

2019-2020

# RSO POLICY GUIDE



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# 1. Funding Sources for Student Organizations

*There are a variety of funding sources available to student organizations for their programs and activities. In addition to those listed here, many departments and units have some funding available to co-sponsor programs that address their primary mission or area of study.*

## Funding sources available only to RSOs

### Student Government Finance Committee and Annual Allocations

<http://leadership.uchicago.edu/sgfc>

Along with Annual Allocations and Summer SGFC, the Student Government Finance Committee disperses the largest segment of the Student Activities Fee for RSO use. The committee meets weekly to review RSO funding requests, and you can request funds from this committee for an event or even a capital improvement.

**Timeline:** SGFC – Weekly, 11 days prior to event; AnnAl – Annual (April)

**Guidelines:** <http://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/SGFC-Guidelines.pdf>

### Community Service Fund

<https://ucsc.uchicago.edu/page/csf-community-service-fund>

The Community Service Fund (CSF) is a funding body that allocates part of the Student Activities Fee toward events that are focused on community service. All RSOs are eligible to apply for this funding. CSF supports activities designed to improve the quality of life of the Chicago community, as well as national and international communities.

**Timeline:** 3<sup>rd</sup> and 7<sup>th</sup> Weeks, Quarterly

## Other Campus Funding Sources

### The Dean's Fund

The Dean's Fund provides students in the College with one-time funding for Student Life, Public Service or Undergraduate Research projects. This fund supports undergraduates in their efforts to contribute to our College and University culture and advance their chosen academic and professional goals.

Funded by donations from generations of alumni, the Fund exists to support student life and leadership, service, and research efforts.

Applicants seeking renewable funding should seek the advice of the [Center for Leadership and Involvement](#) or their academic department to identify alternative funding sources.

Grant amounts range from \$750–\$1,500.

### The Student Organization Catering Fund

The Student Organization Catering Fund, presented by UChicago Dining and Bon Appetit, offers the opportunity for Registered Student Organizations to request catering for special events. This catering fund is a line of credit established with Bon Appetit, UChicago Dining's on-campus food service provider Bon Appetit.

Student Organization Catering Guidelines:

Your request must be received by UChicago Dining via email ([cateringfund@uchicago.edu](mailto:cateringfund@uchicago.edu)) at least 14 days before your event. Your submissions will be reviewed and a response will be emailed to the contact name provided no later than 5 business days after that.

### Student Creativity Grants

Student Creativity Grants provide students and RSOs with funding for generative creative projects that express the UChicago standards of excellence and critical inquiry. This grant supports work across the arts in general, with a slight preference for projects that show collaborative, cross-disciplinary, or community-engaged works.

These grants are offered to both support creative endeavors and to provide crucial real-life experience of a career in the arts. Applying to and reporting on arts grants is the lifeblood of any creative endeavor, and understanding the grant process is often the deciding factor in an artist's or organization's success.

In support of this, we offer several workshops to students wishing to apply for these grants. The funding for these projects is highly competitive, and the training provided in the workshops will prove invaluable both in this process and in securing successful future grants applications.

## 2. Travel – General

The University of Chicago seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by RSOs. As such, the travel policy applies to all RSO travel both in cases where the travel is sponsored by the University of Chicago and where a RSO travels on behalf of, or with the financial support of, a recognized student organization of the University of Chicago. This Travel Policy also applies to all travel taken by RSOs attending out of town events and programs. Examples of activities and events that fall under this Policy include, but are not limited to: club sports trips, the activities of recognized student organizations, Student Government-funded travel, and in situations where a student or recognized student organization officially represents the University, e.g., academic team competitions, conferences, and other programs.

All student and recognized student organization travel falling within this Policy must meet the following requirements:

- A. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Center for Leadership and Involvement. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. An individual student or recognized student organization must complete and submit the [Travel Registration Form](#) to the Center for Leadership and Involvement no later than ten (10) business days before the scheduled trip. Please know that the travel form will be reviewed by the RSO advisor, and the RSO will be expected to have a conversation with the advisor about the trip. Also, the travel form must be approved by the advisor before the trip can go forward.
- C. When students are driving for their student organization, whether in personal, rental, or University vehicles, all drivers must comply with the University's [Vehicle Policy](#), including meeting minimum driving experience requirements, submitting relevant information and passing a driving background check, following all stated driving regulations, and completing any training requirements communicated by the University.
- D. Student Organizations must, as part of the [travel registration](#) process, supply the Center for Leadership and Involvement with the names, CnetIDs, and cell phone numbers all students traveling with the organization.
- E. Any trip taken without prior submission and approval of a complete and accurate [Travel Registration Form](#), and/or the [Driver Form](#) or other violations of this policy, may result in individual and/or RSO discipline and, RSOs will not be reimbursed for travel expenses.

## 3. Travel – Driving

### Registering Your Trip

See the [Student Organization Travel Policy](#) for instructions for how to submit your plans to your organization advisor for approval. Trips must be submitted at least 11 days in advance of the trip, and funding and expenditures related to travel will not be approved without an approved travel registration.

## Getting Your Drivers Approved

Driver approval involves submitting personal information about your trip and your insurance coverage, as well as submitting to a check of your driving record. If you have any moving violations on your driving record you will not be approved to drive for your organization.

*We recommend that you read the full [Student Vehicle Loss Prevention Program](#) for a list of expectations and requirements related to driving for your student organization.*

## Minimum Driver Qualifications

To drive a vehicle on University-sponsored travel, students must meet the following minimum standards:

- Minimum age
  - 18 years of age (for vehicles other than passenger vans or trucks)
  - 20 years of age (for passenger vans or trucks)
- Acceptable driving record
  - Valid U.S. driver's license for two years
  - More than 2,000 miles of driving experience
  - No moving violations, convictions or license suspensions on record
- No medical conditions that would impair the ability to drive safely

Drivers not meeting these qualifications will not be eligible to drive under this program and will not be eligible for University provided automobile insurance. Rental companies may have additional requirements applicable to students attempting to rent a vehicle.

## Applying for Approval

Students must be approved prior to driving a University vehicle or driving on University-sponsored travel. To become an approved driver, students must follow the steps below. This process will qualify a student to drive on University travel for a period of 12 months.

1. Make a photocopy of the front and back of your valid U.S. driver's license;
2. Complete and sign the [Student Vehicle Use Authorization Form](#)
3. Submit this documentation to your RSO Advisor.

Advisors will request a Motor Vehicle Record (MVR) through the University's vendor, General Information Services (GIS). MVRs that return with a history of tickets, accidents or other indications of unsafe driving practices need to be reviewed with the Office of Risk Management to determine eligibility under this program. For questions or assistance in running MVRs, please contact the Office of Risk Management.

Students seeking approval to drive trucks or vans with 10 or more passengers must complete these additional steps:

- Complete an approved computer-based driver simulation program. Programs are available through the Office of Risk Management.

It is also recommended that student drivers take a short (30 minute) online general driver safety course provided free of charge by United Educators. The Office of Risk Management can assist with providing access to this service.

## Accidents and Insurance

All accidents that occur while driving on University-sponsored travel must be promptly reported to the Office of Risk Management and the group/club advisor or applicable Dean of Students. Any traffic citations must also be reported as it may impact the ability to drive under this program.

Any group or club responsible for physical damage will be responsible for a portion of the University's deductible. Currently, that responsibility is:

- \$250 for University-owned vehicles
- \$500 for rented vehicles

Failure to notify the appropriate offices of an accident or citation in a timely manner will result in disciplinary action and an additional \$500 deductible for any physical damage or liability claims arising out of such incidents.

## 4. Alcohol Policy

Organizers who serve alcohol at an event take on a great responsibility. Not only must you follow the law, you must also take appropriate precautions to ensure that no one drinks enough to bring harm to themselves or to others. Only moderate consumption of alcohol may take place at events using University facilities or supported by University funds. An alcohol management training course (UCARE training) is required of all groups/parties wishing to serve alcohol at University events. One student from your organization per 50 attendees coming to your event must be UCARE certified. It is essential that you read and understand the University's Alcohol Policy and follow the Center for Leadership and Involvement's guidelines.

### University Alcohol Policy

A synopsis of that policy follows: The University prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol or illicit drugs on University premises or as part of any University activity. The University allows moderate consumption and/or possession of alcohol on University premises at approved functions by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines. All members of the University community are responsible for full awareness of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and sale of alcohol. The University expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct. Illinois law prohibits the consumption or possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least two weeks in advance [Note: RSOs must adhere to guidelines for serving alcohol] from the Center for Leadership and Involvement and the appropriate Dean of Students. Student organizations which plan to serve alcoholic beverages at their functions must have the servers or representatives of the function complete alcohol risk management training (UCARE) offered by the [Health Promotion and Wellness](#). The Permission to Serve Alcohol form must be completed upon completion of the UCARE class and must additionally be verified by your RSO advisor. Student organizations must complete UCARE training and the [Permission to Serve Alcohol form](#) for any event at which they plan to serve alcohol, regardless of the facility to be used. Any group/individual planning to use Center for Leadership and Involvement facilities must complete the [Permission to Serve Alcohol Form](#).

### Guidelines for Serving Alcohol for Student Organizations

To request information to serve alcohol at an event, please read and sign the [Guidelines and the Event Alcohol Approval Request Form](#). Both documents must be filled out and submitted to your RSO advisor or the relevant facilities staff at least two weeks prior to the event. Permission to serve alcohol will be granted only if the groups have planned their event appropriately, completed UCARE training, and whose event will be enhanced by serving a limited amount of alcohol. The following guidelines must be strictly followed:

- Persons serving alcohol must be at least 21 years old, have completed UCARE training, and be a faculty, staff, or hired professional (students may not serve alcohol).
- Amounts of alcohol to be served will be determined by the Center for Leadership and Involvement. The amount will be determined by the length of the event and the anticipated number of guests (no more than 3 drinks up to 3 hours will be approved).
- Groups must designate one student per 50 people attending and one full-time staff or faculty member to be responsible for the event and present for the entire duration of the event. For large events, additional persons may be required. It is strongly recommended that all responsible parties (members of your organization) complete UCARE training, but at least one is required per 50 students attending the event.
- Only beer and wine may be served.

- For events where individuals under 21 may be present, University staff or faculty members or their direct designees may have to check identification and serve the alcohol.
- Students will be allowed a maximum of three reasonably sized drinks. Fewer drinks will be allowed based on the length of the event. The number of drinks consumed must be strictly monitored (i.e. wrist banding).
- Appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcoholic beverages.
- Sufficient amounts of non-alcoholic beverages must be available.
- Adequate quantities of non-salty food must be served.
- Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The organization sponsoring the event will be responsible for ensuring that alcohol is consumed only in the designated area and not carried outside of the area or building.
- Individuals are not allowed to bring their own alcohol to the event.
- There may be no reference to the availability of alcohol in any publicity for the event.
- No alcohol may be served during the last half hour of the event.
- If you are requesting Student Government funds to pay for alcohol at an event, the event must be open to all students.

You must have written permission before requesting funds. Forms are available [here](#).

## 5. Protest and Demonstration Policy

The primary function of the University is to discover and disseminate knowledge by means of research and teaching. To fulfill this function, a free interchange of ideas is necessary not only within the University, but also within the larger society. At the University of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge. Such freedom comes with the responsibility to welcome and promote this freedom for all, even in disagreement or opposition. The right to freedom of expression at the University includes peaceful protests and orderly demonstrations. At the same time, the University has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others. University Statute 21 states: "Disruptive Conduct. Conduct of members of the University disruptive of the operations of the University, including interference with instruction, research, administrative operations, freedom of association, and meetings, is prohibited and subject to disciplinary action."

### The Dean-on-Call

The Dean-on-Call will work actively to preserve an environment of spirited and open discourse and debate, allowing for the opportunity to have all participants contribute to intellectual exchange and full participation in the event. Please work with your advisor to have a Dean-on-Call present at your protest and demonstrations.

### Building Occupancy

For a protest or demonstration, attention must be paid to occupancy limits and general safety of the University community in the space used. Please see Building Occupancy Limits and Access where the protest or demonstration is taking place.

### Placards, Banners and Signs

Placards, banners, and signs are generally allowed but may not be dangerous for others or impede the participation of others in the life of the University. If the use of placards, banners and signs is deemed to be dangerous or impede the participation of others, University officials will require the individuals carrying the items to move to a different location or to remove their materials. Adherence to building closures is expected of people participating in a protest or demonstration within a University building and University officials will require that protestors or demonstrators leave at the time of building closure.

### Advance Arrangements

To further the effectiveness of their event, organizations and other groups of students organizing a protest or demonstration must make the appropriate arrangements with the staff of the Center for Leadership and Involvement and their appropriate RSO Advisor. The protest location must be approved in advance by the Center for Leadership and Involvement and intended movements to other areas of campus or into buildings/offices must be expressed in the initial protest request and explicitly approved in advance. Like all other events or activities at the University, a request to hold a protest or demonstration should be submitted no less than 48 hours before the start of the event when possible and must be approved by the Center for Leadership and Involvement. The RSO Advisors, together with the Dean-on-Call, will be engaged with student protestors and demonstrators during the event to help assure the event is effective, ensure the participants' safety, and prevent the disruption of the normal functioning of the University. Students are also asked to make appropriate arrangements to acquire city permits for events occurring on city sidewalks and streets adjacent to the University and must adhere to city ordinances and applicable state and federal law.

### **Protest and Demonstration**

Duration protests and demonstrations normally are permitted until or unless University officials determine that University operations have been compromised and/or the rights of others have been significantly infringed. Interference with instruction and research are viewed as particularly disruptive to the University.

### **Policy Application**

Application of this policy does not preclude the application of other University policies or regulations as may be warranted by a given situation (i.e. Authority to Direct, University ID Policy, use of the Dean-on-Call program, and University Disciplinary Systems). Furthermore, a protest or demonstration that significantly disrupts the operations of the University or fails to adhere to building closures may lead to arrest and prosecution for violations of City of Chicago ordinances or state and federal statutes.

### **Counter Protest**

A protest, demonstration, or event on campus may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by Campus and Student Life for those persons with views that differ from the views held by the event organizers. In order to ensure the safety of all participants, the University Police Department may require the attendance of one or more officers. All people participating in protests or demonstrations are expected to provide a form of University issued or government issues identification upon request from a University official.

## **6. Food Policies**

The safety and wellbeing of the University of Chicago community is of the utmost importance. To ensure the health and safety of all University community members all food sold or distributed by Recognized Student Organizations must be provided by a licensed and insured vendor and handled properly by members of the RSO. This policy applies to all RSO events including food sales and distribution as well as at formal RSO events.

This policy applies to all RSOs hosting fundraisers and events in the following locations:

- Reynolds Club
- Bartlett Hall
- The Quads
- Ida Noyes Hall
- Classrooms (including Harper and Stuart)
- All RSO Tables (Reynolds Club Marketplace, Bartlett, Cobb Indoor/Outdoor Tables)

When selling or distributing food the following policies apply:

- All food must be provided by a licensed and insured caterer or food service provider, restaurant, or store.

- No home-made food is allowed to be distributed or sold with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associated with them to participate. All potlucks must be approved by Student Centers' staff.
- No food preparation is allowed on-site; only assembling or arranging food items is permitted.
- All store-bought food must be pre-packaged; foods purchased in bulk (such as donuts, cookies, or other baked goods) may be portioned and individually wrapped for distribution by an RSO, provided that gloves are worn when handling the food.
- Potentially hazardous foods, defined as any food items that are required to have temperature regulation (hot or cold) to keep safe for human consumption, are prohibited unless monitored by a vendor and approved by Student Center' staff.
- To prevent contamination, it is required that RSO representatives serve all food while wearing gloves. The only exception is when foods are individually wrapped.
- No eating, drink, or smoking is allowed while engaged in food handling. Wash hands thoroughly after eating, drinking, or smoking before good handling.
- Consumption of food by customers or event attendees may not take place at the same table or surface where food is being served.
- All food must be properly disposed of and cleaned up at the end of an event.
- All food grilled on-site must be pre-cooked, and may not be cooked from a raw state.

### **Catering Policy**

The Reynolds Club does not have an in-house catering service. All groups are free to use prepackaged or precooked, store-purchases foods, or the caterer/restaurant of their choice at events. Student Centers Office will provide a list of caterers who have worked successfully in our building (Reynolds Club and Ida Noyes Hall) on numerous occasions upon request.

- UChicago Dining, Center for Leadership and Involvement, and Student Centers jointly offer catering options through the RSO Catering Fund. RSOs may find further information and apply for funding on UChicago Dining's website [here](#).
  - All caterers delivering to the University of Chicago campus or serving food on-site at an event must provide a certificate of insurance showing proof of:
    1. General liability insurance in the amount of \$1,000,000\*
    2. Worker's compensation coverage

\*The general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

## **7. Posting**

The University Community may publicize their events in designated areas through several methods. The form and content of the publicity will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. The publicity may not include any suggestions of the availability of alcohol. Complaints and questions must be directed to the Center for Leadership and Involvement at the Student Activities Center (RC 001, (773) 702-8787).

### **Postings (Flyers and Announcements)**

Anonymous posting is allowed in the Reynolds Club only. These postings must be dated and will be removed two weeks after posting. Posting must be placed only on designated bulletin boards, no more than one posting per event. The posting should not cover current postings belonging to other organizations or individuals. Individuals should only remove others' postings if the date of the event has passed.

### **Chalking**

Chalking to publicize events is allowed only on campus sidewalks that can be washed out by rain. Water-soluble chalk must be used, and no spray chalk is allowed. Only RSOs, University Departments, and other official groups at the University of Chicago may chalk on campus sidewalks.

### **Banners**

Campus groups may post banners in the Reynolds Club, on the walls and main arches of Mitchell Tower (but not over windows, doors, or on the woodwork). Use the rolls of masking tape available from the Student Activities Center to post your banners and remove banners carefully so as not to damage the walls or architecture of Mitchell Tower. A maximum of one six-foot banner per group may be posted. Banners with no event dates must be removed after 2 weeks of posting the banner.

Any handbills or leaflets must clearly state the name of the organization or individual. Policies on solicitation and distribution of handbills and leaflets vary by building. Door to door soliciting is prohibited in dormitories without the consent of the Director of Undergraduate Housing.

### **Table Tents in Dining Locations**

The Office of Undergraduate Student Housing must approve table tents for the two residential dining commons (Bartlett and South Campus) and the Center for Leadership and Involvement (RC 003) must approve the table tents for the C-Shop and Hutchinson Commons. All requests must be submitted a minimum of 5 days prior to the posting date. Complaints against student organizations should be directed to the Student Activities Center.

### **Posting in Housing**

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by an RSO, provided they state clearly the organization or department's name and event date, time, and location (if applicable). Damages that result from the posting of posters/ flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/ flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if a poster is deemed to be offensive to a particular group or individual, the poster may be removed.

## **8. Hazing**

The University of Chicago prohibits hazing and it is illegal in the state of Illinois. A person commits hazing when he or she knowingly requires a student or other person at the University to perform any act, on or off University property, for the purpose of induction, admission, or membership into any group, team, organization, or society associated with or connected to the University if the act is not sanctioned or authorized by the University and results in harm to any person or could reasonably be foreseen to result in such harm. A person's willingness to participate in an act of hazing does not justify or excuse the act or fall outside of this policy. Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive:

- Creation of physical or mental exhaustion or fatigue
- Forced consumption of alcohol or other intoxicants
- Physical and mental shocks
- Paddling
- Physically or psychologically dangerous or risky activities
- Coercive, degrading, or humiliating games and activities
- Appropriation of public or private property; Physical harm;

Any student or group that commits hazing will be subject to discipline under the Housing Disciplinary System or the germane Student Disciplinary System, as appropriate. Any person with knowledge of hazing is expected to communicate promptly with the Office of the Dean of Students in the University, the Office of the Provost, the

University of Chicago Police Department, or University Human Resource Services. Reports may also be made by using the University's Behavioral Intervention hotline at (800) 971-4317.

## 9. Contracts and Third-Party Agreements

A contract defines an agreement between the University of Chicago and another party providing services. It is a legal and binding document. As a student, you do not have the authority to commit the University to a contract, either verbally or in writing. You should:

- Present all proposed contracts to your Center for Leadership and Involvement advisor for a signature on your behalf
- Your advisor may need time to work with other University offices before being able to sign a complex contract or may need another University official to be the signer. Please allow 2-4 weeks for any contract to be signed.
- Any contract you sign may be your own personal liability, and the University may not be able to help you resolve conflicts or litigation.

### Making a Bid or an Offer

A bid or offer may constitute a contract, so it is important to take care not to accidentally enter into an unauthorized agreement. These steps will help you protect yourself when making an offer.

1. **Gather Information** - Collect information about potential vendors/speakers/performers, their availability, costs, and technical requirements (lights, sound, power needs, etc.)
2. **Review Alternatives** - Review the information from each potential vendor you contacted and decide who you would like to use.
3. **Draft an Offer** - In addition to performance fees or honoraria, it is important to consider what travel costs and technical/logistical costs you will be accountable for when selecting your bid amount. You also need to include information about dates you are able to accommodate an event. You should have firm reservations/holds for any locations/dates you offer. Once you have drafted this offer it is ready for review, but should not yet be sent to the vendor.
4. **Review with your Advisor** - it is important to send a draft of your bid to your advisor before you send the offer to the vendor. Your advisor will work with you to make sure nothing in your offer would constitute an obligation that you won't be able to deliver.
5. **Make your Offer** - Once your advisor has approved your offer you are ready to submit it to your vendor.

## 10. Film Rights

If you are planning to show a film for your RSO you will need to purchase the rights for a public screening through a distributor. The only situation where you will not need to purchase the rights to screen are outlined below:

- If you are showing the film in a face to face teaching activity, it is fair use to do so and you do not need the copyright owner's permission to do so under Section 110 of the Copyright Act.
- You cannot show a movie for entertainment without getting a license/permission even if you are not charging admission.

Under Section 110, all of the following have to be satisfied in order to avoid needing permission of the copyright holder:

1. The movie must be shown by an instructor or students;
2. The instructor and students must be in the same place (i.e., the instructor has to be present in the room);
3. The event must be a teaching activity and not recreation or entertainment;
4. The event must be put on by a nonprofit educational institution (i.e. the University);
5. The event must take place in a classroom or other area used as a classroom for systematic instructional activity (i.e., not a dorm room); and
6. The copy of the movie being shown must have been lawfully made (no bootleg copies).