



# Office of Student Involvement & Leadership



THE UNIVERSITY of  
NEW ORLEANS

2016 - 2017  
Registered Student  
Organization Handbook



# THE UNIVERSITY *of* NEW ORLEANS

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# INTRODUCTION

## PREFACE

This handbook is designed to facilitate the initiation and growth of student organizations and includes pertinent information about policies, procedures, and resources that affect organizations, advisors, student members and their operations within the University. The Office of Student Involvement and Leadership (SIL) believes that participation in a student organization is one of the most rewarding ways in which a student can be involved. Registered Student Organizations (RSO's) are a vital part of campus life and affords students the opportunity to interact with others at the University, while fostering learning outside the classroom.

## DEFINITION OF A STUDENT ORGANIZATION

A Registered Student Organization at the University of New Orleans is defined as any student organizational group that meets the following criteria:

- Established in order to contribute to students' personal interests and development
- Meets all registration requirements as outlined in this handbook
- Annually registers with the Office of Student Involvement and Leadership
- Understands and adheres to university policies and procedures governed by the Office Student Involvement and Leadership as well as local, state and federal laws

## PARTICIPATION IN REGISTERED STUDENT ORGANIZATIONS

The Office of Student Involvement and Leadership annually register student organizations that complement the mission of the university and enhance the quality of education outside the classroom. Registration does *not* imply endorsement of the organizations' activities and actions by the university. Registration is a privilege that may be withdrawn for violation of university policies, procedures, student conduct code, and state, local and federal laws. Any violation of these policies should be reported immediately to the Office of Student Involvement and Leadership (UC 222, 504-280-6349) and the Office of Student Affairs (UC 248, 504-280-6620).

# SECTION 1: REGISTERING YOUR ORGANIZATION

## REGISTRATION PROCESS

The University of New Orleans has established a process for registration of student organizations in order to: ensure the rights of UNO students to freely form associations, define the relationship between the University and organizations, ensure the requirements for registration, and verify that the privileges received through registration and the policies and procedures that govern UNO Registered Student Organizations are administered in a fair and nondiscriminatory manner.

There are two types of registration – **re-registration** and **“new” registration**. Typically, the registration process for a student organization takes two (2) weeks for approval. Notification of registration approval will be sent by e-mail to the organization’s president, advisor, and contact person within 10 business days. Delays may occur if all requirements are not completed by the organization. In this case, registrants will be notified via email on what requirements have not been met.

## INFORMATION FOR ORGANIZATIONS

There are basic questions that must be answered in order to form a student organization. Before you begin the registration process, there are several factors that should be considered in order to effectively manage your organization.

### **PURPOSE:**

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- What role do you want to play?
- How will you pick an advisor?
- Is there a department with whom you can or will be affiliated?

### **MEMBERSHIP**

- Are there other people you already know who would want to join?
- How are you going to identify and recruit others? How will you convince them to join?
- What will this organization have to offer? Can other people find this elsewhere?
- What kind of commitment will members have to make?
- What makes this organization unique?

## HOW TO REGISTER YOUR ORGANIZATION

Getting started on the right foot will make your organization run smoothly. The following guidelines give you step-by-step procedures for establishing a student organization. Follow them carefully, and feel free to ask questions. Any SIL staff member can provide you with assistance.

### **STEP ONE: Selecting Members and a Faculty/Staff Advisor**

All Registered Student Organizations (RSO’s) at the University of New Orleans must have five (5) UNO student members and an advisor who is a member of university faculty, professional staff, or a Graduate Student of the University (with SIL approval). This individual can provide you with valuable experience and ideas that will help your organization function. Certain university documents will require your advisor’s authorization and signature.

**Note:** *The five-member organization registration requirement maybe waived for NPHC fraternities and sororities. However, when an NPHC organization has no undergraduate members, the NPHC chapter is “inactive.” Please contact the Greek Life advisor, [greeklife@uno.edu](mailto:greeklife@uno.edu), to learn more about guidelines for inactive Greek organizations*

### **STEP TWO: Complete Student Organization Registration Form**

The **Student Organization Registration Form** can be accessed [here online](#). Paper forms are available upon request. Upon completion of this form and receiving a confirmation e-mail, your organization will be able to receive resources and services provided by the Office of Student Involvement and Leadership and the University of New Orleans.

### **STEP THREE: Submit a Constitution**

Upon completion of the **Student Organization Registration Form**, return this form along with a constitution to the Office of Student Involvement and Leadership. **Incomplete applications will not be processed.** Organizations re-registering must have a constitution less than 5 years old on file in order to be approved. A model constitution can be found at <http://www.uno.edu/student-involvement-leadership/forms.aspx>

Every student organization must include the following statements in their constitution:

- |  |   |
|--|---|
| <b>1. Statement of Name</b>                            | <b>10. Statement of Advisor</b>   |
| <b>2. Statement of Purpose</b>                         | <b>11. Statement of Meetings</b>  |
| <b>3. Statement of Membership</b>                      | <b>12. Statement of Elections</b>                                       |
| <b>4. Statement of Non-Discrimination</b>              | <b>13. Statement of Dues (if necessary)</b>                             |
| <b>5. Statement of No Hazing</b>                       | <b>14. Statement of Amendments</b>                                      |
| <b>6. Statement of Executive Officers</b>              | <b>15. By-laws (a statement on how your organization will function)</b> |
| <b>7. Statement of Duties of Executive Officers</b>    |   |
| <b>8. Statement of Removal, Resignation, Vacancies</b> |   |
| <b>9. Statement of Standing Committees</b>             |   |

### **STEP FOUR: Approval & Notification**

The Office of Student Involvement and Leadership must approve all “New” Registered Student Organizations or Re-Registering Student Organizations. If the Organization Registration Form has been properly completed (e.g., registration form is filled out correctly, the organization has an advisor, the organization has at least 5 members, a current constitution is on file) then the organization will be contacted via e-mail regarding their approval. Failure to meet the requirements will result in the denial of your organization being registered.

RSO’s seeking approval will also be required to have a minimum of (1) officer and advisor attend a **RSO Orientation Meeting**. Orientation is an **ANNUAL REQUIRMENT for students and advisors**, therefore it must be completed every year after registration. Information regarding these orientations is disseminated via UNO e-mail as they are scheduled.

### CONDITIONS OF REGISTRATION

The following conditions of registration are required for student organization approval:

1. Complete and return the Organization Registration Form to the SIL Office.
2. The organization has 5 current UNO student members and has at least one (1) advisor who is either University faculty or professional staff for the entirety of the academic year.
3. No organization rules, constitution, or by-laws conflict with the university policies and procedures. In addition, the purpose and activities of the organization are not in violation of local, state, or federal laws.
4. The mission of the registering organization is not a replication of a current RSO.
5. A group seeking recognition must not: be a commercial enterprise or be an unsolicited and or unrecognized auxiliary of a larger organization.
6. The organization takes financial responsibility of any equipment that it has borrowed and is aware that if it is broken, lost, or stolen, the organization agrees to take responsibility for all necessary costs.
7. That those persons who have signed the Organization Registration Form have been elected or appointed to serve in the capacities listed according to the organization's constitution, and by signing this form assume responsibilities of such offices, and registered agents.
8. The executive board members of the organization are full-time, UNO students in good standing with the University and have at least a 2.0 GPA.
9. That the "Authorized and Responsible Agents" (including executive board members and advisors) are authorized to act for the Organization in its relations with the University. UNO Faculty, Staff, and Graduate Student Workers are required advisors.
10. In the event the organization is delinquent in a financial obligation, the authorized and responsible agents are responsible for resolving the financial obligation. If not resolved, the payment shall be assumed by the organization's advisor(s). Usage of university facilities and services will be terminated until financial obligations have been resolved.
11. Membership and leadership is not limited on the basis of age, color, race, gender, religion, national origin, sexual orientation, physical ability, economic status, political persuasion, veteran status or weight. However, as long as no student is excluded from participation the following organizations are exempt whose primary purpose is as follows:
  - a. Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972.)
  - b. Religious-based organizations may use beliefs as criteria for selection of membership to the extent outlined in its constitution and by-laws which state that it is affiliated with a specific religion, doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Furthermore, a religious-based organization **cannot** discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
  - c. Academic Organizations may limit and/or select members based on academic criteria that may include academic major/minor, GPA, year in school, talent/skills etc. as outlined by the academic department on the local, state or national levels.
12. Organizations engaging in business or activities cannot represent the institution without prior approval, including but not limited to scholarship, fundraising, endorsements, advertising or

promotional items such as t-shirts using the University name and logo. Organizations seeking approval must contact the SIL Office and the Office University Marketing at 504-280-6366.

#### SPECIAL CONDITIONS OF REGISTRATION

**Sororities and Fraternities:** Fraternities and Sororities have additional requirements and/or procedures. If you are a Greek organizations, in addition to these procedures for Registered Student Organization, please be sure your organization has reviewed the Greek Life website for requirements/procedures. Organizations interested in chartering as sororities or fraternities will be referred to the Office of Student Involvement and Leadership for additional requirements. Please email Dale O'Neill, [dmoneill@uno.edu](mailto:dmoneill@uno.edu), with any questions or concerns.

**NPHC Fraternity and Sorority Inactive Status Due to Membership Attrition:** By definition, an undergraduate chapter must be comprised of enrolled collegiate members to remain active and in good standing. The chapter must re-generate membership on a continual basis in order to sustain itself long-term. When the situation arises where a Chapter does not have any remaining undergraduate members, the Chapter shall be immediately placed on "Inactive" status. Organizations who are "inactive" may host informational or tabling events with special permission from the Office of Student Involvement and Leadership. These programs should focus on enhancing visibility of the chapter in order to increase membership. However, inactive organizations are ineligible to vote in NPHC Council, hold leadership positions, and participate in NPHC programming without special permission/invitation from the university.

**Deactivation:** If an organization decides to dissolve or becomes inactive, SIL must be notified within 24 hours. The office will then inform all necessary departments and personnel.

**Reactivation:** If a previously inactive organization wishes to re-activate, student representatives will need to contact the Office of Student Involvement and Leadership. The office will advise the student organization of the necessary procedures to complete the re-registration process.

#### BENEFITS OF REGISTRATION

Registration of a student organization permits an organization:

1. The use of the University's name in conjunction with that of the organization's official purposes and business, *i.e., the Babysitter's Club at The University of New Orleans*;
2. The privilege of sponsoring activities and events on campus;
3. The privilege of using University facilities and property under University policies governing that usage, as administered by Campus Booking and Facility Services;
4. The privilege of distributing literature, flyers, posters, banners and organizational materials according to the University of New Orleans Office University Marketing as well as the Office of Student Involvement and Leadership;
5. The privilege to borrow speakers, microphones, board games and other equipment from SIL with proper permission
6. The receipt of relevant publications and inclusion in mailings by SIL and Student Affairs;
7. The access to the services, such as student organizational workshops and Student Organizational Activities Resource Center (e.g., borrowing equipment, banner materials, etc);
8. Access to request a campus mailbox in the Office of Student Involvement and Leadership;

9. Ability to request an organizational e-mail address provided by the university;
10. The privilege to solicit membership on campus under the organization name;
11. The privilege to solicit funds on campus under the organization name when such solicitation is in accordance with established University policies.

#### LIMITATIONS OF REGISTRATION

1. The organization is a “registered” group and not an official component of the University.
2. The organization may not act on behalf of the University of New Orleans.
3. The organization may not enter into any contractual obligation in the name of the University of New Orleans.
4. Registration expressly permits the organization to operate only on campus. Off campus activities are the sole responsibility of the organization, its officers and members, unless expressly approved and/or sponsored by the University.
5. Participation in the activities of the student organization is voluntary and all attendant risks are assumed solely by the organization, its officers, members and non-member participants.
6. Chapters of national organizations must be registered to operate on campus and are subject to additional recognition policies and procedures by their national organization and administrators in the Office of Student Involvement and Leadership.

#### NOTIFICATION OF ORGANIZATIONAL CHANGES

In an effort to keep files current, RSO’s should notify the Office of Student Involvement and Leadership **within 10 business days** of changes in the organization’s status during the academic year (e.g., changes in advisors, officers, phone number, web address, constitution and/or bylaw changes).

#### WITHDRAWAL OF ORGANIZATION

Organizations are subject to University regulations and policies, RSO and Advisor Handbook, and local, state and federal law. Students, University employees and the public may initiate disciplinary action against a student organization for alleged violation of such policies and regulations.

Registration status can be **withdrawn** by the Office of Student Involvement and Leadership and further university disciplinary actions can occur for any, but not limited to, the following reasons:

- Violations of University policies, procedures and regulations (e.g. University of Louisiana System’s Policies, the RSO and Advisor’s Handbook and Student Code of Conduct);
- Violation of any state, federal, or local laws could result in an organization facing criminal charges, civil charges, and/or University penalties;
- Failure to return or pay for any lost or stolen equipment that an organization has borrowed;
- Hosting any on-campus event without PRIOR APPROVAL from SIL
- Failure to pay organization debts that are outstanding for more than 90 days;
- Falsification or misrepresentation of any registration/re-registration information. (e.g., officers, advisors, etc.);
- Non-compliance with organization registration procedures and constitution requirements;
- Any misrepresentation of the University of New Orleans, a student organization and/or its intentions, or failure to comply with University policy;

- The national organization revokes the student organization's charter or denies affiliation;
- Repetitive violations of any nature.

*Note: UNO students listed on organization registration/re-registration forms who are not currently enrolled UNO students will result in loss of organizational registration. The Office of Student Involvement and Leadership will periodically run "Eligibility Checks" on the status of UNO student officers and members to verify eligibility. It is the responsibility of the organization and its advisors to verify that all members are current students. It is the responsibility of advisor to verify that officers maintain a 2.0 GPA or higher, in addition to other eligibility requirements.*

## SECTION 2: ROLES & FUNCTIONS

### RESPONSIBILITY OF THE STUDENT ORGANIZATION

The responsibilities of the registered organization to maintain active status include the following:

1. Complete the annual RSO registration form.
2. Notify the Office of Student Involvement and Leadership within 10 business days of any and all revisions in RSO officers, advisors and/or constitution.
3. Maintain accurate financial records and accounts of all revenue-generating activities.
4. Maintain good academic and disciplinary standing with the university.
5. Adhere to all university policies, procedures and regulations (e.g., Student Conduct Code, and University of Louisiana System's Policies) and local, state and federal laws.
6. Participation in university events for registered organizations, such as Leadership Summit.
7. Attend Orientation ANNUALLY for advisors and students

### RESPONSIBILITY OF MEMBERSHIP

The responsibility of an organization for the behavior of its members and guests extends to familiarizing them with UNO policies and procedures as they pertain to their conduct. An organization shall be held responsible for the individual and collective conduct of members associated with the organization, sponsored activities and functions.

An organization assumes responsibility for members' behavior when:

- An individual is acting as a member of the organization, with or without official sanction, rather than as an individual student;
- An event is held or sponsored, officially or unofficially, in the name of the organization;
- The conduct and action of individuals are in the name of the organization;
- The conduct, by its nature and upon review of the circumstances, is deemed to be an organizational offense by the Office of Student Involvement and Leadership.

### MEMBERSHIP

Membership in a Registered Organization shall be restricted to the University of New Orleans students, faculty, and staff. Officers and/or registered agents of organizations are required to be UNO students. When an organization, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service and social groups) the selection of members must be made without reference to race, creed, sex, national origin, sexual orientation or physical ability.

### RESPONSIBILITIES OF THE ADVISOR

The University requires organizations that are seeking registration status to have an advisor. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and several other factors determine the nature of an advisor's involvement with the organization. A successful organization is one that not only recognizes the value of having a good advisor, but also uses that advisor as a resource whenever and wherever necessary.

For more information, consult our presentation on the roles and responsibilities of the RSO advisor:

#### AN ADVISOR'S FUNCTION IS AS FOLLOWS:

- To serve as a resource on the organization's development and understanding of University policies/procedures (i.e. attending an advisor training and reviewing the university policies/procedures online);
- To understand legal liability;
- To consult as it pertains to the organization's understanding of legal liability and risk management;
- To foster the continuity of an organization from year to year;
- To assist in the area of program content and purpose;
- To act as an authorized and responsible agent of the organization;
- To oversee the fiscal management and operations of the organizations' finances
- To hold the organization members accountable for their actions and behavior;
- To monitor the academic progress and success of members of the organization
- To ensure that all member are current students and that all executive board members have a 2.0 GPA and are fulltime students.

#### ADVISOR EXPECTATIONS CHECKLIST

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| <ul style="list-style-type: none"> <li>• Attend Advisor Roundtables</li> <li>• Call meetings of the executive committee when necessary</li> <li>• Explain University policy when relevant to the discussion</li> <li>• Speak up during discussion when the advisor thinks the group may make a poor decision</li> <li>• Take an active part in formulating the goals of the group</li> <li>• Initiate ideas for discussion when the advisor believes they will be helpful to the group</li> <li>• Attend 2 organizational events per semester; advisors must be present for the duration of any organization event at which alcohol is served</li> <li>• Request to see the treasurer's books at the end of each semester</li> <li>• Check all official correspondence before it is sent</li> <li>• Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions</li> </ul> | <ul style="list-style-type: none"> <li>• Keep the official files of the organization</li> <li>• Inform the group of infractions of their bylaws, codes, and standing rules</li> <li>• Make the group aware of its stated objectives when planning events</li> <li>• Veto a decision when it violates a stated objective, the bylaws, or University policy</li> <li>• Mediate interpersonal conflicts that may arise</li> <li>• Insist on an evaluation of each activity by those students responsible for planning it</li> <li>• Take the initiative in developing teamwork and cooperation among the officers</li> <li>• Be familiar with University resources and procedures that affect group activities</li> <li>• Take an active part in the orderly transition of responsibilities between old and new officers</li> <li>• Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe.</li> </ul> |
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#### RELATIONSHIP WITH THE UNIVERSITY

UNO recognizes the importance of its relationships, privileges, and benefits afforded to RSO's. However, it should be mutually understood that RSO's are **NOT** sanctioned by the University (exceptions include - Student Government Association, Students Activity Council, Greek Councils, Honorary Organizations, etc.); nor is the university responsible for any contracts, actions/behaviors, or other acts or omissions by an RSO officers, members and advisors; or that the university approves of all the RSO's goals, objectives and activities.

#### RELATIONSHIP WITH NATIONAL/INTERNATIONAL ORGANIZATIONS

Organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation when registering/re-registering. Chapters of national organizations must be registered to operate on campus and are subject to additional recognition policies and procedures by their national organization, the Dean of Students , and administrators in the Office of Student Involvement and Leadership.

# SECTION 3: RIGHTS, RESPONSIBILITIES, & POLICIES

## STATEMENT OF RESPONSIBILITY

Registered Student Organizations in good standing with the Office of Student Involvement and Leadership and the University of New Orleans are accorded certain rights, privileges and benefits. Organizations have the responsibility for demonstrating an understanding, and compliance with university policies and procedures as they pertain to the RSO & Advisor Handbook and the UNO Student Conduct Code. Registration does not imply the university's endorsement of the actions, behaviors, or activities of a student organization and its members. Organizations and their individual members who join together in any enterprise bearing the name and credit of the University, and involving the receipt and expenditure of money, shall be held responsible for their own actions and behaviors created by the organization.

For more information, see the University of New Orleans Administrative [Policy SA-06.2: Student and Student Organization Rights, Freedoms, and Responsibilities](#).

## STATEMENT OF COMPLIANCE

The "Statement of Compliance" outlines that the RSO agrees to and complies with the university guidelines and procedures that include but are not limited to:

- Disclosure of the purpose of the student organization and that it operates in accordance with its stated purpose and constitution;
- Disclosure of any external affiliations and provide the constitution and bylaws of any such organization with which it may be affiliated;
- Submit all Office of Student Involvement and Leadership paperwork in a timely manner;
- Refrain from the use of deceptive recruitment practices and the use of coercion;
- Refrain from any illegal or discriminatory practices;
- Maintain student officers in good academic and social standing with the university;
- Adhere to University regulations and local, state and federal laws;
- Conduct all activities in a manner consistent with the educational mission of the University;
- Conduct all activities in a manner that contributes to the intellectual, ethical, psychological and personal growth of its members;
- Refrain from advocating, inciting or participating in any material interference or physical disruption of the University;
- Refrain from using the student organization for the financial enrichment of any officer, member, external affiliate, or candidate for public office;
- Refrain from directly or indirectly using University resources for the express benefit of external affiliates;
- To use dues, membership fees and other fundraising for the benefit of the organization.

For more information on compliance, please visit the [University Compliance Office](#) webpage.

### TITLE IX AND MANDATED REPORTING

Title IX of the 1972 Education Amendment (i) prohibits discrimination on the basis of sex in educational institutions and (ii) requires colleges and universities receiving federal funding to combat gender-based violence and harassment, and respond to survivors' needs in order to ensure that all students have equal access to education.

1. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. While the University encourages all campus community members to report incidents of harassment or discrimination, several classifications of employees have been identified as "mandatory reporters" for Title IX purposes.

2. If an organization is planning an event that relates to Title IX, the Title IX coordinators in the Office of Student Affairs must be notified at least one week before the event.

3. Examples of that programs are: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction.

- a) **Awareness Programs:** Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
- b) **Bystander Intervention:** Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- c) **Ongoing Prevention and Awareness Campaigns:** Ongoing prevention and awareness campaigns must consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- d) **Prevention Programs:** Primary prevention programs must consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- e) **Education on Risk Reduction:** Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional

options may include designation and publication of “red zones” (i.e., times and places of high incidence of crimes, including sexual violence).

For more information, see the [Title IX, Education Amendments of 1972](#), or contact the University Compliance Office via email at [compliance@uno.edu](mailto:compliance@uno.edu) and phone 504-280-6872 or the Office of Student Affairs at 504-280-6620.

#### PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION

This policy prohibits discrimination and harassment involving current employees, enrolled students and applicants of UNO. This policy also prohibits retaliation against any employee, student, or applicant for reporting or assisting in the investigation of prohibited conduct. This policy applies to (1) all aspects of the employment relationship; (2) admission and treatment of students in the University’s educational programs and activities; and (3) participation in or access to University sponsored programs, activities or facilities.

For more information, see the University of New Orleans Administrative [Policy AP-BA-32.2: Prohibiting Discrimination, Harassment, and Retaliation](#).

#### STATEMENT OF PRIVACY

In accordance with **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**, the Office of Student Involvement and Leadership reserves the right to release RSO Registration and Directory Information for public access, (e.g., in person, print publications, in writing, or database). Organizations and their individual members have the right to request that all or any compiled information be maintained for the private and confidential use of the University of New Orleans. Objections to public access requests for RSO registration information should be submitted in writing to the Office of Student Involvement and Leadership upon the completion of the RSO Registration Application and Process.

For more information on FERPA, please see the University of New Orleans Administrative [Policy AA-11.2: Privacy and Access to Student Records](#) or visit the University Registrar in Administration Building 112.

#### STATEMENT OF INDEMNIFICATION

Registered Student Organizations and their officers, individual, active, and associate members agree to indemnify and hold harmless the UNO Board of Trustees, the University of New Orleans and its officers, agents, and employees from and against any and all liability loss, claims, damages, or expenses for personal injury, loss of life, personal property arising from or relating to the university performance, any activity undertaken on their respective officers, agents, and employees. RSO’s understand and agree that its officers, members, staff nor activity participants are covered or protected by the University’s insurance policies. In the event of any legal claim or action against a registered student organization, the university will not provide legal defense or support for the RSO or any such officer, members, staff or activity participants.

### STATEMENT OF NON-DISCRIMINATION

Registered Student Organizations shall be in compliance with federal and state non-discrimination and equal opportunity laws and regulations pertaining to non-discrimination on the basis of race, color, sex, gender, marital status, veteran's status, religion, ancestry, age, sexual orientation, national origin, financial status, and disability. In accordance with the Civil Rights of 1964, Sections #504 and #508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, RSO's shall not discriminate on the above bases in all University recruitment, hiring, training, programming and promotions. RSO's are **required** to have a non-discrimination statement or clause included in their constitution. The official name of a registered student organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Any violations of this statement should be reported to the Office of Student Involvement & Leadership, University Center 222.

For more information on non-discrimination, please see University of New Orleans Administrative [Policy BA-32.2: Prohibiting Discrimination, Harassment, and Retaliation](#).

**Statement of Disability** All events sponsored by RSO's should be planned so as to provide complete participation and access to persons with disabilities. This includes the accessibility of university facilities and spaces, as well as the awareness of special needs like interpreters, attendants, and transportation needs to any on-campus events. When in doubt, discuss special circumstances with University personnel or the Office of Disability Services, University Center 248, 504-280-6222.

All videos posted by RSO's must be captioned or have a transcript available immediately to the viewer. To add captioning to a [YouTube](#) video:

1. Go to your Video Manager by clicking your account in the top right > Creator Studio > Video Manager > Videos.
2. Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit button.
3. Select Subtitles and CC.
4. Click the Add new subtitles or CC button.

Information is also available on the Office of Disability Services website at [ODS](#) and in the University of New Orleans Administrative [Policy OP-08.2: Compliance with the Americans with Disabilities Act](#).

### FINANCIAL DISCLOSURE STATUS

The University of New Orleans reserves the right to request a financial report and as such, Registered Student Organizations may be subject to auditing of their financial transactions, expenditures and receipts by the Office of Student Involvement and Leadership.

### TAX EXEMPT STATUS

Registered Student Organizations are registered by the University as independent and separate from the University, conducting itself as a non-profit entity. Registered Student Organizations are considered independent and autonomous from the University and therefore do not have access to the University's tax exempt status. The only exemptions are those Registered Student

Organizations “sanctioned” or directly funded by the University (for example: Student Government Association, Student Activities Council, Ambassadors etc.).

Solely the taxing authorities do not grant recognition of Non-Profit status or Tax-Exempt status. **Non-Profit** status can be a state law concept. **Non-Profit** status may make an organization eligible for benefits such as sales tax, property, and income tax exemptions. An organization requesting **Tax-Exempt** or **Non-Profit** status must go through a federal and/or state application process.

To qualify as **Tax-Exempt** from federal taxes, an Organization must meet requirements set forth in the Internal Revenue Code. For more information see **Types of Tax-Exempt Organizations** or **Publication 557** on the **IRS Website** at [www.irs.gov](http://www.irs.gov). The IRS also has excellent resource material on the life cycle of a tax-exempt entity on its website that explains the appropriate procedures that an Organization must take to be tax-exempt and to maintain its exemption.

#### **TAX ID NUMBER OR EMPLOYER IDENTIFICATION NUMBER (EIN#)**

Any Registered Student Organization that engages in raising or spending money will need to maintain proper financial accounts and records of their transactions. The financial accounts and records should not be the same as any individual or member accounts. Registered Student Organizations can request a **Federal Taxpayer ID or EIN #** specific to their student organization. The Registered Student Organization should file **Form SS-4 with the IRS** to apply for this number.

#### **ORGANIZATION FUNDING AND FUNDRAISING POLICY**

**The Office of Student Involvement and Leadership does not provide funding for Registered Student Organizations’ activities and events.** However, Registered Student Organizations may submit a budget request or complete bills for funding through Student Government Association. Information regarding Student Government Association bills and budgets is available on the [Student Government Association website](#).

Registered Student Organizations **may** implement fundraising activities to support the mission of their organization. Fundraising is defined as **to include all events and activities through which funds are collected by a registered student organization. Fundraising by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses.** Fundraising is typically limited to bake sales and car washes with prior approval from the Office of Student Involvement and Leadership. To arrange other forms of fundraising, organizations must schedule an appointment with a SIL staff member for approval.

#### **RAFFLES AND LOTTERY POLICY**

Registered Student Organizations wishing to conduct a raffle must obtain a **Charitable Gaming License through the State of Louisiana Office of Charitable Gaming** and produce a copy of this license to the Office of Student Involvement and Leadership prior to the scheduled raffle. Poker tournaments, lotteries, and similar games of chance are considered gambling and are regulated by the state. Gambling in violation of law is prohibited by the state and the Student Code of Conduct.

### RISK, LEGAL LIABILITY AND LIABILITY RELEASE

The University of New Orleans does not assume liability for a Registered Student Organization's financial transactions, group activities, or the actions of individual group members. It is understood by the University that students are adults; and that the organizations to which they belong are expected to obey the University policies, state and federal laws, and take responsibility for their conduct. The University recognizes that students and student organizations are not agents of the University and the University will not assume any responsibility for them on or off campus. The University cautions that student organizations can be disciplined if their conduct threatens or causes disorder causes public disturbances, danger to themselves and others, or property damage.

For more detailed information, please see the Louisiana Office of Risk Management webpage at <http://doa.louisiana.gov/orm/>.

### ADVISOR LIABILITY

UNO Faculty and Staff as well as fraternity and sorority alumni who agree to serve as advisors for a Registered Student Organization assume the potential risk of legal liability for actions of the student organization. While no specific statement can be made regarding an advisor's liability for a student organization, proven negligence is usually the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans, behavior, and actions of the student organizations and/or members in order to reduce the potential for legal action to be taken.

### RISK MANAGEMENT POLICY

**Risk Management:** Any activity undertaken by a Registered Student Organization may contain an element of risk. Part of the responsibility of any RSO is to minimize risks. While it is not possible to completely avoid risk, careful planning can prevent and, in many circumstances, eliminate the greatest risks for both the RSO and its members.

**Definition:** The term "risk", for the purposes of the RSO and Advisor Handbook, refers to the potential loss, damage, or danger associated with an activity, decision or event. Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be risk.

The goal of risk management is to identify, control, and minimize the negative impacts to your organization and participants. Due to the nature of RSO activities, certain types of risk are more prevalent than others. For more information on any particular activity/event, assessing potential risk for your organization, or risk management in general, contact the UNO Risk Management Coordinator, 504-280-6768.

The Office of Student Involvement and Leadership recommends the use of "**Liability Release and Assumption of Risk & Release**" Waivers. Waivers can fulfill an important function. Waiver forms can provide documentation that a student acknowledges and understands the potential risks inherent in an activity prior to engaging in it. While possession of a signed waiver may dissuade someone from pursuing legal action, it will not protect the organizers from any possible responsibility. Although the usage of

**“Liability Release and “Assumption of Risks” Waivers** are intended to exempt the organizers from any liability that may come from the risky aspects of a program or activity, these waiver forms **DO NOT** hold the power to exempt the registered student organization, the University, or the students from the liability.

These waiver forms can be completed according to the organization’s specific needs and should be kept on file by the advisor for a minimum of two years. Any additional questions and copies of the forms can be directed to the Student Involvement & Leadership Office, University Center 222, 504-280-6349 or [sil@uno.edu](mailto:sil@uno.edu).

#### FREE SPEECH POLICY

The University of New Orleans adopts a Freedom of Expression Policy having as its principal interests: the preservation of the academic environment and safety of its students, faculty, and staff; maintaining traffic control; preserving the appearance of the campus; preventing fraud and deception; and eliminating unnecessary expenses.

The University of New Orleans is committed to fostering a learning environment where free inquiry and expression are encouraged. The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state and federal laws.

Demonstration and Mass Protest - A demonstration or street protest is action by a mass group or collection of groups of people in favor of a political or other cause; it normally consists of walking in a mass march formation and either beginning with or meeting at a designated endpoint or rally, to hear speakers.

Distribution of Literature – Printed material distributed on campus.

Freedom of Expression – Engaging in expressive activities.

For more information, see the University of New Orleans Administrative [Policy SA-03.2: Demonstrating, Mass Protest, Distribution of Literature, and Freedom of Expression](#).

#### DEMONSTRATION OR MASS PROTEST POLICY

Students or student organizations planning to picket or engage in any type of demonstration or mass protest must notify the Office of Student Affairs 504-280-6620, at least 24 hours prior to the proposed activity. The notification is necessary so that University personnel are aware of this type of activity and are able to ensure the safety of all participants involved. However, involvement in campus demonstrations which disrupts the normal operations of the University and infringe on the rights of others is a University violation.

For more information, see the University of New Orleans Administrative [Policy SA-03.2: Demonstrating, Mass Protest, Distribution of Literature, and Freedom of Expression](#).

### DISTRIBUTION OF LITERATURE POLICY

The University recognizes that the student's right as a citizen to speak and write freely is protected by the First Amendment. Printed material may be distributed on campus by a student or Registered Student Organization in an orderly manner to those who wish to receive it as long as the material is not obscene, vulgar, libelous, or a form of harassment, and is free from non-permitted solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic, or to disturb or interfere with academic or institutional activities.

#### **Distribution of Literature Procedures**

1. All literature distributed on campus by a student or a student organization shall identify the student or organization distributing it.
2. No student or student organization may distribute literature by accosting individuals or by hawking or shouting.
3. No student or student organization may use the University's name or symbols in identifying the publisher of printed matter distributed on the campus without the express authorization of the University.
4. A student organization distributing printed materials on campus shall clean the area around which the materials were distributed.
5. All literature distributed contain an English translation.

For more information, see the University of New Orleans Administrative [Policy SA-03.2: Demonstrating, Mass Protest, Distribution of Literature, and Freedom of Expression](#).

### POSTING GUIDELINES

A student or organization wishing to post a sign on campus shall observe the following guidelines:

1. No student or organization may post or carry a sign on campus that:
  - a. involves non-permitted solicitations;
  - b. contains materials that are obscene, vulgar, libelous, or a form of harassment.
2. No object other than a sign may be posted on University property.
3. A student or organization shall remove each sign that was posted no later than 14 days after posting, or no later than 48 hours after the event has ended, whichever is earlier.
4. A student or organization shall clean the area around which the sign was posted.
5. No person may remove a sign posted in accordance with this policy without permission from the student or organization that posted the sign or the University official who authorized the sign to be posted.
6. All signs and flyers written in a foreign language must contain a translation in English
7. Flyers may be posted on bulletin boards only. Posting on doors, windows, walls, etc. is not permitted. Bulletin boards are under the jurisdiction of the college, department, or office that maintains it. A student or organization must submit a request to the appropriate college, department, or administrative official for permission to use a bulletin board.
8. Flyers and/or posters may be posted on any of the four (4) Student Government Association kiosks. Organizations seeking to post on such kiosks must complete the SGA Kiosk Approval form in the Student Government Association office, UC 236.

### SOCIAL MEDIA POLICY

The use of social media is increasingly common for university departments, students, and employees. These communication tools have the potential to create a significant impact on organizational and professional reputations. The University of New Orleans has developed policies to properly portray, promote and protect the institution. Any person using social media for organization or UNO purposes must adhere to the following guidelines:

1. Bear in mind that your posts on social media (e.g., UNO app, Facebook, Twitter, Instagram, Snapchat, etc.) reflect upon yourself, your organization, and the University.
2. Always adhere to UNO's policies and procedures.
3. Any video created and posted online **must** be captioned or have a transcript made immediately available.
4. You must add the following statement to your UNO-affiliated social media accounts: "The statements and images posted on this social media page do not necessarily reflect the total views of the University of New Orleans, its constituents, partners or donors."

For the specific policies regarding social media, please see the [UNO Office of Marketing website](#),

### UNO NAME AND LOGO USAGE POLICY

The purpose of the UNO Name/Logo Usage Policy is to protect and regulate the use of the University's Name, slogans, logos and official insignia. The university reserves the right to approve and license merchandise for those products or merchandise which promote the image of UNO and demonstrate quality and good taste. Any commercial use of the name, slogans, logos and other related insignia associated with UNO in any manner **must** follow the Style Guide and be pre-approved by the University Communications, Marketing, and Public Relations Office, and licensed with an authorized vendor.

Merchandise purchased or produced by an organization for profit or not-for-profit must be approved in advance. For more information contact the Office of Student Involvement and Leadership. Failure to do so can result in penalties being assessed by the university. No student or student organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Dean of Students.

The following University of New Orleans Administrative Policies refer to marketing (the use of the UNO seal, logo, name, etc.):

MC-01.2: [Use of University Seal](#)

MC-02.2: [University Stationary](#)

MC-03.2: [University Printed Materials](#)

MC-04.2: [Private Use of Official University Insignia, Titles, Stationary, Envelopes, etc.](#)

MC-05.2: [Use of University Indicia](#)

### DRUG AND ALCOHOL POLICY

It is the expectation of the Office of Student Involvement and Leadership that the consumption of alcohol at organization-sponsored events be responsible and in accordance with University policy and state/federal law. Consumption of alcohol by individuals under 21 and drug use is prohibited.

**Alcohol Policy Training:** A training workshop supplied by the Office of Student Affairs and completed by the organization hosting the registered social event at which alcohol beverages are to be served, which specifies the conditions of alcohol service and certifies that the organization understands and agrees to abide by University policies and applicable federal, state, and local laws governing such alcohol beverage service. The training must be completed in order to have an event with alcohol and is offered at the beginning of each semester.

For more information, please see University of New Orleans Administrative at [Policy SA-02.2: Alcohol and Drugs](#). To schedule a training, please contact the Office of Student Affairs at 504-280-6620. (University Center 248)

### SECURITY

Organizations hosting an event with alcohol must arrange security with the UNO Police Department (UNO PD) to be present for the duration of the event, including 30 minutes before and 30 minutes following the event. UNO PD requires at least two weeks advance notice. Outside security companies may only be used with the permission of UNO PD. The University reserves the right to determine the number of officers and other security measures required for the activity. Organizations that fail to arrange security through UNO PD are subject to University sanctions, including the loss of campus privileges.

Students may contact UNO PD at [unopd@uno.edu](mailto:unopd@uno.edu) or 504-280-6371.

### CAMPUS POLICY ON WEAPONS

The University of New Orleans, as part of the University of Louisiana System, is designated as a “Firearm-Free Zone” as defined in [Louisiana Law Revised Statute 14:95.6](#), which states “a firearm-free zone is an area inclusive of any school campus and within one thousand feet of any such campus, and within a school bus. According to Louisiana Law Revised Statute 14:95.2, the definition of a “school” is any elementary, secondary, high school, vocational-technical school, college, or university in this state.

For more information, see University of New Orleans Administrative at [Policy SA-05.2: Weapons on Campus](#).

### AWARENESS AND SENSITIVITY POLICY

A fundamental principle of the University of New Orleans is that there be an environment of mutual tolerance and respect, which is free of hostility toward, discrimination against, or harassment of any person based on race, color, religion, sex, disability, gender, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law. Every member of the university community is held strictly accountable for his or her behavior with regard to this standard.

Registered Student Organizations must prohibit discriminatory and/or culturally insensitive language, behavior and content from their sponsored activities. All RSO’s are encouraged to strive for awareness

and sensitivity in all programs, activities, publications, advertisements and services offered that may have a negative impact on the University, any individual(s), and/or group, as they relate to race, color, religion, sex, disability, gender, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law.

The Office of Student Involvement and Leadership will monitor and review Registered Student Organizations sponsored activities to assist in identifying and eliminating any inappropriate language content from activities, advertisement, publications, and policies deemed discriminatory or insensitive in nature.

#### ANTI-HAZING POLICY

All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that has been an inhibiting factor in achieving the above stated purpose is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other Student Organizations are not untouched by this unacceptable practice.

**In addition to the enforcement of this Hazing Policy regarding student organizations, the University may initiate appropriate disciplinary action against individual students for violations of the Student Conduct Code arising from the incident.**

For the full policy, see University of New Orleans Administrative at [Policy SA-04.2: Anti-Hazing](#).

#### TRAVEL POLICY

Registered Student Organizations engaging in travel to conduct official university business should be aware of some basic travel and safety guidelines. If you are planning any group travel as a student organization, you should create a travel itinerary to present to your advisor. Your advisor can work with your student organization to review and approve the travel. Funding for organizational travel follows the same guidelines as funding for individual academic travel.

Information on obtaining travel funds for students through the Student Government Association is available on the [Student Government Association website](#).

More information for employees is available in the University of New Orleans Administrative at [Policy BP-16.2: Travel Expense, Reimbursement, Travel and Non-Travel Advance Authorization and Settlement](#).

#### VIOLATION OF UNIVERSITY REGULATIONS AND POLICIES

The Office of Student Involvement and Leadership is responsible for monitoring the compliance of student organizations with University regulations and policies. All Registered Student Organizations associated with the University of New Orleans are subject to the disciplinary guidelines outlined in the RSO Handbook and the Student Code of Conduct.

A complaint that a Registered Student Organization has committed an alleged violation or act of misconduct may be filed with the Office Student Affairs or the Office of Student Involvement and

Leadership. The complaint may be filed by any campus or community member against the organization and/or individual member within the organization. All rights and regulations, including due process, for organizations and individual members are governed by the UNO Student Conduct Code and RSO Handbook.

Reports of complaints about Registered Student Organizations or individual members should be forwarded in writing to the Office of Student Accountability and Advocacy as well as the Office of Student Involvement and Leadership for consideration and action.

More information on the Student Code of Conduct and violations of the Code are available at the Student Affairs website. [The Student Code of Conduct.](#)

#### DISPUTES, COMPLAINTS & VIOLATIONS OF UNIVERSITY POLICY

In the event of disputes or complaints that may arise among or between members of a Registered Student Organization, the Student Involvement and Leadership professional staff are available to provide assistance in the mediation and resolution of conflicts and disputes that may arise. However, intervention is an option that must be requested by representatives of an organization.

For information on filing a dispute or complaint, contact the Office of Student Involvement and Leadership.

More information on the Student Code of Conduct and violations of the Code are available at the Student Affairs and website. [The Student Code of Conduct.](#)