

Utica College Recognized Student Organization Handbook

Article I: Roles and Responsibilities

Utica College is committed to the development and success of our student organizations. The following roles have been established and outlined to provide structure and support to all orgs.

Utica College Faculty/Staff Advisor

- Assist the executive board in developing clear and specific objectives for the organization to accomplish within the academic year.
- Assist the organization in adherence to the College Rules and Regulations; local, state and federal laws.
- Keep abreast of decisions and activities of the organization by periodically attending its meetings and functions. It is the responsibility of the organization members to notify the advisor of times and locations for all meetings and events.
- Attend any meetings or trainings hosted by the Utica College Office of Student Living & College Engagement geared toward the advisor to discuss the organization's direction, function, roles, and responsibilities
- Support the chapter officers with managing their finances and fundraising efforts

Coordinator of Student Activities for Events and Services

- Manages all student organization event reservations and set-ups through the weekly EMS meetings
- Facilitates and executes all Utica College Standard Engagement Agreement contracts pertaining to any services or performers hired by student organizations
- Monitors all Student Government Association spending on student organization events

Assistant Director for College Engagement

- Monitors student organization service hours
- Runs re-recognition at the end of each Spring semester
- Ensures all requirements are being met by recognized organizations
- Works with the SGA advisor to assist with new organization recognition
- Reports organization statistics to the Executive Director for Office of Student Living and College Engagement
- Attends all House Advisory Panel investigation meetings

Executive Director for Office of Student Living and College Engagement

- Reports the annual status of organizations and events to the Dean of Students
- Includes organization statistics in Institutional Effectiveness Data
- Serves as final decision maker in instances of House Advisory Panel sanctions

Article II: Requirements and Privileges

Requirements

In addition to maintaining actions consistent with UC's Mission, Values, Statement of Principles and the Student Code of Conduct, all student groups must adhere to the following requirements:

- Ensure that group involvement and activities do not adversely affect the academic success of group members or other UC community members.
- Follow the group's constitution and by-laws. If the group's constitution/by-laws do not address an issue, the group is to follow the SGA's constitution/by-laws.
- Be responsible for all financial transactions done by and/or in the name of the group. All financial transactions will proceed through the group's Agency Account. No off-campus bank accounts are allowed (unless required by a national organization).
- Have at least five undergraduate, full-time Utica College student members. All members must be in good academic standing (2.0 cumulative GPA or higher) to be part of an organization; all those who hold a leadership role need a cumulative 2.5 GPA.
- Register their group annually with the Office of SLCE through re-registration processes, including updating and maintaining their Pioneer Place page throughout the year.
- Follow all procedures in the *Club & Organization Manual* on the SLCE webpage.
- Abide by the Utica College Posting policy, including requesting permission from the Office of the President before using sidewalk chalk.
- Understand and abide by all Utica College Policies, including but not limited to:
 - Posting
 - Solicitation
 - Fundraising Activities and Practices
 - Hazing
 - Drug and Alcohol Abuse Prevention
 - Bias-Related Crimes
 - Sexual Harassment, Gender-Based Harassment, and Sexual Misconduct
 - Political Activity on the Utica College Campus
- Follow all policies and procedures of departments with which they might interact, including, but not limited to, General Accounting, Purchasing, Advancement, Marketing & Communications, Campus Safety, SLCE, Sodexo, Athletics, President's Office, etc.
- Accept responsibility for members' behavior, including any event held, officially or unofficially, in the name of the group, or whenever an action of a member draws attention to the group rather than to the member as an individual.
- Complete the required trainings regarding Title IX and sexual harassment/violence, as well as other required trainings by SLCE, topics such as diversity, alcohol, etc.
- Submit all changes in the group's constitution to be reviewed and approved by SGA.

Student groups that fail to adhere to the expectations, conduct standards, or policies of the College may be subject to loss of privileges and/or sanctions. Individual students may also be subject to conduct violations depending on the specific situation. Note that registration and/or official recognition does not commit the College to the proposed programs of any group.

Privileges

Officially recognized student organizations are allowed to:

- Host events on campus
- Reserve available spaces on campus
- Request the use of College equipment to be used on campus
- Advertise approved events or announcements in the Daysheet, digital signage, social media, campus bulletin boards, and on Pioneer Place
- Request funding through SGA's Finance Committee process
- Create and access an Agency Account (student org "bank account")
- Fundraise on campus
- Maintain organization representation in the SGA House of Organizations

Article III: Student Organization Code of Conduct

Utica College is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end.

Student Code of Conduct

According to the Student Code of Conduct listed in the Utica College Student Handbook: All students are expected and required to obey the law, to comply with the policies of Utica College and with directives issued by an administrative officials in the course of his or her authorized duties. Individual students are responsible for complying with the Student Code of Conduct and for representing the College in a positive manner. This expectation includes off campus conduct that is likely to have an adverse effect on the College or on the educational process.

Preventative Actions

The officers or leaders of a student group or organization may be directed to take appropriate action designed to prevent or end violations by the group or organization, or by any persons associated with the group or organization, who can reasonably said to be acting on behalf of the group or organization. Failure to make reasonable efforts to comply with such a directive will be considered a violation in itself, both by the officers and the group or organization itself.

Group or Individual Violations

An organization may be held accountable for the actions of any of its members if the behavior is related to the organization. There is no minimum number of organization members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances the misconduct of a single member may provide sufficient grounds for action against the organization as a whole. All recognized student organizations can and will be held accountable for violations of the Student Organization Code of Conduct, as well as individual members of student organizations can and will be held accountable for violations of the Student Code of Conduct. The prohibited activities listed in the Student Code of Conduct will also apply to organized groups of students. In addition, if a student or organization is in violation of the requirements listed in the above articles, they are subject to disciplinary sanctions.

Complaint and Violation Notification

When a member of the college (student, staff, faculty, alumni, etc.) or a member of the larger community (neighbor, community resident, town police, etc.) witnesses a potential violation, a report of the incident should be filed. This report could take many forms, including a phone call, an email, submission of an on-line security report form, a police report, and/or other manners of communicating the information about the alleged incident. The person taking the report should notify any one of the staff members listed in Article I or the Dean of Students.

Upon receipt of a complaint or violation, an interim suspension of activity may be issued, and an investigation will take place. An interim suspension shall be defined as a temporary stop of some or all rights or privileges of a student organization. Interim suspension may be broad and all-inclusive, or may be restricted to a specific location and/or function. Terms will be based on the determination that the safety and well-being of the college community or specific persons are at

risk. Either the Dean of Students or the Executive Director of Student Living and College Engagement can issue an interim suspension.

Formal Investigation Process

If appropriate, the group will undergo the following process:

- The SGA Chief Justice and the Executive Director of Student Living and College Engagement (or designee) will investigate the alleged violation. Depending on the type of violation, Campus Safety may also assist with the investigation.
 - 5 Members of the SGA House of Organizations will be appointed by the President of SGA and Executive Director of SLCE to an Ad-Hoc Advisory Panel designated to discuss and suggest resolutions to alleged violation.
 - No current or former member of the organization under investigation is permitted to serve on the ad-hoc panel.
 - No member of a previous ad-hoc panel concerning the same organization can serve on the new panel for the current investigation.
- The SGA Chief Justice and the Executive Director of Student Living and College Engagement (or designee) will present its findings and investigation determination to the House Advisory Panel. The panel members will suggest possible sanctions or resolutions to the Executive Director of Student Living and College Engagement.
 - The organization or members under investigation has/have the right to defend themselves to the House Advisory Panel. They are allowed present their case to the panel before the panel makes their suggestions to the ED of SLCE.
- The Executive Director of Student Living and College Engagement will determine, if one is deemed necessary, an appropriate sanction, taking into consideration the suggestions from the House Advisory Panel. This will be communicated to the organization's President and Faculty/Staff Advisor within three business days of the panel submitting their suggestions to the ED of SLCE.
- The organization may choose to appeal, in writing, to the Dean of Students within three business days of the initial sanction.

Sanctions

If determined responsible, Organizations may be receive one or more of the following sanction types:

1. Educational

This sanction requires the organization to hold or participate in an educational program, event, or workshop on a topic related to their violation (alcohol, hazing, etc.). Sanction should specify which students should complete the program, or all org members. Possible programs include:

- Completion of an online educational program (such as Alcohol.edu, GreekLife.Edu, or Mystudentbody.com). Many of these programs will provide a certificate upon completion, which students will be required to submit.
- Utilize campus programs offered to students. These may include programs on ethical decision making, alcohol/drug education, etc.
- Require the organization to present an educational workshop related to the violation to other organizations or students. The organization should present a preview of the workshop to the Executive Director of Student Living and College Engagement (or designee) in advance to ensure that content is accurate, appropriate, and informational.

2. Restitution

Restitution is relevant when the violation has involved damage to or theft of property. The student(s) or organization(s) found responsible would have to return, replace, or pay for involved item(s).

3. Warning

A formal warning to the organization to respond to a specific violation and document the incident in the official organization file. If the organization is later found responsible for another violation, the warning indicates a stronger sanction recommendation should be awarded. Note that additional violations by the same organization still earn a separate investigation and new House Advisory Panel members.

4. Probation

Probation entails the restriction of some form of normal organization operation. This could include social events, intramural participation, or other special event participation. Probations will have a specific term length and a specific set of restrictions dependent upon the situation.

5. Suspension

Suspension is a defined period during which all organization operations cease. Conditions should be set for an organization to regain its standing in the community.

6. Removal

Recommending removal of the recognition of the student organization is the most severe sanction response and shall be used when Utica College believes that there is no opportunity for rehabilitation of the organization member behaviors or organization operations. This sanction will be accompanied by a specific timeline, either permanent and indefinite removal, or for a temporary and specified period of time.