

Community Guidelines For Recognized Student Organizations

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Preamble

These are the Community Guidelines for Recognized Student Organizations, which are referred throughout this document as Guidelines. These Guidelines are applicable to all Stony Brook students, and recognized student organizations (*hereinafter referred to as "RSO's"*).

Stony Brook University (*hereinafter referred to as "SBU"*) encourages individual development in many ways, including that of self-governance by RSO's. All RSO's are expected to create and maintain a governance system congruent with University policy, which fosters individual and group growth and responsibility. These Guidelines provide a mechanism for encouraging congruence of policies and goals, and describes the relationship between RSO's, and the University.

Whenever reasonably possible, the University will make every attempt to notify the appropriate governing organizational leaders of potential changes to the policies contained within these Guidelines to encourage their input. The University does, however, reserve the right to make any changes to these Guidelines and the policies within it whenever doing so is deemed necessary and in the best interest of the student body.

I. University Recognition Policies & Procedures

Recognition is the formal process by which SBU agrees that an organization may function on campus, enroll members, and identify with the University. Externally incorporated organizations are expected to maintain congruence of goals and standards with those of SBU, disclose principles of the organization, and provide mechanisms for accountability.

A. Recognition Categories & Statuses

- a. Categories:** The Department of Student Engagement and Activities (*hereinafter referred to as "SEA"*) has designated the following categories to better organize and search for student organizations:
- i. **Academic/Honor Society:** Base their mission and events around academic interests and events. Often affiliated with a departmental, national, and/or international honor society
 - ii. **Activism/Advocacy:** Support a specific cause; often using noticeable actions to bring about change
 - iii. **Community Awareness/Service:** Conduct community service, outreach, and/or events for local, national or international communities
 - iv. **Cultural:** Celebrate and/or educate about a specific cultural community
 - v. **Fraternities and Sororities:** Founded on shared values of academic excellence, service, personal development, leadership, multiculturalism, and brotherhood/sisterhood. These organizations may be single gender or designed for a specific occupation, and are typically affiliated with a national organization. Organizational norms consistent with fraternal organizations are present, such as but not limited to: ritual ceremony of initiation, membership recruitment and selection, big brother/big sister, new member education/orientation, wearing letters, etc.
 - vi. **Graduate:** Membership is geared toward graduate students and/or the graduate majors
 - vii. **Leisure Activities:** Offer activities that promote relaxation and shared hobbies
 - viii. **Media:** Offer participation in a variety of media including news publications, video, and radio.
 - ix. **Performance:** Perform on/off campus. Performances include theatrical, vocal, dance, spoken word, etc.
 - x. **Religious/Spiritual:** Celebrate and/or educate about a specific religion or spiritual community
 - xi. **Sport Clubs:** Fill the void between intramural sports and intercollegiate athletics. A sport club may be oriented toward competition, instructional, or recreational purposes
- b. Statuses:** Failure to meet expectations and criteria for recognition and/or organizational conduct violations may result in organizational conduct proceedings; change in organizational status; additional sanctions; and/or a corrective action plan. SEA has designated statuses to outline organizational standing with SBU. Groups not defined by a status below or whose recognition has been withdrawn shall be considered an unrecognized organization. For more information see section VII.

- i. **Full Recognition:** An organization whose executive board meets University requirements, and has submitted all required paperwork for recognition
- ii. **Pending Recognition:** An organization seeking recognition, but not yet completed the process
- iii. **Inactive:** An organization that has not been active on campus. These organizations are eligible for re-registration for up to one academic year or two academic semesters of inactivity, however during the inactive time, they are not permitted to function on campus. Organizations that exceed the inactive period will have their recognition withdrawn and will be required to go through the Proposal of New Club/Organization or Expansion and Reactivation Process as appropriate to regain recognition
- iv. **Administrative Warning:** Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational sanctions and a schedule for completion. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official
- v. **Probation:** Organizations may be placed on probation for a period of time. Probation will involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. The terms of the probation will be tailored to fit the individual circumstances. Upon successful completion of the probation period, the organization may be required to attend periodic meetings with a University official
- vi. **Interim Suspension:** Organizations may be placed on suspension for a period of time. During this time all organizational activities are suspended and all privileges are revoked
- vii. **Withdrawal of Recognition:** Upon Withdrawal of Recognition, all organizational operations must cease. All campus privileges and University permission for the organization to function are revoked. Upon Withdrawal of Recognition for organizational conduct matters, the group shall be ineligible to re-apply for recognition for five years, unless the Dean of Students, or their designee, waives this requirement. All other organizations must go through the Proposal of New Club/Organization or Expansion/Reactivation Process as appropriate to seek recognition.

B. Obligations & Maintenance of University Recognition

Organizations are assumed to be recognized and in good standing upon meeting the following requirements:

1. Successfully complete the University's student organization registration process each academic year
2. Maintain an executive board that meets all University requirements. Executive board members must:
 - a. Hold only one position on the board unless otherwise approved by SEA in writing
 - b. Be matriculated, currently enrolled in classes, and working toward a degree
 - c. Be in appropriate conduct standing with the University. Sanctions of University Probation or higher, or a sanction restricting participation in clubs/organizations or from holding leadership positions disqualify students from serving in an executive board or leadership position.
 - d. Meet the minimum GPA requirement for the specific organization type they wish to represent
 - i. Undergraduate executive board members must maintain at least a 2.25 cumulative GPA
 - ii. Fraternity/Sorority executive board members must maintain at least a 2.5 cumulative GPA
 - iii. Graduate executive board members must maintain at least a 3.0 cumulative GPA
3. Have a faculty/staff member serve as an advisor to the organization. Ensure the faculty/staff advisor completes required paperwork or agreements. Communicate with faculty/staff advisor regularly
4. Communicate with SEA and program advisors regularly. Comply with all requests for organization information, meetings, and immediately notify SEA of important organizational updates (i.e. executive board, advisor, constitution)
5. Check organizational emails on a regular basis, and respond in a timely manner when necessary
6. Complete all applicable required trainings, documentation, and administrative processes (including, but not limited to hazing prevention training, Title IX training, registration, roster updates, new member education/orientation, event planning, etc.) by established deadlines
7. Adhere to and abide by these Guidelines, as well as all regulations and policies maintained by the University including but not limited to: [Code of Student Responsibility](#), [University Policy Manual](#), the respective organization's governing constitutions/bylaws, all local, state, and federal laws, and any guidelines imposed by externally incorporated organizations or sponsors where applicable and when in

congruence with University policy. Organizations with inter/national risk management policies must abide by the stricter policy

8. Exercise integrity for financial, legal, and contractual obligations. This includes practicing sound financial management/record keeping, anticipating, providing for, and meeting all legitimate financial obligations
9. Act in the best interest of organization members and the University. Take reasonable precautions for the safety and comfort of participants in organized events
10. Maintain a roster of at least 15 active members (including top four e-board and advisor), unless otherwise approved in writing by SEA. This roster should be maintained on SBEngaged. Fraternal organizations see I.B.11 below, as well as section V.C for clarification on membership requirements.
11. **Additional Requirements for Fraternal Organizations:** Membership is to be determined locally within SBU’s nondiscrimination and affirmative action policies, although chapters may be single sex under Title IX. Membership must be limited to currently enrolled students at SBU. Social/cultural fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which requires that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. In addition, all recognized fraternities/sororities must adhere to the following unless otherwise approved in writing by SEA:
 - a. Have a sponsoring body on National/International level which is a legal corporation external to SBU
 - b. Comply with the approved risk management policies of both the sponsoring organization and SBU. Any changes in recognition status from the sponsoring agency must be reported to SEA immediately
 - c. Have a current Certificate of General Liability Insurance on file with the University with a minimum of \$1,000,000 in Combined Single Limit, and \$2,000,000 general aggregate. The insurance certificate must name The State of New York, The State University of New York, and The State University of New York at Stony Brook as additional insured, and must state the insurance coverage is primary over other collectible insurance. The General Liability Insurance must also include Host Liquor Liability. Failure to have a current policy on file with SEA may result in interim suspension until the requirement is met
 - d. Maintain a roster of at least 5 active members. For more information regarding Membership Standards & Procedures see section V.C.
 - e. Maintain a minimum organizational cumulative grade point average of 2.5. For more information regarding Academic Standards & Procedures see section V.D.
 - f. Participate in the Five Star Accreditation Program and maintain a minimum three star rating
 - g. Participate in the fraternity and sorority governance system
 - h. Refrain from affiliation with any type of auxiliary organization. An auxiliary organization is defined as one which does not have an independent existence and for which the primary purpose is to promote and support another dominant organization

C. Proposal of New Clubs/Organizations

Students may request recognition for a new club/organization once per academic year during the “New Club/Organization Proposal Process” time period found on the [SEA website](#). Proposals must meet all requirements and be submitted through SBEngaged unless otherwise instructed by SEA staff. Only SEA has the authority to grant University recognition to a student organization. Fraternal organizations seeking to establish or reactivate chapters must adhere to the parameters outlined in the [Fraternity & Sorority Recognition Policy](#).

II. Event Policies & Procedures

A. Planning Timelines, Space Usage, Event Requests, & Cancellations

- a. **Planning Timelines:** RSO’s are expected to abide by the following timelines:

Reservation Request Type	Minimum Planning Time Needed
Literature Table/Fundraising Table	2 weeks
Meeting Room	2 weeks

Practice/Rehearsal Space	3 weeks
Programming Space	3 weeks
Off-Campus Event	3 weeks
Large Scale Event with USG contracted resources	4 weeks
Late Night Event/Party (11pm to 2am)	8 to 10 weeks
International Trip	12 weeks
Event with Minors	12 weeks

- b. **Space Usage:** RSO's are expected to adhere to the policies and guidelines governing the space being used. This includes, but is not limited to, policies governing the [Student Activities Center](#) (*hereinafter referred to as "SAC"*), SBU Union, [Campus Recreation & Wellness Center](#), Wang Center, Academic Buildings, and [Undergraduate College Centers](#) (*hereinafter referred to as "UGC's"*).
- All requests for space are to be made using the organizational 25Live account
 - RSO's may request space for their use only, except in the event of an approved co-sponsored event
 - Space requests must be submitted through 25Live no less than 14 days in advance. Events that do not have full titles and descriptions will not be approved
 - If the desired space is not an option to select in 25Live, or is a virtual event, it should be requested through the SBEEngaged Event Request process
 - Faculty/staff advisors with 25Live access may not submit requests on behalf of the organization
- c. **Event Requests:** Once a space request is approved on 25Live, organizations must submit an event request by creating an event on their organizational SBEEngaged page within 48 hours of approval or the space request may be cancelled. Cancellation is at the discretion of the Program Advisor
- Events taking place in spaces not listed in 25Live and/or virtually do not require 25Live approval and will be approved within SBEEngaged only
 - RSO's may only host events approved by Program Advisors via SBEEngaged. Any organizational activity that occurs without this approval may result in organizational conduct proceedings
 - Events may not be advertised until approval is granted by the Program Advisor or their designee
- d. **Event Cancellations:** Cancellation policies are established by the respective event location's facilities management. These policies will be communicated to the Event Coordinator during the event planning process, either by the Program Advisor or staff from the event location. If no timeline is communicated, the organization should assume any event must be cancelled no less than 7 days prior to the event. Event cancellations that do not abide by the established policy may be subject to fees.
- Cancellation fees are established by the event location
 - Invoices for fees are sent to the student organization by the event location
 - Student organizations are responsible for prompt payment of any and all fees
 - Organizations with outstanding fees may lose their ability to reserve space

B. Off Campus Events

Off campus events are any event, service project, fundraiser, or trip scheduled outside the University.

- Requests for all off campus events should be made by creating an event through the RSO's organizational SBEEngaged page
- For off campus events where transportation is provided, the following policies apply:
 - Meetings with Program Advisors must take place at least **two weeks in advance** of your event
 - The "Off Campus Event Waiver and Assumption of Risk" form must be completed by all students attending no less than one week prior to the date of departure. This will be supplied by the Program Advisor
 - Only current SBU students, & approved staff/coaches may attend off campus events unless otherwise approved by SEA in writing
 - Current students are defined as those students currently enrolled in classes at SBU
 - All drivers must complete the Driver Eligibility Form on SBEEngaged. This form is used to determine if an individual is eligible for approval to drive for a University sponsored event

1. The University will confirm the driving record of all NYS drivers. Out of state drivers will need to obtain and submit an official Driving Record from the state issuing their license. This should be submitted on the Driver Eligibility Form
2. If using personal cars, a copy of the car insurance must be submitted and meet the liability requirements outlined
3. If using rental cars, the rental car agreement must be submitted
- c. Organizations that intend to travel internationally must submit the “RSO International Travel Request” on SBEngaged no less than **three months in advance** of the intended departure date
- d. The Code of Student Responsibility, as well as these Guidelines are applicable to off campus events. Organizations are responsible for the actions of their members. All students are to be drug and alcohol free during off campus events. Students in violation of policy may be sent home at their own expense

C. Emergency Protocol

Organizations are to contact University police (631)632-3333 or local police (911) in the case of an emergency. Organizations must also notify their Program Advisor immediately of any incidents, injuries or illnesses that occur. In addition, in the case of injury or accident during an event or trip student organizations must fill out the [Accident/Injury Report](#) within 24 hours of the incident.

D. Block Booking

RSO's can pre-book meetings for the upcoming year after their registration has been approved and they've received their organizational 25Live login information.

- a. Organizations are responsible for submitting requests for their meetings
- b. Each organization is permitted to initially request one meeting space for weekly, biweekly, or monthly meetings. Organizations will be notified via email if additional meeting spaces can be requested
- c. Meetings are limited to 50 minutes and must start on the hour, in accordance with academic vectors
- d. Requests for an additional weekly meeting can be submitted after all organizations have an opportunity to confirm weekly block booking or practice space. Organizations will be notified via email when those requests can be submitted through 25Live
- e. Submission timelines for block booking vary by location. Any timelines and deadlines will be communicated by SEA through electronic means

E. Portable Multimedia Kits

Portable multimedia kits are available to RSO's for use in 3rd floor rooms in the SAC .

- a. Each kit contains a laptop, projector, and set of speakers
- b. There are a limited number of kits, therefore they are only assigned to single events not block bookings
- c. Requests must be made through the SBEngaged form, found under Campus Links
- d. Requests must be made at least 1 week prior to the date requested or they may be denied
- e. Kits can be picked up at the SAC Info Desk 15 minutes prior to the reservation, and returned there after

F. Practice Space

RSO's categorized as “Performance” or “Sport Club” may request weekly practice space in lieu of block booking.

- a. Sport Clubs are limited to six hours of practice each week in the Campus Recreation and Wellness areas (indoor and outdoor).
 - i. Maximum time block is 1.5 hours during “prime time” or 2 hours during “non-prime time”.
 - ii. Prime time is defined as Monday - Thursday 5pm - 11pm for indoor areas, and Monday-Thursday, 6pm-11pm for grass fields. Non-prime time hours are all other hours
- b. Performance groups are limited to six hours of practice each week.
 - i. If using Campus Recreation and Wellness Center Areas (indoors and outdoors):
 1. Performance groups may schedule up to four hours of practice each week in the Campus Recreation and Wellness areas (indoor and outdoor). Maximum time block is 2 hours during “non-prime time”. See A.a.ii above for the definition of “prime time” and “non-prime time” hours
 2. An additional two hours may be reserved in other practice spaces on campus.

- ii. Performance arms of other organizations are limited to four hours of practice each week per organization, to be assigned after all Sport Clubs and Performance clubs have been scheduled, space permitting.
- c. All requests should be made through the regular reservation process. Requests for practice space must adhere to [performance group guidelines](#) and [club sport guidelines](#) where applicable.
- d. Organizations requesting use of the Wellness Studios must first complete the [Contract Form](#).
- e. Organizations with reservations in the Campus Recreation & Wellness Center will receive one warning after their first “no call/no show”. Reservations may be cancelled after the second “no call/no show”.

G. Pre-Scheduling

RSO's can request space each April for large scale events for the following academic year.

- a. The SAC, SBU Union, and UGC's are the only facilities where events may be pre-scheduled
- b. Block booking may not be requested at this time
- c. Organizations may request no more than one event per month during pre-scheduling

H. Large Scale Events

In an effort to maximize the use of programming spaces, events are limited to:

- a. No more than one large scale programming space per event. These spaces include, but are not limited to the SAC Auditorium & Ballrooms, Union Ballroom & Auditorium, and Undergraduate College Centers
- b. No more than three meeting rooms per event. These spaces include, but are not limited to classrooms, SAC, and Union meeting rooms

SEA reserves the right to allow exceptions to this policy if it is determined to be in the best interest of the organization and University community.

I. Rehearsal Space

RSO's hosting events that need practice/rehearsals should be aware of the following:

- a. Organizations may only pre-book one rehearsal in a large programming space (i.e. SAC Ballrooms, SAC Auditorium, UGC Centers, Union Ballroom). This is the only rehearsal that may have resources assigned
- b. Organizations may request additional rehearsals within the following parameters:
 - i. No more than 2 rehearsals per week, and each rehearsal may be no more than 2 hours
 - ii. May not begin earlier than 2 months in advance of the event for which it is requested
- c. Scheduled rehearsal space is subject to change to allow other organizations the opportunity to program
- d. All additional rehearsal times are dependent upon availability
- e. Rehearsal space must be reserved through the regular reservation process

J. Guests

All ticketed events must have an established guest policy. The policy will vary based on the type of event, as well as level, however there are several basic tenets that remain the same:

- a. Guest policies will be determined by the Program Advisor, in consultation with the Event Coordinator
- b. No more than half of the capacity of any ticketed event may be external guests. Should external guest capacity exceed this limit the event will be considered an external event and will be processed through the department that oversees the location. External events may be at a cost to the host organization. For more information on potential fees, organizations should speak to the reservation area for the location they wish to hold their event

K. Events with Minors

For the purpose of University activities, minors are defined as those individuals who are 16 years old and younger. RSO's that wish to host an event with minors (on or off campus) must adhere to all University policies:

- a. All “minor forms” must be successfully completed no less than 1 week prior to the event
- b. Organizations are required to be in compliance with all SUNY policies regarding events with minors as outlined on the [SUNY Child Protection Website](#)
- c. Events with minors may necessitate additional training and/or background checks for those involved. Any fees associated are the responsibility of the organization and/or its members

- d. Organizations may not begin advertising events prior to being granted approval by a Program Advisor

L. Off Campus Speakers/Entertainers/Skills Instructors

Any RSO wishing to have a speaker/entertainer/skills instructor from off campus must receive prior approval from SEA. Approval can be requested by completing the "Off Campus Reference Form" found on SBEngaged. All reference forms must be submitted no less than 4 weeks in advance of the event date.

M. Movie Screenings

RSO's interested in screening movies must first obtain the rights by either paying for the rights through rental and licensing companies or contacting the movie production company itself.

- a. Proof of rights must be uploaded to the SBEngaged event no less than one week in advance of the event. Stony Brook University often works with Swank Motion Pictures, Inc. (www.swank.com) and Criterion (www.criterionpic.com), however student organizations may use any company they choose. If neither of these companies has the movie the organization is looking for, the Reference Library of the Motion Picture Academy may be able to help (1-310-247-3020)
- b. ***Owning the DVD of a movie or paying for a Netflix, Hulu, Amazon Prime, or other similar account does not constitute paying for the rights to show a movie***
- c. Movies considered Public Domain can be shown without having to pay for rights. These movies are those which no government, organization or individual owns, and as such is common property. To determine if the film your organization would like to show is considered Public Domain, check [this list](#) for movies with release dates prior to 2011, and [this list](#) for movies with release dates after 2012. You can also search the internet, or contact the Reference Library of the Motion Picture Academy.
- d. **Educational Screening of Documentaries (Netflix):** Some Netflix Original educational documentaries are available for one-time screenings. To find out which titles are available, go to the "Only On Netflix" section of media.netflix.com. From here, navigate to "All Alphabetical". Titles that are available for educational screening will display a "Grant of Permission for Educational Screenings". For full information, visit the "[Educational Screenings of Documentaries](#)" section of the Netflix Help Center.

N. Public Assembly

Free speech and peaceful assembly are rights of citizens and are fundamental to the University as a center for open inquiry in the search for knowledge and insight. The University is strongly committed to the protection of these rights for all members of the campus community. However, these rights bring with them a concurrent obligation to maintain a campus atmosphere conducive to scholarly pursuits and respect for the rights of all individuals. Student organizations engaged in assemblies, demonstrations, and similar expressions of First Amendment rights (*herein referred to generically as "assemblies"*) may not infringe on the rights of others or disrupt essential operations of the University. While exercising the right to public assembly, the Code of Student Responsibility and all other University policies remain in effect. Student organizations must operate within the bounds of [Policy P107R: Public Assembly](#). Some of the basic tenets of this policy include the following:

- a. Assemblies may not prevent the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and other public events.
- b. Assemblies may not obstruct the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors. If a protest area is established by a University official(s), protestors are required to comply with these physical boundaries.
- c. Assemblies may not willfully cause injury or damage to persons or property.
- d. Assemblies may not jeopardize the safety and security of others, including but not limited to, the presence of sticks, poles, or torches, which are prohibited.

O. Event Accessibility

RSO's are expected to take care to create accessible events so that all individuals are able to fully engage in the program. The key to making events accessible is communication. Organizations are required to include an accessibility statement in all event marketing materials that should read as such: "If you need an accessibility related accommodation, please contact ***"INSERT CONTACT INFORMATION HERE"***".

P. Inclement Weather

- a. **Severe Weather:** In the event the University cancels classes and/or events due to severe weather conditions, program advisors will work with RSO's to attempt to reschedule. While every effort will be made to reschedule events, it may not be possible due to time and/or space constraints.
 - i. In the event that a severe weather event is detected during an event all activities must be suspended immediately and all participants must be directed to the nearest shelter location. All participants and staff should remain in the designated shelter area until instructed to resume activities by University Police or SBU professional staff.
 - 1. When thunder/lightning is detected during an event, activity may not resume until 30 minutes after the last clap of thunder or bolt of lightning is detected.
 - 2. Participants at outdoor events on the Campus Recreation & Wellness fields should seek shelter under the bleachers or in a low lying ditch if necessary. After all participants have been removed from activity areas, all staff members should also seek shelter
- b. **Rain Calls:** A rain call for any outdoor event will be made by noon on the business day before the program (if not sooner). All rain calls are final - events cannot return to their original location. If a decision is made to keep an event outdoors, the event may be cancelled depending on the weather conditions. This cancellation may be made by the organizing group or University staff.

Q. Fundraising & Charitable Solicitation

All fundraisers and associated activities must be approved in advance by the organization's Program Advisor and comply with all University and state regulations. This includes virtual and off campus fundraisers. RSO's shall not facilitate gambling for money or other valuables on University property or in any University facility except as part of an authorized fundraising activity.

Once a space request is approved on 25Live, organizations must submit an event request by creating an event on their organizational SBEngaged page within 48 hours of approval or the space request may be cancelled. Cancellation is at the discretion of the Program Advisor. RSO's may only host events which have received approval by the Program Advisor via SBEngaged. Any organizational event or activity that occurs without this approval may result in organization conduct proceedings

- a. On campus fundraisers must be submitted for approval on 25Live through the Space Request process. For fundraisers that require a lobby table, select 'SAC Lobby Table' as the location. Once approved RSO's must submit an event request through the SB Engaged Event Request process. Off campus or virtual fundraisers must be submitted through the SBEngaged event request process.
- b. Organizations will only be initially approved for 4 fundraising tables per month; two in the SAC and two in the library horseshoe. Tables for "pre-orders" do not count toward the 2 date limit for that location. A poster, banner, or tablecloth identifying the organization should be prominently displayed for the duration of the tabling fundraiser
- c. Fundraisers with expected donations exceeding \$1,000 require additional approval from the Vice President for Student Affairs and Dean of Students or their designee
- d. Events with "suggested donations" will be approved on a case by case basis and may require additional security/staffing measures depending on the nature of the event, and amount projected to be collected. The Program Advisor and Event Coordinator will determine collection options that may or may not include a fee. These options include, but are not limited to:
 - i. Hand delivering cash revenue to the Ticket Office
 - ii. Utilizing the SAC drop safe, requiring the assistance of a SAC Facilities Manager
 - iii. Utilizing a University Police "money run". Program Advisors will make all arrangements for this
- e. RSO's interested in soliciting/receiving donations of \$1,000 or more, in a single instance, or cumulatively from non-SBU entities must complete the "Donation Request" form on SBEngaged prior to accepting donations
- f. RSO's may not solicit donations or the purchase of goods outside of an approved fundraising table/event (online or off campus)
- g. "Date Auctions" are not permitted
- h. "Service Auctions" may be permissible, however services offered must be approved by the Program Advisor at least one week prior to the event date

- i. No student shall gamble for money or other valuables on University property or in any University facility except as part of an authorized fundraising activity
- j. **Raffles:** SEA permits RSO's to conduct raffles to raise funds in support of University related activities. Raffles must be conducted in accordance with University, state, and tax reporting requirements. Raffles include those games in which a participant pays money in return for a ticket/receipt and in which a prize is awarded on the basis of a winning number/s, color/s, or symbol/s designated on the ticket/receipt, determined by chance as a result of a drawing from among those tickets/receipts previously sold.
 - 1. RSO's wishing to conduct a raffle must meet and adhere to the following:
 - a. Organization must fall within one of the following categories: religious, charitable, educational, fraternal, or service-based
 - b. Organization will raise less than \$5,000 in a single raffle
 - c. Organization will raise less than \$20,000 for all raffles conducted during a calendar year
 - d. Organizations who wish to conduct a raffle that would net \$5,000 or more in a single raffle or \$20,000 or more in a calendar year must first discuss plans with their Program Advisor as additional requirements must be met prior to conducting the raffle
 - 2. If a RSO meets the above requirements, they will be able to conduct a raffle at an approved event by adhering to the following guidelines:
 - a. Raffle tickets must be sold from a singular ticket wheel with consecutively printed numbers
 - b. Raffle tickets must contain the name and phone number of the purchaser
 - c. Raffle tickets cannot be sold more than 180 days before the drawing
 - d. Raffle winners must be chosen utilizing equipment that provides everyone an equal opportunity to be drawn as a winner (i.e. all tickets free of markings/identifiers will be placed in a container and have an unbiased person select winning tickets without looking)
 - e. Method of drawing and determining winners should be clearly described prior to drawing
 - f. Raffle winners are not required to be present at the time of drawing to claim their prize
 - g. No one under the age of 18 may play, operate or assist in the management of the game
 - h. Anyone who operates/assists in the raffle management may not participate as a player
 - i. Alcoholic beverages may not be used as a raffle prize
 - j. Raffles may not be conducted on Sundays
 - k. Proceeds from the raffle may only be used on the below approved expenditures
 - i. Equipment for the raffle
 - ii. Advertising
 - iii. Charitable or religious purposes
 - iv. Educational scholarships and equipment
 - v. Helping needy or deserving people advance in education, religion, health, or citizenry
 - vi. Fraternal organizations may spend up to \$10,000 of raffle proceeds annually on maintenance costs/repairs, but must first spend $\frac{1}{3}$ of proceeds on causes listed above

R. Animals on Campus

RSO's must abide by [Policy 620: Animals on Campus](#). All required paperwork must be uploaded to the respective SBEngaged event after approval for any event that wishes to have animals present.

S. Food Permits

RSO's wishing to have food at an event must follow all [Food Safety Policies](#) as determined by Environmental Health and Safety. Any required permits must be uploaded to the respective SBEngaged event after approval by Environmental Health and Safety.

III. Risk Management Policies & Procedures

All activities or events, regardless of size, involve levels of risk. RSO's hosting events, both on and off campus, need to be aware of potential risks and work to develop strategies to mitigate them. As a reminder, RSO's must adhere to all

University policies, as well as local, state, and federal laws. Organizations with inter/national risk management policies must abide by the stricter policy.

A. Hazing (Code of Student Responsibility, III.A.1.g.):

In connection with an affiliation to any organization, group, team, or sports club: no student shall (i) endanger the mental, physical, or emotional health of a person, intentionally or recklessly, by commission or omission, regardless of whether the other person has consented to the activity; (ii) participate in activities on or off University property, involving the forced or expected consumption of alcohol, drugs or other substances, or damage, destroy, tamper with, or remove public or private property)

B. Hazing Amnesty (Code of Student Responsibility, II. 7.):

The University recognizes that students may be reluctant to report hazing activity due to a fear of potential consequences for their own conduct. Therefore, a student who acts in good faith to report activity that may fall within the definition of hazing and who cooperates fully as a witness in the investigation and student conduct process may not be subject to student conduct sanctions related to their own participation in hazing behavior, as determined by the University in its sole discretion. In the event amnesty is granted for self-reported behaviors, if evidence is presented that the student has continued to engage in hazing behaviors, or has knowledge of hazing activity that was not reported, they may be held accountable for past behavior. Students who choose to report and request amnesty for their own conduct under this policy should know that amnesty does not apply to any criminal or civil action that may be taken by a law enforcement or other agency, including University Police.

C. Fire, Health, and Safety

- a. Facilities utilized for organizational functions must meet local fire and health codes and standards.
- b. Attendance at organizational functions must not exceed local fire or building code capacity of the organizational premises or host venue.
- c. Organizational functions must adhere to [New York State Executive Orders](#), [New York Forward](#) mandates and guidance as well as local/regional government and public health pandemic recovery guidelines at all organizational functions, including but not limited to: social gathering limits; social distancing; and face covering compliance.
 - i. Organizational functions require pre-registration. A sign-in process should be established for contact tracing needs that includes the visitors first and last name, phone number, and email.

D. Alcohol and Drugs

University approved organizational functions sponsored or endorsed by RSO's must comply with all policies established by any inter/national organizations with which they are affiliated, the [University Alcohol Policy 122](#), the Code of Student Responsibility, as well as any federal, state, and local laws. Unless a permit has been obtained from the State Liquor Authority by the sponsoring organization, the consumption of alcohol or possession of an open container of alcohol anywhere on campus is generally prohibited. This includes, by way of example only: classrooms, grounds, parking lots, student lounges, and bathrooms. Students who are age 21 or over may possess and consume alcohol in accordance with the Code of Student Responsibility. In addition, organizational functions sponsored or endorsed by an RSO, whether approved by the University or not, including those that occur on or off campus must adhere to the following:

- a. RSO's, members and guests must follow the New York State and Federal Law regarding illegal drugs and controlled substances. No person shall possess, use, provide, purchase, distribute, sell, and/or manufacture substances defined by New York State or Federal Law as illegal or controlled while at any activity or event sponsored or endorsed by an RSO.
- b. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- c. Proof of age is required to enter any organization sponsored event where alcohol is present and the host organization must have a method to designate those of legal drinking age (i.e. stamp, wristband). This method may be coordinated with the third-party venue or licensed private security company.
- d. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited.

- e. To discourage excessive consumption of alcoholic beverages, bulk containers/common sources of alcohol larger than one gallon (e.g., kegs, beer balls, punch bowls, bottles, draft containers of wine, etc.) are prohibited.
- f. Items and paraphernalia that encourage excessive consumption of alcohol, including but not limited to funnels, beer helmets, beer pong tables, are prohibited.
- g. RSO's, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- h. Consumption of alcohol may not be the primary focus of any event. Promoting increased consumption by emphasizing free or reduced price alcoholic beverages is prohibited.
- i. When alcohol is served, food, snacks and non-alcoholic beverages must be provided in sufficient variety, quantity and abundance commensurate with the availability of the alcoholic beverages.
- j. Alcoholic beverages must either be:
 - i. Provided and sold on a per-drink basis by a licensed and insured third party vendor (e.g. restaurant, bar, caterer, etc); or
 - ii. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The BYOB method of alcohol distribution requires the coordination of the collection, monitoring and distribution of alcohol by designated members of the event management team or contracted vendor(s). Members and guests of the legal drinking age are required to:
 1. Purchase their own beverages prior to the event and bring them to the event.
 2. Check-in their own alcohol prior to or upon arrival to the event.
 3. Limit the quantity of alcohol per person to no more than six standard drinks.
- k. Alcoholic beverages may not be purchased with organizational funds or funds pooled by members or guests (i.e. admission fees, ticket sales, cover fees, collection of funds through digital apps, etc.).
- l. RSO's must not host/co-host or sponsor/co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an event.
- m. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system.
- n. Any event or activity related to the new member joining process (e.g. recruitment, intake, rush, auditions, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.

E. Good Samaritan Policy (Code of Student Responsibility, II.6)

The University recognizes that students may be reluctant to seek medical attention for themselves or others, for incidents related to alcohol or drug consumption, due to a fear of potential consequences for their own conduct. Therefore, the University has adopted this Good Samaritan Policy to encourage students to seek medical assistance where the use of alcohol or other drugs may result in the endangerment of themselves or another. Under the Good Samaritan Policy the student for whom assistance is sought and a bystander acting in good faith who discloses to University officials an incident of alcohol or drug use, may not be subject to University sanctions for violations of alcohol or drug policies. This means that in most instances, if a student acts with intent to assist or restore the well-being of a student at risk due to alcohol or drug usage, neither party will be subject to University sanctions for drug or alcohol violations.

IV. Recruitment & New Member Orientation/Education Policies & Procedures

All activities or events regarding the recruitment or orientation of new members must be registered with and approved by SEA regardless of organizational category. A professional staff member in SEA will coordinate with all RSO's Program Advisors to update them on submissions, feedback, and policy adherence pertaining to the below requirements.

A. Recruitment

Recruitment is the process through which RSO's seek to expand their membership. The below policies outline the parameters in which recruitment events may occur.

a. General Recruitment Policies

- i. All recruitment events must be registered with and approved by SEA. Organizations must follow all event request policies previously outlined in section II of these Guidelines.
- ii. Recruitment events MAY NOT take place in personal residences on or off campus unless otherwise approved in writing by SEA. Personal residences include but are not limited to residence hall rooms/suites/common areas, off-campus apartments/homes, family homes, etc.
- iii. All individuals participating in the recruitment process must be regularly enrolled SBU students.
- iv. Alcohol or drugs may not, in any way, be a part of the recruitment process. This includes members who are above the legal drinking age.
- v. Prospective members must be informed of any financial and time obligations of membership during the recruitment process.
- vi. All organizations must follow the recruitment procedures of their respective governing organization and national bodies where applicable. Organizations with inter/national recruitment policies must abide by the stricter policy.
- vii. Once your organization has decided to offer a student the ability to participate in a new member orientation process the student must be reported to SEA via the Membership Acceptance Agreement. This agreement requires the student to acknowledge they will be participating in the new member orientation/education/intake process for your organization. The Membership Acceptance Agreement form can be found on the SEA website and should be collected and submitted to SEA by the New Member Educator/Orientation Officers.

b. Additional Recruitment Policies for Recognized Fraternities and Sororities

- i. All students participating in the recruitment process must be full-time, regularly enrolled SBU undergraduate students, have at least a 2.5 cumulative grade-point average, and have earned a minimum of 12 credit hours. Credit hours must be accrued during matriculation at a college campus. Advanced placement credits or other credits acquired prior to high school graduation cannot be included. Transfer students are eligible provided proper verification from previous college or university attended is presented to SEA indicating the completion of at least 12 credits with a minimum 2.5 GPA.
- ii. Prior to offering membership a student's eligibility must be confirmed by SEA. Eligibility checks may be requested by submitting the full names and SBU ID numbers of all potential new members via email to your dedicated SEA program advisor. Organizations may not offer membership to ineligible individuals. Eligibility checks take up to 5 business days.
- iii. Students may only join one fraternity or sorority at a time. Exceptions may be made with prior approval from SEA in the case of a student wishing to join a fraternal organization that does not have a new member orientation process.
- iv. The practice of influencing and/or harassing prospective members from a fraternity/sorority, by a member of another fraternity or sorority, commonly referred to as cross-intake, is prohibited.

B. New Member Orientation & Education

Welcoming new members for your organization is essential to your organization's longevity and ability to operate. New members can bring new energy and ideas to an organization. New members also pose an opportunity for seasoned members to act as mentors and guides, developing new members to be active members of the organization. A key element to retaining new members is to orient them to the organization. This can be done through developing a new member orientation, also referred to as "new member education" or "intake". The information below outlines the parameters in which new member orientation, education, and/or intake may occur.

a. Scope of New Member Orientation

- i. New members are defined as any member of an organization who does not yet have full or active membership status and privileges within an organization. Sometimes new members are referred to as “probie, pledge, associate member, etc.” depending on the organizational terms.
- ii. To plan an effective new member orientation program, the leadership must first identify the purpose of new member orientation, education, and/or intake. The purpose of any good new member orientation program is to develop qualified, participating members of your organization, and meet any applicable national requirements of your organization (i.e. learn required history of organization, meet CPR qualifications, pay national dues, etc.).
- iii. Effective new member orientation programs typically strive to:
 - 1. Assist and develop members to be outstanding individuals
 - 2. Develop members’ interpersonal and physical skills
 - 3. Familiarize new members with your organization and membership
 - 4. Prepare new members to uphold the standards and ideals of your organization, and strive to continually improve it

b. General New Member Orientation Policies

- i. No student shall participate in a new member orientation, education and/or intake process without first being reported to SEA by signing and submitting a Membership Acceptance Agreement. Upon signing the agreement and meeting the minimum requirements (if applicable), the student will be approved to participate in the new member education process.
- ii. SEA must be notified in writing within 24 hours of any changes to a new member class roster. Omission of students participating in the new member process and failure to submit accurate Membership Acceptance Agreements is a violation of this policy.
- iii. All membership lists submitted to SEA must match information provided to national offices when applicable.
- iv. A New Member Orientation Completion Report, formerly known as an Initiation Report, must be submitted to SEA within 48 hours of the completion of the new member orientation, education, and/or intake process. SEA staff will share the New Member Orientation Completion Report with New Member Educators/Orientation Officers as the organization approaches the end of their process. It is the responsibility of the New Member Educator/Orientation Officer to ensure the report is completed and accurate.

c. New Member Orientation Activity Policies: The purpose of new member orientation, education, and/or intake programs shall be to develop well-rounded members of the respective organization and the SBU Community. A new member activity is defined as any activity or event taking place during the new member process in which new members are present. Each new member activity must be purposeful in keeping with the University’s mission of education and human development.

- i. All organizations at SBU must submit a completed New Member Orientation Program Registration Packet to SEA prior to the distribution of bids or invitations to participate in a new member orientation, education, and/or intake process. The contents of the registration packet may vary based on organization category. Please refer to the New Orientation Program Registration Checklist located on the SEA website to ensure all items have been submitted.
- ii. New member orientation, education, and/or intake may not begin until the organization is notified in writing that their New Member Orientation Program Registration Packet has been approved by SEA.
- iii. Only activities submitted via the New Member Orientation Program Registration Packet may be conducted. This includes all tasks and assignments both mandatory and optional. Any changes to the materials or submitted plan must be received and approved by SEA within two business days prior to the proposed change. Any deviations from the approved plan or unapproved activities involving new members will be considered a policy violation and may result in organizational conduct proceedings.

- iv. All documents submitted regarding new member orientation, education, and/or intake may be shared with University officials and/or national organization staff as needed.
- v. All new member orientation, education, and/or intake activities are restricted to SBU's campus and may not take place in personal residences on or off-campus unless otherwise approved by SEA in writing. Off-campus activities involving cultural events, community service projects, and other educational opportunities may be permitted with prior written approval by SEA and may require advisors to be present. For off-campus activity, organizations must follow all event request procedures for official university approval and provide all required paperwork.
- vi. New member activities may not occur after 11:00PM Sunday through Thursday or after midnight Friday through Saturday. Overnight or sleepover activities are strictly prohibited. Clinical training hours that occur beyond these hours may be granted an exemption via the New Member Orientation Program Registration Packet with proper justification.
- vii. Individuals may withdraw from the new member orientation, education, and/or intake process at any time. Students who withdraw or are removed from a new member process must meet with SEA for an exit interview. It is the New Member Educators'/Orientation Officers' responsibility to ensure exit interviews are scheduled and records are accurate when a change occurs. Failure to do so may result in policy violations.
- viii. Alcohol/drugs may not be in any way part of the new member orientation, education, and/or intake process. This includes the actions of students above the legal drinking age.
- ix. The maximum length of the New Member Education Period is six (6) weeks. The first day of the new member orientation process is defined as the first day a new member receives notice of their ability to participate in a new member orientation, education and/or intake process. For example, bid day, membership acceptance, etc. are considered the first day of the new member orientation process. Organizations whose new member orientation process requires clinical training hours (i.e EMT, paramedic, etc.) may request an extension to their timeline with proper documentation. Extensions will be granted on a case by case basis.
- x. There is to be no new member orientation, education, and/or intake programming during campus breaks i.e. Fall Break, Spring Break, etc. These breaks will not count against the new member orientation timeline.
- xi. New member activities must allow for adequate class/study time and must not conflict with the academic regulations and requirements of Stony Brook University. New members whose class and work schedules conflict with the scheduled new member activities must be excused from those activities and/or those activities must be rescheduled for a time when they do not interfere with a new member's class schedule. All academically related study times must be approved via the program submission. Correlation between academic downturn and orientation, education and/or intake processes may result in policy violation.
- xii. All new members must complete the online hazing prevention module provided by SEA **within the first week of the new member education process.**

d. Additional New Member Orientation Policies for Recognized Fraternities and Sororities

- i. Individuals may only join a fraternal organization during SEA's designated recruitment and new member education timeline. SEA shall set the official dates and each recruitment/intake process will be coordinated by the respective council. No organization may recruit or intake outside of the SEA-sanctioned dates.
- ii. All new members must attend a New Member Education Workshop with SEA prior to the required deadline.
- iii. In addition to the Hazing Prevention 101 module, all new fraternity & Sorority members must complete the Fraternity and Sorority 101 module provided by SEA **within the first week of the new member education process.**
- iv. All new members must complete Red Watch Band Training the semester in which they participate in a new member orientation, education, and/or intake process. Students who have

previously received Red Watch Band Training must submit proof of their prior training to SEA to receive credit.

C. Alumni/Affiliate Involvement

- a. During the new member period, all new member activities must only involve current registered students at SBU and Faculty/Staff Advisors. Each organization is responsible for the actions of any of its members, alumni members, or their affiliates from other schools, in any activity relating to the organization in general and new member activities. Any organization found to be encouraging or arranging new member involvement with alumni members will be in jeopardy of having their new member process suspended.
- b. Organizations whose national process requires alumni participation must receive written approval by SEA prior to the start of the new member process. Alumni who are registered volunteers with a national organization functioning in this role will be approved to participate in new member activities as long as proper notice is given.
- c. SBU does not permit any activity that incorporates a cross-campus process. Thus, organizations recognized by SBU may not recruit/bid non-SBU students.

V. Fraternity & Sorority Life: Additional Policies & Procedures

A. Expansion & Reactivation

SBU recognizes that expansion/reactivation is a sign of healthy interest in the fraternity and sorority community. The University considers the current student population and resources in all expansion/reactivation efforts. The Fraternity/Sorority Recognition Committee, and the committee chair or their designee are responsible for providing a formal recommendation on all matters pertaining to expansion. All decisions require final approval from the Vice President for Student Affairs/Dean Of Students or their designee. For more information on expansion/reactivation, please refer to the [Fraternity and Sorority Recognition Policy](#) on the SEA website.

B. Membership Recruitment

The way in which fraternities and sororities recruit new members clearly differs from other student organizations. New member recruitment and education/intake, is a process that can be fun, exciting, and a tremendous learning experience for students. The University recognizes as legitimate purposes of new member education/intake the following:

- a. To educate potential new members about the ideology, history, and ceremonies of the fraternity or sorority
- b. To instruct potential new members on their purpose and responsibility to the fraternity or sorority, University, and community
- c. To broaden the understanding between active members and potential new members, and promote a sense of unity between them
- d. To carry out activities of campus and civic value
- e. To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement as long as these traditions do not violate University policies, or place the prospective member in physical, mental, or emotional jeopardy

An effective new member education/intake process should be sensitive to the traditions of current chapters; support the academic pursuits of students; not interfere with the lives of students not wishing to affiliate with fraternities and sororities; support the normal day-to-day operations of the University; encourage students to make educated choices; promote objective, non-discriminatory selection; promote inter fraternity/sorority cooperation and a positive fraternity/sorority image; and be a positive experience for the potential new member. In an effort to uphold these values, specific guidelines must be adhered to. For more information please refer to section IV.

C. Membership Standards and Procedures

- a. A review of membership numbers will be conducted annually and should an organization not meet requirements, they may be placed on Administrative Warning. Corrective action, and a schedule for completion will be imposed. Upon successful completion of the warning period, the organization may be required to attend meetings with a University official. Terms of the Administrative Warning will be tailored to fit the individual circumstances. Programming may be limited at this time.
- b. If an organization has not made a concerted effort to comply with the corrective action plan and schedule at the conclusion of their warning period the group may be placed on Probation. In determining the appropriate response, SEA will consider the health of the organization. Health will be defined as membership size relative to the average fraternity/sorority size, in addition to status with regard to meeting/exceeding University standards. Continued failure to maintain standards may result in further conduct action/sanctions/change in status.
- c. Chapters with no active undergraduate students exceeding two academic semesters or one academic year will have their University recognition withdrawn and therefore must follow the steps outlined in the [Fraternity and Sorority Recognition Policy](#) to gain University recognition.

D. Academic Standards and Procedures

- a. Each organization is expected to maintain a minimum organizational cumulative 2.5 GPA. At the end of each semester a Fraternity & Sorority Grade Report will be completed to ascertain the cumulative GPA for each organization. After the grade report has been completed, should an organization not meet the minimum requirement, they may be placed on Administrative Warning. Terms of the Administrative Warning will be tailored to fit the individual circumstances. Programming may be limited at this time.
 - i. If the organization achieves the minimum 2.5 grade point average at the completion of their first semester on Administrative Warning, they will return to full recognition status, and be encouraged to continue an Academic Improvement Plan to ensure continued success. Full programming privileges will be restored.
 - ii. If the organization fails to achieve the minimum 2.5 grade point average at the completion of their first semester on Administrative Warning they may be moved to Probation status. The terms of the probation will be tailored to fit the individual circumstances. In addition, the organization will be further limited in their programming in order for the organization to focus on their scholarship. The following types of programs will be allowed at the discretion of the Department of Student Engagement & Activities, in cooperation with the inter/national organization: academic activities, sisterhood/brotherhood activities, hands on community service efforts, and tabling to raise money for philanthropic causes.
 - iii. At the completion of their first semester on Probation status, if an organization achieves the minimum grade point average, they may have limited programming privileges restored and will return to Administrative Warning status for the next semester. If an organization fails to achieve the minimum grade point average at the completion of their first semester on Probation, the group may be placed on interim suspension, or have their recognition withdrawn. In determining the appropriate response, SEA will consider the health of the organization. Health will be defined as membership size relative to the average fraternity/sorority size, in addition to status with regard to meeting/exceeding University standards. Continued failure to maintain standards may result in further conduct action/sanctions/change in status.
- b. Each individual member is expected to maintain a minimum cumulative 2.5 GPA. Individual member GPAs will be reviewed at the end of each semester as part of the Fraternity & Sorority Grade Report process, and any member who does not meet the 2.5 minimum requirement will receive a letter from the Associate Director for SEA, or their designee informing them of their status, and resources available to assist them. The University reserves the right to remove an individual member from leadership positions within the organization for failure to meet minimum standards. Additionally, the University reserves the right to notify inter/national headquarters of an individual's failure to meet University and/or organizational standards.

E. Five Star Accreditation

- a. Organizations that do not achieve the minimum expectation within the Five Star Accreditation program at the completion of the academic year will be required to meet with SEA to create an “Action Plan” to improve their performance. Organizations on an “Action Plan” will be required to meet with a SEA staff bi-weekly to check in on their progress.
- b. At the completion of the “Action Plan” year if the organization achieves the three star minimum requirement it will remain in good standing. If the organization fails to achieve the minimum for a second year, they will be placed on a second “Action Plan” and will have weekly meetings with a departmental staff member.
- c. At the completion of the second “Action Plan” if an organization achieves the three star minimum requirement, it will remain in good standing and will be encouraged to continue with their intentional planning. If an organization fails to achieve the minimum three star requirement at the completion of their second “Action Plan”, the University reserves the right to withdraw campus recognition.

VI. Student Media: Additional Policies & Procedures

A. Student Media Relationship Statement:

- a. The student media such as student produced radio, newspapers, literary or opinion magazines or journals, video and film shall remain free of censorship and prior review of copy from University administration. Editor(s), manager(s) and director(s) are free to develop their own editorial policies.
- b. Editors, managers and directors of student media are protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to removal (see below), and then by orderly and prescribed procedures.
- c. All student media must explicitly state that the opinions therein expressed are not necessarily those of the University community.
- d. Student media organizations must explicitly state that the opinions therein expressed are not necessarily those of the University community.
- e. All student media are encouraged to adhere to a published code of ethics. Samples may be found on the Society of Professional Journalists website.
- f. The freedom given to student editors, managers and directors requires adherence to the ethics and laws of responsible journalism and reporting, e.g., the avoidance of libel, copyrights infringement, indecency, undocumented allegations, attacks on personal integrity, harassment, and slanderous innuendo.
- g. Charges of violation of the items noted above shall be dealt with through the usual University individual or organizational conduct process.

VII. Unrecognized Organizations

- A. RSO’s may not collaborate with, give platform to, or request space for use with unrecognized student organizations. This includes, but is not limited to, those organizations that have not yet started the recognition process, organizations not in good standing with the University or SEA, and those whose recognition has been withdrawn by the University. If you are unsure if an organization is eligible for collaboration, please contact SEA
- B. Students must follow the policies governing their membership in a student organization. Violations of the Code by officers/members of student organizations may result in a referral to the student conduct process as an individual, in addition to any organizational action that may be taken by the University
- C. Unrecognized organizations may not use the University name, logo, equipment, or facilities
- D. Unrecognized organizations, and those whose recognition has been withdrawn/suspended, either temporarily or permanently, may not conduct recruitment and/or related activities, or host events/activities on campus
 - a. University students may not join or take part in on campus recruitment and/or related activities for unrecognized groups/organizations, as well as for organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently.

- b. University students who are members of unrecognized groups/organizations, as well as organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently, may not participate as a representative of that organization in any campus activity or event
- E. Any violation of this policy may result in individual and/or group sanctions, such as the extension of the current suspension; suspension or permanent expulsion of individual(s) from the University, and/or the suspension or permanent expulsion of the organization from future campus recognition. Individuals or groups may be required to attend mandatory educational programs.

VIII. Responsible Use of Information

Executive board members of RSO's at SBU may be given access to confidential or private information that is included under [P302: Sensitive Information Classification Policy](#). This confidential or private information may include, but is not limited to, Stony Brook student ID numbers, financial information, and division networking systems. Executive board members and student organization leaders:

- A. Must only use confidential or private information for the purposes required by their executive board or leadership position. Except as required by assigned duties, student leaders will not at any time use, access, or disclose any confidential or private information to any person, including but not limited to, organization members, co-workers, friends and family members
- B. Will not post any confidential or private information on social media or communicate with the press on any such organization related matters
- C. Will preserve the confidentiality of student information, financial information, research information, and University business information in conversations and in the handling, copying, storing, and disposing of documents and any and all electronic media that contains such information
- D. Understand that access to University networking systems and/or financial information systems, does not allow access to any information that is not part of duties and responsibilities of their leadership role, including their own personal electronic information
- E. Understand they are responsible for maintaining confidentiality by using strong passwords, never sharing passwords or access, and always locking or logging off an application, terminal or when leaving an area. Student leaders understand they are accountable for all activity under their password(s), account(s) and/or electronic signature. Such activity may be monitored
- F. Will adhere to the data privacy best practices noted on DoIT's [Cyber Security website](#)
- G. Understand in the event of data loss, breach, theft, or discovering any evidence of unauthorized disclosure of confidential or private information, they will report full details of the incident to SEA as soon as possible
- H. Understand that upon termination of an executive board or leadership role for any reason, or any other time upon request, agree to promptly return to SEA all printed and electronic copies of confidential or private information in their possession or control, unless retention is specifically required by law or regulation
- I. Understand they will be required to periodically certify they have complied in all aspects, and agree to so certify upon request
- J. Understand that failure to comply could cause irreparable harm to students, the Division of Student Affairs, and Stony Brook University and may subject them to student conduct sanctions by the University and/or termination of an executive board or leadership position
- K. Understand that these obligations remain in full force throughout the entire term of their executive board or leadership position and continues in effect after such position terminates

IX. Logo, & Social Media Policies & Procedures

A. Use of University Logo

A benefit of University recognition is the ability to use the SBU logo. Use of any logos must be in compliance with the [University Trademark Licensing Program](#). RSO's have several designs to choose from when creating SBU branded logos. Please visit the [SBU Retail Style Guide](#) for recommended options.

B. Social Media Policies & Procedures

Social media accounts associated with RSOs are a representation of SBU, as well as the organization with which the account is affiliated. RSOs are responsible for ensuring content appropriately reflects the image of the University, as well as the organization. RSOs, and their individual members, may be held accountable for posts on associated social media accounts that are in violation of University policies. For additional information refer to [SBU social media guidelines](#).

X. Student Organization Conduct Policies & Procedures for Changes in Recognition Status

SBU embraces the value of a robust co-curricular experience for students. Involvement outside the classroom is an essential part of a holistic University experience, and the University formally recognizes many student organizations. The ability to be part of an RSO on the SBU campus is a privilege and should be treated as such. SEA expects our RSO's and their members to: maintain standards of personal integrity in alignment with the institution's educational goals; be responsible for their actions; observe national, state, local laws and University policy; and respect the rights, privileges, and property of other people.

Situations arise in which RSO's may be in violation of University policy, and/or failing to meet the criteria and expectations of recognition and an appropriate level of action is warranted to address the concern. This may result in the organizational conduct proceedings, imposition of sanctions, a corrective action plan, and/or a change in organizational status. In addition to our departmental policies, students and organizations must follow applicable policies including but not limited to those in the Code of Student Responsibility¹, University Policy Manual², and the Rules of Public Order³. All students should become familiar with these important items. All University policies and related documents may be accessed through the Stony Brook University website. Additionally, SEA strives to uphold any sanctions or status changes placed upon organizations by their inter/national headquarters upon notification. However in instances where University policy or practice is incongruent with that of an Inter/National Headquarter/s, University decisions take precedence.

The intent of the student organization conduct process among other things, is to articulate the University's behavioral expectations for RSO's, provide a consistent and equitable framework for addressing University policy violations, and ensure the long-term viability of RSO's at SBU. The process is a learning experience which can yield growth, behavioral changes, and personal understanding of one's responsibilities and privileges. This process balances the needs and rights of students and organizations with the needs and expectations of the University and the larger community. Students and organizations are treated with care, fairness, and respect. The interests of the complainant, the organization, and the community at large are equally important.

As a general rule, violations of policy and/or failure to meet criteria and expectations of recognition and the sanctions and/or corrective action plan that may be imposed will not be routinely reported to parents. However, in the case of serious violations of federal, state, or local law, including alcohol and other drugs violations, or when instances of medical emergencies come to the University's attention, the University may notify parents.

A. Conduct Process for Violations Referred to SEA

RSO's are required to adhere to and abide by these Guidelines; as well as all regulations and policies maintained by the University including but not limited to: the [Code of Student Responsibility](#), [University Policy Manual](#), the respective organization's governing constitutions/bylaws, all local, state, and federal laws, and any guidelines imposed by externally incorporated organizations or sponsors where applicable and when in congruence with University policy. All RSO's may be held responsible for violations of any such regulations by SEA. Alleged violations will be reviewed in accordance with the procedures outlined below. A finding of responsibility as to each of the charges must be supported by a preponderance of the evidence; whether it is "more likely than not" that the incident occurred. If the totality of all the information presented meets this standard, then the organization is found responsible. The burden of presenting such evidence rests with the Complainant(s).

a. Pre-Conduct Meeting Procedures

¹ <https://www.stonybrook.edu/commcms/studentaffairs/scs/pdf/codeofstudentresponsibility.pdf20of%20Student%20Responsibility.pdf>

² <http://www.stonybrook.edu/policy/>

³ <https://www.stonybrook.edu/commcms/studentaffairs/ucs/policies/order.php>

- i. **Complaint or Referral:** Any member of the University community may make a complaint and/or referral or offer information concerning such complaint and/or referral to the appropriate office or person. The complaint and/or referral shall be directed to a University official. In an appropriate case, a University official may act as a Complainant on behalf of others in enforcing the Code, and other departmental and University policies. In order to facilitate a timely investigation and processing of complaints, it is recommended that referrals are made within thirty (30) calendar days following the date of the incident giving rise to the complaint.
 1. *Mediation (Dispute, Conflict Resolution):* In certain situations, mediation is a process available for resolving disputes between groups. Mediation is a voluntary, confidential, and non-judgmental process providing an opportunity for parties in conflict to meet with a mediator to present the issues. Mediation can be an alternative to or supplement the formal student organization conduct process for certain types of conflict. The mediator's role is to facilitate a conversation between or among parties in conflict in an effort to reach an agreement. Mediation agreements are enforceable as Official Directives, and failure to comply with an agreement may be a violation of the Guidelines. When a satisfactory agreement cannot be reached through mediation, the complaint may be referred for student organization conduct action, where appropriate.
- ii. **Investigation:** A designated University official shall investigate and determine whether further action is necessary within a reasonably prompt time frame and in an effective manner. The investigation may include interviews and requests for written statements from the parties (i.e. complainants, organization members, witnesses). In circumstances involving investigation of complaints when the Complainant does not choose to proceed, the University official reserves the right to continue its investigation regardless of Complainant cooperation or involvement.
- iii. **Decision to Proceed:** If in the judgment of the University official there is sufficient evidence to warrant further action, such official shall initiate one of the following procedures:
 1. *Directive to Appear/Notice of Charges:* The organization charged with an alleged violation/s will be provided with written notice of charges and will be required to either meet with a University official for a conduct meeting on the date cited in the notice. The meeting shall be scheduled for no less than ten (10) calendar days from the date of the notice, unless extenuating circumstances prevent such a timeline.
 2. *Organizational Conduct Meeting Waiver:* The organization may choose to accept responsibility for and not contest the charges. If this election is made, leadership from the organization will sign a waiver of their right to a conduct meeting, and must accept the sanction(s) identified in the waiver. An organization's decision to waive their right to a conduct meeting and accept the sanction(s) is final and not appealable.
- iv. **Case Preparation:** If an organization receives a Notice of Charges, a University official will inform the Complainant(s) and Organization representatives of the rights and responsibilities they will have in the scheduled conduct meeting.
- v. **Information in Support/Defense of Allegations:** Information in support/defense of allegations (including statements, documentary and/or physical material) to be presented by the Complainant(s) and the Organization during a conduct meeting are typically shared with the opposing party at least two (2) business days in advance of the scheduled conduct meeting. Sensitive and/or confidential information may be redacted and/or shared only at the time of the conduct meeting. The University official presiding at the conduct meeting will make the final decision relating to the admissibility of all information in support/defense of allegations. The designated University official may exclude information in support/defense of allegations, or adjourn the meeting to afford all parties the opportunity to review information in support/defense of allegations to be presented during the meeting. Hearsay information in support/defense of allegations, including written statements, may be considered. First hand oral statements subject to cross examination will be given greater weight than hearsay statements. Written statements from character witnesses are permitted into the hearing.
- vi. **Advisors:** The Complainant and Organization representatives may appear at the conduct meeting with an advisor of their choice. The role of the advisor is to assist each party, but not to

engage in any verbal presentation or questioning. Attorneys may serve as advisors to the parties subject to the same conditions and restrictions.

- vii. **Attendance at Conduct Meeting:** Those in attendance at the meeting may include the Complainant(s), Organization representatives, their advisor(s), witness(es) (while giving statements), and the presiding Conduct Meeting Officer. A University observer may be present. The presiding University official shall determine whether additional persons may be present.
- viii. **Confidentiality:** In order to protect confidentiality, organizational conduct meetings shall be closed to members of the campus community and to the public.

b. Conduct Meeting Procedures

Organizational Conduct Meetings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Conduct Meeting Officer. In the event that an Organization has received notice of a conduct meeting and elects not to appear, the meeting shall proceed in their absence. When requested, the University will provide options for a room divider, use separate rooms, or other reasonable mechanisms to prevent interactions between the parties.

Organizational Conduct Meeting procedures generally include the following basic steps:

- i. **Opening:** The presiding Conduct Meeting Officer states the alleged violations and identifies the individuals present.
- ii. **Challenge:** Conflicts of interest must be disclosed. Any party may request and cite cause for the removal of any member of the meeting. The Conduct Meeting Officer will determine whether the cited cause warrants removal.
- iii. **Organizational Response:** The Organization will be asked to state their response (i.e., responsible or not responsible) to each of the alleged violations.
- iv. **Complainant Presentation:** The Complainant should begin with an opening statement describing the alleged violation(s). Information in support/defense of allegations will be presented by the Complainant and by witnesses offered by the Complainant.. The Organization may question the Complainant/witnesses regarding the opening statement and information supporting the allegation.
- v. **Organization Presentation:** The Organization's presentation should begin with an opening statement of its position regarding the alleged conduct. Information in support/defense of allegations will be presented by the Organization and by witnesses offered by the Organization. The Complainant may question the Organization/witnesses regarding the opening statement and information presented in defense of the allegation.
- vi. **Closing Statements:** After all witnesses have presented statements and all questioning has been completed, closing statements are made first by the Complainant(s)/Meeting Officer, then by the Organization. No questioning is allowed during or after closing statements.
- vii. **Deliberation:** After closing statements have been presented, a review of information in support/defense of allegations is conducted by the Conduct Meeting Officer to determine the Organization's responsibility as to each of the charges.
- viii. **Decision:** Upon a review of the totality of the information discussed, a decision regarding the Organization's responsibility as to each of the charges shall be made by the Conduct Meeting Officer. A decision of responsibility shall be made only if the allegations contained in each charge have been established by a preponderance of the evidence (more likely than not standard).
- ix. **Recommendation/Determination of Sanctions:** The presiding Conduct Meeting Officer shall determine sanction(s) based upon the severity of the conduct as well as any prior conduct history.

c. Post Conduct Meeting Procedures

After the conduct meeting procedures have taken place, the following will occur:

- i. **Notification/Conduct Meeting Disposition:** The decision of the proceeding will be communicated in writing to the Organization and the Complainant by the presiding Conduct Meeting Officer (or designee). Written notification (also called a disposition) will include the

date and time of the conduct meeting, the findings, and the sanctions to be imposed, if any. If the Organization charged is found responsible and a sanction is to be imposed, the notification/disposition shall inform the Organization of the right to appeal and the method for submitting the appeal.

- ii. **Meeting Documents:** A written notification/disposition summarizing the main points of the proceedings and information in support/defense of allegations presented during the conduct meeting become part of the proceeding's official record. Any recordings made during the conduct meeting also become part of the official record. These materials are confidential. However, these materials may be made available, in cases of appeal and upon request, to the designated University official hearing the appeal and to the student(s) requesting the appeal.
- iii. **Enforcement:** The presiding Conduct Meeting Officer and other designated University officials will ensure that any sanctions imposed are carried out on behalf of the University.

d. Sanctions & Organizational Status Changes

Failure to meet the criteria for recognition and/or organizational conduct violations may result in the imposition of sanctions, a corrective action plan, and/or a change in organizational status. In determining the appropriate response for a student organization and/or individual, SEA will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Continued violations of policy/failure to complete a sanction/corrective action may result in further conduct action, sanctions, and/or change in status. SEA has designated statuses to outline organizational standing with the University. For more information on organizational statuses see section I.A.b. Examples of sanctions/corrective action that may be imposed upon a student organization/individual may include, but are not limited to:

- i. **Informal Warning:** An informal warning advises an organization to be more mindful of their behavior and encourages them to review policies and procedures in order to ensure future compliance. Informal warnings are not routinely reported as organizational conduct action unless subsequent violations occur.
- ii. **Written Warning:** A written warning indicates that an organization has violated a University policy and that continued or repeated violations of University policy will result in further organizational conduct action.
- iii. **Restitution:** Restitution for violations against University property may include restoration or replacement of the property.
- iv. **Special Restrictions or Loss of Privileges:** An organization or individual's privileges may be limited or suspended for a specific period of time. Privileges that may be suspended include, but are not limited to, the ability to:
 - Recruit members
 - Engage in social functions of any type
 - Use specific University buildings, facilities, properties, equipment, resources, services, and/or funds
 - Participate or attempt to participate as an organization in any University event, or
 - Co-sponsor or participate as an organization in another recognized organization's activities
 - Participate in Leadership Positions: In situations where specific individuals are found responsible for improper actions or violations of policy they may be removed from their leadership position by SEA.
- v. **University Service, Educational Projects, and Programs:** RSO's may be assigned projects, programs and/or service determined appropriate to the offense. Such assignments will be designed to provide the organization with a better understanding of the behavior and its impact on others.
- vi. **Organizational Status Change:** SEA has designated statuses to outline organizational standing with the University. As a result of conduct proceedings a change in status may be assigned as an organizational sanction. For a full list of statuses please refer to section I.A.b. of this document.

e. Appeals

- i. **Grounds for Appeal:** Organizations found responsible for University and/or departmental policy violations, and/or to whom sanctions/status changes have been levied against may appeal such findings on the following limited grounds:
 1. Significant violation of organizational conduct procedures;
 2. New information, unavailable at the time of the hearing, has become available and could have substantially impacted the decision; and/or
 3. The sanction(s) issued is/are disproportionate in relation to the organization's conduct record and/or nature of the violation.
- ii. **Application for Appeal:** Organizations wishing to appeal a disposition must submit a written application to the designated office/University Official within seven (7) calendar days of receipt of the disposition. The application for appeal must identify which of the three grounds forms the basis of the appeal. Organizations must be in compliance with the disposition at the time of their appeal request and until a final decision on their appeal is rendered.
- iii. **Appeal Procedure:** If the appeal has been submitted within the specified time frame and has identified at least one of the permissible grounds for appeal, the designated University official will review the complete record of the case, the statements of any parties, or any other information in defense of allegations, and where necessary, may require interviews with the parties involved. The designated University official will be a neutral decision maker who will conduct the appeal in an impartial manner. The organization shall be notified in writing of the decision. The decision of the University official will be final.

B. Process for Violations Referred to University Community Standards: Alleged violations of the University Code of Student Responsibility may be referred to University Community Standards for an investigation. A formally recognized student organization acts through its members, but the University understands that an individual can violate a University policy independent of the individual's affiliation with the student organization. Therefore, if a complaint is filed against a student organization, the University will review the underlying allegation/s and make a threshold determination as to whether the allegation/s, if proven true, should proceed against the student organization or whether the underlying conduct is independent of the individual(s)' affiliation with the student organization. A charge that is based on conduct that is independent of the individual(s)' affiliation with the student organization will not be pursued against the student organization but may still be pursued against the individual(s) through other University policies.

Should University Community Standards determine whether there is sufficient evidence to proceed, the individual conduct process will be initiated. The threshold determination will be viewed on the totality of the circumstances. Any pertinent student organizational conduct proceedings on behalf of SEA may be delayed in these instances to allow for University Community Standards to complete their proceedings. For additional information regarding this process, please refer to the [Code of Student Responsibility](#).