

EASTERN KENTUCKY UNIVERSITY

RSO MANUAL 2022-2023 EDITION

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RELATIONSHIP STATEMENT

The University recognizes the role which organized activities serve in enhancing the educational experience of the members of the University community. Intellectual and personal growth takes place in student organizations which have effective leaders and effective members. Students are encouraged to participate in the programs provided by these organizations, and the staff of the University serves to assist student organization in their programs.

It is essential however, that the lines of authority and responsibility be clearly established. In the area of Registered Student Organizations (RSOs), the University strongly supports the notion of student governance. It is clear, however, that some organizations enjoy more authority to choose their membership, leadership, use of funding, etc. than others. In those cases, where more autonomy is granted, more responsibility must also be accepted by the group.

REGISTERED STUDENT ORGANIZATION EXPECTATIONS

RSOs at Eastern Kentucky University are based on, centered around, governed, and led by students. All RSOs and members are required to uphold all University policies and procedures. RSOs are required to always act in good faith when conducting organizational business. Further, RSOs are required to not misrepresent the mission, purpose or goals of the organization or their relationship with the University. RSOs who meet and/or exceed these requirements will garner a positive reputation for their RSO and for all RSOs in general and continue to be a RSO in good standing.



STUDENT ORGANIZATION REGISTRATION

CLASSIFICATION OF REGISTERED STUDENT ORGANIZATIONS

RSOs all fall into 1 of 2 classifications. It is up to the RSO to select the appropriate category when registering their organization. The RSO Risk Management Committee will make final approval of all RSOs as to their appropriate category. The approved University RSO Classifications are as follows:

Sponsored Student Organization (SSO)

These RSOs are closely linked to the University and as a result would have the greatest level of University support and benefits in exchange for significant accountability to the University in areas such as legal compliance, fiscal responsibility and adherence to established community standards.

Voluntarily-Affiliated Student Organization (VSO):

These RSOs have a basic level of access to University support and benefits in exchange for basic accountability to the University. These RSOs have chosen to affiliate with the University but are NOT agents of the University.

CATEGORIES OF ORGANIZATIONS

ACTIVITY/INTEREST: A coeducational organization whose main purpose is to bring together enrolled university students to share common goals, objectives or issues. These clubs may be strictly social in nature, share common interests, or be politically motivated.

CLUB SPORTS: These organizations promote and develop interest in a particular sport or physical activity among enrolled university students. A club

may be recreational, instructional, competitive, or may be involved in any combination of these elements.

DEPARTMENTAL: An organization sponsored primarily through a department or a major field of study for enrolled university.

GREEK: An organization which is exclusive to one sex or another, typically, but not always, represented by Greek letters, affiliated with a national organization, and typically affiliated with a national or international trade group. Greek organizations are required to follow the policies and procedures laid out by the Office of Fraternity & Sorority Life and are required to participate in one of our four governing councils (NPHC, MGC, Panhellenic Association, or IFC) as defined by their national organization's historic experience. To attain and maintain RSO status, Greek RSOs must be made up of enrolled, undergraduate (collegiate) members, must register as a student organization on Engage, and must follow the policies of their respective governing council (e.g. NPHC, MGC, Panhellenic Association, IFC) including those required for expansion if they are seeking to start a new RSO on campus.

HONORARY: Membership is made up primarily of enrolled students who have been invited based on certain academic measures. Other criteria also may include a particular field of study or similar conditions.

RELIGIOUS: An organization which may or may not be affiliated with a particular church or religion with enrolled student members.

SERVICE: An organization whose main purpose is to bring together enrolled students to share common goals, objectives or issues rooted in community/public service.

REGISTRATION POLICIES & PROCEDURES

MAINTAINING REGISTERED STATUS

For student organizations registered in the previous year, there are steps required to maintain that status for the following year. **THIS MUST BE DONE EVERY YEAR TO MAINTAIN RECOGNITION STATUS.** The steps are:

1. Complete the Student Organization **Annual RSO Registration Form** via Engage, EVEN IF THERE ARE NO CHANGES IN OFFICERS FROM THE SPRING, including on it the name/contact info of at least one faculty/staff advisor, the names/contact info of all officers and attaching a list of members within the first six weeks of school, or within 10 days of an election. At least six full-time (12 credits or more) students in good standing are required to maintain recognition. A copy of the most current roster must include the following information for each member: first name, last name, and student identification number. Greek groups, as defined above, have the additional step of completing the Greek Officer Update Form (required each semester).

Only officers and the advisor on the registration form can access the services for registered organizations, listed below.

2. **Attend an “RSO Training.”** Each organization must send *at least the president, treasurer and secretary* to one of the RSO trainings. Officers other than those required are welcome, as well as advisors, but it is not required they attend. Advisors will be provided with a separate training/meeting.

3. Complete a **RSO Account Authorization Card**, EVEN IF THERE ARE NO CHANGES IN OFFICERS, acquired from the Student Life & First-Year Experience Office. It requires the signature of the president, treasurer and advisor. Once complete the Student Life & First-Year Experience Office will send it to Office of Student Accounting Services. Only those listed on this form can sign check requests for student organizations.

See Appendix 1 for an example of this form.

4. For organizations defined as “Greek” they must submit an insurance certificate meeting most current EKU’s Risk Compliance minimum standards and listing EKU as a co-insured entity. Greek organizations must also meet the requirements defined above on page 4 to maintain RSO status.

WITHDRAWAL OF REGISTERED STATUS

When an organization fails to complete any one of the three requirements listed above to maintain status, they will receive a warning letter from Student Life & First-Year Experience, sent to their last known campus address with a copy to the advisor. If they have not corrected the situation by

the date on the letter, their registration will be withdrawn. A note will be sent to the director of Student Accounting Services to freeze the organization’s account and no financial transactions can occur, unless registered status is restored. Appeals of the withdrawal of recognition can be made to Student Life & First-Year Experience. If they have not gone to a Getting Organized Meeting, then they cannot reregister until the next time such meetings are offered.

NEW CLUB REGISTRATION

A “new” club is defined as any group not registered with the Student Life & First-Year Experience Office by the end of the previous academic year. A new student organization must do all the following to be considered registered:

Membership Requirements: New student organizations must have at least six full-time (12 credits or more) students in good standing to start a student organization.

A complete application for registration includes the following:

- Complete the **Annual RSO Registration Form** via Engage, including the name/contact info of at least one faculty/staff advisor, the names and contact info of all officers and attach a list of members. A copy of the most current roster must include the following information for each member: first name, last name, and student identification number. Greek groups, as defined above, have the additional step of completing the Greek Officer Update Form (required each semester).
- Complete a **RSO Account Authorization Card**, acquired from the Student Life & First-Year Experience Office. It requires the signature of the president, treasurer and advisor. Once complete the Student Life & First-Year Experience Office will send it to Office of Student Accounting Services. Only those listed on this form can sign check requests for student organizations.
- Submit a complete constitution that includes the suggested items listed below. If the organization is affiliated with a national or regional group, a copy of the national or regional bylaws (or like document) is required as well.
- For organizations defined as “Greek” they must submit an insurance certificate meeting most current EKU’s Risk Compliance minimum standards and listing EKU as a co-insured entity.

The Organization will then be required to send at *least the president, treasurer and secretary* to an RSO training (the next time they are offered). The organization *is* registered prior to attending the meeting and has all the privileges thereof, but that registered status will cease if they do not attend an RSO training.

If these two steps are not completed, your RSO is not considered active for the academic year. Therefore, your RSO is not entitled to any RSO privileges (such as room reservations, banking, and using PA systems) until the process is completed.

EKU REQUIREMENTS FOR STUDENT ORGANIZATIONS

Eastern Kentucky University strives for fairness, equality, and equal opportunity for every individual. We hope your group will adopt a policy that reflects the University's commitment to diversity. Specifically, please see EKU's Non-Discrimination Policy, which states that our institution "does not discriminate on the basis of age, race, color, religion, sex, [sexuality, gender expression,] disability, national origin, veteran status, or genetic information in the admission to, or participation in, any educational program or activity." A group with representation from a wide variety of populations is automatically a stronger one and interacting with people who are different in some way from you will enrich your college experience and will provide you with cultural competence to participate in a global society once you leave EKU.

A current copy of their constitution/bylaws and membership roster must be always on file with the Student Life & First-Year Experience Office via Engage. Organizations must have a minimum of six active members (currently enrolled students) to remain in active status and to be eligible for annual registration. Nonstudents (faculty and staff of the University and students' immediate family members) may be in the organization. A student organization may have higher criteria, established in the organization's constitution or bylaws. The group should practice non-discrimination in membership selection (as listed above), except where the stated legal purposes of the organization require limitations as to sex or religion and are exempt by law. In their constitution they, must state they will abide by the regulations of the University.

Officers must be full-time students (12 credits or more) in good academic standing with the University with a minimum cumulative grade point average of 2.0 (not on academic probation). A student organization may have higher criteria, established in the organization's constitution or bylaws. Employees of the University are not eligible for officer positions in student organizations. Names and addresses of newly elected officers must be submitted to the Student Life & First-Year Experience Office within ten (10) class days of such change.

Registration with EKU does not imply University endorsement or approval of the opinions, philosophy, or objectives of the organization. A student organization which violates conditions of registration or University policy will be subject to disciplinary action. A student organization may be denied registration, or have it withdrawn if the goals, purposes and actions of the organization are found to be in conflict with local, state and/or federal statutes.

Only registered organizations are permitted to use University facilities, schedule activities, and solicit membership and funds on campus.

All student organizations must have an advisor who is a faculty or staff member who is selected by members of the organization. Written requests for exceptions must be submitted to Student Life & First-Year Experience. Members may also choose additional advisors, including advisors who are not affiliated with the University. The advisor's duties include attending meetings/events of the organization; ensuring compliance with procedural regulations of the University; approving expenditures of organizational funds in accordance with University procedures; and advising the organization of University regulations.

RSO CONDUCT POLICY

Registered Student Organizations (RSOs) must comply with this RSO Manual and with University Policy 5.1.3, Student Code of Conduct and Disciplinary Procedures, which addresses Hazing and Other Forms of Organizational Misconduct. A student organization alleged to be in violation of that Policy and this RSO Manual will be subject to the Procedures for Non-Academic Student Conduct Cases outlined in Policy 5.1.3 and briefly discussed below.

PROCESS FOR ALLEGED SERIOUS MISCONDUCT VIOLATIONS:

1. The Office of Student Conduct & Community Standards receives a report of an RSO failing to abide by University Policy 5.1.3 and this RSO Manual and such allegations constitute a Serious Misconduct Violation, as defined in Policy 5.1.3. Serious Misconduct Violations may receive Sanctions up to and including suspension or expulsion from the University and/or eviction from University housing.
 2. The Office of Student Conduct & Community Standards determines if the incident was the result of action by one or more individuals or, alternatively, by the larger RSO.
 3. If determined to be attributable to the RSO, the RSO will receive a hearing before the Student Disciplinary Council, who will determine whether the RSO violated Policy 5.1.3 and this RSO Manual and, if so, impose appropriate Sanctions, if any. RSOs appearing before the Student Disciplinary Council may have up to two (2) Support Persons present at any phase of the disciplinary process and also may be represented, at the RSO's own expense, by counsel.
 4. In the event the RSO presents a clear and present danger to themselves or other members of the University community, the Dean of Student may impose Interim Measures, which are intended to be temporary, address immediate emergencies, and preserve the safety of the community, prior to action by the Student Disciplinary Council. When Interim Measures are imposed, the RSO will be given the opportunity for a hearing, at which the appropriateness of the Interim Measures will be determined, and has the right to be represented by counsel, at the RSO's own expense, at such hearing. Interim Measures remain in effect during the hearing process and, if upheld at the hearing, until the issuance of a final order in the matter.
2. The Office of Student Conduct & Community Standards determines if the incident was the result of action by one or more individuals or, alternatively, by the larger RSO.
 3. If determined to be attributable to the RSO, the RSO may be provided with an individual meeting with a judicial hearing officer to determine responsibility and an appropriate sanction, if any. Staff within the Office of Student Conduct & Community Standards and within Housing and Residence Life as well as other individuals designated by the Office of Student Conduct & Community Standards may act as judicial hearing officers.
 4. In the event the RSO presents a clear and present danger to themselves or other members of the University community, the Dean of Student may impose Interim Measures, which are intended to be temporary, address immediate emergencies, and preserve the safety of the community, prior to action by a judicial hearing officer. When Interim Measures are imposed, the RSO will be given the opportunity for a hearing at which the appropriateness of the Interim Measures will be determined and has the right to be represented by counsel, at the RSO's own expense, at such hearing. Interim Measures remain in effect during the hearing process and, if upheld at the hearing, until the issuance of a final order in the matter.

FACTORS USED IN ATTRIBUTING FAULT:

To determine if the incident was the action of the larger RSO or one or more individual students, the following criteria will be used:

1. Knowledge of the incident by the executive board or leadership, including if they had reasonably should have known;
2. Whether members and/or alumni were acting on behalf of the organization or otherwise permitted, encouraged, aided or assisted in the incident;
3. Whether the incident occurred at events sponsored by the organization, in their facilities, or as part of an activity/assignment voted on by the organization and/or otherwise approved by the organization;
4. Whether that incident was committed by members attending a function representing the organization;

PROCESS FOR ALL OTHER ALLEGED VIOLATIONS:

1. The Office of Student Conduct & Community Standards receives a report of an RSO failing to abide by University Policy 5.1.3 and this RSO Manual and such allegations do not constitute a Serious Misconduct Violation.

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5. Failure of the organization to implement preventative measures where it is reasonably foreseeable that a violation would occur;
6. Use of organization funding or funding by an individual or members in the name of the organization; and/or,
7. Members and/or officers fail to report the incident to appropriate University authorities.

SANCTIONS:

Sanctions are listed in University Policy 5.1.3 and, for example, may include:

- Administrative Referral;
- Educational Sanction;
- Probation;
- Restitution;
- Service Work; and/or
- Suspension.

APPEALS:

Decisions of the Student Disciplinary Council are appealable to the University Appeals Committee and subject to the process outlined in Policy 5.1.3.

Decisions of a judicial hearing officer are appealable, usually to the hearing officer's immediate supervisor, and subject to the process outlined in Policy 5.1.3.

In either instance, the RSO must submit its appeal in writing (e.g., handwritten, typed, or emailed) within five (5) business days of the date of the written outcome. An appeal only may be made on one or more of the following justifiable grounds:

- Whether deviations in procedures, if any, were significantly prejudicial (i.e., would alter the outcome of the hearing). In such cases, the appeal will focus on whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures providing the University a reasonable opportunity to prepare and present information regarding the alleged Code of Conduct violations, and providing the RSO a reasonable opportunity to prepare and present a response to those allegations;
- Whether Sanctions imposed were appropriate in light of the nature of the violation; and/or,

- Whether additional, pertinent information not presented at the hearing and not known to the RSO at the time of the hearing would have altered the outcome.

The RSO will be notified in writing of the outcome of the appeal within five (5) business days.

RSO INSURANCE COVERAGE

Eastern Kentucky University requires "ALL" registered student organizations to procure and maintain a policy of comprehensive general liability insurance for their respective organizations. All organizations are required to list Eastern Kentucky University as additionally insured on their national/international insurance policies. The policy must contain the coverage requirements set forth by EKU Risk Management as identified in the bullet points below.

- The University, its regents, agents, employees, and volunteers shall not be liable for any damage to any persons or property arising from Group's use of the premises.
- Group shall defend, indemnify, and hold harmless the University, its governing board, agents, employees, and volunteers from and against any and all claims, actions, suits, procedures, expenses, demands, damages, costs, including reasonable attorney fees, and liability for injury to persons or damage to property arising out of Group's use of the premises, including actions and claims arising from the negligence of the University's regents, agents, employees and volunteers; Group's negligence; a third party's negligence; or any other cause.
- Group, at Group's expense, shall carry and maintain general liability insurance coverage for bodily injury and property damage liability, which shall be in full force and effect on the Event Date(s), with an insurance company acceptable to the University and authorized to do business in the Commonwealth of Kentucky, with limits of coverage of not less than one million dollars (\$1,000,000) for each incident, three million dollars (\$3,000,000) in the aggregate, and with sexual molestation coverage in the amount of not less than one

million dollars (\$1,000,000), for the benefit of both the University and Group as a protection against all liability claims arising from Group's use of the leased Meeting Space. This certificate must be received by Student Life no fewer than thirty (30) calendar days before the Event Date. Group shall provide the University with a certificate of such liability insurance coverage (such as an Acord Certificate) that lists the University as an Additional Insured.

RSO CONSTITUTIONS

All student organizations are required to have the most current copy of their constitution and bylaws on file with the Student Life & First-Year Experience Office. All student organization constitutions must guarantee a democratic form of government, where students vote to elect officers from among the eligible members and make decisions based on majority rule. Student Life & First-Year Experience may, from time to time, require organizations to update constitutions that are older than three years. There are no specifications on bylaws, except that they may not condone any violation of Federal, Commonwealth or University policy, nor contradict the club's own constitution (and national policy, if applicable).

Here is a basic outline of a student organization constitution. The Student Life & First-Year Experience Office can provide a more detailed template upon request. These do NOT have to be in this order:

Article I Official name the organization will be known as (include in this article any common abbreviations or nick names as well). Be aware, "EKU" and "the" or other prefix will not be used when referencing clubs. For example, the EKU Harp Society will not be recognized and will be listed as "Harp Society" or "Harp Society of EKU" only.

Article II Purpose of the organization—why does the club exist? What are its goals?

Article III Affiliation—Note that the organization is not affiliated with Eastern Kentucky University but acknowledges that the club will stay in compliance with all University policies, local, state, and federal laws regardless of contradictory material that may be in this document. If the organization is affiliated with a national or regional group, note that as well.

Eastern Kentucky University policies take precedence over national policies.

Article IV Nondiscrimination. We hope your group will adopt a policy that reflects the University's commitment to diversity. Specifically, please see EKU's Non-Discrimination Policy, which states that our institution "does not discriminate on the basis of age, race, color, religion, sex, [sexuality, gender expression,] disability, national origin, veteran status, or genetic information in the admission to, or participation in, any educational program or activity." A group with representation from a wide variety of populations is automatically a stronger one and interacting with people who are different in some way from you will enrich your college experience and will provide you with cultural competence to participate in a global society once you leave EKU.

Article V Membership requirements. Membership in this organization must include matriculated (enrolled) students. Faculty and staff of the university and their immediate family members may also participate as members. Only active members may vote and hold office. All members must abide by the provisions of the constitution and bylaws of this organization. Members shall be selected based on personal merit or interest. Officers must be fulltime students in good academic, financial, and social standing with the University with a cumulative GPA of at least 2.0. Employees of the University are not eligible for officer positions in student organizations. Organizations are required to have a minimum of six active members who are enrolled students of the University. Add any other criteria for membership that does not conflict with EKU requirements.

Article VI Outline a process for removing a member.

Article VII Outline requirements for meetings (the minimum quorum/attendance required to do business, voting percentages to pass things and how often the club will meet).

Article VIII Outline the election process for officers (when elections are held, types of votes used, and how the nomination process works)

Article IX List all officer positions and their duties. Any requirements for office, such as a certain GPA,

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that is beyond what a general member requires should be listed here. What is the term of office? Officers must be full-time students in good academic, financial, and social standing with the University with a cumulative GPA of at least 2.0. Employees of the University are not eligible for officer positions in student organizations.

Article X Define the executive committee and its jobs.

Article XI Outline how an officer is removed from office.

Article XII Advisor requirements. State when the advisor is to be chosen and how. Advisor(s) shall have no voting privileges and must be an ECU faculty or staff member. The advisor will assist the student organization in following and understanding university policies. He or she is required to chaperone the organization's activities and/or events on campus. The advisor's approval will be required for this organization to utilize university facilities, disburse funds from their university account(s) and other such business that may be required by the university.

Article XIII All student organization funds may be maintained on campus or through an off-campus bank account. Maintenance of funds should be clearly outlined and defined: who can make purchases, who should collect or deposit money, the dues process if applicable, etc. It is recommended that RSOs maintain financial records for seven years before disposing of them.

Article XIV Establish committees and their jobs.

Article XV Establish provisions for bylaws.

Article XVI Outline how the constitution will be amended.

HAZING STATEMENT

Hazing, as defined in and governed by University Policy 5.1.3, is not permitted by any student organization. Eastern Kentucky University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of Hazing by individuals or groups is unacceptable and is in direct conflict with

institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to Hazing is never a defense to a violation of this statement.

There are two primary conditions that create a Hazing dynamic:

1. New members often wish to be accepted, either formally or informally, into any group, and will submit to Hazing to be included. However, consent to be hazed does not excuse Hazing. Students have died or been seriously injured because of participating in activities to which they have "consented." The psychological pull to be accepted is so strong that Hazing victims cannot be expected to resist Hazing, even if the Hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

2. Any activity that places new or existing members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New or existing members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new or existing member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new or existing members. Any activities of membership should be equally shared among experienced and new members in order to eliminate any possible elements of Hazing or the perception of Hazing.

Violations of this Statement, as codified in Policy 5.1.3, will be addressed by the RSO Conduct Policy stated above and may result in Sanctions against an RSO and/or individuals, and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the investigation or adjudication of Hazing is strictly prohibited.

Anyone within the University community who has a concern regarding to His welcome to submit a concern to the University by using the online form found here: studentlife.eku.edu/ReportHazing. The report will be reviewed and investigated through the Office of Student Conduct and Community Standards.

SERVICES FOR REGISTERED STUDENT ORGANIZATIONS

ENGAGE & WEB HOSTING

Engage is EKU's online involvement community, used extensively for RSOs. Each RSO has their own personal portal which annual updates are required to complete the re-registration process each academic year beginning August 1. It is a phenomenal way to manage your RSO, as well as welcome your fellow Colonels into your programs and your RSO. Engage allows you to do the following things:

- Stay up-to-date on news relating to RSOs
- Manage organization records
- Share important documents
- Communicate with members
- Plan and publicize events
- Track hours and attendance
- Collect dues
- Hold elections
- Create polls

All EKU students are encouraged to use Engage weekly to stay up to date with RSO campus news and events.

Web Hosting for RSOs is easy and free of charge through their membership in Engage. The webpage is designed and created through Engage and will serve as the site available when searching for RSOs by prospective and current students. Contact us at studentlife@eku.edu to learn more.

FACILITY USAGE

Only registered organizations are permitted to use University facilities, schedule activities, and solicit membership and funds on campus. **Use of facilities is free unless otherwise noted at the time of reservation. Activities occurring on the weekend or in the evening outside of Powell may have a facility cleaning fee associated with them.** Reservation requests can be submitted using the event reservation process via Engage. For more information, please Policy 7.1.1, Scheduling of University Facilities.

PA SYSTEM RENTALS

The Student Life & First-Year Experience office allows active Registered Student Organizations to check out PA systems during the academic school year. To reserve a PA system, an RSO members must complete the "Student Life PA Request" form located on Engage. PA systems are reserved on a first-come, first-serve basis. You must submit the form 5 business days prior to the requested date. *See Appendix 3 for a copy of the PA System Reservation Form.*

SOUND PROCEDURE

Your organization is responsible for self-monitoring the sound levels for the duration of your time in the space, and must respect the sound policy, keeping noise at or below the appropriate decibel level. From the hours of 11:00pm-9:00pm decibel levels cannot exceed 78 decibels as measured 25 feet from the speaker source. Between 9:00pm-11:00pm decibel levels may increase to 85 decibels as measured 25 feet from the speaker source. 15 minutes before your event begins, the requester must do a sound check with a staff member from the Student Life & First-Year Experience Office, which must be scheduled in advance.

ADVERTISING VENUES

Procedures regarding on campus advertising can be found within Policy 11.1.1, Signage, Bulletin Boards and Posting Places and Policy 9.3.3, Policy Governing Time, Place and Manner of Demonstrations, Meetings and Other Assemblies.

GENERAL POSTING RULES

Advertisements promoting the use of alcohol, or activities at a facility where alcohol will be served cannot be posted on campus. Additionally, any promotion advocating an activity which would be a violation of the Student Code of Conduct cannot be posted. If any are found on campus, in any venue, they will be taken down. Further, there is to be no postings on doors and windows of any building on campus, without consent of the building manager.

CAMPUS BULLETIN BOARDS

There are several general use bulletin boards in buildings across campus. Student organizations can post their flyers and notices there, as needed. Anything posted must have the student organization name on it (no abbreviations) and contact information (email or phone). Certain departments may have boards that are for their use only. Be sure to ask those departments for

permission prior to posting items. Organizations are not permitted to remove anything from a board (unless they posted it) that is current (meaning the date[s] of the event[s] has not occurred). However, if a flier is past date, then it can be removed to make room for a new posting. Political advertising should be placed on bulletin boards which are for general use. For candidates to be represented equally, advertising should not cover more than one fourth of any bulletin board.

Any advertisements posted in the residence halls must be approved by the Housing Office located at on the fifth floor of the Whitlock Building.

POWELL SIGNAGE RESERVATIONS

Displaying banners on the Powell Building can be effective advertisement for Registered Student Organizations (RSOs) and University departments. To reserve banner space, you must complete the Powell Signage Space Reservations form located in Engage. The form further outlines the Student Life policies and procedures which all organizations and departments are to follow to successfully hang banners in the Powell Student Center. Signs need to meet EKU Brand Management guidelines and signage space is reserved on a first-come, first-serve basis.

You must submit this form at least 1 full Business Day Prior to the requested date you would like to begin displaying your banner.

TABLING AT KEEN JOHNSON

A great way to promote an event is to reserve a table. Tables must be scheduled in advance through the RSO Reservation Form via Engage. Student Life & First-Year Experience staff reserves the right to deny requests because of other events at the venue. Please present your reservation confirmation when checking in for your reservation.

CHALKING

Students may use chalk (this does not include chalk paint) to announce events. Chalk may be used on horizontal surfaces which can be hit by rain. Be aware, individuals and/or groups may be assessed restitution charges for damages caused to University property.

COMMUNICATIONS & MARKETING

Eastern Kentucky University has registered its names and logos to protect from unauthorized use and to protect and control the use of the University's names, marks, slogans, official logos, and other related insignia. **Student organizations are NOT permitted to produce clothing, novelties,**

and other goods with university logos. The university name may be used as "Eastern Kentucky University" or "EKU", but designs must be approved by Communications & Brand Management and produced by licensed vendors.

There is a general RSO logo available for use through the EKU Communications & Marketing office. Information regarding other graphic design needs and logo usage is available upon request at communications.marketing@eku.edu.

Additionally, Templates for various types of print and digital media needs are available for download here: <http://cm.eku.edu/templates>. For more information on online advertising, see Policy 11.2.6, Web Governance.

ENGAGE EVENT CALENDAR

RSOs can promote their events via the Engage event calendar. All calendar submissions must be made through the organizations RSO account. Event information should include:

- Title of Event
- Location
- Date
- Start Time
- End Time
- Link (if any)
- Description
- Event Contact Information

EKU STUDENTS TODAY, STUDENT LISTSERVE

All registered student organizations and academic departments can share announcements and information about upcoming events with the general student population via EKU Students Today. By clicking on *EKU Students Today* at the bottom of the EKU Homepage, then by clicking on *Submit Announcement*, registered student organizations and faculty and staff can submit requests for announcements.

Please note the following guidelines for posting announcements to EKU Students Today:

1. Announcements must be submitted on behalf of a registered student organization or an academic or administrative department of EKU and must include the full name (first and last) of the person submitting the announcement.
2. Announcements must be of interest to the general student population.

3. In an effort to reduce the length and make the publication easier to read, an announcement cannot be repeated until **seven days** have passed from the previous announcement and the number of times an announcement can appear in EKU Students Today is limited to a **maximum of three times**.

4. Announcements submitted for publication in EKU Students Today must adhere to the EKU Code of Ethics for Computing & Communications found here: www.it.eku.edu/codeofethics.

COLONEL CRAZE: STUDENT INVOLVEMENT FAIR

Student organizations are welcome to register for Colonel Craze, which occurs at the beginning. Each registered student organization will receive and invitation to register via mail as well as an announcement made via Engage.

PRINTING SERVICES

Location: Coats Administration Building, Lower Level
Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

Phone: 859-622-1490

Email: printing@eku.edu

EKU Printing Services provides the following services to RSOs:

- High quality print and publication
- Graphic design
- High-volume mail
- Digital imaging projects
- Copying services
- ECU Copier program
- Faxing services

Get a free quote here: www.it.eku.edu/printing.



EVENT PLANNING

Eastern Kentucky University recognizes that freedom of expression and academic freedom are fundamental values and foundations for the development of knowledge, transmission of learning, and the general well-being of society. Consistent with the United States and Commonwealth of Kentucky Constitutions, all members of the University community have a right to free expression, assembly, and advocacy in a peaceful manner. Eastern Kentucky University is committed to protecting the right of free expression and academic freedom, upholding open inquiry, and promoting lively debate. Events are governed by University Policy 9.3.3P, Policy Governing Time, Place and Manner of Demonstrations, Meetings and Other Assemblies.

GENERAL CAMPUS-WIDE POLICIES

All groups using campus facilities are responsible for the proper use of buildings, furnishings, and equipment. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by the event or set-up. All set-ups must observe fire code and handicap accessibility. Per Policy 1.3.1, no pets are permitted on the property owned or controlled by ECU. **Eastern Kentucky University is a tobacco-free campus. No tobacco products of any kind are allowed on the premises.**

Damages will be billed to the sponsoring organization. Excessive clean-up after events may also incur additional charges for staff time.

FACILITIES RESERVATIONS

Individuals or groups who desire to use University areas for demonstrations, meetings or other assemblies are strongly encouraged to reserve a specific area(s) as far in advance as possible to ensure the availability of space. However, the following lead times are required: Regular space reservation requests must be submitted at least one (1) full business day prior to the date of the activity. Space requests for events that require a simple setup or minimal coordination on the part of the university must be submitted five (5) full business days prior to the date of the activity. Any requests for events requiring greater setup or support from the University must be submitted ten (10) full business days prior to the activity.

To reserve spaces on EKU's campus, an RSO must complete the reservation process via Engage (unless using space maintained by the Housing office). To reserve space, an RSO must establish an event via Engage and identify the space they are requesting. Upon submission, the form will be sent to the club advisor for approval and then to the RSO Reservationist for final approval. The individual making the request will receive a confirmation upon completion of the reservation.

Without a reservation, the University allows most University areas to be utilized on a first-come, first-served basis, in accordance with University Policy 7.1.1P, Scheduling of University Facilities and Outdoor Space and University Policy 9.3.3P, Policy Governing Time, Place and Manner of Demonstrations, Meetings and Other Assemblies.

FOOD SERVICES

Eastern Kentucky University contracts with the Aramark Corporation for all catering and food service production on campus. Student organizations desiring to serve food at functions or meetings on campus can use Aramark's Classic Fare Catering. Classic Fare Catering can provide everything from inexpensive \$9.00 large pizzas served on paper plates to elegant full banquets on fine china. To order food, call 859-622-2512 or stop by the Aramark office. Review the financial section on how to pay for catering on campus.

The only space on campus where Aramark Catering is required with the reservation of the Stratton Building. Otherwise, RSOs are welcome to secure catering from outside companies.

Outside Catering: Eastern Kentucky University understands from time to time the schedule and/or volume of requests of Dining Services may require the assistance of outside caterers. Given the risks inherent in serving food and beverages on the University campus Departments must select from the Approved Caterers list to provide food services to University-sponsored programs. For your convenience the Purchasing Office has a list of pre-approved caterers. That list can be viewed at purchasing.eku.edu/catering-services. For catering, only Aramark and those on the pre-approved list may provide catering services on campus.

Note: Food trucks or any vendor serving food on campus from a vehicle must have a completed Food Vendor External Agreement on file with University Procurement prior to your event.

CONTRACTS

No student may sign a contract on behalf of the University. SSO's may ask their sponsoring advisor to sign a contract on behalf of the SSO. VSOs must sign contracts on their own behalf and cannot bind the University. VSOs that are (inter)nationally affiliated are encouraged to contact the attorney for their (inter)national organization for further guidelines regarding contracts.

RISK MANAGEMENT

Monday - Friday, 8:00 a.m. to 4:30 p.m.

859-622-2421

The University's Executive Director of Public Safety and Risk Management is Bryan Makinen who can be reached via email at bryan.makinen@eku.edu. He and his staff can help assess risk and provide information on EKU requirements for outside performers. The following is designed to provide organizations and their advisors a general understanding of how to assess an event's risk.

The organization are required to get from a band or performer a certificate of liability listing the following minimum coverage:

- Limits of coverage of not less than one million dollars (\$1,000,000) for each incident, three million dollars (\$3,000,000) in the aggregate, and with sexual molestation coverage in the amount of not less than one million dollars (\$1,000,000).

What is Risk Management?

What is risk management? Put simply, it is a plan that reduces the chance of injury, loss, or damage to public reputation (either your own or Eastern's). Risk management can apply to anything, be it smoking near a gas pump (do not do that), or waving a red flag in front of a bull (don't do that either). For the purposes of this section, risk management will apply to student organization functions. How can you as a student organization leader reduce the amount of risk associated with a function you are planning?

Identify Risk

The simplest way to identify risky events is to ask, "Can someone get injured because of attending or participating in this? Or "Can the image of our organization or Eastern Kentucky University be negatively affected by conducting this event?" If the answer is yes, the event can be considered risky. For instance, events where alcohol is consumed, events promoting rough physical contact (i.e., sporting activities) or events sponsored in facilities of questionable safety all pose high risks. Other kinds of events, such as staffing a table, conducting a meeting or retreat, or sponsoring a luncheon, pose very little risk because the chance someone could get hurt is slim.

Event Planning

As you are planning a function, there are questions you need to ask yourself, your members, and your advisor.

- "What would happen if someone fell during this event?"
- "How do we plan to deal with someone who is intoxicated?"
- "Would we want to read about this in the newspaper?"

By planning for worst-case scenarios, you are practicing risk reduction. This proactive approach to risk management will help you and your event attendees have the best possible function.

As example, student organizations occasionally want to host a "car bash" to raise money or have fun. What could go wrong with such an event? Well, a window on the car could shatter, throwing glass in people's eyes. Risk management solution—keep everyone back 20 feet, wear eye protection and remove the glass in the car. Also, a roped-off area around the car needs to be made so everyone knows the safe distance to be from the vehicle. Don't allow anyone inside the roped off area except the person hitting the vehicle and provide that person gloves, long pants, long-sleeve shirt and eye protection. What else could go wrong? A spark from the hammer could ignite gas. Risk management solution—make certain all gas and other flammable liquids are removed from the vehicle. Pour sand in the gas tank and have a fire extinguisher handy.

A risk management plan needs to cover any reasonably foreseeable accident, but also needs to be ready for the unforeseen. How? At such an event it might be a good idea to have a first aid kit handy and the number to emergency rescue on hand. University police, the Student Life & First-Year Experience Office and Risk Management services need to be consulted prior to the car bash to get their perspective and ideas on the function.

Reducing Risk

If a club officer or advisor has not done everything a reasonable person could to assess and reduce risk (which is called "due diligence"), those officers and the advisors may be open to personal liability. Yes, they could get sued personally if someone were to get hurt because of to their lack of planning.

In the car bash example, there is, obviously, a lot of work you need to do to manage the risk. The organization may need to ask, "Is this worth it?" Is it worth going through all this just to have a car bash? If so, then the event can happen, provided all the risk management procedures (and many other steps—the list above is not comprehensive) are followed.

Most events can have their risk managed reasonably. However, there are certain functions where no amount of planning can adequately address the risk and these functions must NEVER occur. These include, but are not limited to underage drinking, Hazing, fighting, sexist/racist or homophobic behavior. The University does not support any event where these kinds of activities occur.

What kind of events would ever have such things; you may ask? Examples: a “house party” sponsored by a club member (underage drinking), a “fight night” where people box one another (fighting), any organization function designed to embarrass or ridicule a member or members (Hazing), holding a “date auction” or “slave auction,” or producing skits with people in black-face or portraying other stereotypes (sexist/racist/homophobic behavior). Organizations sometimes assume that if they auction men, then it is not a sexist event. That is incorrect. It is equally as sexist to auction men as women. All of these events are not only unsafe and against Eastern Kentucky University’s Code of Conduct, but, if they occur, could cause your organization and Eastern Kentucky University serious embarrassment.

Role of the Advisor

The risk posed by events where alcohol is present cannot be overstated and the University takes a strict stand. The University does NOT extend any insurance coverage to the organization at events where alcohol is present, even if of-age individuals are the only ones being served.

Any event on campus requires a “chaperone” who typically is an organization’s advisor. But any event, on or off campus, especially ones with elevated risks, the advisor needs to be there. The presence of an advisor can have a moderating effect on participants. The advisor can help officers deal with unforeseen circumstances, help evaluate situations and provide crucial advice and support when it is most needed. Also, as noted above, Student Life & First-Year Experience (859-622-3855) and ECU Risk Management Office (859-622-2421) can help you assess risk BEFORE events occur.

A FIVE-STEP PLAN FOR ASSESSING RISK

1. Identification

Prior to an event (or traveling), student organizations should work to identify the risks associated with that activity.

2. Evaluation

Once a group has identified the risks, evaluate the potential consequences to the organization, individuals participating in the activity, and/or to the ECU community should one of the risks occur. It is also important to think through the environment in which the event/activity is taking place and determine the likelihood of the risks occurring. A careful evaluation of risks prior to hosting an event

will assist the organization in minimizing and eliminating potential problems.

3. Treatment

Next, the organization must decide how to manage each risk, or decide if the event is too much trouble to do at all. The answer should not always be to eliminate the activity simply because risk exists. Instead, organization leadership in conjunction with their advisor, Student Life & First-Year Experience and Risk Management services should work to determine how to best manage and minimize the risks.

4. Implementation

It is not enough to identify and plan for potential problems. To be successful, an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans and educate members of the organization as well as other participants on what the plan is, design steps in your plans that allow for monitoring potentially risky parts of the activity to assure that risk management plans are followed.

5. Assessment

Upon completion of an event, the student organization’s leadership should evaluate it. Reflecting on an event or activity and identifying both those things that went well and those that were not as successful will provide valuable information for future leaders. Write all these ideas down and include them in a notebook for next year’s officers.

RSO LIABILITY WAIVER FORM

RSOs are encouraged to use the “*Registered Student Organization Waiver of Liability, Assumption of Risk, and Indemnity Agreement*” found on Engage. The fillable form can also be found on the University website: This fillable form can be found online at: http://universitycounsel.eku.edu/sites/universitycounsel.eku.edu/files/RSO_Waiver.pdf. This can assist the RSO when planning an event/activity where there is individual participation and risk of injury. *See Appendix 7 for a copy of the RSO Liability Waiver Form.*

ALCOHOL & DRUGS

No student organization that is recognized by Eastern Kentucky University shall use organization funds to purchase alcoholic beverages, nor may anyone in the name of or on behalf of the

organization coordinate the collection of any funds for such a purchase. This includes the purchase of kegs, party balls, and other bulk quantities of alcoholic beverages. In addition, no alcohol may be served from common source containers (kegs, party balls, or other bulk containers) at any organization event or event that an observer would associate with the organization. No student organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or other groups or organizations.

Open parties (those with unrestricted access by non-members of the organization), without proper registration for the event where alcohol is present, shall be prohibited. The possession, sale, and/or use of any illegal drugs or controlled substances at any sponsored event or event that an observer would associate with the organization, is strictly prohibited. Student organizations which violate this policy may have their recognition as a student organization by ECU revoked, and individuals may be reported to the Office of Student Rights & Responsibilities.

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute and University regulations developed in keeping with this policy. All members of the Eastern community are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, and alcohol education and counseling programs are promoted. The possession or consumption of alcoholic beverages on University property or building, except for Grand Campus, is strictly prohibited.

For more information, please refer to University Policy 9.1.1.

*****Statement on Medical Amnesty for Alcohol or Drug Emergencies**

Eastern Kentucky University's core values are intellectual vitality, a sense of community, cultural competency, and stewardship of place, accountability, and excellence. To promote these

values, the university community must be one in which students feel safe and secure, are supported by the community, and are challenged to learn from their mistakes so they are better prepared in the future. To those ends, the following statement addresses some of the direst situations students may face which require university support rather than punitive action.

When a student finds themselves or another student's safety at risk due to the use of alcohol or other drugs, they should contact the EKUPD immediately for medical assistance. Formal disciplinary action for violations of the General Regulations Concerning Student Behavior of the Student Handbook will not be enforced provided the involved students meet the criteria for amnesty listed below. Violation of other regulations such as vandalism, disrupting the peace, or sexual misconduct may still apply.

As stated in University Policy 5.1.3, to receive amnesty, the student or student group must:

- Request emergency medical attention for themselves or for someone else who reasonably appears to need medical assistance due to alcohol or other drug consumption.
- Provide their own full name to responding ECU employees and emergency responders.
- Provide any other relevant information requested by the responding ECU employees that is known to such person.
- Remain with, or is, the individual who reasonably appears to need medical assistance due to alcohol or drug consumption until professional emergency medical assistance is provided; and
- Cooperate with emergency medical assistance personnel and law enforcement officers.

Students granted amnesty will be required to participate in an educational follow up process with university officials or meet other conditions to avoid creation of a student conduct record. Parents may be notified of the incident. Repeated incidents by an individual may result in an elevated response from the University. Certain other university policies may extend amnesty in additional circumstances not described in this statement in instances of potential harm to others.

PROTOCOL FOR SCHEDULING CAMPUS OFFICIALS

During the academic year, members of the ECU community will sponsor special events and activities

to which they would like to invite the President, members of the President's Cabinet, or other prominent members of the University, state, or local communities. To assist with the planning of these events, faculty, staff, and students are asked to refer to established guidelines provided by the Office of Communications & Marketing. Individuals can use the following points of contact for further information when inviting a prominent member of the community to events and activities:

- **President** - requests for the President's participation should be routed to the Office of the President by submitting a formal request online here: president.eku.edu.
- **Board of Regents Members**-all communication with members of the Board of Regents must be coordinated through the Office of the President. A formal request can be made by calling 895-622-2101.
- **Appointed and/or Elected Officials** - all inquiries related to extending invitations to dignitaries must be coordinated through the Office of Conferencing & Events at conferencingandevents.eku.edu or 859-622-2001.
- **Invitations** - No one is authorized to invite any of the officials or dignitaries to an event sponsored or hosted by the University without the approval of the Office of the President and Conferencing and Events.

Please contact Student Life Reservations to request your space.

The University reserves the right to relocate any individual or group on University grounds, areas, facilities, or other University Property for the purpose of conducting a demonstration, meeting, or assembly if the Office of Public Safety or its representative believes there is a real or potential risk of unlawful activity, property damage, or safety concern. Demonstrations, meetings, or assemblies whose numbers exceed 50 individuals may represent a reasonable concern for safety, security, or reasonable access to campus, and may be restricted in size and to specific locations.

EKU policy 9.3.3P is the document that outlines the parameters of demonstrations, meetings, and other assemblies

REGISTERING COMMUNITY SERVICE

Nikki Hart, Coordinator of Engagement

Email: Nikki.Hart@eku.edu

Phone: 859-622-3855

Monday – Friday, 8:00 a.m. – 4:30 p.m.

Student Life Office

communityservice.eku.edu

The Student Life & First-Year Experience office helps connect student groups to volunteer opportunities. To locate volunteer opportunities, visit the community service website shown above. Students can use this website to volunteer for all future activities. Projects organized by student groups can be promoted through this site. Organizations are encouraged to register these events with the Coordinator of Engagement.

The Student Life & First-Year Experience office documents student volunteer hours. Activities are documented after the event is completed with a service log. To sign up for those events, students and student organizations can visit the Community Service website. If a student organization volunteers on its own, the Student Life & First-Year Experience office would like to document that as well (it is NOT required that a club document via the Student Life & First-Year Experience, but is encouraged to). To document the service, please contact the Coordinator of Engagement.



FINANCIAL INFORMATION

RSO BANKING

SSOs are permitted to bank on campus and to hold an on-campus banking account. For more information on on-campus banking and how to process deposits and payments, please come to Powell 152. VSOs are not typically permitted to maintain on-campus accounts and should instead rely on off-campus means of banking; the university's preferred banking partner is U.S. Bank which maintains a branch on the Powell 1st Floor.

ESTABLISHING A FEDERAL TAX IDENTIFICATION NUMBER

accounts.eku.edu
www.irs.gov

A Taxpayer Identification Number (EIN) is a nine-digit number the IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. Student organizations affiliated with a national organization (i.e., a national honor society, a fraternity) can use the national EIN number, if the national group will allow it.

A RSO is not tax exempt unless that status has been granted from the Internal Revenue Service. SSOs should contact their sponsoring department with questions about the use of the University's tax status. VSOs and NSOs are not given tax exempt status through Eastern Kentucky University, but can apply through the Internal Revenue Service.

Without such a number on file, no payment can be made to a student organization who banks off campus from any department at EKU.

The online EIN application via www.irs.gov is the preferred method to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The person completing the form must have a valid Taxpayer Identification Number (Social Security Number, Employer

Identification Number, or Individual Taxpayer Identification Number) to use the online application. Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7:00 a.m. to 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual by telephone.

To submit your organization's EIN number to EKU MSU complete a W9 form, which can be found at www.irs.gov or under the forms tab on EKU's Office of Accounting & Financial Services website. Once completed, submit the form to studentlife@eku.edu or as directed on the Accounting & Financial Services website.

NONPROFIT STATUS

It is a common misconception that student organizations are nonprofit groups. EKU's Foundation, the only department of EKU that is a nonprofit, and does not extend this status to any student organization. Certain organizations, affiliated with national organizations, have nonprofit status through the national office. In general, this means dollars or items donated to an organization are *not* tax deductible for the donor. Also, raffles and other such games (Texas Hold'em competitions) are restricted under the Commonwealth of Kentucky gambling laws. Organizations will need to contact the Office of Charitable Gaming in Frankfort to determine how to conduct these activities, www.ocg.ky.gov/.

UNIVERSITY FOUNDATION ACCOUNTS

859-622-GIVE

Monday – Friday, 8:00 a.m. to 4:30 p.m.
development.eku.edu

The EKU Foundation Inc. is a non-affiliated foundation established to support the needs of the university. Some student organizations have established accounts at the EKU Foundation for the purposes of creating a scholarship.

Payment procedures using foundation funds should be processed as follows:

RSO MANUAL

Requests for pre-approval are to be submitted electronically to the Office of Development & Alumni Engagement (FoundationFundsRequest@eku.edu) by copying/pasting the pre-approval template below into an email requesting pre-approval of the estimated cost, along with a detailed substantiation and business purpose for the expenditure(s) and the applicable fund & organization codes.

PRE-APPROVAL REQUEST TEMPLATE:

Kindly provide pre-approval of the following expenditure(s):

- \$0.00 for maroon widgets
- \$0.00 for silver widgets

Total: \$0.00

*If you do not have access to Banner to determine the *Adjusted Balance* you may leave this field blank and it will be completed for you.

Prior to sending to Development, the pre-approval request must first be submitted to the fund budget manager to obtain his/her approval. Once approval of the budget manager is received, the request and approval should then be forwarded to FoundationFundsRequest@eku.edu.

To establish or see if your organization has a foundation account contact EKU's Office of Development & Alumni Relations at giving@eku.edu or 859-622-GIVE.

FINANCIAL RECORD KEEPING

Student organizations and their advisors are required to keep financial records for their group for seven years. It is advisable to have a central place, whether it is an advisor's office, or other facility, where such documents can be kept. Any form listed in this manual is something that should remain on file. After seven years, it can be discarded. Send notice of the discarded items to EKU Special Collections & Archives at archives.library@eku.edu or 859-622-1792.

SOLICITATION

Commercial solicitation is prohibited on University-owned or controlled property unless the vendor has obtained permission through Student Life & First-Year Experience. Vendors approved to sell or solicit on the campus may rent facilities by contacting the RSO Reservationist at rsoreservations@eku.edu. Student organizations and other University groups

are permitted to conduct fundraisers and other philanthropic activities. The Student Life & First-Year Experience office will not issue permits to solicit the sale or distribution of goods or services that fall into the following categories:

1. Any goods or services like or similar to any that are offered for sale by a unit or contractor of Eastern Kentucky University, including but not limited to:

- Books, cloth goods, posters, photographs, supplies, or other articles offered for sale at the University Bookstore.
- Cards or other access to local or long distance telephone services.
- Food products regardless of form (i.e., ready to eat,

Department	Fund	Org	Adjusted Balance*	Business Purpose
Your Department Name goes Here	123A45	67890F	\$1,234.56	

take out or catered meal).

- Credit cards.
- Any product, good, or service, the sale or distribution of which is prohibited or restricted by law.
- Any other product, good or service, the sale or distribution of which is deemed not to be in the best interest of Eastern Kentucky University.

RSO FUNDING OPTIONS

RSOs can seek funding through a variety of resources. Listed below are several suggested resources:

- Student Government Association RSO Appropriations Funds
- Related University departments
- Partnership with other RSOs
- Grants from private corporations
- Solicit support from local area businesses (following appropriate procedures)
- RSO generated funds through membership fees
- RSO fundraiser activities

SGA ORGANIZATIONAL FUNDING

The Student Government Association awards funds to RSOs once a year – during the fall semester. Applications are made available at Informational meetings several weeks before appropriations are made. Attendance at an Informational meeting is mandatory to be eligible for funding. All grant applications must follow the process of the SGA Bylaws, uphold ECU regulations, and State & Federal Laws. Look for emails from Student Life and First-Year Experience and/or SGA's social media (@eku_sga) for announcements. For more information, please visit the SGA Office (located in Powell 116), view the [SGA web page](#), or visit the [SGA Engage Site](#).

Fundraising (Sponsored and Voluntary)

Organizations seeking donations in any form, i.e., grants, individual/corporate gifts, or organized fundraising drive, must discuss their plans with Student Life & First-Year Experience **BEFORE** beginning such endeavors. All fund-raising must be approved through the Student Life & First-Year Experience office and University Development. Registered Student Organizations must submit a Private Funding Authorization Form at least **two weeks** prior to the start of the fundraiser. This form can be found on the ECU forms page: www.forms.eku.edu.

No RSO, regardless of classification, may participate in any gaming activities. This includes any activity where you are paying to play, buy a chance, etc. These types of activities are considered “gaming” and prohibited by the Kentucky Gaming Commission.

EASTERN KENTUCKY UNIVERSITY

RSO MANUAL 2020-2021

Pandemic Addendum

A pandemic is an ever-changing environment. To effectively respond to the pandemic, ECU will establish evolving protocols and procedures which may include restricting or limiting access to ECU buildings, requiring facial coverings for gatherings on ECU property, and requiring events be held virtually rather than in person.

The Office of Student Life and First-Year Experience will periodically disseminate updated pandemic procedures related to RSOs and their activities. Any questions regarding the RSO Manual or current procedures should be directed to:

Nikki Hart
Assistant Director of Engagement
859-622-8649
nikki.hart@eku.edu

RSOs and students are required to comply with clearly indicated pandemic protocols, safety precautions, and reasonable requests of University employees and law enforcement. RSOs and students who disregard pandemic protocols and procedures will be referred to the ECU Office of Student Conduct and Community Standards.

APPENDIX 1: RSO ACCOUNT AUTHORIZATION CARD

Your Org Code” is the number needed to conduct any financial transactions for your organization

2016-2016 RSO Account Authorization Card

<small>ORG NAME:</small>		<small>DATE</small>	<small>ADDRESS</small>	<small>PHONE</small>
<small>SIGNATURE</small>	<small>/PRINTED NAME</small>			
PRESIDENT _____ / _____		_____	_____	_____
		<small>EKU ID#</small> _____		
		<small>EMAIL#</small> _____		
TREASURER _____ / _____		_____	_____	_____
		<small>EKU ID#</small> _____		
		<small>EMAIL</small> _____		
ADVISOR _____ / _____		_____	_____	_____
		<small>EKU ID#</small> _____		
		<small>EMAIL</small> _____		

WE CERTIFY THAT THESE ARE THE SIGNATURES OF THE CURRENT OFFICERS AND SPONSORS AUTHORIZED TO APPROVE EXPENDITURES FOR THE ABOVE NAMED ORGANIZATION.

This card will be provided to the organization at SSO Training each year. All new SSOs will be provided with a card once they are approved and an account number has been established.

Whenever financial officers change, a new authorization card will need to be completed and resubmitted to the Student Life & First-Year Experience, Powell Building 152.

APPENDIX 2: EXAMPLES OF PRESS RELEASES

Kappa Delta Pi holds lock in for young readers

Eastern Kentucky University's Epsilon Theta chapter of Kappa Delta Pi, an international honor society in education, sponsored "Literacy Alive! Lock-in" as part of its community service mission to "encourage lifelong learning through literacy."

Sixteen Madison County elementary school children enjoyed an evening of games, pizza, and dancing at Model Elementary School on Friday, April 11.

The activity held in the gymnasium and cafeteria, was supervised by KDP student volunteers. The event was free of charge for the participating young readers. KDP student volunteers planned and organized the event with assistance from their adviser, Dr. Kimberlee Sharp.

Among the activities were: basketball horse, madlibs, vocabulary corn toss, word – blends twister, and Aesop's Fables telephone. Readers also enjoyed singing with the karaoke machine and dancing the Electric Slide and the Macarena.

Readers participating were: Harper Anderson, Ryan Anderson, Haley Banks, Cali Fannin, Drew Mabry, Summer Mabry, Emily May, Kiersten May, Peyton Money, Annie Shy and Kennedy Scott, all of Tilden Hogge Elementary.

Kyra Baldrige, Amber Kronmueller, Savannah Owens, David Pennington, and Brad Thomas, all of Model Elementary.

Additional information concerning Kappa Delta Pi is available by contacting Dr. Sharp at (606) 783-2853 or by email at kimberlee.sharp@eku.edu.

'Sizzlin' Night' set for Feb. 13

A late-evening extravaganza of food and fun will be held at Eastern Kentucky University on Wednesday, Feb. 13.

Dubbed "Sizzlin' Night," the event will be hosted by the Student Activities Council (SAC). It will feature various games and other activities from 10 p.m. until midnight, all in the Weaver Gym.

Corn toss, basketball, board games, massages, salsa and line dancing will be available. Flying disks will be given to the first 300 people who attend, and T-shirts and other miscellaneous prizes will be awarded.

"Sizzlin' Night" is free and open to ECU students, faculty and staff. Co-sponsors are the: Office of Graduation and Retention; McClure Pool office; Campus Recreation Center.

Additional information is available by calling Terri L. Roberts, student activities coordinator, at (859) 622-1724.

APPENDIX 3: STUDENT LIFE PA SYSTEM REQUEST FORM

Find the form on Engage

Student Life PA Request

Hello,

Thank you for your interest in reserving a PA system through Student Life. Please note we have updated our PA System Request Policies for the 2014-15 academic year and therefore we encourage you to read this form thoroughly.

PA systems can be reserved by EKV student organizations and University departments. We please ask that you complete this form to request a PA from Student Life. You must fill out this form online through OrigSync. We unfortunately cannot accept paper versions of this form. PA systems are reserved on a first come, first served basis. You must submit this form at least 7 business days prior to the requested date.

Thanks so much!

PERSONAL CONTACT INFORMATION

Name of Requester (This is the only person that is permitted to check out/check in the PA System) [Required]

Name of Registered Student Organization or Department [Required]

EKV Student Identification Number (001#) [Required]

Personal Cell Phone Number of Requester [Required]

EKV Email Address [Required]

Personal Local Address of Requester [Required]

PA INFORMATION

Location of Use [Required]

Event Start Date & Time [Required]

Event End Date & Time [Required]

SOUND POLICY TERMS & CONDITIONS

PART I [Required]

- I understand that my organization is responsible for self-monitoring the sound levels for the duration of our time in this space, and will respect the sound policy, keeping noise at or below the appropriate decibel level.
- I understand that from the hours of 11:00pm-9:00pm decibel levels cannot exceed 78 decibels as measured 25 feet from the speaker source.
- I understand that between 9:00pm-11:00pm decibel levels may increase to 85 decibels as measured 25 feet from the speaker source.
- I understand that 15 minutes before the event begins, the requester must do a sound check with a staff member from the Student Life office.

Valid input:
 - Select only one choice.

I Agree

PART II [Required]

I understand that the Student Life office reserves the right to do periodic checks during my event. I further understand that if the sound levels exceed the approved levels the event may be shut down immediately, and may jeopardize future reservations for my organization.

Valid input:
 - Select only one choice.

I Agree

Page 1 of 3 Student Life PA Request

CHECK OUT POLICY TERMS & CONDITIONS

PART I [Required]
I understand PA systems will only be checked out to students in active Registered Student Organizations and to University departments according to the Student Life office.
Valid input:
- Select only one choice.

I Agree

PART II [Required]
I understand that PA systems will only be checked out/checked back in during business hours Monday-Friday 8AM-4:30PM to the Student Life front desk.
Valid input:
- Select only one choice.

I Agree

PART III [Required]
I understand that I must be the person to physically check out and return the PA System during normal business hours (8:00 AM-4:30 PM). I understand that the PA System will not be given to anyone but myself, and no one but myself may return the PA System.
Furthermore, I understand I must have my ECU Student ID to check out and return the PA system.
Valid input:
- Select only one choice.

I Agree

PART IV
I understand I must complete the PA System Checklist with a Student Life employee when I pick up the PA System. When I complete it, I must give it to the Student Life employee.
Valid input:
- Select only one choice.

I Agree

PART V [Required]
I understand I must complete the Student Life PA System Financial Agreement Form when I pick up my PA system from the Student Life office.
Valid input:
- Select only one choice.

I Agree

PART VI
I understand the PA system is not allowed to leave the Richmond community. It must stay within the city limits of Richmond, KY at all times.
Valid input:
- Select only one choice.

I Agree

PART VII [Required]
I understand that PA systems will not be checked out over holidays, academic breaks, or any other time the University is closed.
Valid input:
- Select only one choice.

I Agree

RETURN POLICY TERMS & CONDITIONS

PART I [Required]
I understand that I must return the PA system by the next business day to the Student Life office during normal office hours, 8:00 AM-4:30 PM.
Valid input:
- Select only one choice.

I Agree

PART II [Required]
I understand in the event that I do not return the PA system when it is due, I will personally be charged \$25.00 per day that it is late. The late fee will be applied to my personal ECU Direct Account.
**The PA system is considered late when it is returned later than one business day to the Student Life office during normal business hours.
Valid input:
- Select only one choice.

I Agree

PART III [Required]
 I understand in the event that someone other than myself tries to return the PA system, the Student Life office, nor the Powell Information Desk will accept the PA System and if the PA system is not returned by myself before it is due, I will incur late fees.
 Valid input:
 - Select only one choice.

Agree

PART IV
 I understand upon returning the PA system, I must complete the PA System Return Checklist with a Student Life employee. Upon completing it, I must hand in my sheet to the Student Life Front Desk.
 Valid input:
 - Select only one choice.

Agree

PART V [Required]
 I understand if the PA System is returned dirty, damaged, with missing equipment, or any change in condition from which I received the PA System, I am subject to fines which will be charged to my personal EKU Direct Account.
 Valid input:
 - Select only one choice.

Agree

PART VI [Required]
 I understand if I incur a late fee, or return the PA System dirty, damaged, with missing equipment, or any change in condition from which I received the PA System, myself and my organization will not be allowed to check out a PA System for the remainder of the academic year.
 Valid input:
 - Select only one choice.

Agree

DAMAGED OR MISSING ITEMS TERMS & CONDITIONS

PART I [Required]
 I understand I am responsible for the PA system while I have it checked out. In the event that the PA system is lost or stolen while I have it checked out, a charge of \$500.00 will be applied to my personal EKU Direct Account.
 Valid input:
 - Select only one choice.

Agree

PART II [Required]
 I understand if I am responsible for the PA system while I have it checked out. In the event that I return the PA system and items are missing or damaged, I will be charged fees according to the list below, which will be applied to my personal EKU Direct Account. The costs include but are not limited to the following:

- Microphone \$50.00
- Microphone Cable \$50.00
- Speaker Wire \$50.00
- Audio Cable \$50.00
- Power Cord \$500 (Full Price to Replace PA System)
- Sound Mixer \$500 (Full Price to Replace PA System)
- Speaker \$500 (Full Price to Replace PA System)

Valid input:
 - Select only one choice.

Agree

APPENDIX 5: RSO LIABILITY WAIVER FORM

This fillable form can be found online at:

http://universitycounsel.eku.edu/sites/universitycounsel.eku.edu/files/RSO_Waiver.pdf.

Eastern Kentucky University
Waiver of Liability, Assumption of Risk, and Indemnity Agreement

THIS IS A LEGALLY BINDING RELEASE, WAIVER, INDEMNIFICATION OF LIABILITY, AND EXPRESS ASSUMPTION OF RISK.

Please read it carefully, fill in all blanks and **initial each paragraph** before signing.

_____, I, _____, hereby affirm that I have read this document in its entirety. By my signature below and by my **initialing each paragraph**, I agree to each and every term and condition of this document.

I UNDERSTAND THAT PARTICIPATION IN _____ (hereafter referred to as "Event"), which involves _____, CARRIES WITH IT CERTAIN INHERENT RISKS AND DANGERS. THESE RISKS INCLUDE, BUT ARE NOT LIMITED TO: PERSONAL DAMAGE, INJURY, PARALYSIS, LOSS, DEATH, OR PROPERTY DAMAGE OR LOSS. I understand that these risks are described by way of example only, and that there are numerous other risks inherent in this activity to which I may be exposed. In the event of possible injury, I give permission for EKU to authorize the administration of medical care.

IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN ANY WAY IN _____ at _____ on _____, I, on behalf of myself and anyone claiming interest through me, DO HEREBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS EASTERN KENTUCKY UNIVERSITY, and all its employees, regents, volunteers, and representatives of Healthy You at EKU FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of my involvement in this event, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

I understand that the University in no way represents, or acts as an agent for, any third party trip organizer, the transportation carriers, hotels, and other suppliers of service during this event. I understand and agree that the University is not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes or disruptions. Further, the University is not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom.

If event is off-campus, check one of the following concerning transportation:
 _____ I desire to travel with the University's Group. I fully understand and appreciate the dangers, hazards, and risks inherent in the transportation to, from, and during this event, which dangers include, but are not limited to serious or even mortal injuries and property damage.
 _____ I do not desire to use the University provided transportation. I choose to use personal transportation (of my own vehicle, another student's, or other third party) and agree that the University has no liability regarding transportation and I travel at my own risk.

I HEREBY ASSERT THAT MY PARTICIPATION IS VOLUNTARY AND THAT I KNOWINGLY ASSUME ALL SUCH RISKS. I acknowledge that Healthy You at EKU has not required, coerced, or encouraged me to participate in this event. I understand that I signed this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

_____ I further agree that this document will be interpreted in accordance with the laws of the Commonwealth of Kentucky. If any term or provision of this document shall be held illegal, unenforceable, or in conflict with any law governing this document, the validity of the remaining portions shall not be affected.

Student Information *Required Field if EKU student


*First Name: _____ *Last Name: _____ *Student ID: _____

*Phone Number: _____ *E-mail Address: _____

Sign name _____ Print name _____ Date _____

Signature of Parent or Guardian (if under 18 years of age): _____

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Revised September 2014