



Recognized Student Organizations

2020-2021 RSO Handbook

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**Student Life
and Leadership**

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The Basics

Definition of an RSO

A Recognized Student Organization (RSO) is an organization that has fulfilled the requirements established by the University for Official Registration and received approval by the Office of Student Life and Leadership. University recognition of an organization does not imply control of, support of, or agreement with the organization's purposes, goals, and/or philosophies. Participation in RSOs is voluntary. However, RSOs must abide by University rules and regulations as well as local, state, and federal laws.

Benefits of an RSO

As a Recognized Student Organization of ULM, your group is entitled with certain rights and privileges, as long as your organization stays in good standing (active status) with the University. These special benefits include, but are not limited to the following:

- Be listed on the ULM Student Life and Leadership website, Wingspan, and University publications and newsletters
- Reserve ULM facilities, grounds, and equipment for organizational use
- Sponsor events and other activities on campus
- Advertise approved events and activities throughout various University outlets (student posting areas, social media, Wingspan, etc.)
- Apply for and expend organization funding from Student Government Association, Campus Activities Board, SAEF, or other University departments
- Participation in any recruitment fair (Browse on the Bayou, Marketplace, etc.)
- Access to game day tailgate passes
- Participation in intramural sports

RSO Categories

- Cultural – promotes the history and traditions of a specific culture as well as providing support for members of the culture within the campus community
- Honorary/Academic – recognizes a high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline
- Greek Life – social Greek letter sororities and fraternities that affiliate with one of the three governing councils on our campus:
 - IFC (Interfraternity Council) - governing body of all associate and full member fraternities at the University of Louisiana Monroe
 - NPC (National Panhellenic Conference) - a an umbrella organization for twenty six (26) international sororities/women's fraternities
 - NPHC (National Pan-hellenic Council) - a collaborative organization of nine (9) historically African American international Greek lettered fraternities and sororities

- Philanthropic – supports and/or helps fundraise for non-profit organizations; provides volunteer opportunities on and off campus
- Professional – provides students with a preview of their anticipated professional careers; typically associated with a college or degree program
- Recreational – promotes sports-oriented programs and/or recreational activities
- Religious – serves as a support network for students of a particular religious denomination or spiritual interest
- Leadership & Service – provides leadership opportunities on campus
- Special Interest focuses on a specific interest or topic

RSO Statuses

- **Active** - Active status is defined as the status of an RSO that has completed all requirements to start a new organization and been approved by the Office of Student Life and Leadership or to maintain active status. Organizations on active status are listed in Wingspan and may take advantage of all benefits offered to RSOs at ULM.
- **Inactive** - Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status with ULM Student Life. Organizations on inactive status are removed from all RSO lists and are not permitted to utilize any of the benefits offered to RSOs at ULM. Inactive organizations can become active again by contacting the RSO Advisor and fulfilling any outstanding responsibilities.
- **Probationary** - Probationary status is defined as the status of an RSO that has been removed from active status for violations of Student Life policies, University policies, and/or local, state, and federal laws. The length and terms of probationary status vary. Organizations on probation may be required to complete certain requirements before being placed back on active status and may lose some or all benefits offered to RSOs at ULM.
- **Provisional** - Provisional status is defined as the status of an RSO that is made up of less than 10 members. This status is given on a case-by-case basis and is determined by the Office of Student Life and Leadership. Organizations on provisional status may receive limited benefits offered to RSOs at ULM.
- **Temporary** - Temporary status is defined as the status of an RSO that exists for only one semester that was formed to support a specific goal such as a political campaign, natural disaster, etc.

RSO Requirements

In order to keep an organization's status with the University in good standing (active), RSOs must meet the following requirements annually:

- Renew annually with ULM Student Life and Leadership
 - Update the membership roster
 - Submit a new advisor agreement form
 - Confirm all profile details are up-to-date
- Attend fall RSO meeting, spring RSO meeting, Hazing Prevention Training, and any other meetings or training sessions deemed mandatory by the Office of Student Life and Leadership

- Two (2) officers must attend each of these events
- Advisors and members are welcome to attend, but do not count as representatives
- Advisor must report member GPAs to RSO Coordinator each semester by the deadline
- Update the membership roster each semester by the deadline
- Complete and submit the RSO Annual Report to the RSO Coordinator by the deadline
- Ensure all members complete the online Hazing Prevention Training and submit report to the RSO Coordinator by the deadline
- Hold a minimum of two (2) events per semester, excluding summer
 - All organization meetings count as one (1) event for the semester
- Participate in a minimum of two (2) Designated Campus Events per semester, excluding summer, and one (1) Campus Recruiting Event per semester, including summer

Invitation-only organizations (such as honor societies, spirit groups, etc.) may be exempt from some requirements. Honorary Organizations are exempt from participating in Designated Campus Events and Campus Recruiting Events, but are encouraged to participate. All other requirements must be adhered to.

Designated Campus Events

Below is a list of the Designated Campus Events for the 2020-2021 academic year which count towards RSOs' minimum requirements to remain active. Events are subject to change yearly and this list may be altered or added to at any time by the Office of Student Life and Leadership as deemed appropriate.

- Week of Welcome
- National Hazing Prevention Week
- Homecoming/Mardi Gras Court nominations *(only counts if nominee turns in application to SGA)*
- Homecoming Week
- Holidays at ULM
- Finals Week
- Spring Semester Welcome Back
- Spring Fever Week

Campus Recruiting Events

Below is a list of the Campus Recruiting Events for the 2020-2021 academic year which count towards RSOs' minimum requirements to remain active. Events fluctuate year to year and this list may be altered at any time by the Office of Student Life and Leadership as deemed appropriate. Dates and registration forms will be sent to RSOs as they are released.

- Week of Welcome RSO Marketplace
- Brows on the Bayou Organizational Browse
- PREP RSO Marketplace

Greek Life Organization Requirements

Greek Life organizations are to follow all RSO policies and procedures.

Renewal/Re-registration Process

To renew an RSO's registration, the organization must complete the following:

- Complete the renewal application in Wingspan
- Update the membership roster in Wingspan
- Attend fall RSO meeting
- Submit a new advisor agreement contract

Wingspan Compliance Policy

The Wingspan Compliance Policy Outlines all expectations of RSOs and their duty to uphold the proper use and maintenance of their Wingspan profiles in order to stay in good standing (active status) with the University and the Office of Student Life and Leadership,

- All active, inactive, probational, provisional, and temporary RSOs must be registered in Wingspan.
- A complete roster of currently active members must be included on each RSO's Wingspan profile at all times and be maintained regularly to reflect accurate active membership.
- All faculty/staff advisors must be included in the roster. Four primary officers (president, vice president, secretary, treasurer) must be recorded on the roster list at all times and updated immediately upon leadership change.
- A current copy of the approved RSO constitution must be uploaded to each RSO's Wingspan profile.
- All event requests must be submitted to Wingspan a minimum of 1 week prior to the event date.
- Wingspan is to be the primary source of communication between the RSO Coordinator and RSOs. A designated officer of each RSO should be responsible for Wingspan maintenance and communication.
- Failure to comply with the Wingspan policy will result in forfeiture of RSO benefits and loss of good standing (active status) with the University and Office of Student Life and Leadership.

5 Star Point System

RSOs will be assessed annually on a point-based system to determine their rating (1-5 stars) by the Office of Student Life and Leadership. RSOs receiving 5 Star ratings will be recognized for their outstanding achievement and the organization with the highest cumulative points based on this system will be named RSO of the Year. Points are assigned on the following criteria:

- Active Membership
- Chapter GPA
- Chapter Community Service Hours (only hours recorded in Wingspan count towards this total)
- Campus Involvement
 - Chapter events hosted on and off campus

- Campus Designated Events participated in
- Homecoming Court nominations
- RSO Banquet Awards applications
- Chapter Achievement (community/organizational recognition and awards)
 - Community recognition/awards/achievement
 - National affiliation recognition/awards/achievement
 - Campus recognition/awards/achievement
 - Homecoming court representatives nominated by your organization
 - RSO Banquet Awards
 - Greek Week placement

Student Affairs Banquet

The Division of Student Affairs and Office of Student Life and Leadership host an annual awards banquet to recognize RSOs demonstrating exemplary achievement. Awards packets are distributed in the spring semester as some awards are application based. Each application-based award applied to by an organization adds to campus involvement points. RSO of the Year, Best New RSO, and Greek Chapter of the Year will receive \$500 scholarships from both CAB and SGA.

Awards

Non-Greek Division

- RSO of the Year (point-based)
- Best New RSO (point-based, RSO less than 2 years old)
- Community Service Program of the Year (application-based)
- President of the Year (application-based)
- Community Service Award (chapter hours-based, Wingspan only)
- Warhawk Volunteer of the Year (community service-based, Wingspan hours only)
- Community Service Program of the Year (application-based)
- Program of the Year (application-based)
- Collaborative Program of the Year (application-based)
- Off Campus Advisor of the Year (application-based)
- Campus Advisor of the Year (application-based)
- Academic Achievement Award (chapter GPA-based)

Greek Division

- Chapter of the Year (point-based)
- Greek Man of the Year (application-based)
- Greek Woman of the Year (application-based)
- President of the Year (application-based)
- Off Campus Advisor of the Year (application-based)
- Campus Advisor of the Year (application-based)
- Academic Achievement Award (chapter GPA-based)
- Community Service Award (chapter hours-based, Wingspan hours only)

- Warhawk Volunteer of the Year (community service hours-based, Wingspan hours only)
- Philanthropy Project of the Year (application-based)
- Program of the Year (application-based)
- Collaborative Program of the Year (application-based)

New RSO Application Process

1. Visit Wingspan (wingspan.ulm.edu) and browse the active RSOs to ensure there is not already a chapter of the group you wish to start.
2. Familiarize yourself with this Recognized Student Organization Handbook. Please note that your organization is responsible for knowing and upholding all policies and regulations pertaining to RSOs.
3. Download and complete the New RSO Application form from the Student Life and Leadership webpage (ulm.edu/studentlife).
4. If this organization has a national affiliate, contact the national headquarters for information about how to have this chapter recognized and request a letter of affiliation from the national office to include with your application.
5. Gather a group of at least 10 interested students who wish to be members of the RSO. A list of their names and ULM emails must be included with your application.
6. Secure an advisor (a full-time faculty or professional staff member) and have the Advisor Agreement Form signed to include with your application.
7. Draft a constitution/by-laws for the organization. You must follow the outline found in this handbook including the 3 mandatory statements.
8. Contact the RSO Coordinator (Meagan Morris, mlee@ulm.edu) to schedule an appointment to review the application materials and the purpose of the group.
9. Once submissions have been reviewed by the RSO Coordinator, you may be contacted to discuss any revisions or concerns that need to be addressed.
10. Upon receiving confirmation of your RSO's approval, follow the instructions to register your organization in Wingspan. You are not an active RSO until all steps have been completed.
11. Once all requirements are met, the organization is official a Recognized Student Organization of the University.
12. This submission process can take up to 4-6 weeks, barring any holds or moratoriums.

**There is a New RSO Moratorium in place for the Fall 2020 Semester due to COVID-19 safety concerns.*

Constitution Requirements

An RSO's constitution is the document containing basic rules relating to the organization and its members, prospective members, and advisors. Organizations governed by a national affiliate may submit the national organization's constitution as well as local bylaws that include ULM's requirements for basic policies, membership, officers, and amendments. Organizations whose national affiliate do not allow them to adopt local bylaws must submit a constitution statement to the RSO Coordinator agreeing to follow ULM's basic policies, membership, officers, amendments, and registration renewal. For assistance, please see the example constitutions provided below.

RSOs at ULM are required to include a set of basic policies, membership requirements, officer requirements, amendment procedures, and appeals process that are set forth by the University. The following general outline should be followed:

Constitution Outline

A. Name of Organization

B. Purpose of Organization

C. Membership

a. Defined

b. Qualifications

c. Non-discrimination membership clause

d. The constitution of each organization seeking recognition by the University must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of the University of Louisiana Monroe.

D. Officers and Advisors

a. Positions

b. Duties for each position

c. Method of selection

d. Officers in any RSO must have at least a 2.5 cumulative GPA and be in good standing with the university at the time of elections and during the term of office. (Greek organization officers must be in accordance with their national headquarters' policy.)

E. Meetings

a. How often/when and how long they occur

b. How to run the meeting

F. Committees (optional section, only if applicable)

a. Names of committees

b. Responsibilities

G. Requirements for Amendment of Constitution

Constitution Amendments

Any proposed change in the constitution/bylaws of an RSO must be emailed to the RSO Advisor. The Office of Student Life and Leadership will review any proposed changes and notify the organization in writing of the action taken (adoption, rejection, or return of the proposed change for further development). No change in a RSO constitution/bylaws will become effective until officially approved.

Officer Requirements

Each RSO's President serves as the primary liaison to the University. Additional positions required for each organization include: Vice President, Secretary, and Treasurer. Each of these officers must be listed in the roster as the position they hold. The officers listed on the roster are the only students who are allowed to represent the RSO in official business with the University. Only the officers are permitted to make reservations, register events, and conduct other business on behalf of the organization. Officers must meet the following criteria:

- Full time ULM student
- Must maintain at least a 2.5 cumulative GPA
- Must not be on academic or disciplinary probation

Membership Requirements

RSOs must have at least ten (10) members in order to maintain active status. Members must meet the same criteria listed about in Officer Requirements.

Advisor Requirements

All RSOs are required to secure and maintain an on-campus advisor who is a current full-time employee (faculty or professional staff) of the University. RSO Advisors are integral to the success of the organization and the development of its student leaders.

In order to serve as an advisor, the Advisor Agreement Contract must be submitted on behalf of the organization to the RSO Coordinator each academic year. In the case of an advisor change mid-year, a new contract must be submitted immediately. This form can be found in the RSO Application packet on the Student Life and Leadership webpage (ulm.edu/studentlife).

As outlined in the RSO application guidelines for Recognized Student Organizations at ULM, the following duties are required of RSO Advisors:

- Attend RSO Advisor training meetings annually
- Complete hazing prevention training annually
- Renew Advisor Agreement Contract annually
- Verify the RSO's founding documents upon signing the Advisor Agreement Contract
- Verify the RSO's president and treasurer on the organization's bank account
- Verify the RSO's membership roster and officer information in Wingspan semesterly
- Review all RSO event request submissions in Wingspan – RSO event requests will not be approved without Advisor approval
- Submit grade report of all active organization members to the RSO Coordinator semesterly

Duties that are encouraged but negotiable with student leaders include, but are not limited to, the following:

- Meet individually with the RSO President before each meeting
- Attend officer and organization meetings

- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the RSO thrive or decline on its own merits; do not interfere unless it is requested to do so
- Represent the organization in any conflicts with members of the University faculty or staff
- Assist in planning events

Per the Clery Act, advisors for RSOs at ULM are considered Campus Security Authorities with responsibilities to report criminal incidents or concerning behaviors to ULM Police when acting in their role as an organization advisor.

Advisor Agreement Contract

Found at ulm.edu/studentlife and must be renewed annually.

Advisor Changes

A change of advisor or changes in the advisor's contact information requires submission of an updated Advisor Agreement Contract signed by the individual in the advisor role. If an advisor resigns, it is the organization's responsibility to inform the RSO Coordinator and secure a new advisor for the organization. RSOs are allowed a period of 1 month, not including summer, to secure a new advisor.

Advisor Resources

RSO Advisor Training will be held in the fall and spring semesters. Advisors will review the policies and procedures RSOs must abide by in accordance to University policy. Advisors are required to 1 training session annually; they must attend the first offered training session each year from the time they renew or sign a new Advisor Agreement Contract. (Ex: An advisor renewing his/her contract for another academic year must attend the fall training. A new advisor who signs a contract in October must attend the spring training. A new advisor who signs a contract in June must attend the fall training.)

Advisor Training Dates for the 2020-2021 Academic Year:

- September 1st via Zoom
- February 1st via Zoom

Check your emails regularly for the invitation to these meetings.

RSO Resources

RSO Coordinator Office Hours

Meet with Assistant Director of Student Life and Leadership and RSO Coordinator Meagan Morris during her virtual office hours every Thursday via Zoom for a basic, group Q&A session. See ulm.edu/studentlife for information on Zoom meeting invitation.

For in-depth conversations, please schedule a private meeting by emailing mlee@ulm.edu.

Student Government Association

ULM Student Government Association accepts applications for RSO scholarships each semester. The intent is to assist other organizations with events, programs, travel, etc. That will benefit the University and student body as a whole. Up to \$500 can be awarded to RSOs as SGA votes for approval. To apply, contact an SGA officer or advisor or email sga@ulm.edu.

Campus Activities Board

ULM Student Government Association accepts applications for RSO scholarships each semester. The intent is to assist other organizations with events, programs, travel, etc. That will benefit the University and student body as a whole. Up to \$500 can be awarded to RSOs as CAB votes for approval. To apply, contact an CAB officer or advisor or email cab@ulm.edu.

Student Activities Enhancement Fee

ULM Division of Student Affairs accepts applications for awards each semester. The intent is to assist ULM students, groups, and departments with events, programs, travel, etc. That will benefit the University and student body as a whole. Up to \$30,000 can be awarded as the SAEF Committee votes for approval. To apply, contact the Director of Student Life and Leadership, Emily Essex, at essex@ulm.edu.

Event Planning and Submissions

Definition of an Event

An RSO event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- A significant number of attendees are members of an organization.
- The event, activity/gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization.
- Promotional material associated the event/activity/gathering with a specific organization.
- The activities can be reasonably associated with an organization.

All on-campus RSO events must be submitted via Wingspan a minimum of 1 week in advance of the proposed date of the event for approval by the Office of Student Life and Leadership. Events which require a reservation of a campus facility must include the facility reservation confirmation previously obtained from the correct facility manager as part of the Wingspan event request. Events which require reservation of campus equipment must include the equipment reservation confirmation previous obtained from the correct equipment manager as part of the Wingspan event request.

All virtual RSO events must be submitted via Wingspan a minimum of 1 week in advance of the proposed date of the event for approval by the Office of Student Life and Leadership.

Off-campus events do NOT need to be registered in Wingspan. They may however be submitted strictly for promotional purposes. Approval of these events by the Office of Student Life and Leadership does not in any way hold the University responsible for an off-campus event hosted by an RSO.

Wingspan Event Submission Process

Below is an overview of the event submission and approval process. Changes have been made to streamline this process so please carefully reference the steps below when planning your RSO's event. Events must be submitted to Wingspan a minimum of 1 week (7 days) prior to the proposed event date.

1. Plan proposed event with organization. This plan does NOT mean the event is finalized; it is a proposal.
2. Secure the desired facility with the correct facility manager as well as any other supplemental confirmations needed for your event (I.E. ULM Police, ULM Physical Plant, etc.). You must have this confirmation receipt to upload to Wingspan in order to submit your event request. See **Campus Facilities Available for Reservation** for more information.
3. Create an event request submission in Wingspan for your organization and upload your facility reservation confirmation along with any additional confirmations needed for your event. *(Only officers can create and submit a Wingspan event. The officer who submits the event is the only one who can request changes.)*

How do I create a Wingspan Event Request?

1. Log into your Wingspan account using your ULM credentials
 2. Select the organization you wish to submit an event request for from your Wingspan dashboard. *(You must be an officer of the organization to submit an event.)*
 3. Select "manage" organization in the upper right-hand corner of the screen.
 4. Select the menu tab on the left-hand side of the screen.
 5. Select the "events" tab.
 6. Select the "create event" tab.
 7. Follow the steps and fill in all required and supplemental information regarding your event – the more information, the better. This helps speed up the approval process for Student Life and Leadership administration as well as promote your event properly to the University student body.
-
4. Have your organization's advisor review the event and vote on it. Student Life and Leadership will NOT approve any event that has not been reviewed by the RSO's advisor.
 5. Finally, the RSO Coordinator or another Student Life and Leadership Coordinator will Approve or Deny the event request. If the event meets the requirements and does not interfere with any other approved events, approval is granted.

What happens if an event is not approved?

1. If there is an issue or question about your event, ULM Student Life and Leadership contacts the RSO officer who submitted the event in Wingspan. Communication will take place in the comment section of the event request submission and you will be notified by email from Wingspan.
2. If the event is denied, the officer who submitted the event will receive email notification from Wingspan with an explanation. Events can be resubmitted more than once for review.

Multiday Events

Events that are recurring throughout the semester should be registered as a single event with multiple dates added to the event request submission on the first page. (Ex: weekly chapter meetings)

Events that are held over a multiple-day period or the weekend that have separate events per day with complex details, such as different starting/ending times and locations, should be registered as individual events. (Ex: Spring Fever Week)

After Hours Events

After hours events are defined as any event open to ULM students and guests to take place outside of normal campus operating hours. (Monday-Thursday 7:30am-5pm and Friday 7:30-11:30am)

All on-campus after hours events require ULM Police notification. It is the responsibility of the RSO to contact ULM Police before submitting a Wingspan event request. ULM Police will advise on if it is necessary to reserve a security officer for your event.

On-campus events must end by 11pm Sunday through Thursday and events must end by 1am on Friday and Saturday. Any exceptions must be approved by the Director of Student Life and Leadership, Vice President of Student Affairs, and ULM Police.

Chalking/Yard Signs

Chalking of ULM sidewalks must be registered in Wingspan by RSOs as an event. Refer to the ULM Posting Policy for guidelines and restrictions on chalking.

Cash and Money Handling

Any cash exchange at RSO events requires ULM Police notification. It is the responsibility of the RSO to contact ULM Police before submitting a Wingspan event request. ULM Police will advise on if it is necessary to reserve a security officer for your event.

For safety and security purposes, ULM Student Life and Leadership strongly discourages the collection of cash for payments at RSO events. Instead, organization leaders should consider adopting an online payment system where payments can be accepted, tracked, and disbursed easily – and audited, if necessary.

Film and Movie Screening

RSOs interested in showing films or movies at meetings or events must comply with the Federal Copyright Act (Title 17 of the U.S. Code), which governs how copyrighted materials, such as movies, may

be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. To show a video on campus, your RSO must purchase a “public performance” license from one of the three companies listed below:

- **Swank Motion Pictures, Inc.**
<http://www.swank.com> (800) 876-5577
- **Criterion Pictures**
<http://www.criterionpicusa.com> (800) 890-9494
- **Motion Picture Licensing Corporation**
<http://www.mplc.com> (800) 462-8855

Fees are determined by such factors as the number of times a movie will be shown, anticipated audience size, location, etc. While fees vary, they are generally inexpensive for smaller audiences. Fees may be waived if a request is granted from the company responsible for producing the film or movie. For more information on the law on “public performances,” visit <http://www.swank.com/collegecampus/copyright/> (Swank Motion Pictures, Inc. 2017)

RSOs that are interested in showing films, movies, television shows, and any other content available via a streaming service (I.E. Netflix, Hulu, Amazon, Sling, etc.) must still adhere to that company’s terms and conditions within the user agreement. This may still require obtaining a “public performance license” to screen the media.

Campus Facilities Available for Reservation

ULM Academic Buildings

Shelley Johnston (sjohnston@ulm.edu) 318-3425261

ULM Office of Event Services

Chrissie Autin (autin@ulm.edu), Meghan Olinger (olinger@ulm.edu), Emily Clark (clark@ulm.edu)

318-342-1900

- Student Center Rooms
- SUB Overhang
- SUB Informational Booth
- Hangar (formerly SUB Ballrooms)
- Terrace (formerly 7th floor of the Library)
- Bayou Pointe

ULM Office of Student Life and Leadership

Chris Williams (jwilliams@ulm.edu) 318-342-5289

- Bayou Park
- The Quad
- Library Overhang

Emily Essex (essex@ulm.edu) 318-342-5286

- Student Grove
- SGA Bayou Landing Stage

Brown Gym

Mark Kerry (kerry@ulm.edu) 318-342-3078

ULM Athletics Facilities

Lakeyn Bolfing (lbolfing@ulm.edu) 318-342-5415

ULM Office of Recreational Services

Colton Bernstein (bernstein@ulm.edu) 318-342-5301

- Intramural fields
- Activity Center

Posting Policy

The University of Louisiana at Monroe (ULM) strives to create a campus culture that support its academic mission. It seeks to provide an environment conducive to learning, one that is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. Thus, the following Policy is effective, July 1, 2006.

All RSOs wishing to post materials on campus in display shall report to the Office of Student Life and Leadership for approval. All materials selected for posting must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy. *Please note that this not the complete set of Posting Policies. The full Posting Policies can be found at ulm.edu/policies under Student Life and Leadership.*

I. General

- a. Posting is limited to only ULM divisions/departments, ULM programs and ULM RSO's. Non-ULM groups are asked to publicize with ULM student publications or access the Free Speech posting areas.
- b. Materials must be clear and legible, must bear the name of the sponsoring ULM division/department, ULM program, or ULM RSO, and must provide current contact information.

c. Materials making reference to the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited, including but not limited to: 2-4-1 specials, happy hours, BYOB, BYOC, All you can drink, Keg, Keg Party, Keg Bust or illustrations/photos depicting these activities.

d. Materials displaying or referring to violence or obscenities and of a defamatory or commercial nature are prohibited.

II. Posting Policy

a. Registered Student Organizations (RSO)

-Each RSO must have an event approved prior to requesting approval to advertise the event.

-Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.

d. Academic Departments

-Representatives wishing to post information on behalf of an academic department may use departmental display areas without prior approval from the Office of Student Life and Leadership.

-Any materials posted outside of departmental display areas must be approved by the Office of Student Life and Leadership prior to posting.

g. Student Elections & Campaigning

-All general posting rules and specifications will apply for campaign materials in addition to SGA election codes.

-Special campaigning display areas will be provided for candidates (further information can be obtained through SGA).

III. Specifications

a. Fliers are limited to a maximum size of 11" x 17" with the exception of specially sanctioned university events as outlined in Section VII of this policy. Any flier that exceeds the size limit will be removed.

b. NO HANDWRITTEN FLIERS WILL BE PERMITTED.

c. All postings should be limited to the cork portion of the display board or strip.

d. Tacks are to be used on cork posting boards and strips only (the use of staples, tapes, stickers or adhesives is prohibited).

e. All costs associated with the removal of any material posted with anything other than tacks will be billed to the responsible party.

f. Postings on top of others is prohibited.

g. No more than one flier per ULM division/department, ULM program or ULM RSO may be posted on an individual display area.

- h.** It is the responsibility of the ULM division/department, ULM program or ULM RSO to remove all postings 48 hours after completion of the publicized event.
- i.** All out-of-date postings will be removed weekly. In case of University closure, holidays or weekends, removal will occur on the next business day. Fliers will be removed due to damage or deterioration caused by inclement weather or excessive posting.
- j.** During the first two weeks and last two weeks of each semester, boards with excessive posting will be cleaned on a daily basis.
- k.** Fliers posted by a ULM division/department, ULM program, or ULM RSO that provide information related to ULM issues and events will be given priority.
- l.** Failure to adhere to these regulations will result in removal of the flier and action being taken by the University including but not limited to fines and loss of posting privileges.

IV. Display Areas

- a.** General postings are limited to display areas designated by headers with ULM STUDENT NEWS. *A list of those locations is on page .*
- b.** Posting is strictly prohibited in or on the following: chalkboards, desks, podiums, sidewalks, interior and exterior walls of buildings, doors (wood or glass), concrete, pilings, columns, windows, glass fronts, painted surfaces, brick, wood surfaces, trees, traffic signs, campus signage, light posts/poles, trash cans, bathrooms & fixtures, staircases, railings, borders and frames of display boards, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, benches, utility boxes, motor vehicles, and private property.
- c.** Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.

V. Distribution of Materials

- a.** Outside entities not affiliated with the University wishing to pass or hand out of literature, fliers, posters, advertisements, or any other material may reference the Freedom of Expression policy found on the ULM website.
- b.** ULM divisions/departments, ULM programs, and ULM RSOs
 - The passing or handing out of literature, fliers, posters, advertisements, or any other material is limited to the following areas: SUB, ULM Bookstore sidewalk area, Quad, Scott Plaza and sidewalk areas, the walkway between HANNA and ADMIN, and the sidewalk area between CNSB and NURS.
 - Passing or handing out fliers inside any academic or administrative building, residence hall or University facility is prohibited. Exceptions may be granted in cases where the material intended to be distributed is directly related to the mission or goals of the University. Only ULM divisions/departments, ULM programs, and ULM RSOs may be granted approval. The Office of Student Life, in consultation with the President or designee, shall make a final decision regarding exceptions.

-The passing out of materials must be conducted in a courteous manner and cannot be disruptive to the ULM community or the orderly processes of the University. Materials may not be forced upon an individual.

-ULM divisions/departments, ULM programs, and ULM RSO's passing out fliers will be responsible for the clean-up or removal of their fliers that litter campus grounds or facilities, regardless of the individuals littering.

-The Office of Student Life will notify the party responsible for the materials and provide the location of the litter. The offending party will have 24 hours from the date of notice to clean up the litter. Should the offending party not act to remove the litter within the 24-hour period, the party will be billed for all costs associated with the clean-up of any litter caused by the distribution of material.

-Failure to adhere to this Policy will result in removal of the party distributing the material from the campus and action being taken by the University against the party (ies) responsible for the purchase, promotion, and/or distribution of materials.

VI. Chalking

a. Chalking on campus is limited to ULM divisions/departments, ULM programs and ULM RSO's, and is permitted only on the following designated paved sidewalk areas: SUB, SAND, ADMN, BRWN (front), and BAND. (Chalking on/in academic buildings is prohibited). RSOs must submit chalking as an event request submission via Wingspan.

b. The substance used for chalking must be water-soluble and easily washable by water or rain.

c. Chalking is prohibited on brick surfaces, walls, benches, glass, windows, doors (wood or glass), pilings, columns, windows, painted surfaces, trees, traffic signs, light posts, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, utility boxes, motor vehicles, private property, and other objects.

d. The Office of Student Life will notify the party responsible for improper chalking and provide the party with 24 hours to clean up the chalking in violation of this Policy. Should the offending party not act to remove the chalk within the 24-hour period, the party will be billed for all costs associated with the clean-up of the chalk.

e. Maps and information specifying designated areas may be obtained through the Office of Student Life located in the Student Center Room 258.

VII. Free-Standing Signs (Sandwich Boards/A-signs/Greek Letters, and Stake Signs)

a. The University of Louisiana at Monroe believes that student organizations are integral to the holistic development of students' while pursuing a higher education. In order to successfully accomplish this mission to the University allows Student Organizations to hold events on campus in order to allow them to fulfill their respected mission and vision statements.

b. In order to make these events successful Student Organizations are allowed to publicize and promote their organizations on campus through various flyers, signs, boards, etc.. as long as they are in compliance with the ULM Posting Policies and Procedures on campus.

- c.** All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Student Life for approval. All materials selected for posting or standing must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.
- d.** The following is the appendix to the ULM Posting Policy and Procedures for free-standing signs.
- e.** All ULM divisions/departments, ULM programs or ULM RSO's wanting to place free standing signs on campus must register with the Office of Student Life (342-5287).
- f.** Free-standing signs are limited to only ULM divisions/departments, ULM programs, and ULM RSO's. No commercial advertisements should be distributed in this way on the ULM campus.
- g.** The placement of free-standing signs must be in accordance with Americans with Disabilities Act (ADA) codes, and is limited to the following grass/non-paved areas: Bayou Park (as long as the signs are at least 8ft away from any sidewalk), Grove (next to the tailgating area or tent), Walker Hall, Commons (as long as the signs are at least 8ft away from any sidewalk), and Front of the Coliseum next to the information board. Placements outside the designated areas will require special permission from the Office of Student Life, in consultation with the President or designee.
- h.** The placement of free-standing signs on sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by ULM Police department, other law enforcement/emergency officials, facilities management officials/Physical Plant, or University officials acting on behalf of the University to announce a matter directly related to the health, safety, or welfare of the university community.
- i.** The maximum size for free-standing signs is 8 feet by 4 feet (tall or wide).
- j.** The maximum number of free-standing signs that can be placed per ULM department, ULM program, or ULM RSO is as follows: 1) One A Signs/Sandwich Boards/Set of Greek Letters per organization 2) Ten Stake Signs
- k.** Free-standing signs may be placed on campus for a set number of days determined by the Office of Student Life on an event by event basis.
- l.** The ULM division/department, ULM program or ULM RSO will be responsible for the removal of all signs within 24 hours after the ending date/time of the event(s).
- m.** Signs will be removed due to: harm posed to the university community, damage or deterioration by inclement weather, excessive postings, or space constraints.
- n.** The Office of Student Life reserves the right to reduce display time, change space allocation, remove signage, and deny space when deemed necessary. The Office of Student Life's decision shall be final.
- o.** The Office of Student Life and Leadership will notify the party responsible for the signs that it has violated the ULM Posting Policy with a warning the first time a policy is violated. After two violations of the ULM Posting Policy by the same organization in an academic school year the Free Standing Sign privileges of the violating organization/s will be suspended for a full calendar year starting the date of the second violation

VIII. Banners

- a.** The use of banners is limited to only ULM divisions/departments, ULM programs, or ULM RSO's. The use of banners is restricted to special events recognized and supported by the University. (The Office of Student Life, in consultation with the President or designee, shall make a final decision regarding the placement of the banners taking into consideration safety, potential damage to buildings, property, trees and plants, and importance of the event or matter being advertised.)
- b.** Any group wanting to place a banner in/on the SUB must contact the Office of Student Life and Leadership for procedures and approval.
- c.** Materials used to post banners must not cause alterations or damage to the original condition of the wall or facing.
- d.** Any group wanting to place a banner in/on any other facility or location on-campus not specified in this Section, must obtain written permission from the Office of Student Life 10 (ten) calendar days prior to the event. (The Office of Student Life's decision in consultation with the President or designee, shall be final.)

IX. University Special Events/Student Government Elections Provisions.

- a.** Special events include Student Government Elections, and University-Wide events (i.e., Homecoming, Mardi Gras elections, Week of Welcome, etc.).
- b.** All material distributions for special events will use the Special Provisions Section. These materials must be registered and approved through the Office of Student Life at least five calendar days prior to the distribution of materials.

X. Special Provisions

The following are exemptions to the provisions outlined in Section IV of this Policy and are only allowed during special events. They are subject to approval by the Office of Student Life. Failure to adhere to any provision as outlined in the special events section will result in immediate removal of all materials, and the appropriate action being taken by the University.

a. Special Provisions for Distribution of Material

- The passing out or handing out of literature, fliers, posters, advertisements, or any other material is permissible in outside/exterior common areas, except the steps and doorways of buildings and facilities.
- The handing out of material in residence halls, academic or administrative buildings, or the interior of any facility is prohibited.
- These provisions are permissible beginning seven (7) calendar days prior to the event and must end with the completion time of the event.

b. Special Provisions for Posters

- Posters must be no larger than 24" x 44" in size.
- Only one poster per department/organization per event is allowed on each poster area.

-These special provisions are permissible, beginning seven calendar days prior to the event. Posters must be removed within 24 hours after the ending date of the event.

c. Provisions for Free-Standing Signs

-Free-standing signs can be placed on-campus for a maximum of seven calendar days.

-All signs must be removed within 24 hours after the date of the event.

-The placement of free-standing signs is permissible only on the grass areas of campus. (see election V for designated areas)

-The maximum number of free-standing signs that can be placed per organization is:

Ten A Signs/Sandwich Boards/Greek Letters

Fifty Stake Signs maximum

-These provisions are permissible beginning seven calendar days prior to the special event, and must be removed within 24 hours after the ending date of the event.

SGA Election Posting Policy

- Campaigning cannot begin until the Monday of election week at 7:30am.
- All flyers and campaign materials must be approved and stamped by the Office of Student Life and Leadership.
- Fliers must be VERTICAL and no larger than 11"X17".
- The SGA logo cannot be used unless candidate was nominated by SGA.
- Campaigning is NOT allowed in several locations. These locations include, but are not limited to: academic buildings, Activity Center, the Cafe, computer labs, residential halls, the parking garage.
- Putting materials on cars is not permitted.
- Posting multiple fliers in one posting area is not permitted.
- Posting over existing fliers is not permitted.

All election violations will be handled by the Research and Judicial Affairs committee of the Student Government Association. If a flier is in violation, SGA reserves the right to remove the flier at any time.

If you have questions, ask before you act! The SGA office is open from 7:30am-5pm Monday-Thursday and 7:30-11:30am on Friday.

Approved Posting Locations

Buildings are listed as they appear numbered on the map below. Descriptions of posting locations within each building are also detailed.



- 13. Brown Hall- hallway by room 102, West and East stairwell
- 13. Brown Annex- hallway across from Rm 116
- 18. Student Union Building (SUB) - south and east entrance
- 32. Strauss Hall- north and south stairwell first floor
- 33. Stubbs Hall- northwest stairwell, north central stairwell, northeast stairwell, central hallway, and south stairwell
- 36. CNSB- northwest and southwest stairwell 1st floor, northeast and southeast stairwell 2nd floor, hallway outside Rm. 100 and 101
- 37. Hanna Hall- east and west stairwell 1st floor
- 38. Walker Hall- central front stairwell, south, central and north back stairwell 1st floor
- 40. Construction Building- lobby outside Studio 100
- 42. Caldwell Hall- north and west entrance
- 43. Band Building- front and north entrance
- 44. Biedenharn Hall- northeast entrance, lounge behind recital hall, and north stairwell
- 52. Hemphill Hall- southeast and northwest stairwell 1st floor

Social Media Guidelines

Various ULM entities are using social media outlets such as Facebook, YouTube, Twitter, Blogger, LinkedIn, RRS feeds, and other social media tools to connect with those interested in ULM. Social media is a great way to stay in contact with your audience. To help you make the best use of these social media tools, please refer to ULM' Social Media Policy.

RSOs are required to have their social media and any other websites listed on their Wingspan profile. RSO social medias are required to follow Student Life and Leadership social media and to allow Student Life and Leadership accounts to follow back. RSO social medias may not block any content from view by Student Life and Leadership social media accounts. Any social media violations will be monitored by the Office of Student Life and Leadership.

Instagram: @ulmstudentlifeandleadership

Facebook: ULM Office of Student Life and Leadership

Posting on social media in promotion of approved campus events must follow the same guidelines as posting of flyers: **RSO name, event date, time, location, and contact information** must be present on the social media flyer.

Marketing Guidelines

RSOs are required to adhere to the marketing and branding policies set forth by the ULM Office of Marketing and Communications. All policies can be found online at ulm.edu/omc/.

If a student organization plans to use any of the University logos for T-shirts, promotional materials, etc.

- A student organization CANNOT use the official academic or athletic logo without permission.
- Approved organizations exemplify the goals and values of the university, have a history of serving and supporting the ULM community. Examples would be the Student Government Association, Campus Activities Board, etc.
- The Logo may not be altered, stretched, distorted, or modified any ANY WAY AT ALL.
- For approved Registered Student Organization have your faculty advisor or Student Life and Leadership representative request a sub-logo for your organization by contacting the Office of Marketing & Communications.

Banking Information

RSOs who collect member dues, host events, or travel may need to acquire a checking account. RSOs are welcome to apply for a checking account through La Capital Federal Credit Union on our campus, but are not prohibited from using other off-campus banks. RSOs may be required to submit annual financial statements to the Office of Student Life and Leadership for verification of appropriate handling and use of funds.

To open an RSO checking account at La Capitol, you will need the following information:

- Minimum of 2 officers who will have access to the account
- Drivers licenses and Warhawk IDs for both officers to be listed on the accounts
- Official minutes from the RSOs meeting stating that these are the officers of the organization and they will have access to the RSO checking accounts

For more information, view their website at ulm.edu/controller/lacap/.

RSO Advisors are NOT allowed to have access to an organization's checking account, on or off campus.

Tax Information

THE INFORMATION FOUND IN THIS SECTION SHOULD BE CONSIDERED A GUIDE AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR ACTUAL, ONE-ON-ONE LEGAL ADVICE. FOR ACTUAL LEGAL ADVICE, YOUR ORGANIZATION SHOULD CONTACT AN ATTORNEY.

Any student organization collecting dues or income of any type is encouraged to have a bank account. In order to set up your bank account, you must apply for an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The EIN application is located on the SS-4 form. You may apply through the following links:

Form: <http://www.irs.gov/pub/irs-pdf/ffs4.pdf>

Instructions: <http://www.irs.gov/pub/irs-pdf/issf.pdf>

Online Application: <https://www.irs.gov/business/small-business-self-employed/apply-for-an-employer-identification-number-ein-online>

Phone: 1 (800) 829-4933

Some student organizations choose to apply for federal income tax exempt status through the IRS. The most common type is a 501(c)3. The non-profit process is time consuming and does not require any additional fees for application. Organizations wishing to apply for non-profit status may find more information on the IRS website.

For organizations not classified as non-profit, it is important to ensure your organization is filing taxes as appropriately outlined by the IRS. If the student organization reports less than \$5,000 on their "gross receipt," regardless of the organization's classification, it will automatically be considered federal income tax-exempt and will not need to file annually with the IRS. A "gross receipt" is defined by the IRS as "the total amounts the organization received from all sources during its annual accounting period." Note that this number is calculated before subtracting any costs or expenses. Also note that this number includes SAEF money, donations later re-donated to charity, dues collected from members, etc. Thus, most forms of money taken in by the organization count against this limit of \$5,000.

If an RSO receives \$5,000 or more during an annual accounting period, it should contact the IRS to determine which form to file on behalf of the organization.

Fundraising

Fundraising by RSOs is allowed at ULM in accordance with university policies and processes, local, state and federal laws, and the ULM Code of Student Conduct.

Student Life and Leadership defines fundraising as any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donation to charity. Some examples include donations, ticket sales, sale of items, or collection of goods. (I.E. canned food drives with donations to a food bank)

Travel

Traveling as an RSO can be a rewarding professional, academic, and social experience. To ensure a successful trip, pre-planning all trips is advised. RSO advisors are not required by Student Life to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college.

RSOs traveling with the assistance of ULM funds (such as funding from a department or SAEF feed) must first receive authorization to travel. RSOs not traveling with assistance of ULM funds do not need this authorization, but may need to fill out forms on travel and use of personal vehicles, should they apply.

All travel forms are accessible from the Student Life website at ulm.edu/studentlife/ by clicking the "forms" tab on the menu.

Game Day Tailgating Policy

Student Grove

The Student Grove area is available for student organizations' (RSO's) use with proper authorization. To utilize the student grove area for your event contact the Office of Student Life and Leadership and obtain a reservation form. Your event must be approved by your on campus advisor, submitted and approved on Wingspan. The Office of Student Life and Leadership will determine if UPD and/or insurance is necessary and the number of officers that may be needed. A user's permit will be issued by Student Life and Leadership and must be presented at venue if requested. Please be sure that your event does not conflict with another major event on campus or another event in the grove area. Be sure and check with Athletics.

SGA Grove Landing Stage Policy

The Student Government Association Stage is located in the student section of the Grove. The stage is managed by the Student Government Association and must be reserved for use. The use of the student section of the Grove must also not conflict with an Athletic function. Use of the stage is considered setting up equipment on the stage, having a speaker/band on the stage, and/or using electricity run from the stage. Portable stages or flat-bed trucks may not be used in the Student Section of the grove.

Portable stages or flat-bed trucks may be utilized in other areas of the grove with Athletic Foundation permission.

Recognized Student Organizations must have their event approved in the online group management system (Wingspan), in addition to reserving the stage through SGA. A permit is required for all groups to

utilize the stage and the student area of the grove and can be obtained from the Office of Student Life and Leadership

The SGA stage may be reserved by contacting the Director of Student Life and Leadership at 318-342-5286 or filling out the form at ulmsga.com. The proposed date will be evaluated not only by availability of the stage and Grove but also by conflicting major university events.

Priority will be given to recognized university entities.

The stage's fee structure for Recognized Student Organizations is the following: \$100 for four hours, \$200 for eight hours, etc. This fee must be paid prior to the event. Any additional needs, such as tables, chairs, lighting, clean-up, etc. will be at the expense of the hosting organization, and the area must be cleared and cleaned immediately following the end of the event. See Grove policies for hours of operation.

Non-university groups may rent the stage with appropriate insurance. Hiring ULM security is required. Non-university groups will be charged \$500 per day for the stage, and the ULM Police charge \$100 per officer (3 hour minimum) or \$35 per hour for more than three hours. The ULM Grove policy must also be followed.

Once the fee has been paid, a permit will be issued to the group, which they need to have on hand during the event.

Use for philanthropic fundraisers may be considered for a waiver in fee but this is not guaranteed and will be determined on a case by case basis by the Student Government Association. If a waiver is granted, there must be printed and verbal recognition of SGA at the event as a sponsor. SGA may also choose to reduce the fee to that of a ULM RSO fee for a philanthropic event, on a case by case basis.

The hosting organization will be held responsible for the cost of repair to any damage incurred during their event.

Notice of a cancellation of a reservation must reach the scheduling office no later than 48 hours prior to the date of the event. Failure to comply with this procedure may result in forfeiture of fee (if applicable), loss of reservation privileges for the host group, or assessment of applicable charges.

All other event procedures and policies must be followed.

Game Day Tailgating Policy

Recognized Student Organizations may reserve designated spots in the Student Grove area for a nominal fee of \$100 per season. Designated areas will be available for the general student body to enjoy the festivities. Signage will designate each space and RSO's will get first choice to reserve their same space the next year.

- RSO's with less than 10 active members cannot reserve space but may combine with another group and share a reserved space or utilize an "open" space.
- Student groups may set up a tent (10' x 15' max) or tailgate items starting at noon the day before the event/game.

- All groups are asked to refrain from playing music if an entertainer or a DJ is currently performing on stage.
- Only radio friendly music with no profanity will be allowed in the grove area. Please keep music volume at a reasonable level not to disturb other's nearby.
- Student groups must have their area cleaned and cleared of all trash the day of the event. Organizations with letters will have until noon the next day to remove them.
- Reserve spaces will be located around the perimeter of the student grove. No tents are allowed in the open area in front of the stage. (area will be marked off)
- No vehicles allowed in Grove area except those with passes to drop off food. Vehicles must leave the Student Grove Area once they have dropped off their items.
- NO GLASS CONTAINERS/bottles, glasses, etc.
- SGA and/or CAB usually provide refreshments and food for all students and will have designated spots at each home game.
- Groups next to each other may provide a larger tent utilizing both spaces. Both groups must be in agreement with this arrangement. Be sure when making reservations that groups request spots next to each other.
- All groups will use their designated spot throughout the Football season
- Open spaces are available to rent in advance on a weekly basis (\$25 per game) or if space is not rented by 5pm two days before game (Thursday 5pm, before a Saturday game), those spaces will be on a first come basis on game day.
-

Have fun, be safe and respect others in the Grove, before, during and after the game.

Alcohol and Amnesty Policy for RSOs

OFF CAMPUS PARTIES, FUNCTIONS, RESIDENCES and/or SOCIAL EVENTS (RSO's)

A. Each student organization must have a designated faculty/administrative staff advisor throughout the school year in order to function as a Recognized Student Organization (RSO) All advisors (faculty/staff/alumni) must be registered in the Office of Student Life and Leadership and registered on Wingspan, the on-line RSO web-site. An advisor is required to be in attendance at all On-Campus after hour social events sponsored by their organization if alcohol is served. The advisor is strongly encouraged to attend any off-campus functions as well. It is also the responsibility of the faculty/staff advisor to abide by and to assist in ensuring that all of the members of the organization abide by University, State and Local laws and to assist the organization in maintaining an up to date constitution and officer's list on Wingspan.

B. Student Organizations or groups, and their elected officers will assume complete responsibility for on & off-campus activities, including conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to suspension of social privileges and/or revocation of University recognition.

C. All construction affiliated with a student organization, including but not limited to props, walkways, decks and swimming pools, shall be in compliance with city and state building codes.

D. All organizations scheduling activities where alcohol will be present must abide by the following guidelines:

1. The possession, use and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, parish and city.

2. The elected officers will assume responsibility and/or hire University, City or local parish officers for checking proper ID's (driver's license) and providing wristbands or stamps to individuals who are 21 years of age and eligible to consume alcoholic beverages. These measures help.

3. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. (i.e. those under legal drinking age).

5. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern/bar (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.

6. No organization may sponsor, co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.

7. "Open Parties", meaning those with unrestricted access by non-members of the organization, shall be PROHIBITED. Private parties can be held on organization property or through leasing an off-campus facility. A guest list should be retained during "private parties" and kept on file through the end of each semester following the party.

8. Organizations whose national policies require members to sponsor activities utilizing BYOB (Bring your own beverage) instead of licensed third-party vendors are required to bring the written policy from their National Office to have on file with the Coordinator of Student Development (SC Room 257) and are advised to strictly adhere to that policy and its mandates. BYOB does not release the organization from checking proper ID's and issuing wristbands. National organizations BYOB policies do not supersede University policies or state, local and city laws.

9. No member shall permit, tolerate, encourage or participate in "drinking games".

10. Organizations cannot require members to be present at an alcohol function.

11. No alcoholic beverages of bulk quantity or common sources (kegs, cases, jungle juice, hard liquor etc.) may be purchased, accepted as a donation or used under any circumstances. Beer and wine only

will be allowed. Providing a common source of any alcoholic beverage – be it beer, alcoholic punch, or an open bar – implies that it is provided by or on behalf of the organization, regardless of who actually purchased it. In addition, no alcohol may be served from common source containers on organization property or at organizational events. This provision also applies to third party vendors.

12. Non-Alcoholic beverages (other than water) must be readily available and in sufficient quantities for members and their guest. The non-alcoholic beverages must be displayed in equal prominence along with the alcoholic beverages.

13. An ample supply of non-salty food must be provided at all events where alcohol is present and must be displayed in equal prominence along with the alcoholic beverage.

14. Events must be centered on a theme; not alcohol. Organizations are strongly advised to select themes which are considered in good taste and which are not considered to be insensitive to any group.

15. No “cover charge” (door charge/walk-up charge) may be imposed at social events where alcohol is present. Only members and invited guest with ‘pre-ticket’ sales are authorized to attend.

16. Only licensed and insured third-party vendors may sell alcohol to participants at a social event. The organization is prohibited from such sales. a. A fair market value for the alcoholic beverage must be collected by the vendor for each individual drink served and the student organization is not allowed to subsidize the sale. b. One “price” for “all you can drink” is not allowed under any circumstances. c. Only certified bartenders will be allowed to sell alcoholic beverages d. Third party vendor must not be associated with the sponsoring organization.

17. Alcoholic beverages cannot be provided as free awards. **18.** The possession, sale, and/or use of any illegal drugs or controlled substances is strictly prohibited.

19. Designated drivers are required for all events where alcohol is available. (a 20-1 ratio for attendees to drivers shall be used).

20. Organizations with designated housing must not exceed the fire marshals number for occupancy. (Fire Marshals certificate of occupancy must be on file with the Office of Student Life and Leadership.)

21. The expressed or implied consent of a person to any illegal actions shall not be considered an exception to this policy and is not defensible as a violation thereof. • Special note: Philanthropic events held on or off-campus where a ULM organization is raising money for a specific cause must be registered and approved on Wingspan.

THE UNIVERSITY STRONGLY ENCOURAGES THE HIRING OF POLICE (UPD, CITY OR PARISH OFFICERS) AT ANY OFF-CAMPUS EVENT WHERE ALCOHOL IS PRESENT. On-campus events will require ULM Police to be present if alcohol is available.

SPECIAL NOTE: ALL OF THE OFF-CAMPUS POLICIES WILL APPLY TO ON-CAMPUS EVENTS WITH THE FOLLOWING ADDITIONS:

1. Any student organization sponsoring a social event on-campus must have the event registered and approved on Wingspan.

2. A faculty/administrative staff or official alumni advisor(s) must be present for any on-campus, after hours' social event (note: all advisors must be registered on Wingspan)
3. On-Campus events must end by 11pm Sunday through Thursday and events must end by 1:00 a.m. on Friday and Saturday. Any exceptions must be approved by the Director of Student Life and Leadership and the Vice President for Student Affairs.
4. A minimum of three University Police will be required at on-campus events where alcohol is available. UPD will provide one officer to check proper identification (Driver's License) and issue wrist bands for those individuals who are 21 years old and legally eligible to consume alcohol if they choose to do so. These measures help to insure that only those of legal drinking age are served alcohol. UPD and the venue director will determine the actual number of officers needed for the event. Officers will be paid through University Payroll, not cash or check. UPD will also need an estimated number of attendees.
5. Alcohol beverage sales must cease 45 minutes before the conclusion of the event.
6. No ice chest are allowed inside the university venues by members or guest of an organization.
7. Only licensed and insured third party vendors may sell alcohol to participants at a social event. The RSO is prohibited from such sales.
8. Only certified Bar Tenders over the age of 21 will be allowed to sell or distribute alcoholic beverages.
9. NO BYOB parties allowed on campus.

DEFINITIONS:

- RECOGNIZED STUDENT ORGANIZATION means an association of students or group which has complied with the formal requirement and has been approved for University recognition through Office of Student Life and Leadership.
- MEMBER OF THE UNIVERSITY COMMUNITY means any University administrator or official, instructor, student, staff member, or employee of the University.
- UNIVERSITY PREMISES or UNIVERSITY RELATED PREMISES means all land, buildings, facilities, and equipment owned, leased, on loan, or controlled by the University. For organizational housing near the university (designated by the CLERY patrol area of UPD), it is understood by the University of Louisiana Monroe and local fraternity / organizational house corporations that fraternity / organizational houses are privately owned or leased facilities located on private property and are not on University property.
- BYOB means "bring your own beverage"
- UPD – University Police Department
- MPD – Monroe Police Department
- OPSO – Ouachita Parish Sheriff's Office

Alcohol Medical Amnesty Policy

Purpose: The purpose of the policy is to remove barriers and increase the likelihood that students who require emergency medical assistance as a result of high risk alcohol consumption will receive such assistance. This policy will provide an opportunity for a caring intervention that will not result in a disciplinary action from the Office of Student Services (Student Conduct).

The Medical Alcohol Amnesty Policy is a way for the University of Louisiana Monroe to reduce the harmful consequences caused by the abuse of alcohol. This policy is designed to promote responsible decisions when students are faced with medical emergencies requiring emergency medical attention. Emergency medical attention is defined as admittance to a hospital. This policy is in place to encourage students to not fear seeking the help of others when faced with a high risk alcohol intervention.

Students who qualify for medical amnesty will not receive any sanctions from the Office of Student Services (Student Conduct).

The University of Louisiana at Monroe does not condone under-age drinking but does recognize that it is occurring and has implemented this policy in hopes that it will encourage more students to make the appropriate decision to call for help when emergency medical attention is needed.

Qualifying for Medical Amnesty:

There are three categories for who qualifies for medical amnesty and what is required of them for it to be granted. All categories apply to both on-campus and off-campus in regard to Student Conduct allegations. The three categories are described below:

- **Persons in need of Emergency Medical Attention:** Students who receive emergency medical attention and are hospitalized directly related to the consumption or use of alcohol may be eligible to receive medical amnesty. Students will be referred to the Office of Student Services and if the students qualify for medical amnesty, no disciplinary actions will be issued from the Office of Student Services. Students may be referred to additional resources on our campus and will be required to follow through with the requirements in order to receive amnesty, such as meeting with our Substance Awareness Counselor within a short time after being hospitalized. The Office of Student Services has the authority to notify the parent(s) or legal guardian(s) of students under the age of 21 (who are claimed as dependents for income tax purposes) who receive medical amnesty of the situation which has triggered the use of the medical amnesty policy. Students who receive emergency medical attention may be granted medical amnesty only once while enrolled at the University of Louisiana at Monroe. Any subsequent violation will result in a referral to Student Services.
- **Other Individuals Present:** Students who help seek emergency assistance on behalf of persons experiencing alcohol related emergencies or lend a helping hand to the emergency situation are eligible to receive amnesty. Students may or may not be referred to the Office of Student Services. If students are referred, they may be granted amnesty and will not receive any disciplinary actions from the Office of Student Services. Students may be required to participate in an appropriate educational program or referred to additional resources on our campus in order to receive amnesty. In order to encourage students to be proactive in helping others, the University does not limit the number of times a student can seek amnesty while assisting others during an alcohol-related emergency.
- **Clubs/Organizations:** A representative of a university recognized club or organization (RSO) hosting an event is required to seek medical assistance in a medical emergency to be eligible for medical amnesty as it applies to clubs/organizations. Representatives from the organization may be required to meet with the Office of Student Services or the Coordinator of Student Development. Clubs/organizations that qualify for medical amnesty will not be charged or

sanctioned for violations of the University's alcohol-related policies, and the incident will not be noted on the club/organization's record. Organizations may be required to participate or organize an appropriate educational program to the organization and its members. Medical amnesty for a club/organization is granted to the club/organization only. Members of the organization must qualify for medical amnesty as described previously. Clubs/organizations may only be granted medical amnesty once per academic school year and only for appropriately recognized events of their organization.

- **Limitations of Medical Amnesty:** Medical amnesty applies to incidents that require emergency medical attention and the student is taken to the hospital directly related to the consumption or use of alcohol. The policy does not apply to any type of drug related behavior including use, possession, or distribution. Additionally, the policy does not apply to other prohibited conduct, such as, but not limited to assault, theft, driving while impaired, property damage etc. If other prohibited conduct occurs, the student(s) will be held responsible by the University and the Office of Student Services (Student Conduct) for those violations.

Nothing in this policy shall prevent an individual who has enforcement obligations under state or federal law to report, charge, or take other action related to the possible criminal prosecution of any student.

Zero Hazing Tolerance

What You Should Know About Hazing

- More than half of college students involved in clubs, teams, and organizations experience hazing.
- 82% of deaths from hazing involve alcohol.
- Individuals CANNOT consent to being hazed.
- Just because a majority of the members of an organization are not involved in a hazing incident does not mean the organization is not responsible.
- Hazing is not just associated with athletes and Greek-lettered organizations. It occurs across a wide spectrum of organizations.

Hazing In Student Groups

- Varsity Athletes 74%
- Social Fraternity or Sorority 73%
- Club Sports 64%
- Performing Arts Organization 56%
- Service Fraternity or Sorority 50%
- Intramural Team 49%
- Recreation Club 42%
- *Other 30%
- Academic Club 28%
- Honor Society 20%

Allan & Madden, 2008, hazingstudy.org

**Other includes religiously-affiliated organizations, culture clubs and organizations, and student government*

ULM Hazing Policy

The University of Louisiana at Monroe (ULM) believes it is the responsibility of all students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at the University of Louisiana at Monroe. Hazing is counterproductive to the positive learning environment the University seeks to create.

The purpose of this policy is to maintain a safe learning environment that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the university and Louisiana Law and are prohibited at all times. No student, faculty member, employee or administrator, guest, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

The purpose of this Policy is:

- to assist with preventing hazing;
- to encourage reporting which is the responsibility of every member of the university community;
- to accept the personal obligation to adhere to the basic community values of being civil and respectful to others;
- to protect the safety and rights of students;
- and to preserve the educational environment.

Definitions:

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to the following:

- The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
- The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

This policy provides that “hazing” includes but is not limited to any of the following that is associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (1) Physical brutality, such as whipping, beating, striking, branding, burning, shoving electronic shocking, blindfolding, paddle swats, bondage or restriction, or placing of a harmful substance on the body, or similar activity.
- (2) Physical activity, such as sleep, food or drink deprivation, exposure to the elements, confinement in a small space, calisthenics, forced exercise, jogs or runs that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (3) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (4) Requiring or coercing someone to perform public stunts, buffoonery, personal or group servitude (washing cars, running errands, cleaning), wearing apparel which is uncomfortable, conspicuous or not normally in good taste.
- (5) Creating, inflicting or requiring any activity that detracts from adequate study or class time or productive work; or any activity that is not consistent with the academic mission of the University of Louisiana Monroe. For example, any activity or situation that keeps an individual from less than six uninterrupted hours of sleep.
- (6) Bullying, degrading, humiliating, ridiculing or harassing an individual or group through words or deeds: line-ups or interrogations; name calling; threats or lies.
- (7) Activity that induces, causes, or requires an individual to break a university, local, state or federal law or policy. The law provides exceptions for normal physical activity associated with athletics, physical education, military training, or similar programs.
- (8) Activity that includes nudity.

The penalties provided by Act 635 do not preclude any civil remedies provide by existing law and may be imposed in addition to any penalty that may be imposed for any other existing law criminal offense arising from the same incident or activity, and in addition to any penalty imposed by the organization or educational institution pursuant to its by-laws, rules, or policies regarding hazing. Effective August, 2018. (Amends R.S. 17:1801; Adds R.S. 14:40.8)

Organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a post secondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate Authority

- (i) Any state or local law enforcement agency.

- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.
- (iv) ULM faculty or staff member.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

Reporting Procedures

It shall be the duty of all student organization members and pledges to report immediately, in writing, any violation of this policy to the appropriate institution administrator. Any violation of this Policy shall be investigated and appropriate disciplinary action taken.

Any person who believes he or she has been the victim of hazing, or any participant, witness, or person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate university administrator or to the Dean of Students located in the Office of Student Services at 318.342.5350 or online ([click here](#)).

Silent Witness Reports may also be submitted online ([click here](#)) or anonymously through the University Police Department at 318.342.5350.

Each will take appropriate action to respond to such a report. More information regarding how to report an incident and additional information on the University conduct process may be found online at the ULM Hazing website ([click here](#)).

Faculty, staff, university employees and/or administrators as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the Dean of Students immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

Violations of this policy by faculty, staff, and other employees are subject to discipline in accordance with the State of Louisiana and University policies and procedures governing employee misconduct.

Any violation involving a crime, an emergency, or an imminent threat to the health or safety of any person should be reported immediately by dialing 9-1-1 to reach local law enforcement officials or on campus 318.342.5350.

Upon receipt of a complaint or report of hazing, the university shall undertake or authorize an investigation by university administrators through the Office of Student Life and Leadership in conjunction with the Office of Student Services and/or University Police. The Dean of Students will

investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Penalties

Violations of this policy by faculty, staff, and other employees are subject to discipline in accordance with the State of Louisiana and University policies and procedures governing employee misconduct.

Any violation involving a crime, an emergency, or an imminent threat to the health or safety of any person should be reported immediately by dialing 9-1-1 to reach local law enforcement officials or on campus 318.342.5350.

Upon receipt of a complaint or report of hazing, the university shall undertake or authorize an investigation by university administrators through the Office of Student Life and Leadership in conjunction with the Office of Student Services and/or University Police. The Dean of Students will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Students

- i. Any student who violates the provisions of Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy may be subject to criminal charges and / or severe sanctions imposed through the ULM Student Code of Conduct.
- ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- iii. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:40.8.

The Louisiana Hazing Law (Act 635) amends prior law to apply to any organization in an education institution, and to remove the fine and term of imprisonment as consequences for engaging in this activity and to provide instead that the student shall be dismissed, suspended, or expelled from the education institution for at least one semester, quarter, or comparable academic period if criminally charged.

The hazing law creates the crime of criminal hazing which prohibits any person from committing an act of hazing as defined by the law, regardless of whether the person voluntarily allowed himself to be hazed or consented to the hazing. The law provides for the following penalties:

- (1) A fine of up to \$1,000, imprisonment for up to six months, or both.
- (2) If the hazing results in the serious bodily injury or death of the victim, or if the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the person who committed the act of hazing shall be fined up to \$10,000, and imprisoned, with or without hard labor, for up to five years.

The law also provides that if any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying organization is a sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were engaging in or participating in the hazing of another person, the organization may be subject to the following:

(1) A fine of up to \$10,000.

(2) Forfeiture of any public funds received by the organization.

(3) Forfeiture of all rights and privileges of being an organization that is organized and operating at the educational institution for a specific period of time as determined by the court. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

The law authorizes the national or parent organization to conduct a timely and efficient investigation, of not longer than 14 days, to determine the veracity of an allegation of hazing prior to reporting the hazing to law enforcement.

In addition, University action taken for violation of this policy will be consistent with other university policies and statutory authorities such as Act 635, Act 637 and Act 640 of the Regular Session of the Louisiana Legislature and Louisiana Law R.S. 17:1801, and R.S. 14:40.8.

(1) Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;

(2) Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance ("Duty to Seek Assistance"), including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing;

(3) Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's public post secondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires public post secondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

Louisiana Law RS 17:1801 - Hazing prohibited; Penalties

"Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activity."

"Hazing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited."

If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based 2 on grams of alcohol per one hundred cubic centimeters of blood, any

person who 3 commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, 4 with or without hard labor, for up to five years.

“Any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both.”

The bill also defines hazing as: Any intentional, knowing or reckless act committed by a student, or a former student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with such educational institution.

The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Louisiana Law R.S. 14:40.8. – Organizations

ULM may impose additional sanctions for violations of the Code of Student Conduct.

- i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated.
- ii. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.
- iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy or as a recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization’s members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

University Policies and Procedures

Please refer to <https://webservices.ulm.edu/policies/unit-policies/GU> for all university policies and procedures. Students, faculty, and staff are responsible for adherence to these policies at all times. The policies referenced in this handbook are live on the ULM website; any changes made to policies will be up-to-date as effective on the website.

RSO Pandemic Guidelines

Overview:

To ensure the health and safety of individuals and the collective ULM community, Recognized Student Organization (RSO) activities will operate with strict parameters during the Fall 2020 semester. These are the established guidelines and expectations. Exceptions to these guidelines may be made by the Office of Student Life and Leadership. Failure to comply with these guidelines will result in serious repercussions and possibly suspension of the RSO.

Specific Guidelines for the Activities of Recognized Student Organizations:

- A moratorium for ALL in-person RSO events and activities will be in effect between the time residence halls open on Friday, August 14th and after 5pm Tuesday, September 1, 2020. No events will take place until Wednesday, September 2nd. These events will only be approved at that time if your RSO has met the attendance requirements for the fall RSO Leadership Orientation meeting held on Friday, August 21st at 12pm via Zoom AND submitted your Pandemic Response Plan via Wingspan.
 - Exceptions to the moratorium, at this time include Greek Life Recruitment activities and official Week of Welcome activities. Exceptions have been approved by the Office of Student Life and Leadership.
- RSOs will be required to develop an organization-specific Pandemic Response Plan.
- In-Person RSO events and activities must have an event/activity plan in place that ensures the safety for members and participants. This plan must be attached to the Wingspan event request submission in order to be approved. It should detail all precautions and safety measures being taken and ways that the event has been modified to ensure safety.
- Tracking attendance at all in-person events and activities is REQUIRED. You must track attendance through Wingspan.
- No food or alcohol may be served or provided at RSOs events or activities.
 - Exceptions to this mandate, at this time include Campus Activities Board and Student Government Association events as well as CCM, BCM, Wesley, and WFR College Ministry events under strict conditions and approved by the Office of Student Life and Leadership.
- RSO Travel to represent the student organization in off-campus events or activities is prohibited through the fall semester.
 - Under limited conditions, RSO activity may require transportation to engage in the essential business of the organization within a designated mileage limit of 30 miles. Carpooling is not allowed and use of University vehicles is allowed only if approved by the department with oversight for the vehicle.

RSO Meetings

Definition: a recurring/repeating membership ONLY gathering where the business of the RSO is conducted.

- All RSO Meetings must follow the policies and mandates set forth by the state of Louisiana and the University. If all social distancing guidelines can be followed 100%, you may host your meetings in-person. That includes 50% capacity of the facility you are using and/or no more than

50 people (check with the facility manager of the space you wish to reserve to find out that number BEFORE you make a reservation and event request submission), maintaining 6ft distance between all people at all times, and wearing masks at all times. If your RSO's meetings cannot meet these guidelines in a given facility, your meeting is required to be conducted virtually as of August 5, 2020. Please review the Student Life and Leadership website for consistent updates.

- Failure to comply will result in suspension for the remainder of the semester and a fine to the RSO.

RSO EVENTS

Definition: in-person gatherings that are essential to the organization in order to pursue the mission of the group. These events are restricted to members of the ULM community (no guests, including in-person invited speakers/performers) for the fall semester.

- RSOs will be eligible to host up to ONE event (with in-person participation) per 30-day period between August 2, 2020 and December 12, 2020.
- Maximum in-person attendance at the event will follow state and University guidelines as they evolve.
- RSO events will only be permitted in the following spaces and under these conditions:
 - A facility reservation with the proper department.
 - A reservation for a facility NOT under the oversight of Student Life and Leadership, Academic Facilities, Event Services, or Recreational Services that has been approved by the appropriate department for RSO use will be under the supervision/direction of the department responsible for the space.
 - An event request submission in Wingspan.
- Failure to comply will result in suspension for the remainder of the semester and a fine to the RSO.

**The above parameters apply only to events where participants gather in-person. RSOs may host unlimited virtual events.*

RSO Activities:

Definition: in-person recurring/repeating membership ONLY gatherings where the business of the organization that CANNOT take place virtually is conducted (ex: practice, rehearsal, etc.)

- RSOs will be eligible to host up to two activities with in-person participation per 30-day period between August 17, 2020 and December 7, 2020.
 - Exceptions to this mandate, at this time apply to Spirit Groups and other Recreational RSOs such as Water Ski Team.
- Space use conditions, attendance, and capacity guidelines as defined in RSO Events (above) apply.
- Failure to comply will result in suspension for the remainder of the semester and a fine to the RSO.

Social Media:

- When posting content on your official RSO platforms, you must be mindful that you are using the University's name and representing ULM at all times. Your content must align with the policies and mandates set forth by the University.
- Content taken on ULM campus MUST showcase all social distancing guidelines are being followed, whether on official RSO social media accounts or personal member social media accounts representing an RSO by association.
- Content taken at any RSO event on or off campus MUST showcase all social distancing guidelines are being followed, whether on official RSO social media accounts or personal member social media accounts representing and RSO by association.
- Use of old content not showcasing social distancing guidelines is strongly discouraged; if it is used, it must include date taken and that date must be prior to August 1, 2020. Falsifying this information will result in 3rd offense punishment stated below and possible RSO suspension.
- Content showcasing blatant disregard for safety of members and ULM community taken on or off campus will face the following consequences:
 - 1st offence - \$50 fine to the RSO and 50 hours of community service
 - 2nd offence -- \$100 fine to the RSO and 100 hours of community service
 - 3rd offense -- \$250 fine to the RSO, 250 hours of community service, and suspension for the remainder of the semester

July 27, 2020. These guidelines are subject to update as the University navigates the Fall 2020 semester.