

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large red callout box with a downward-pointing arrow is centered on the page. Inside the box, the text is white and centered.

2019-2020  
Registered Student Organization  
and Advisor Training

Office of Student Leadership and Activities

## What is a Registered Student Organization?

- A group of five (5) or more currently enrolled Delaware State University students who unite for a common interest and to promote the common interest of students
- Groups whose membership is comprised of undergraduate full-time students enrolled at Delaware State University in which students serve as officers and have controlling interest in the organization
- Are considered affiliated with, but not official units of Delaware State University

# What is Student Organization Recognition?

- The process through which a student organization receives “active” status within the Office of Student Leadership and Activities (OSLA), and the University.
- Must renew recognition every year (Deadline in April)

# Registration Process

- Two Executive Board members and an advisor of every prospective student organization must attend one (1) session of the mandatory Registered Student Organization Training presented by OSLA
- Every prospective organization must submit copies of its **constitution, and completed application for registration** to OSLA for review
- The organization must have and maintain a minimum of **five (5) currently enrolled DSU undergraduate full-time students** as active members at all times
- Identify five (5) full-time registered DSU students to comprise the Executive Board
- Appoint Executive Board members who are full-time, undergraduate DSU students with a minimum semester and cumulative GPA of 2.7. Failure to maintain a 2.7 cumulative GPA automatically disqualifies a student to remain in office
- Retain at least one (1) DSU faculty and/or staff advisor (advisor **MUST** be a **FULL-TIME** faculty or staff member) at all times. **GRADUATE STUDENT STAFF IS NOT PERMITTED TO SERVE AS ADVISOR!**

# Recognition Denied

Recognition of a student organization will be denied for the following reasons:

- If the Office of Student Leadership and Activities determines that an organization is not in the best interest of the University,
- If the group duplicates the purpose, mission and overall function of an existing registered organization and/or University entity, if the group's purpose is not consistent with the educational mission of the University,
- If the group does not successfully complete the registration process by the set deadline
- If the existence, mission, purpose, philosophy, etc. of the organization was not conceptualized by current DSU students. OSLA supports the initiatives of student organizations, not individuals or businesses.

## Recognition Denied (Continued)

- Recognition may be withdrawn by the organization itself at any time.
- Recognition can be revoked or suspended by the Office of Student Leadership and Activities or through recommendation of the DSU Student Conduct Board for any violation of University and/or OSLA policies.
- No student organization will be permitted to remain registered if OSLA determines that it is not fulfilling its constitutionally stated purposes and/or functions, or if the group fails to meet any of the registration conditions outlined under the “Student Organization Registration Process.”
- Consideration for re-registration will be granted during the succeeding year.

# Anti-Hazing Statement

**Delaware State University Anti-Hazing Policy  
In accordance with the State of Delaware Anti-hazing Law  
State of Delaware Code Title 14, Chapter 93 (9301, 9302, 9303,9004)**

Per Delaware State University, hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade or intimidate the person as a condition of membership in an organization, regardless of the person's consent to the activity. Hazing is not permitted by any national fraternity or sorority, is illegal in the State of Delaware and is a Class B Misdemeanor. Hazing is also against the student code of conduct of Delaware State University. Organizations, members of , and/or students seeking membership found to be in violation of this by the University OR by their National Body may loose their status as a recognized student organization/member in good standing with the University. Members, as well as, consenting prospective members may be sanctioned by the University up to suspension and even expulsion.

Per the Delaware Code Chapter 93, Anti-Hazing Law, "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher learning. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the admission or initiation into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

**§ 9303 Hazing prohibited.**

Any person who causes or participates in hazing commits a class B misdemeanor.

# RSO Responsibilities

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing DSU for damage to University-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property, or facilities
- Assure that all promotion and advertisement of events involving the use of University property, or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files with OSLA (membership information, constitution, officer changes, etc.)
- All Executive Board members are currently and actively enrolled full-time undergraduate students in good conduct standing
- Participate in mandatory activities and events sponsored by OSLA including, but not limited to, leadership workshops, retreats and organizational meetings
- Comply with University policies and regulations as defined in the DSU Student Code of Conduct, and the Office of Student Leadership and Activities handbook, as well as local, state, and national laws



## RSO Benefits

- Increased visibility and accessibility
- Ability to sponsor and/or co-sponsor, and participate in programs and events on campus
- Access to available services and equipment on behalf of the Office of Student Leadership and Activities
- Permission is granted to use the University name and logo for promotional reasons, and when identifying the organization in accordance with University guidelines and policies on the use of the University's name and logo
- Ability to apply for funding from the Student Government Association Funding Board (based on funding availability)
- Receive leadership materials, educational resources, and correspondence from OSLA
- Opportunity to participate in the Student Organization Fair during the Fall and Spring semesters to promote, and recruit
- Use of OSLA's social networks to publicize the organization and its events (Facebook, twitter, etc.)

# What is a Student Interest Group

- A group of less than five (5) but at least two (2) currently enrolled Delaware State University students who unite for a common interest and to promote the common interest of students
- Can either be a newly created group or returning group attempting to re-establish
- Groups whose membership is comprised of undergraduate full-time students enrolled at Delaware State University in which students serve as officers and have controlling interest in the organization
- Are considered affiliated with, but not official units of Delaware State University

SIG Denied

**RECOGNITION OF A STUDENT INTEREST GROUP WILL  
BE DENIED FOR THE SAME REASONS AS A REGISTERED  
STUDENT ORGANIZATION**

# SIG Responsibilities and Benefits

- **RESPONSIBILITIES ARE THE SAME AS A REGISTERED STUDENT ORGANIZATION**

## Benefits

- Increased visibility and accessibility
- Access to available services and equipment on behalf of the Office of Student Leadership and Activities
- Permission is granted to use the University name and logo for promotional reasons, and when identifying the organization in accordance with University guidelines and policies on the use of the University's name and logo
- Receive leadership materials, educational resources, and correspondence from OSLA
- Opportunity to participate in the Student Organization Fair during the Fall and Spring semesters to promote, and recruit
- Use of OSLA's social networks to publicize the organization and its events (Facebook, twitter, etc.)

## SIG Non-Benefits

- **Cannot sponsor and/or co-sponsor major programs and events on or off campus**
- **Limited to meetings and informational programs only**
- **Cannot fundraise**
- **Cannot apply for funding from the Student Government Association Funding Board**
- **Will not receive a University account number**

# Advisor Guidelines

- All registered student organizations are required to have a primary advisor
- Must be a **FULL** time administrator, faculty or staff member of DSU - **NO EXCEPTIONS!**
- Must be present at all major events/activities (on and off campus) from beginning to end - **NO EXCEPTIONS!**
- Must approve all activities/events (on and off campus). OSLA will not proceed with scheduling an event without an advisor's authorization
- Has the authority to cancel events/activities (only requests containing the official signature of an advisor will be scheduled. Attempts to forge an advisor's consent will jeopardize the active status of the organization and may lead to suspension)

## Advisor Responsibilities

- Remember that it is the task of members to operate the organization.
- Be well informed about all plans and activities of the organization. This may be achieved through regular attendance at meetings and frequent consultation with the organization's leaders, and the OSLA office.
- Approves all activities and events of the organization. Student groups will not be permitted to hold such functions without their advisor's approval and/or approval of sponsored events/activities
- Attends all events sponsored by and/or involving his/her organization, both on and off campus. If the advisor cannot attend, he/she or the leaders of the organization should secure an appropriate replacement to cover the event. Replacement advisor's must be full-time faculty or staff of the University and/or must be approved by OSLA.
- Should be familiar with the policies of the University and this handbook.
- Provides continuity within the organization and assists with the orientation of new officers.

## Advisor Responsibilities (Continued)

- Attend the mandatory “Advisor’s Workshop” sponsored by OSLA.
- Should assure, with the organization’s leaders, that funds are being used in accordance with the needs and mission of the organization.
- Under general circumstances, advisors do not have the authority to dictate or control the policies or operation of an organization. However, if a student’s actions or planned actions would serve to make the organization or University vulnerable to a liability issue, the advisor is obligated to override the student organization and notify the Director of OSLA immediately.
- Should provide direct assistance in the planning of programs and should offer counsel when deemed appropriate.
- If your organization is found to have violated University policy or procedure, OSLA will review the incident and take whatever actions are appropriate.



# Advisor Liability

- An advisor can be found responsible for the negligence of the student organization if the advisor does not act as another “responsible competent person” would
- Common negligence law states that liability can be established when there is some duty of care to the person or situation; that duty is breached; the breach results in injury, harm, or loss; and the breach is the direct cause of the damage
- No Student organization or advisor can bind the university to a contract. To avoid instances of financial liability, advisors should not enter into agreements or contracts on behalf of their organization. An advisor should not sign his/her name or the school name. This could lead to individual liability
- Advisors should pay attention to nondiscrimination, sexual harassment and disability laws. Within the campus environment, student organizations must still adhere to the law. Membership practices or activities that could be perceived as discriminatory are prohibited

## RSO Funding (based on availability)

- Only undergraduate registered student organizations in good standing may apply for funding from the Student Government Association (SGA).
- Funding is not guaranteed
- Organizations can only apply for funding once during a given academic year; organizations are encouraged to make their request early as funds are limited
- NOTE: Greek Letter organizations are an exclusion and therefore cannot apply for funding from SGA
- Annually, the SGA will identify a maximum dollar amount that organizations can apply for

# RSO Fundraising

- **The Office of Student Leadership and Activities must approve all fundraising activities sponsored by student organizations through the completion and acceptance of a Solicitation Form**
- **Student organizations are not permitted to send letters of solicitation to faculty/staff/administration or outside agencies for fundraising purposes.**
- **At no time will a student organization be permitted to “front” for off campus persons, vendors and/or organizations that desire to sell, or promote their product on University property or in conjunction with university affiliated functions.**
- **Solicitation of non-monetary donations such as clothing, toiletries, canned goods, etc. must also be authorized by the OSLA office**

# RSO Event Planning

- OSLA/Campus Events/Campus Police
- Schedule fifteen (15) business days in advance (all events, programs and meetings) – Excludes holiday breaks and school closings
- EMS (Events Management System)
  - Requests are on a “first-come, first-serve” basis
  - Campus Events will forward event requests to advisor, building manager, OSLA and appropriate department for approval
  - Pending approval, a confirmation email will be sent to the scheduler from the Office of Campus Events
  - An actual event request has not been confirmed until a confirmation email has been sent by the Campus Events office.
  - **In the case of major events, the Office of Student Leadership and Activities will require a planning meeting with the organization as a condition of final approval**
  - By approving a major event, the organization's advisor automatically confirms his/her attendance at event
  - Do not make assurances, sign contracts/agreements with DJ's, caterers, etc. or publicize your event until approval has been given by the Office of Conference and Events
  - Student organizations are required to notify the Office of Campus Events of cancellations, changes or discrepancies at least three (3) business days prior to event

## Misrepresentation (Fronting)

- Individual students may not reserve space for personal or commercial purposes
- Student organizations may not act as agents for off campus persons or organizations in order to receive student rates/privileges for the space
- Student organizations that reserve space for the purpose of allowing off campus persons, vendors or organizations to promote, advertise, or sell items will be held responsible for misrepresenting themselves and their organizations
- Organizations found responsible for such action risk suspension

# Major Events

- **Fashion Shows\*\***
- **Concerts\*\***
- **Comedy Shows\*\***
- **Parties/Balls\*\***
- **Step Shows\*\***
- **Pageants\*\***
- **Fraternity/Sorority Presentations\*\***
- **Talent Showcases\*\***
- **Outdoor Events\*\***
- **Events with DJ or amplified sound\*\***
- **Open to the Public\*\***
- **Events where money is exchanged\*\***
- **Banquets**
- **Conferences**
- **Lectures (dependent on location, topic(s) to be discussed, and notoriety of lecturer(s)/panelist(s))**

**\*\* Requires Police Presence**

## Major Events (Continued)

Student Organizations are prohibited from scheduling parties/balls and other major events during the following:

- **MIDTERM AND FINAL EXAMS**
- **READING DAY**
- **HOMECOMING**
- **SPRING FLING**
- **WEEKDAYS (SUNDAY - THURSDAY)**

## Non Major Events

- Meetings
- Practices
- Lectures (dependent on location, topic(s) to be discussed and notoriety of lecturer(s)/panelist(s))



## Prohibited Events

The Office of Student Leadership and Activities strictly prohibits events and programs that consist of the following:

**Indecent Exposure:** Nudity, near nudity, going shirtless, exposing undergarments and sexually provocative clothing (exception to this rule will be granted only if the event/program provides and/or is of artistic value)

**Indecent Acts:** Stripping, lap dances and groping

**Physical Abuse:** Punching, hitting and kicking

**Psychological Abuse:** Harassment of any form

**Verbal Abuse:** Vulgar, demeaning, mean-spirited and overly explicit language (exception to this rule will be granted only if the event/program provides and/or is of artistic value)

Any registered student organization found in violation of these policies will automatically have their recognition as a student organization suspended, resulting in a loss of all benefits. Furthermore, depending on the nature of the violation, all students involved may be disciplined in accordance with the Student Code of Conduct.

# Contracts

A legal contractual agreement is **required ANYTIME a student organization is bringing any vendor, company, performer, or service to Delaware State University** who/that is not a member of the DSU community.

Legal counsel manages the contracting process and partners with OSLA

Contracts are always required when paying the performer or vendor, and are needed for the following types of services/performers, including, but not limited to:

- Lecturers, speakers, presenters
- DJ's
- Bands
- Carnival games and rides
- Novelty programs
- Government officials
- Any performer (singer) or media group (radio station)
- Sponsorships

## Contracts (Continued)

- ALL matters involving contracts should be directed first to the OSLA.
- Student organizations are not permitted to discuss contractual matters and/or make assurances of any kind to an outside entity who/that will provide a service to the university community.
- **Students/organizations are not authorized to sign contracts for services on behalf of Delaware State University.**
- **Legal counsel must sign all contracts and agreements for services, for both on, and off campus events. Should students sign any contract or agreement, the student/organization will be held personally liable.**
- ALL contract requests must be submitted to the OSLA at least eight (8) weeks prior to the date of your organization's event.

# Off Campus Events

- Approval to host or participate in any off-campus event or program is granted by OSLA on a case-by-case basis.
- Student Organization's that receive approval from OSLA to host or participate in an event beyond the campus of DSU will remain subject to the policies described herein and of the Student Code of Conduct
- Organizations are required to complete an "Off Campus Alert" form and have each individual member complete a liability waiver within fifteen (15) business days prior to the scheduled event.
- Advisor **MUST** be present at all events (on campus or off campus) and remain throughout the entirety of the event.

# RSO Promotion

## **POSTING PROMOTIONAL MATERIALS**

- All materials for posting and/or distribution must first be approved, and stamped by the Office of Student Leadership and Activities prior to distribution and/or posting
- Bulletin boards and campus approved areas **ONLY**
- Must obtain approval to post from the Director/Building Manager of the building/area where their materials are to appear
- Promotional materials for parties, programs or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- All promotional materials intended for social media (Instagram, Facebook, Twitter, Tumblr, etc.) must be approved by OSLA before appearing on any social media outlet
- Promotional materials not approved by OSLA will be removed immediately. In the case of social media use, OSLA will direct student organizations to remove material immediately

## Food and Catering

- Lookerman Catering is the exclusive on-campus caterer.
- Student organizations that wish to bring personally prepared dishes or purchase food items from a store must submit a “**Right of Refusal**” request to Lookerman Catering. Lookerman Catering reserves the right to approve or disapprove a request.



QUESTIONS?