engagement will approve within 72 business hours.

Permits

An Outdoor Event Permit is required for outdoor events on campus and 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 into Conference & Events Services at least ten business days prior to the event, contact them for more information at event.services@unco.edu.

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

Vehicle Rentals

UNC Transportation Services offers sedans, 7-passanger vans, and 15-passanger vans. All rentals are on a first-come, first-served basis. All vehicle rentals are for official University business only and may not be used for personal business or pleasure. UNC does not offer airport shuttle service. Please visit the [Vehicle Rental and Reservation](#) website for more information.

Vehicles may also be rented from off-campus rental agencies. Enterprise and Herz have state price agreements in place, and these may be used for either business or personal use. For corporate codes, please visit the [Vehicle Rental and Reservation](#) website.

Emergency Response Plan

For Emergency Response Plans, please [click here](#) for details.

For all UNC Police needs, please [click here](#) for information.

UNC, UNC PD, and Greeley Police want to help ensure every event is safe. UNC PD are part of the campus community, and they are partners with the University to keep the community safe and enjoyable.

Please refer to the resources on the last page of this handbook for contact information.

Crisis Response

Student organizations should do the following:

1. Plan activities and events to avoid unnecessary risk/possibility for crisis situations.
2. Proactively plan how to respond in the event that a crisis occurs.
 - a. Intentional development of a crisis response plan prior to an event will help the organization respond if necessary.
3. Educate members about your crisis response plan, including who is in charge and steps required.

The following information is intended to help students in the development of a crisis response plan that fits with the organization's needs. A template is available through the OSO.

General Crisis Response Plan:

- Develop a crisis response strategy for your organization prior to your event or program
- Create a step-by-step process for what do to in case of a crisis
- Designate organizational officers and crisis team who can take charge of a crisis situation
- Review your crisis plan on a regular basis and as needed

Alcohol

Under no circumstances may alcohol be used as a means of raising club funds and alcohol may not be purchased with the generated funds. Alcoholic beverages are not allowed through the Office of Student Organizations. Please refer to [BEAR Code](#) to get more information on relevant UNC Policies.

Contracts

RSOs may not sign contracts themselves. All contracting must be handled by the Student Business Office or OSO. All contracts will be reviewed with an OSO staff member and the President of the RSO before being signed.

Insurance

Events on campus- depending on the level of risk- may be covered by the University's liability insurance. Off campus events are not covered by the University's liability insurance— see the travel section for exceptions.

Food Policy

When RSOs request event spaces through Conference & Event Services, they will be able to indicate their request for food. Please email event.services@unco.edu for catering. External catering is prohibited.

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.

Travel

RSOs may use their club 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.

Travel Forms and Travel Authorization

RSOs must complete the mandatory travel forms before they are able to travel. Mandatory travel forms can be found on BearConnect. All travel forms must be submitted to the appropriate OSO staff member at least three weeks prior to departure.

Travel Advisor

The RSO officer who is traveling with the team will be designated as the travel advisor. The travel advisor has to be an officer who is traveling with the club, but if an officer is not attending the trip, the OSO will need to approve of another travel advisor. Travel advisors will be in charge of the travel binder while on the trip.

Travel Binder

RSOs are required to take a travel binder with them when staying overnight or traveling out of state. The travel binder will include all accommodation information, flight information, roster information, and any other applicable information for the trip. Travel binders will be travel advisors' responsibility.

P-Cards

RSOs are able to check out p-cards for travel trips. They must fill out a Travel Card Check-Out form. This form can be found on BearConnect.

Risk Management

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.

Effective Risk Management

- Ensure the safety of students and other participants in organization events by creating awareness for potential dangers involved with activities
- Create plans to address accidents and issues that may arise
- Keep the organization's reputation positive
- Reduce financial loss to the organization and governing officers
- Ensure compliance with campus policies and guidelines

Types of Risk

Physical

Harm or injuries to the body caused by physical activity, weather, equipment, food-related illness, alcohol consumption.

Reputation

Harm to the reputation of individuals, organization, administrators, departments and institutions. The risk can come from poor conduct or behavior at events or from events with offensive subject matter.

Emotional

Mental health risks to those attending/participating in an event or program. These risks include hazing, lack of accessibility, discrimination, controversy or disruption of campus, and adverse reactions.

Financial

Risk to budget of an event and the overall budget of the organization. Possible risks are loss of funding, poor budgeting, lack of fundraising and the opportunity for a lawsuit with Financial implications.

Levels of Risk

Low:

- Risk likely to be non-catastrophic in nature
- Risk typically universally accepted by all participants
- Low impact or likelihood of occurrence

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,

award banquets, guest speakers, and game nights.

Moderate:

- Risk is not excessive or extreme and likely to be infrequent
- Waivers may be required

Moderate risk, on-campus activities coverage and waiver requirements will depend on the nature of the event, and the decision of requirements is up to the discretion of the OSO.

High:

- Involves the possibility of life threatening or debilitating personal injuries, property, damage and/or negative financial implications
- Consequences may be severe
- Waiver will be required

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 OSO 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 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 from 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.

Conduct & Reporting Obligations

RSOs and their members must comply with all UNC policies and regulations, as well as state, local, and federal laws. Consistent with these responsibilities, an RSO must respond fully and completely to any request by the Department of Student Affairs, the Office of Institutional Equity and Compliance, the Human Resources Department, and Fraternity and Sorority Life for information (including documents and materials in the possession of the RSO) concerning the inquiry into, or investigation of, any alleged or potential violation of UNC policies and regulations and/or Federal/State/local laws. Any RSO (and/or its officers) that fails or refuses to comply with a request for such information is subject to proceedings under the Student Code of Conduct (BEAR Code) for such failure or refusal.

All individuals that are identified on a roster for an RSO (officer or otherwise) of any recognition status—recognized, conditional, inactive, and/or unrecognized—are required to report the information described above related to potential violations of UNC policies and regulations and/or Federal/State/local laws.

Reporting links:

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

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

Expectations for Internal Judicial/Standards Boards

RSOs who have internal judicial/standards boards must modify procedures to ensure that they comply with the following expectations:

- If behavior by a member also constitutes a violation of a university policy, including but not limited to the BEAR Code and Discrimination Complaints Procedures, the Organization will report this information to the Office of Student Engagement to determine the timing of the internal proceedings in relation to University processes.
- Organizations are required to report members being sanctioned by the organization's standards board within 48 hours to include the nature of the meeting and the outcomes. The University reserves the right to pursue any reports that violate UNC policies. This information can be reported to the following entities:
 - General Student Organizations: studentorgs@unco.edu
 - Fraternity and Sorority Life: fsl@unco.edu
 - Club Sports: ClubSportsAssistants@unco.edu

Hazing

The University of Northern Colorado prohibits RSOs from hazing members, prospective members, or other persona 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 Policies

For details regarding specific policies and procedures, please reference the [BEAR Code](#).

Marketing and Recruiting

All student clubs and organizations who post or distribute pamphlets, handbills, posters, or flyers on campus must abide by all UNC policies relating to these activities. There are two policies student clubs/organizations should be aware of. If you wish to distribute materials in residence halls, please see the Hall Posting/Solicitation Policy by clicking on the link above.

Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University on approved bulletin boards on bulletin turnstiles. Distribution of materials such as pamphlets, handbills, or flyers, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, is prohibited unless conducted as part of authorized University activities. University Police shall be advised in advance of the proposed distribution in public areas and may regulate the time and manner but shall not exercise control over the content of the material. All pamphlets, handbills, posters or flyers should clearly identify the author or sponsoring group.

By clicking [here](#) or above on "Campus Posting Policy" the details of student clubs and organizations posting on campus can be found along with a map.

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.

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 corridor. RSOs planning on recruiting or distributing flyers, handbills, or pamphlets in public areas should notify UNC police before.

BearConnect

BearConnect 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 BearConnect, reach out to studentorgs@unco.edu.

Campus Contacts

[Campus Recreation](#)

[Competitive Sports](#)

[Conference and Events Services](#)

[Dean of Students Office](#)

[Fraternity and Sorority Life](#)

[Housing and Residential Education](#)

[Office of Student Organization](#)

[Student Business Services Office](#)

[Ticketing](#)

[Title IX](#)

[Transportation Services](#)

[UNC Foundation](#)

[UNC Police Department](#)