Community Guidelines For Recognized Student Organizations

Table of Contents

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

Stony Brook University (*hereinafter referred to as "SBU"*) encourages individual development in many ways, including that of self-governance by RSOs. All RSOs 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 describe the relationship between RSOs, 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. As such RSOs will be afforded privileges such as the ability to reserve University facilities, participate in University events, advertise organizational activities via campus systems, and apply for/receive potential funding opportunities from campus partners. 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. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for, any of the group's activities on or off the property of the University. Recognition shall not be construed as agreement, support, or approval by the University but only as recognition of the organization's rights to exist at the University, subject to established conditions.

A. **Primary Organization Types & Statuses**
    a. **Primary Organization Types:** The Department of Student Engagement and Activities *(hereinafter referred to as "SEA")* has designated 16 primary organization types to better organize and search for RSOs. Types are assigned when an organization receives recognition based on the purpose and activities of the group. Although a group may believe their organization's purpose fits multiple types, only one may be assigned. If a student group feels their designation is no longer representative of their organization, the "Organization Update Request Form" should be submitted. Organization types are as follows:

        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, including but not limited to a 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 various 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. **Sports Clubs:** Fill the void between intramural sports and intercollegiate athletics. A sports club may be oriented toward competition, instructional, or recreational purposes.
xii. **HSC RSOM**: Clubs primarily functioning at the Health Science Center, specifically in the Renaissance School of Medicine.
xiii. **HSC School of Dental**: Clubs primarily function at the Health Science Center, specifically in the School of Dental Medicine on South Campus in Rockland Hall.
xiv. **HSC School of Health Professions:** Clubs primarily functioning at the Health Science Center, specifically in the School of Health Professions.
xv. **HSC School of Social Welfare**: Clubs primarily functioning at the Health Science Center, specifically in the School of Social Welfare.
i. **HSC School of Nursing**: Clubs primarily functioning at the Health Science Center, specifically in the School of Nursing.

b. **Statuses:** Failure to meet/maintain requirements for recognition and/or organizational conduct violations may result in organizational conduct proceedings; change in organizational status; additional required outcomes; and/or a corrective action plan. The Office of Student Life *(hereinafter referred to as "OSL),* inclusive of SEA and the Department of Fraternity and Sorority Life, hereinafter referred to as "FSL," 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, has submitted all required paperwork for recognition, and has been approved for recognition by the University.
ii. **Pending Recognition:** An organization seeking recognition but not yet completed the process
iii. **Inactive:** An organization that has not been active on campus unless otherwise approved by SEA or FSL in writing. These organizations are eligible for re-registration for up to one academic year or two academic semesters of inactivity; however, during inactivity, they are not permitted to function on campus. Organizations that exceed the inactive period will have their recognition withdrawn and must go through the New Club/Organization Proposal 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 outcomes and a schedule for completion.
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 outcomes. 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. **Suspension:** Organizations may be suspended for a period of time upon receipt of credible allegations whose seriousness warrants such action, and/or the continued presence of such an organization would pose a danger/disruption to student safety and/or University activity. 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

a. Maintain an executive board (*herein referred to as "e-board"*) that meets University requirements. The executive board must:
     i. Hold only one position on the board unless otherwise approved by SEA or FSL in writing
     ii. Be matriculated, currently enrolled, and working toward a degree respective to the organization they represent (i.e. undergraduate or graduate) unless otherwise approved by SEA or FSL in writing.
     iii. Hold appropriate conduct standing with the University. Status changes of University Probation or higher, or an outcome of restricting participation in clubs/organizations or holding leadership positions, disqualify students from serving on an executive board or leadership position.
     iv. Meet the minimum GPA requirement for the specific organization type they wish to represent
          1. The undergraduate executive board must maintain at least a 2.25 cumulative GPA
          2. Fraternity/Sorority executive board must maintain at least a 2.5 cumulative GPA
          3. The graduate executive board must maintain at least a 3.0 cumulative GPA
          4. Health Science Center club executive boards must maintain good academic standing within their school
     v. Executive board officer responsibilities should be unique in nature, showcasing respective responsibilities and contribution to their organization. As a general practice SEA/FSL does not recommend or permit co-officers for core four leadership positions (President, Vice President, Secretary and/or Treasurer). Organizations interested in pursuing this structure must submit a rationale for review and receive prior approval from SEA or FSL in writing. Co-officers are allowed for other Executive Board leaders, if there is a noted difference in their responsibility.
b. **Faculty Staff Advisors:** All RSOs can appoint a faculty/staff advisor for their organization; however, not all organizations must maintain one. Organizations required to have a Faculty/Staff Advisor will be notified by SEA. SEA has the right to require a faculty/staff advisor outside of the re-registration period if deemed necessary. Faculty/Staff advisors must meet all University requirements, complete the [Faculty/Staff Advisor Agreement Form](#) during the re-registration period, and be approved by SEA. Faculty/Staff Advisor requirements are in the [Faculty/Staff Advisor Guidelines](#). Changes to an RSO Faculty/Staff Advisor must be approved by SEA. The following organizations are required to have a faculty/staff advisor:
     i. RSOs that present a high level of risk. SEA will determine the level of risk based on a variety of factors, including but not limited to organizational programming efforts, organization history, size of general body membership, and use of a new member process.
     ii. Organizations recently recognized by SEA must maintain a faculty/staff advisor for the first two semesters of recognition.
     iii. RSOs with governmental/council authority.
     iv. RSOs required to do so by externally incorporated organizations or sponsors.
     v. RSOs required to do so by the University sponsor/departmental affiliate.
     vi. RSOs categorized as fraternities and sororities, media, and sports clubs.
c. **Program Advisors:** Each RSO is assigned a dedicated Program Advisor to work with throughout the academic year and meet/communicate as needed. Responsibilities include approving requests for space, signing required documents, assisting with organizational management, program planning, approving events in SB Engaged, assessing the risk associated with events/programs, and ensuring compliance with university and departmental policies
d. Maintain a constitution that follows the [model provided by SEA or FSL](#).
     i. Maintain a unique statement of purpose, and ensure the organization's purpose and function do not duplicate or closely resemble those of an already existing organization. This includes but is not limited to organizations with similar goals but differing national and international affiliations, and organizations who may closely resemble or duplicate services offered by Stony Brook University offices or departments.

e. **Organization Name:** RSO names are a reflection of the organization, as well as SBU. In an effort to create consistency and ease in navigation:
      i. RSOs may not have names that start with Stony Brook/Stony Brook University/SB/SBU unless otherwise approved in writing by SEA. RSOs that wish to use the University name may do so by adding the reference at the end (i.e. Wolfie Fans at Stony Brook).
      ii. RSOs are not required to reference Stony Brook/Stony Brook University/SB/SBU within their organization name.
      iii. SEA has the right to alter organization names under this policy.
   f. **Membership:** Membership must be limited to currently enrolled students at SBU. No person shall be denied membership or office because of sexual orientation, nation of origin, race, sex, physical disability, political or religious beliefs, or all other protected classes under federal and state laws. Additional requirements for office or membership may be established but must receive prior approval by SEA. Organizations must maintain a roster of active membership on SBEngaged. This roster should include at least all e-board officers and the faculty/staff advisor (if applicable). Non-SBU affiliated contributors may participate in an RSO but may not act on behalf of the organization or perform any of the following functions: Hold office in the organization; Preside, officiate, vote, or make/second motions at any meeting of the organization; Practice/compete/perform at games, practices, competitions, etc.; Solicit funds on campus on behalf of the organization; enter into binding agreements (financial or otherwise) or sign contracts on behalf of the organization; Work at tables/events on the campus on behalf of the organization unless a student member or University faculty/staff is at all times present and responsible for the activity. Non-SBU affiliated contributors must be notified to SEA and sign off on expectations. Fraternal organizations see I.B.10 below, as well as section IV.C for clarification on membership requirements.
   g. **Organization/Executive Board Updates**:
      i. RSOs wishing to change their organization name, type, statement of purpose, or constitution must submit an "Organization Update Request Form" for review and approval before enacting changes.
      ii. RSOs wishing to change their executive board approved through registration must submit an "Executive Board Member Update form" for review and approval before enacting changes.
2. Communicate with SEA/FSL and program advisors regularly. Comply with all requests for organization information and meetings, and immediately notify SEA/FSL of important organizational updates (i.e. executive board, advisor, constitution).
3. Check organizational emails on a regular basis, and respond in a timely manner when necessary
4. Organization leadership that is part of the groups Executive Board must adhere to completing all applicable required training, documentation, and administrative processes (including, but not limited to, hazing prevention training, Title IX training, registration, roster and e-board updates, new member education/orientation, event planning, etc.) by established deadlines.
5. All organizational activities, rules, regulations, practices, and constitution/governing documents shall adhere to and abide by these Guidelines, as well as all rules 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. Organizations with inter/national risk management policies must abide by the stricter policy.
6. 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
7. Act in the best interest of organization members and the University. Take reasonable precautions for the safety and comfort of participants in organized activities. Organizational behavior should not pose a threat to the health and safety of the community or significantly disrupt University activity.
8. **Additional Requirements for Fraternal Organizations:** All recognized fraternities/sororities must adhere to the following unless otherwise approved in writing by FSL:
   a. Membership will be determined locally within SBU's nondiscrimination and affirmative action policies, although chapters may be single-sex under Title IX. 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.
   b. Have a sponsoring body on the National/International level, which is a legal corporation external to SBU
   c. 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 FSL immediately
   d. 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. It 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 FSL may result in interim suspension until the requirement is met
   e. Maintain a minimum organizational cumulative grade point average of 2.5. For more information regarding Academic Standards & Procedures see section IV.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
   i. For more information regarding Membership Standards & Procedures see section IV.C
9. **Additional Requirements for Sports Clubs:** Sports clubs must adhere to the requirements and policies outlined in the Sports Club Manual.
10. **Additional Requirements/Exceptions for Performance Organizations/Performance Arms of Non-Performance Organizations**: All recognized performance organizations/performance arms (groups that are part of a non-performance organization on campus) must adhere to the following unless otherwise approved in writing by SEA:
   a. Membership should be determined locally within SBU's non-discrimination policy and affirmative action policies; there may be instances where a performance group may be single-sex in nature under Title IX.
   b. Organizations that have performance arms must outline their purpose and structure in the organization's constitution and other relevant governing documents.
   c. Membership requirements and expectations must be clearly outlined, available, and communicated in advance to prospective and current members and defined in the organization's constitution and registration submission. Organizations that do not have an outlined and approved try-out/audition process must be open for membership to all students for whom the organization serves (i.e. undergraduate students, graduate students, or both) in any participatory capacity.
   d. Provide information for Dance Captains/Choreographer Leads as part of re-registration
   e. Comply with University risk management policies and requirements.
      i. Leadership/membership may be required to complete relevant safety training (i.e. AED/CPR, Rigging and Stage Management, etc.).
      ii. The Executive Board and leaders of performance-based organizations are strongly encouraged to be CPR-certified.
   f. All organizations must submit performances and practices (reservable and non-reservable spaces) on SBEngaged to be approved by their Program Advisor

More details on recognition and registration can be found on the Student Engagement & Activities website.

C. New Club/Organization Proposal Process

Students may request recognition for a new club/organization once per academic semester 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. Event Planning, Risk Management, & Profile Levels

Organizational activities must have a designated Event Coordinator. The Event Coordinator will serve as the main point of contact for the event and may be responsible for coordinating a safety plan. A safety plan may include but is not limited to planning, implementing, and enforcing any health and safety protocols, including crowd and traffic control, line queueing, sanitation, capacity limits, completion of participant waivers, etc. The need for a safety plan is based on the details of the event itself and is at the discretion of the program advisor. Organizations must provide a plan for capacity management and line control for events with 150+ expected attendees to their advisors via the event form for discussion and approval. Please utilize the diagrams listed in the documents linked below by location to inform staffing levels and assignments, and layouts to manage capacity and line control:

- [Staffing Plans and Diagrams](#)
- [Line Control Diagrams](#)

Every student event is assigned a profile level, determining the timeline and risk management protocols needed for planning. Event levels are designated by the program advisor and based on several factors, including the perceived risk of the event. As details change, event levels and required risk management protocols may change during the planning process. Program Advisors reserve the right to postpone or cancel any event should any part of the planning process not be followed properly/fully. As a note, risk factors of lower profile events can be included in higher profile events. See below for more information on event profile levels:

1. **High Profile-** Potential risk and logistical factors may include, but are not limited to:
   - The presence of University Police/Community Response Team/contracted security is required
   - The presence of University staff is required
   - Redirecting traffic/road closures
   - Presence of non-University attendees where guest attendance for an event is not an open policy
   - Event has the potential to interfere with the orderly conduct of University functions or activities

2. **Moderate Profile-** Potential risk and logistical factors may include, but are not limited to:
   - The presence of University Police/Community Response Team/contracted security may be required
   - The presence of University staff may be required
   - Event with minors present
   - Alcohol being served
   - Cash exchanged and held on-site (over $1,000)

3. **Moderate-Low Profile-** Potential risk and logistical factors may include, but are not limited to:
   - Venue capacity management is a concern
   - Presence of non-University attendees where guest attendance is not an open policy
   - Contracts between University Departments/Organizations and external services are needed
   - Events with performer(s)/speaker(s)/headliner(s) that require comped ticket lists and/or performer lists to manage access
   - An event requiring additional meetings to determine/review a run of show, special diagram/venue setup, or logistical discussion to review staffing roles
   - Home games

4. **Low Profile-** There are no or few potential risk and logistical factors:
   - Capacity is not a concern
   - The presence of University staff is not necessary
   - Little or no resource/staffing requirements

- There is no concern for the disruption of University functions or activities

Off-Campus Trip/Event- Potential risk and logistical factors may include, but are not limited to:
- Transportation method
- Destination
- LENS Check (i.e. Driver Eligibility)

RSOs may need to provide security services and [risk management/staffing plans for events](#) and other public assemblies depending on event profile level and other risk factors (i.e., capacity/crowd control concerns, high profile guests, potential to disrupt University activities, etc.). Required event security services and risk management plans may include:

University Police Department (UPD)
UPD may be requested/required to be present and provide the following services at designated events:
- Officers on overtime generally arrive 1 hour before doors open and stay until ½ hour after doors close.
- Internal hourly rate as of Fall 2025 is $92.64/lieutenant and $88.57/PO. External hourly rate (paying by check) is $165.66/Lieutenant and $158.40/PO. Community Response Team members can be requested if available at no charge.
- Attend a pre-event meeting to review event logistics.
- Monitor entrance(s), exit(s), parking lots/roadways, and other identified areas in the security diagram/plan for the venue/s to deter violations of University policy and ensure the safety of the University community.
- Have the final authority on entry or removal of patrons disrupting the event and/or endangering the safety and well-being of themselves or others.
- Make arrests and/or referrals to the Office of Student Conduct and Community Standards if necessary.
- Have the authority to make adjustments to and/or shut down an event if deemed unsafe and in the best interest of the University community.
- Assist with clearing the venue after an event or during an emergency evacuation.

Contracted Security Officers
NYS licensed security officers may be requested/required to be present and provide the following services at designated events per the established contract:
- Supervisor generally arrives 1 hour before the event starts, & stays up until a ½ hour past the event. Officers generally arrive ½ hour before the event begins and stay up until ½ hour past the event.
- Hourly rate as of Fall 2025 is $41/officer and $51/supervisor. Overtime rates for shifts over 8 hours are $60/officer and $73/supervisor.
- Attend a pre-event meeting to review event logistics.
- Assist with ticket collection and check-in of event attendees and collect/verify IDs at the door depending on guest attendance policy for the event.
- Assist with ticket collection and check-in of event attendees. Monitor attendance capacities.
- At the point of entry, security will search attendees for contraband items at designated events. Searches shall be conducted by metal detectors/security wands provided by SBU or rented from security. If the wand is triggered, pat downs will only be done as a last resort. Pat downs should be restricted to the wand's area of concern. Cross-gender pat searches are prohibited unless there are exigent circumstances.
- Monitor entrance(s), exit(s), parking lots/roadways, and other identified areas in the security diagram/plan for the venue/s to deter violations of University policy and ensure the safety of the University community.
- Enforce the no smoking policy.
- Consult with and defer to UPD when necessary and when a patron is sick/hurt. Security will intervene if an altercation occurs. If a patron is endangering the safety and well-being of themselves or other students and/or is disrupting the event, the security supervisor will notify UPD. Medical assistance will be called if deemed necessary. UPD has the authority to make final decisions on the entry and removal of patrons.
- Security will assist in clearing the venue after an event or during an evacuation.
- Security will quickly intervene to stop "moshing" and enforce the no-crowd surfing policy. Security guards will enter the crowd as deemed necessary to stop surfers. If unsafe conditions persist, Security will consult University Police to determine if the remainder of the event should be canceled.

[Undergraduate Student Government (USG) Events Management Staff (USG EM)](#)

[USG Events Management](#) is an agency within the USG that assists with event logistics, capacity management, and line control. USG Events Management staff may be requested/required to be present and provide the following services at designated events:

- Generally, arrive ½ hour before the event starts, & stay up until a ½ hour past the event.
- The hourly rate as of Fall 2025 is $16.50 per staff member.
- Attend a pre-event meeting to review event logistics.
- Perform a security check of the venue before the event, clearing all persons from the venue space and then begin the event with supervisory consent.
- Monitor entrance(s), exit(s), and other identified areas in the security diagram/plan for the venue/s to deter violations of University policy and ensure the safety of the University community.
- Collect/verify IDs at the door depending on the guest attendance policy for the event.
- Assist with ticket collection and check-in of event attendees. Monitor attendance capacities.
- Contact UPD and any other on-site professional staff in an emergency and assist as needed.
- Assist in clearing the venue after an event and/or during an evacuation. The lights will be turned on in any dangerous situation to protect the well-being of the other students in the venue.

Club/Organization Event Staff

RSOs hosting moderate-low profile events with capacity management concerns may request approval from their Program Advisor to handle/supplement capacity/crowd/line control themselves. RSOs must demonstrate to their Program Advisors how to manage capacity/crowd/line control to receive approval. RSOs may be required to contract external support if unable to demonstrate a sufficient and viable internal management plan.

[**USG Ticket Office**](#)

The USG Ticket office service may be requested/required to manage attendance/capacity. There is typically a small fee associated with this service. Advanced ticket sales and pick-up should be encouraged to avoid line control concerns on the event day.

Program Advisors & Other Professional Staff

Professional staff/ program advisors may be requested/required to be present and provide the following services at designated events:

- Attend a pre-event meeting to review event logistics.
- Provide support and liaison for the club/organization to University Police, Facility Managers, Event Managers, contracted security, USG Events Management, Agents, A/V, etc.
- Ensure University policies and procedures are followed, and may intervene as needed to resolve issues.

B. **Planning Timelines, Space Usage, Requests, & Cancellations**
  - **Planning Timelines:** RSOs are expected to abide by the following timelines. SEA reserves the right to cancel/postpone activities that do not adhere to these timelines:

Request Type	Minimum Time Needed for Request
Event with Minors	At least 12 weeks before the event
Finalized Room-Set Up & Audiovisual Requests	1 week before the event
Food Permit	At least 2 weeks before the event
Grounds Request	At least 4 weeks before the event
High Profile/After-Hours Event	At least 8-10 weeks before the event
International Trip	At least 2 months before the event
Large Scale Indoor Event (i.e, Ballrooms/Auditoriums)/Outdoor Event	At least 4 weeks before the event
Light Tower Request	At least 4 weeks before the event
Literature Table/Fundraising Table	At least 2 weeks before the event
Meeting Room	At least 2 weeks before the event
Off-Campus Trip	At least 4 weeks before the event
Outside Security/UPD Request	At least 4 weeks before the event
Portable Multimedia Kit Request for SAC 3rd Floor Room	At least 7 business days prior
Practice/Rehearsal Space	At least 2 weeks before the event

Programming Space Event Cancellation (Ballroom, Auditorium, etc.)	At least 7 business days prior
Rain Call/Cancellation for Outdoor Events	At least 24 hours before the event
Off-Campus Speaker/Entertainment/Service Provider Requests	At least 4 weeks before the event
Campus Life Centers Specialized Lighting, DJ, or A/V (costs associated)	At least 3 weeks before the event
USG Audiovisual Services Contract	At least 3 weeks before the event
USG Contract Request Form (i.e. payment request for outside contracted services)	At least 4 weeks before the event
USG Events Management Contract	At least 3 weeks before the event
USG Ticket Office Contract	At least 1 week before the event
USG Ticket Office Performer/Comp/Guest Lists	At least 3 days before the event
USG Invoice Requests for Payment	At least 3 weeks before the event
USG Travel Requests for Payment	At least 4 weeks before the event

- ○ **Space Usage:** RSOs must adhere to the policies and guidelines governing the used space. This includes, but is not limited to, policies governing the Campus Life Centers, Campus Recreation & Wellness Center, Wang Center, Academic Buildings, and Residential Community Centers. Any associated fees for the use of space vary by location.
    - i. All requests for space are to be made using the organizational 25Live account.
    - ii. RSOs may request space for their use only, except for approved co-sponsored events. While RSOs are encouraged to seek opportunities for collaboration, including partnering with non-University organizations, all decisions relating to the event must reside solely with the RSO. RSOs may not serve as proxies for non-SBU affiliated organizations who may solicit them in order to gain access to or use campus facilities and venues to organize or host an event on their behalf. The University determines whether the proposed use is considered a university or third party.
    - iii. Space requests for any large scale space within Campus Life Centers purview must be submitted through 25Live no less than **20 days** in advance of the intended program date. See above for more information on planning timelines.
    - iv. Space requests for any meeting room and lobby table request must be submitted through 25Live no less than **14 days** in advance. See above for more information on planning timelines. Events without titles/descriptions will not be approved
    - v. If the desired space is not an option to select in 25Live or is a virtual event, it should be requested through the SBEngaged Event Request process
    - vi. Faculty/staff advisors with 25Live access may not submit requests on behalf of the organization
    - vii. The "Venues for Student Organization Event Reservations" document may help determine an appropriate location for your event and any associated costs for use.
        - ● Space requests that are submitted without titles and full descriptions will be denied. For example, "Event #1" will not be an approved event. Organizations must have a clear picture of what they plan to use the space for, or the space request will be denied.
        - ● When requesting event space, we encourage groups to consider opportunities for collaboration with other organizations and be mindful of holidays and existing scheduled events to avoid conflicts and maximize the event's potential. The "Signature Events & Important Dates Calendar" is a helpful tool to inform your planning and avoid conflicts where possible.
    - viii. Failure to adhere to the times associated with your reservation start and end times may result in fees/loss of space privileges. Failure to arrive by event start time may result in event cancellation. Events are not permitted to extend beyond the designated end time.
    - ix. Changes (i.e. room set up, A/V, time, or cancellations) must be made no less than 7 business days prior.
    - x. Organizations are responsible for ensuring the space is returned to the condition it was found. When serving food or conducting messy activities, organizations must ensure that the tables and the area underneath them are protected from spilling/damage. Coverage should be made of tablecloths or tarps that are stable and of good quality. Decorations may only be attached to walls using damage-free adhesive products. Organizations may be subject to charges for any potential wear or damage.
    - xi. For more information on event space requests and reservations, please visit our website

- ○ **Event Requests**: Once a space request is approved on 25Live, organizations must submit an event request by creating an event on their organizational SBEngaged page at least 3 weeks prior to the date of the event, or the space request may be canceled. Cancellation is at the discretion of the Program Advisor. Please refer to [this guide](#) for a breakdown of questions asked on the form and things to consider when planning your event.
    - i. Events taking place in spaces not listed in 25Live and/or virtually do not require 25Live approval and will be approved within SBEngaged only
    - ii. RSOs may only host events approved by Program Advisors via SBEngaged. Any organizational activity without this approval may result in organizational conduct proceedings. Organizations should meet with their program advisor no less than 14 business days before the event; however, planning timelines vary based on event details. We advise meeting as early and as often as necessary.
    - iii. Events may not be advertised until approval is granted by the Program Advisor or their designee
    - iv. Each event must have a designated Event Coordinator. The Event Coordinator will serve as the main point of contact for the event and may be responsible for coordinating a safety plan. A safety plan may include but is not limited to planning, implementing, and enforcing any health and safety protocols, including crowd and traffic control, line queueing, sanitation, capacity limits, etc. The need for a safety plan is based on the details of the event itself and is at the discretion of the program advisor.
    - v. Attendance must be taken at all organizational activities. RSOs are encouraged to utilize the Event Pass and Mobile Check-In via SB Engaged; a touchless check-in experience. Instructions can be found [here](#). Pre-registration/RSVPs are highly recommended for in-person events.
    - vi. Events using funds from the Undergraduate Student Government (USG) or Graduate Student Organization must adhere to the corresponding financial bylaws. Additional information on USG funding policies and procedures, as well as resources, can be found on their [website](#). Further details on GSO funding policies and procedures, as well as resources, can be found on their [website](#).
    - vii. For more information on event space requests and reservations, [please visit our website](#)

- ○ **Event Cancellations and/or Location Changes:** Event location changes and/or cancellations must be communicated to your program advisor to ensure the changes are reflected on both 25Live & SBEngaged.
    - i. **Location Changes:** If you need to change locations for an approved event, please submit a request in 25Live for the new space **at least 14 days in advance**. In the description field of the draft, be sure to indicate that this is to replace an existing reservation (noting the confirmation number when possible) to ensure the original reservation is canceled. Once the new space is approved in 25Live, please submit a change request in SBEngaged and upload the new 25Live approval.
    - ii. **Event Cancellations:** If your organization needs to cancel an event, please contact your Program Advisor so they can cancel the space on 25Live and SBEngaged itself.
        - ● Cancellation policies and fees 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 conveyed, the organization should assume any event must be canceled no less than **7 business days** before the event. Event cancellations that do not abide by the established policy may be subject to fees.
        - ● Invoices for fees are sent to the student organization by the event location management
        - ● Student organizations are responsible for prompt payment of any and all fees
        - ● Organizations with outstanding fees may lose their ability to reserve space
        - ● Two or more no-shows for meeting room reservations by an organization may result in loss of reservation privileges.

C. **Policies, Training, & Resources** *(Funding, Organizational Management, etc.)*

1. **Funding/Banking**:

a. **Undergraduate Student Organization Funding Information:**
   i. The Undergraduate Student Government (USG) has grants to help funded and unfunded undergraduate organizations with events. Organizations supported by the USG must adhere to USG's Financial Bylaws. Additional information on USG funding policies, procedures, and resources can be found on their website.
      1. Clubs and Organizations funded by the Undergraduate Student Government (USG) must utilize USG's Accounting and Banking services for all of their finances. External revenue would be done through agency accounts under SUNY policy.

b. **Graduate Student Organization Funding Information:**
   i. The Graduation Student Organization (GSO) has applications to assist graduate organizations with events. Additional information on GSO funding policies, procedures, and resources can be found on their website.

c. **Funding Information and Opportunities for All Organizations:**
   i. **RHA/Hall Council Club Collaboration Grant:** Want to collaborate with a Hall Council and have a way to utilize residential hall spaces? The RHA Grant provides a way to take your event to the next level. More information is here to read. Funds will be prioritized for Saturday and Sunday events. All organizations are eligible to apply.
   ii. **Collaboration with Advancement:** The Office of Advancement is excited to collaborate with recognized student organizations to create crowdfunding campaigns through GiveCampus. This platform enables student groups to raise funds for specific needs such as trips, competitions, sports equipment, events, and other SBU-focused ventures. You can check out the success of past campaigns from the Crew Team, Sailing Team, and SBSNA! The Office of Advancement will assist student clubs/organizations every step of the way—from campaign setup to communication strategies and marketing outreach. Crowdfunding campaigns typically run for 30 to 60 days, but long-term success requires ongoing engagement with the Advancement team. Depending on goals and timelines, campaigns can remain active for several months. If your club/organization is interested, reach out to Julianne Merz at *julianne.merz@stonybrook.edu* or Danyte Reisinger at *danyte.reisinger@stonybrook.edu* to schedule a meeting and learn more about the program, as well as to determine if your group qualifies.

d. **Funding Policies for All Organizations:**
   i. Student leaders are not authorized to enter into agreements and sign contracts on behalf of their organization. Individuals who enter into a contract or agreement without documented approval shall be solely responsible for any contractual requirements, including associated financial expenses.
   ii. Chapters of national organizations are responsible for following established national guidelines by their governing charters for financial management in off-campus bank accounts.
   iii. As a general practice, we recommend clubs and organizations do not open private bank accounts on behalf of their club/organization as the account will be associated with an individual rather than an organization. Monies deposited into private bank accounts may be viewed as additional income and may require the individual (who opens the account) to claim funds as income for federal/state tax purposes. It may also impact the individual's ability to be claimed as a "dependant" by a parent/guardian. Monies in these accounts may also affect any financial aid awarded by the University as it is seen as personal monies of the individual associated with the account. Updating information (from one executive board to another) with private bank accounts can also be challenging at times and can result in not being able to utilize funds.
      1. Agency accounts can be opened through the Auxiliary Services Association to eliminate the issues above.

2. **Organizational Management:** Various resources on elections, transitions, meeting/event planning, advertising, and more can be found on our website.

D. **Off-Campus Travel**

Off-campus travel is any event, service project, fundraiser, or trip scheduled outside the University.

- ○ 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. Unless a permit has been obtained from the State Liquor Authority by the sponsoring organization (i.e. an organization received event approval to rent a bar, restaurant, or other licensed and insured third-party vendor to host an event) alcohol consumption or possession of an open container of alcohol during off-campus travel is generally prohibited.
- ○ Students in violation of policy may be sent home at their own expense.
- ○ **Incident reporting during off-campus travel:** RSOs must report any accidents or criminal matters (e.g.: incidents of violence) to local authorities. Organizations must also notify their Program Advisor immediately of any incidents, injuries, or illnesses that occur. 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. In addition, such incidents and injuries or illnesses that require hospitalization must be reported to at least one of the following University Offices:
    - i. Enterprise Risk Management at 631-632-9500 or enterprise_risk_management@stonybrook.edu Student Engagement and Activities at (631) 632-9392 or studentengagement@stonybrook.edu.
- ○ **Domestic Travel:** Requests for all off-campus events should be made by creating an event through the RSO organizational SBEngaged page no less than **4 weeks** before the event date. Please refer to this guide for a breakdown of questions asked on the form and things to consider when planning your trip.
    - i. For off-campus travel where transportation is provided (i.e. trips), 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, Assumption of Risk, & Roster" form must be completed by all students attending no less than one week before the date of departure. This will be supplied by the Program Advisor.
            - a. If using USG/GSO funds to pay for the trip, finalized rosters, and additional participant information may be required before SEA deadlines to arrange payment.
        - ● Only current SBU students, & approved staff/coaches may attend off-campus events unless otherwise approved by SEA in writing
            - a. Current students are defined as those students currently enrolled in classes at SBU
        - ● All drivers must complete the Driver Eligibility Form on SBEngaged. This form determines if an individual is eligible for approval to drive for a University sponsored event. Members of the SBU community should complete the "Student/Staff Driver Eligibility Form," and external coaches/volunteers should complete the "Coaches Driver Eligibility Form."
            - a. The University will confirm the driving record of all NYS drivers. Out-of-state drivers must obtain and submit an official driving record from the state issuing their license. This should be submitted on the Driver Eligibility Form
            - b. If using personal cars, a copy of the car insurance must be submitted and meet the liability requirements outlined
            - c. If using rental cars, the rental car agreement must be submitted and meet the requirements outlined
- ○ **International Travel:** RSOs that intend to travel internationally must submit the "RSO Request for International Travel" on SBEngaged no less than **two months before** the departure date. Submission of this form in no way indicates approval for travel. All students traveling on behalf of the organization must complete the "International Travel Waiver and Assumption of Risk" no less than two (2) weeks before departure. Please refer to the International Travel Guidelines for additional information.

E. Outdoor Events & Inclement Weather

- Outdoor Events: RSOs may request to hold events outdoors in various on-campus locations. Requests for outdoor events should be submitted no less than **4 weeks** before the event date. When planning an outdoor event, the following must be considered:

  i. **Light Tower:** If all or part of an event takes place after sunset, a Light Tower will likely be required. Organizations can request a light tower by creating a FixIt request. There is a fee for this service. Outdoor events on the recreation fields do not require a light tower as there are lights on the field managed by the Recreation and Wellness staff. Forms should be submitted at least **4 weeks** in advance of the event.

  ii. **Grounds:** If the event is giving out paper, having food, etc., grounds will likely need to be requested. There may be a fee associated with this service. For outdoor events on the SAC Plaza, please review the Plaza Grounds Policy on the Campus Life Centers website to determine if grounds are required. You can access the grounds request form here, as well as in the Event Form on SB Engaged. Forms should be submitted at least **4 weeks** in advance of the event.

  iii. **Amplified Sound:** In accordance with the Town of Brookhaven policy, if you plan on hosting an event using amplified sound, please know that all amplified use must end by 10 p.m. and begin no earlier than 7 a.m. on weekdays and 11 a.m. on weekends. To ensure minimal disruption to classes and university operations, the use of amplified sound in campus spaces (including but not limited to the use of microphones, bullhorns, and speakers) is required to adhere to the following guidelines:

    - The Student Activities Center Plaza, Stony Brook Union Patio, and Academic Mall are designated areas where amplified sound is generally permissible.
    - Amplified sound must remain below the specified decibel level of 90 dB from 10 feet from the speaker(s). Decibel meters are freely available as mobile apps.
    - Requests for amplified sound in alternative campus locations (e.g., Staller Steps, recreation fields, residence halls, etc.) must be confirmed by building managers, hall directors, or venue managers. They may require additional time for processing. Approval is contingent upon factors such as coordination with other University activities, class schedules during the proposed event time, and other considerations that may adversely affect the campus environment.
    - If using Campus Life Centers DJs/technicians, please contact CampusLifeCentersAV@stonybrook.edu at least two weeks before your event date.
    - Outdoor events must abide by any policies that govern their location. Policies can be found on location websites, or program advisors can assist with specific information. This includes, but is not limited to, policies surrounding grounds and amplified sound.
    - If noise resulting from an event or activity (including demonstrations) interferes or conflicts with University operations, individuals will be asked to reduce noise levels and/or discontinue the use of amplified sound.
    - Please contact your program advisor if you have any questions regarding the guidelines noted above.

  Organizations should be familiar with the Inclement Weather Policy below and must make any changes or cancellations within the specified timeline.

- Inclement Weather

  i. **Severe Weather:** If the University cancels classes/events due to severe weather conditions, program advisors will work with RSOs to attempt to reschedule events/trips. While every effort will be made to reschedule, it may not be possible.

    - If a severe weather event is detected, all activities must be suspended immediately, and participants must be directed to the nearest shelter location. All participants should remain in the designated shelter area until instructed to resume activities by University Police or SBU professional staff.
      a. 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.

   b. Participants at outdoor events on Campus Recreation fields should seek shelter under the bleachers or in a low-lying ditch if necessary. After all participants have been removed from activity areas, staff members should also seek shelter
   ● Travel for off-campus trips should not occur during inclement weather and adverse driving conditions until road conditions improve.
  ii. **Rain Plans:** Outdoor events should always have a rain date/indoor rain location as a backup. Rain calls for outdoor events 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 canceled depending on the weather conditions. This cancellation may be made by the organizing group or University staff.

F. 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. Professional staff will use this information to provide resources and support as needed and where possible.

G. Block Booking and Meeting Room Requests

RSOs can book meetings for the upcoming year after their registration has been approved and they've received their organizational 25Live login information.
- Organizations are responsible for submitting requests for their meetings
- Initially, each organization can request one meeting space for weekly meetings. Meetings are limited to 50 minutes and must start on the hour. SEA reserves the right to allow exceptions to this policy if it is determined to be in the best interest of the organization and the University Community.
- 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
- Submission timelines for block booking vary by location; however, in general, requests should be submitted at least **2 weeks** in advance of the date of the meeting. Any timelines and deadlines will be communicated by SEA through electronic means
  i. Block booking submissions on SBEngaged must include a tentative schedule of activities that will take place at each occurrence within the description to prevent the misuse of certain spaces
- Two or more no-shows for meeting room reservations by an organization may result in loss of reservation privileges

H. Practice and Rehearsals

- The University reserves the right to allow exceptions to the below policies if it is determined to be in the best interest of the organization and campus community.
- Practices/rehearsals will only be approved for locations that are appropriate for the activity taking place. Appropriate areas on campus include the Campus Recreation and Wellness areas (indoor and outdoor), SAC Rehearsal Space (SAC 010), and the Student Union Rehearsal Room (Union L03-01). For more information on available venues for practice/rehearsals please review the "Practice/Rehearsal Spaces" tab on the "Venues for Student Organization Event Reservations" document.
- Weekly Practice: RSOs categorized as "Sports Club," "Performance," and performance arms of organizations may request weekly practice space through the regular reservation process. Requests should be submitted no less than **2 weeks** prior to the date of the event.
  i. Organizations are initially limited to requesting **eight hours** of practice each week for no longer than **4 hours** at a time in reservable spaces.
   ● Requests for additional weekly practice can be submitted after all organizations have an opportunity to confirm weekly practice space. Organizations will be notified via email when those requests can be submitted through 25Live
  ii. Organizations are limited to a maximum of four hours per day and 20 hours per week between reservable and non-reservable spaces. These limitations are informed by best practices from the NCAA and Johns Hopkins Medicine to avoid injury.

iii. If using Campus Recreation and Wellness Center Areas (indoors and outdoors):
- The maximum time block is **1.5 hours** during "prime time" or **2 hours** during "non-prime time."
- Prime time is defined as Monday-Thursday, 5 pm-11 pm for indoor areas, and Monday-Thursday, 6 pm-11 pm for grass fields. Non-prime time hours are all other hours
- Organizations will receive one warning after their first "no call/no show." Reservations may be canceled after the second "no call/no show."
- Organizations requesting the use of Wellness Studios must first complete the [Contract Form](#).

iv. If using Campus Life Centers (see [Venues Sheet](#) under tab "Practice/Rehearsal Spaces"):
- The maximum time block is **3 hours** during "prime time" or **4 hours** during "non-prime time."
- Prime time is defined as Monday-Thursday, 7 pm-10 pm. Non-prime time hours are all other hours
- SEA reserves the right to allow exceptions to this policy if it is determined to be in the best interest of the organization and the University Community

v. If using Residential Community Center Spaces (i.e, Benedict Atrium):
- A maximum time block is **3 hours** during "prime time" or **4 hours** during "non-prime time."
- Prime time is defined as Monday-Thursday, 7-10 pm. Non-prime time is all other hours.
- Benedict Atrium is overseen by Residential Community Centers, which has a quiet hour time starting at 10:00 PM. All organizations must be out of the space beforehand, adhering to the Quiet Hours imposed by the Residential Community. The organization will receive one warning if the organization does not adhere to Residential Community Center Guidelines before further action is taken.
- Scheduled rehearsals are subject to change to allow other organizations the ability to program in the Benedict Center, using the Atrium for their event. Organizations will receive notification as soon as possible about the location being unavailable for their practice day.

○ Event Rehearsals: RSOs hosting events that need rehearsals should be aware of the following:
   i. Rehearsal space must be reserved through the regular reservation process.
   ii. Hosting organizations may only book one rehearsal in a large programming space (i.e. Ballrooms, SAC Auditorium, etc.) with or without tech not to exceed **six hours.**
   - Additional rehearsals in large programming spaces without tech may be booked less than 2 weeks out from the date of the event by SEA staff as available.
   iii. Organizations may request additional rehearsals in other venues with the following parameters:
   - No more than **2** rehearsals per week, and each rehearsal may be no more than **4 hours.** Requests for longer than 4 hours at a time will be at the discretion of SEA, as well as space availability.
   - May not begin earlier than **2 months** in advance of the event for which it is requested
   iv. Scheduled rehearsals are subject to change to allow other organizations the ability to program. SEA reserves the right to deny/cancel requests for rehearsals during peak times, including but not limited to Thursday, Friday, and Saturday evenings.
   v. All additional rehearsal times are dependent upon availability.

○ Practice/Rehearsals in Non-Reservable Spaces: Use of public spaces that are not formally reservable for practices/rehearsals must adhere to these guidelines, the policies governing the space being used, as well as policies maintained by the University, including but not limited to the [Code of Student Responsibility,](#) and [University Policy Manual](#).
   i. Organizations must submit an event request for all practices/rehearsals, in both reservable and non-reservable spaces, by creating an event on their organizational SBEngaged page.
   ii. Practices may not occur after 11:00 PM Sunday through Thursday or after midnight Friday through Saturday.
   iii. No student shall enter or remain in any University building or facility at a time when that facility is officially closed.

iv. No student shall obstruct, impede, or disrupt any education, research, administrative, social, or recreational activity of the University; nor shall any student create a nuisance to members or guests of the University community. This includes but is not limited to blocking egress and producing noise/amplified sound that is disruptive to those in proximity.

v. Organizations are responsible for ensuring the space is returned to the condition it was found. Organizations may be subject to charges for any potential wear or damage.

vi. Failure to adhere to these guidelines may result in revocation of use of space and further organizational conduct action.

I. Large Scale Events

Requests for large-scale events outdoors and in indoor programming spaces should be submitted no less than **4 weeks** before the event date. In an effort to maximize the use of programming spaces, events are limited to:

○ 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 Community Centers

○ 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 the University community.

J. High Profile/After-Hours Events

For high-profile events, considerations must be made to ensure the security and safety of events and controlled access, including but not limited to ensuring other events end/do not co-occur in the building, controlling and securing hallway/entrance access, etc. Requests for high-profile/late-night events should be submitted no less than 8-10 weeks before the event date. Events that will occur past normal programming hours must take into consideration staffing, setup, and takedown logistics, and as such, organizers must secure additional time in those locations.

K. Tabling

RSOs may request table space in the following locations: SAC Lobby, SAC Plaza Circle, SAC Academic Mall, Union Lobby, Union Patio, and Library Horseshoe.

a. Reservation requests for tables should go through the regular 25Live process for locations in the SAC or Union. Requests for the Library Horseshoe should be made through SBEngaged.

b. In an effort to ensure all groups have access to space, requests for more than one table, repeating tables, or requests for longer than 3 hours will be at the discretion of SEA, as well as space availability.

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

L. Attendance and Guest Policies

Attendance must be taken at all organizational activities. RSOs are encouraged to utilize the Event Pass and Mobile Check-In via SB Engaged; a touchless check-in experience. Instructions can be found here. Pre-registration/RSVPs are highly recommended for in-person events.

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

○ Attendance and guest policies will be determined by the Program Advisor in consultation with the Event Coordinator

○ Stony Brook students and/or organizations assume responsibility for the actions of their guests. Guests shall adhere to all campus policies.

○ No more than half of the capacity of any event should be external guests. Should external guest capacity exceed this limit, the event may be considered an internal/external event. Internal/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 where they wish to hold their event.

○ RSOs may be required to implement attendance/guest policies that include but are not limited to contracting event management/security services for attendee/capacity management; and implementing restrictive guest policies. For more information, please visit section II.A.

M. Events with Minors

For university activities, minors are individuals under seventeen who are not current Stony Brook University students. RSOs that wish to host an event with minors (on or off campus) must request permission as indicated below and adhere to all University and State policies and those outlined on the SUNY Child Protection Website. Individuals under seventeen visiting Stony Brook should be accompanied by a responsible adult (ie, parent, guardian, teacher, etc.).

RSOs that seek approval to host an event with minors should note the possible presence of minors on 25Live and their SBEngaged Event Request Form at least **12 weeks** in advance of the date of the event and submit the Events with Minors Questionnaire to the Office of Enterprise Risk Management. Upon submission, designated staff members are notified via email. Once notified, a meeting will be scheduled between SEA and the RSO to determine the event's scope, the minors' participation, and the supervision plan.

- Requests for events with minors where the RSO does **NOT** assume custody, control, and supervision of children and are working with an external organization providing covered persons to chaperone, and/or parents/legal guardians are attending with their children, are responsible for ensuring their completion of the Acknowledgement of Receipt of SUNY Child Protection Policies. There should be one Acknowledgement Form per organization per event.
- Requests for events with minors where the RSO assumes custody, control, and supervision of children require approval from the Office of Enterprise Risk Management. If the RSO is approved to host the requested event, additional training and/or background checks will be required for those involved. Any fees associated are the responsibility of the organization and/or its members.
- All required forms must be completed no less than **1 week** before the event.
- Unless approved in advance by the Office of Enterprise Risk Management, RSOs and their leadership are not permitted to serve as covered persons; they may not assume custody, control, and supervision of children.

N. Off-Campus Guest Speaker/Entertainment/Performance/Skills Instructor Service Providers

RSOs must submit a request form and receive prior approval from Student Life Risk Management and Outreach when inviting a non-SBU community member to provide entertainment/speaking/performance/DJ/skills instruction services. Request forms are not required for services provided by members of the SBU community (i.e. student, faculty/staff member). The request form is also on SB Engaged under "Campus Links." Feedback from references may be requested in an effort to ensure the service provider is a good partner for the RSO. Additionally, the information provided will ensure the provider has the required training/experience, if applicable, and to help inform any security plans and/or resources that may need to be in place. All request forms should be submitted no less than **4 weeks** before the event date. Submission of a request form does not signify approval. SEA reserves the right to deny requests for off campus service providers. Off-campus service providers are not to be advertised until all necessary approvals have been received.

O. Movie Screenings

RSOs 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. These policies seek to ensure student organizations comply with the Federal Copyright Act.
- SBU 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)
  i. **Seawolves Cinema**: Stony Brook has partnered with Swank Motion Pictures, Inc. to allow streaming of available content within residential spaces. Screenings must be held in a residential space (i.e. residential lounges, rooms, Bauman Center, Tabler Arts Center, etc.) and cannot exceed 50 students in attendance total.

- ○ ***Owning the DVD of a movie or paying for a Netflix, Hulu, Amazon Prime, Disney +, or other similar account does not constitute paying for the rights to show a movie***
  - ○ Movies considered Public Domain can be shown without having to pay for rights. These movies are those that no government, organization, or individual owns, and as such common property. To determine if the film your organization would like to show is considered a Public Domain, check this list for movies with release dates before 2011 and films with release dates after 2012. You can also search the internet or contact the Reference Library of the Motion Picture Academy.
  - ○ **Educational Screening of Documentaries (Netflix):** Some Netflix Original educational documentaries are available for one-time screenings. To find out which titles are available, visit 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.
  - ○ **Kanopy** (movie streaming): SBU offers a variety of digital resources, including Kanopy, a digital library of thousands of movies and documentaries. Kanopy is free to anyone with a valid SBU login. Student organizations can use Kanopy to show movies by sharing a link to the film and having each organization member sign in on their device and watch the movie simultaneously. This service does not allow for public showings of films, nor does it allow access for anyone without a valid SBU login name and password.

P. Free Speech & 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 University guidance on Free Speech and Public Assembly. Some of the basic tenets of this policy include the following:

- ○ Assemblies may not prevent the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and other public events.
- ○ Assemblies may not obstruct the free movement of vehicles or persons, including but not limited to any building or facility, including blocking hallways and doors. If a protest area is established by a University official(s), protestors must comply with these physical boundaries.
- ○ Assemblies may not willfully cause injury or damage to persons or property.
- ○ 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.

Please consult the Event Guidelines for High Profile Speakers; Public Demonstrations, & Protests; & Discussions on Sensitive/Polarizing Topics, as well as the Campus Events/Activities & Demonstrations Guide and your program advisor for additional information.

Q. Event Accessibility

RSOs are expected to create accessible events so that all individuals can engage in the program fully. The key to making events accessible is communication. Organizations are expected 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.***"

R. Fundraising & Charitable Solicitation

All fundraisers and associated activities must be approved in advance by the organization's Program Advisor and must comply with University and state regulations. This includes virtual and off-campus fundraisers. RSOs may only host fundraising events that have received approval from the Program Advisor via SBEngaged. Any organizational event or activity that occurs without this approval may result in organizational conduct proceedings. RSOs must demonstrate procedures for safeguarding funds raised.

- On-campus fundraisers must be submitted for approval on 25Live through the Space Request process. For fundraisers that require a lobby table, follow the "Tabling" policy above. Once approved, RSOs must submit an event request through the SB Engaged Event Request process. Off-campus, Library horseshoe, or virtual fundraisers must be submitted through the SBEngaged event request process.
- Fundraisers with expected donations exceeding $1,000 require additional approval from the Vice President for Student Affairs/Dean of Students or their designee
- Fundraisers that include suggested donations, admission fees, or on-site sale of goods will be approved on a case-by-case basis and may require additional security/staffing measures depending on the nature of the event, the amount projected to be collected, and the mechanism for doing so (i.e., cash sales, online sales, etc.). The Event Coordinator must provide plans to collect funds to be approved by the Program Advisor that may or may not include a fee. These options include, but are not limited to:
  - i. For online collection:
    - Through an online ticketing platform or other means
  - ii. For cash collection:
    - Hand-delivering cash revenue to the Ticket Office
    - Utilizing the SAC drop safe, which requires the assistance of a Facilities Manager
    - Utilizing a University Police "money run." Program Advisors will make all arrangements for this
- RSOs interested in soliciting/receiving donations in a single instance or cumulatively from a donor that exceeds $1,000 and/or are assets that require space/storage must complete the "Donation Request" form on SBEngaged before accepting donations
  - i. In an effort to protect student organizations, it is highly encouraged that student organizations require documentation outlining the specifics of the donation. This documentation should fulfill the following criteria:
    - The documentation should be on company letterhead or from a company email address of the company that wishes to make the donation.
    - The documentation should state specifically what is being donated. If it is a monetary donation, the amount should be listed. If goods or services are being donated, an approximation of the value should be included.
    - Any requirements of the student organization must be included. If there are no requirements of the organization, that should be explicitly stated. If the donor would like to deduct their donation as a charitable contribution, they are responsible for requesting and obtaining written acknowledgment from the organization.
- RSOs may not solicit donations or the purchase of goods outside of an approved fundraising table/event (online or off campus)
- Organizations funded by the Undergraduate Student Government (USG) must utilize USG's Accounting and Banking services for all of their finances. External revenue would be done through agency accounts under SUNY policy.
- "Date Auctions" are not permitted
- "Service Auctions" may be permissible; however, services offered must be approved by the Program Advisor at least **one week** before the event date
- **Raffles:** OSL permits RSOs to conduct raffles to raise funds supporting University-related activities. Raffles must be conducted under 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. RSOs wishing to conduct a raffle must meet and adhere to the following:
     a. The organization will raise less than $5,000 in a single raffle
     b. The organization will raise less than $20,000 for all raffles conducted during a calendar year
     c. 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 before conducting the raffle
     d. Raffle tickets must be sold from a singular ticket wheel with consecutively printed numbers
     e. Raffle tickets must contain the name and phone number of the purchaser
     f. Raffle tickets cannot be sold more than 180 days before the drawing

g. 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 an unbiased person will select winning tickets without looking)
h. The method of drawing and determining winners should be clearly described before drawing
i. Raffle winners are not required to be present at the time of drawing to claim their prize
j. No one under the age of 18 may play, operate, or assist in the management of the game
k. Anyone who operates/assists in the raffle management may not participate as a player
l. Alcoholic beverages may not be used as a raffle prize
m. Raffles may not be conducted on Sundays
n. Proceeds from the raffle may only be used on the below-approved expenditures
    i. Equipment for the raffle
    ii. Advertising
    iii. Educational purposes (university/club related activities, scholarships, and/or equipment)
    iv. Charitable purposes
    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 ⅓ of proceeds on causes listed above

○ As a reminder, clubs and organizations funded by the Undergraduate Student Government (USG) must utilize USG's Accounting and Banking services for all of their finances. External revenue would be done through agency accounts under SUNY policy. Chapters of national organizations are responsible for following established national guidelines by their governing charters for financial management in off-campus bank accounts.
    i. As a general practice, we recommend clubs and organizations do not open private bank accounts on behalf of their club/organization as the account will be associated with an individual rather than an organization. Monies deposited into private bank accounts may be viewed as additional income and may require the individual (who opens the account) to claim funds as income for federal/state tax purposes. It may also impact the individual's ability to be claimed as a "dependant" by a parent/guardian. Monies in these accounts may also affect any financial aid awarded by the University as it is seen as personal monies of the individual associated with the account. Updating information (from one executive board to another) with private bank accounts can also be challenging at times and can result in not being able to utilize funds. Agency accounts can be opened through the Faculty Student Association to eliminate the issues above.

S. Eating and Drinking Contests
Eating and drinking contests are strictly prohibited.

T. Dare/Challenge Boards
Dare/Challenge Boards are a type of fundraiser where student organizations post challenges for consenting individuals to partake in for a correlated dollar amount set by the organization. All Dare/Challenge Boards must adhere to the Risk Management Procedures outlined in this document, and the Code of Student Responsibility.

All Dare/Challenge Board activities must be provided to the respective organization's program advisor as part of the event request process for their review. Organizations must comply with any and all required edits to challenges provided by their program advisor if applicable.

U. Animals on Campus
RSOs must abide by the policy on 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.

V. Food Permits
RSOs wishing to have food at an event must follow all Food Safety Policies determined by Environmental Health and Safety.

- If using an off-campus caterer (i.e. not Culinart) or serving potentially hazardous foods (any food that requires temperature controls to be in place), an approved food permit is required.
    - [Food permits](#) must be submitted to dale.clarkson@stonybrook.edu from Environmental Health & Safety no less than **2 weeks** prior.
    - Approved food permits should be uploaded to the respective SBEngaged event no less than **one week** prior.
- Non-potentially hazardous food (do not require temperature controls {i.e. chips, cookies, bagels, muffins, etc}), pre-packaged snacks and cheese/pepperoni pizza do not need a food permit.
    - When serving non-potentially hazardous home-prepared food, the [Home Prepared Food sign](#) found within the event request form on SB Engaged must be openly displayed at the event.
- Potluck events are only permitted for private events.

W. Chalking, Posting Policy, and Advertising
- **Chalking:**
    - i. The University prohibits all chalking in/on all University facilities, grounds, and surfaces. Chalking includes non-water soluble, semi-permanent, and permanent substances, including spray-chalk. Facilities and Services or other designated University officials will remove any markings. Chalking may be considered criminal mischief, and applicable provisions of the NYS penal law may apply. For more information, please refer to the [Use of Campus Facilities policy](#).
- **Posting Policy**:
    - i. All postings must abide by the "Unauthorized Posting" sections of the [University Code of Student Responsibility](#), the [University Posting Policy](#), as well as any building specific policies.
    - ii. Flyers are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, trees, or bus shelters. If flyers are found in unauthorized locations, the Building Manager, University Police, or Campus Maintenance and Operations will promptly remove and dispose of flyers and bill the cost of removal to the responsible individual and/or group.
- **Advertising**:
    - i. *Digital Scala Screens*: SBU uses a digital signage system that is targeted at specific buildings on campus.

    Files will be posted within two days of submission and removed following your event. Please email the file to campuslifecentersreservations@stonybrook.edu

    - Please submit all requests as a jpeg that is 1920 x 1080 @ 150 dpi max
    - Campus departments and recognized student clubs and organizations are permitted to have messages posted on SCALA.
    - Events should be submitted a minimum of seven (7) days before the event date.

X. Vendor Sales

SBU student-run businesses do not require vendor permits to sell handmade craft items. Student-run food vendors must adhere to all [Food Safety Guidelines](#).

All other events with vendors selling services/goods have additional requirements. [Vendors must have a signed permit from ASA](#). The fee for vendor permits for RSO events is $47.06. Forms can be submitted to mealplan@stonybrook.edu. Vendors need to charge sales tax on the goods they are selling.
- Vendors must have liability insurance.
- Vendors must have a NYS tax ID form.
- If vendors want to sell food items, food permits are needed, and they must comply with established timelines for approval.

Y. Events with Arts and/or Crafts & Decorations

RSOs are expected to adhere to the policies and guidelines governing the used space. Due to the high potential for damage caused by art and/or crafting activities, some facilities may prohibit these activities entirely, while

others may require the use of specific protective equipment. A full list of spaces that allow such activities can be found [here](#) within the Art/Craft Spaces tab. Damage to furniture, carpets, or walls may result in loss of space use privileges and/or charges to the organization for repair and/or replacement. For additional information on using space within Campus Life Centers pertaining to the Crafts, Paint/Tie-Dye Events Policy, visit the [Campus Life Centers website](#).

Decorations must be free-standing, mounted on easels, or included in draping. Decorations may only be attached to walls using damage-free adhesive products. RSOs are responsible for any potential wear or damage. RSOs are encouraged to speak with their program advisor or the scheduling office to brainstorm decorating ideas that are appropriate for the event.

Z. Audio/Visual Support

Information on audio/visual capabilities by space can be found [here](#).

In the [Campus Life Centers](#), unless requested otherwise, an assigned A/V tech will arrive at the space 90 minutes before the event start time to begin setting up. For events featuring live music, a DJ, performances, etc., more often than not, we'll need to consult with the building staff to ensure they're able to support their needs and ensure clarity on what they are providing, versus what the group/performer is providing, versus what may be rented elsewhere (i.e. USG A/V, etc.).
  - *FOR EVENTS IN BAUMAN: Events with DJs or that require high-quality audio must either contract outside A/V (USG, etc.) to provide a stand-alone sound system or relocate. The A/V within the space can not support these needs.*

[Campus Life Centers](#) offer specialized lighting and DJ services. There is a fee associated with this service. More information can be found [here](#). Requests must be made at least 3 weeks before your event via 25Live.

[USG Audio Visual](#) offers pricing package options for specialized sound, lighting, and staging. This is typically used for large-scale programs such as fashion shows, performances, and dance parties. There is a fee associated with this service. Requests must be made at least 3 weeks before your event.

For academic spaces, a full equipment guide on what each room is outfitted with can be found here:
  - https://stonybrook365-my.sharepoint.com/:x:/g/personal/jarrod_mcfarlane_stonybrook_edu/EchVh7xGX15LjfwCvgN2hD4Ba0aHUglplvKi62KVLelalA?rtime=PBKxH2_Z20g
  - If equipment is needed beyond what is available in the room as self-service, a full-time faculty or staff member needs to request it on behalf of your organization. More information can be found here: https://it.stonybrook.edu/help/kb/borrowing-av-equipment

III. Risk Management Policies & Procedures

All activities or events, regardless of size, involve levels of risk. RSOs 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, RSOs 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 when in congruence with University policy. Failure to comply may result in outcomes up to and including losing the organization's recognition, as outlined in the Student Organization Conduct Process. Additionally, please keep in mind that leaders of student organizations assume responsibility for the organization's activities, and failure to comply may result in individual conduct action.

A. Hazing & Hazing Amnesty

Hazing is widely defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - causing, coercing, or otherwise inducing another person to perform sexual acts;
  - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

See below for Stony Brook University's Code of Student Responsibility Section policy on hazing:

In connection with an affiliation to any organization, group, team, or sports club: no student shall (i) endanger, or create an unreasonable risk or fear of endangering, the mental, physical, or emotional health of a person, intentionally, knowingly, 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 causing, coercing or otherwise inducing (a) the forced or expected consumption of alcohol, drugs, food, liquid or other substances, (b) damage, destruction, tampering with, or removal of public or private property, and/or (c) other conduct prohibited by or listed as reportable under the Stop Campus Hazing Act.

Hazing conduct may result in individual charges and arrest under the New York State Penal Law, and charges under the Code, which can lead to suspension or expulsion from the University. Hazing conduct may also result in group sanctions, such as the extension of the current suspension; and/or the suspension or permanent expulsion of the organization from future campus recognition.

The University recognizes that students may be reluctant to report hazing activity due to a fear of potential consequences for their 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 outcomes related to their participation in hazing behavior, as determined by the University in its sole discretion. If 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 conduct under this policy should know that amnesty does not apply to any criminal or civil action that may be taken by law enforcement or other agencies, including the University Police. To report hazing, please file an [incident report](#) through the [hazing prevention website](#).

B. **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 the 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.
   d. [COVID-19](#): These guidelines were developed and grounded in recommended best practices, and the current and changing state, federal, and CDC guidance and mandates. Whenever possible, the University

will make every effort to notify the appropriate organizational leaders of policy changes. To mitigate the risks surrounding COVID-19, student organizations should think critically and creatively about how to accomplish their goals while prioritizing health and safety for all students.

     i. Limit sharing of props/equipment and utilize good infection control measures such as cleaning and disinfecting before/after use.

     ii. <u>Wearing Masks & Physical Distancing</u> - Given evolving CDC, SUNY, and campus guidance, please check the [Stony Brook Stronger Together](#) website for the most up-to-date information on requirements regarding wearing face coverings and maintaining physical distance if you are vaccinated or unvaccinated. All students participating in club and organization meetings, practices, and events - both on and off campus - are expected to follow the requirements noted on the website.

Frequently Asked Questions:

What do I do if someone at my organization's event, meeting, or activity is not complying with university policies and/or NY Executive orders regarding health and safety requirements?

It is *critical* that all organization leadership, general body members, and program participants comply with all university policies, as well as health and safety requirements. The following steps should be taken for non-compliant behavior during all organizational activities.

<u>Step 1</u>: The safety officer or a leadership member should politely ask the participant to comply.
<u>Step 2</u>: Politely explain the event may have to be terminated if any participant is not in compliance.
<u>Step 3</u>: If the safety officer or leadership member is comfortable, they may calmly request the non-compliant participant to leave the venue.
<u>Step 4</u>: Contact the Facility/Events Manager on Duty for additional support if needed. Organizational leadership and staff are encouraged to report non-compliant guests to communitystandards@stonybrook.edu and include the SBU ID number (if known).

What do I do if I find out someone who attended my event tested positive for Covid-19?
If, after an event/activity, a student attendee informs your organization that they have tested positive for COVID-19, respect their privacy and do not share this information with others. Instead, encourage them to self-report to Student Health Services. Self-reporting is a safe and confidential process and will allow SBU's Health Team to provide support to those who test positive.

C. Alcohol and Drugs

Organizational functions sponsored or endorsed by RSOs must comply with all policies established by any inter/national organizations with which they are affiliated, the [University Alcohol](#) policy, the Code of Student Responsibility, and any federal, state, and local laws. Unless a permit has been obtained from the State Liquor Authority by the sponsoring organization, alcohol consumption 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 aged 21 or over may possess and consume alcohol under the Code of Student Responsibility.

    a. RSOs, members, and guests must follow the New York State and Federal Laws 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 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. wristband). This method must 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, and beer pong tables, are prohibited.

g. RSOs, 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. Campus events at which alcohol will be served may not emphasize the service of alcohol in marketing material.

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 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.).

k. RSOs 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.

l. 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.

D. Good Samaritan Policy

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 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 others. 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/FSL. A professional staff member in SEA/FSL 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 RSOs 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/FSL. 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/FSL. 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/FSL 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 should be collected and submitted to SEA or FSL 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 before high school graduation cannot be included. Transfer students are eligible provided proper verification from previous college or university attended is presented to SEA or FSL indicating the completion of at least 12 credits with a minimum 2.5 GPA.

ii.   Before offering membership, a student's eligibility must be confirmed by SEA/FSL. Eligibility checks may be requested by submitting the full names and SBU ID numbers of all potential new members via email to your dedicated program advisor. Organizations may not offer membership to ineligible individuals. Eligibility checks take upwards of 5 business days.

iii.   Students may only join one fraternity or sorority at a time. Exceptions may be made with prior approval from SEA/FSL 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 to 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 the required history of the 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/FSL 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/FSL must be notified in writing within 24 hours of any changes to a new member class roster. The 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 or FSL 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/FSL within 48 hours of the completion of the new member orientation, education, and/or intake process. SEA/FSL 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/FSL 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 the organization category.

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/FSL.

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/FSL 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 organizations must follow the new member orientation, education, or intake procedures of their respective governing organization and national bodies where applicable. Organizations with inter/national new member orientation, education, or intake policies must abide by the stricter policy when in congruence with University policy.

vi. 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/FSL in writing. Off-campus activities involving cultural events, community service projects, and other educational opportunities may be permitted with prior written approval by SEA/FSL 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.

vii. New member activities may not occur after 11:00 PM 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.

viii. 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/FSL 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.

      ix.   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.

      x.   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.

      xi.   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.

      xii.   New member activities must allow for adequate class/study time and must not conflict with the academic regulations and requirements of SBU. 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 a policy violation.

      xiii.   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 FSL's designated recruitment and new member education timeline. FSL 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 FSL-sanctioned dates.

      ii.   All new members must attend a New Member Education Workshop with FSL before 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 during 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 FSL to receive credit.

      v.   New Member Presentations and Rehearsals must adhere to the guidelines established by FSL.

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/FSL before starting 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

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A. Expansion & Reactivation

SBU recognizes that expansion/reactivation shows a 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 Assistant 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 FSL 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 on 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, it may be placed on Administrative Warning. Corrective action and a schedule for completion will be imposed. Upon successfully completing 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 after its warning period, the group may be placed on Probation. In determining the appropriate response, SEA and FSL will consider the organization's health. 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/outcomes/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, it 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 its programming in order for the organization to focus on its scholarship. The following types of programs will be allowed at the discretion of FSL, 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 their recognition may be withdrawn. In determining the appropriate response, FSL will consider the organization's health. 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/outcomes/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. 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 inability to meet University and/or organizational standards.

    i. Failure to properly transition an executive board member(s) that does not meet minimum standards may result in the organization being placed in a temporary inactive status.

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 FSL to create an "Action Plan" to improve their performance. Organizations on an "Action Plan" may be required to meet with an FSL 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 may 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. It will be encouraged to continue with its intentional planning. If an organization fails to achieve the minimum three-star requirement at the completion of its second "Action Plan," the University reserves the right to withdraw campus recognition.

VI. Media: Additional Policies & Procedures

A. In an effort to best plan for and coordinate external media activity, RSOs are expected to communicate to the University if they plan to invite and/or anticipate attendance from media organizations external to the University (i.e. News 12, Newsday, etc.) to organizational events and activities.

B. 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 the University administration. Editor(s), manager(s), and director(s) are free to develop their 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 their opinions are not necessarily those of the university community.

    d. Student media organizations must explicitly state that their opinions 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, copyright 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. RSOs may not collaborate with, give a 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 participate 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 outcomes, 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.

VIII. Responsible Use of Information

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal Statute that precludes the university from providing information regarding student educational records to anyone without written authorization from the student. Additional information regarding this policy can be found on the Office of the Registrar's website.

Advisors and Executive board members of RSOs at SBU may be given access to confidential or private information that is included under the 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, student organization leaders, and advisors:

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 and advisors 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 the duties and responsibilities of their leadership role, including their 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 and advisors 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 SBU 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 continue 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. The use of any logos must comply with the [University Trademark Licensing Program](#). RSOs have several designs to choose from when creating SBU-branded logos. More information on the logo approval process can be found [here](#).

B. Social Media Policies & Procedures
Social media accounts associated with RSOs represent SBU and 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. As a best practice, we advise restricting password access to key individuals (i.e. President, Vice President, Public Relations) and ensuring passwords are changed upon leadership transitions. 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. Being part of an RSO on the SBU campus is a privilege and should be treated as such. OSL expects our RSOs 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, and local laws and University policy; and respect the rights, privileges, and property of other people.

Situations arise in which RSOs 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 organizational conduct proceedings, imposition of outcomes, 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 Responsibility[1], University Policy Manual[2], and the Rules of Public Order[3]. 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, Student Life strives to uphold any outcomes 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 RSOs, provide a consistent and equitable framework for addressing University policy violations, and ensure the long-term viability of RSOs at SBU. The process is a learning experience that can yield growth, behavioral changes, and a 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, policy violations and/or failure to meet criteria and expectations of recognition and the outcomes and/or corrective action plan that may be imposed will not be routinely reported to parents/family. However, in the case of serious violations of federal, state, or local law, including alcohol and other drug violations, or when instances of medical emergencies come to the University's attention, the University may notify parents/family.

A. Conduct Process for Violations Referred to Student Life

RSOs 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 RSOs may be held responsible for violating any such regulations by Student Life. Alleged violations will be reviewed using the procedures outlined below. A finding of responsibility for each charge 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-Hearing Procedures

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 violate the Guidelines. When a satisfactory

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agreement cannot be reached through mediation, the complaint may be referred for student organization conduct action, where appropriate.

ii. **Interim Measures:** When deemed necessary, the University will take appropriate interim measures against an organization before determining the final outcome of an investigation of a complaint/referral. Interim measures include but are not limited to changes in organizational status and/or suspension of specific privileges. For more information on organizational status changes, see section I.A.b. Organizations who wish to appeal an interim measure may submit a written appeal within **seven (7) calendar days** to the designated office/University Official to address the alleged violations and demonstrate the basis for the interim measure is not warranted. The information will be reviewed and responded to promptly. The designated University official may require individual meetings with the parties involved before deciding. Organizations must be in compliance with the terms of their interim measures at the time of their request for such a review. Upon review, the interim measures may be upheld, rescinded, or modified.

iii. **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 an investigation of complaints when the Complainant does not choose to proceed, the University official reserves the right to continue its investigation regardless of the Complainant's cooperation or involvement. The University will keep all investigations confidential to the extent possible/practical.

iv. **Decision to Proceed:** If, in the judgment of the University official, there is insufficient evidence to warrant further action, a notice of findings will be issued that details such, the case will be closed, and the organization will be returned to full recognition status. 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 a directive to appear/written notice of charges and may be required to meet with a University official for an organizational conduct meeting or attend a hearing on the date cited in the notice. Hearings shall be scheduled for no less than **ten (10) calendar days** from the date of the notice unless extenuating circumstances prevent such a timeline.
   a. Organizational conduct meetings are meetings between an organization involved in an alleged violation of University policy and a University official. Sometimes, the meeting may resolve the matter, and outcomes will be imposed.

2. *Hearing 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 hearing and must accept the outcome(s) identified in the waiver. An organization's decision to waive its right to a hearing and accept the result (s) is final and not appealable.

3. *Corrective Action Plan:* In situations with insufficient evidence to substantiate allegations but concern regarding the organization's operations, the University may choose to implement a Corrective Action Plan. The organization will be notified of the specific plan in writing within **ten (10) calendar days** from the end of the investigation unless extenuating circumstances prevent such a timeline.

v. **Case Preparation:** A University official will inform the Complainant(s) and Organization representatives of the rights and responsibilities they will have in the scheduled hearing.

vi. **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 hearing are typically shared with the opposing party at least **two (2) business days** in advance of the scheduled hearing. Sensitive and/or confidential information may be redacted and/or shared only during the hearing. The University official presiding at the hearing 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 hearing to afford all parties the opportunity to review information in support/defense of allegations to be presented. 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.

    vii. **Advisors:** The Complainant and Organization representatives may appear at the hearing 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 advise the parties subject to the same conditions and restrictions.

    viii. **Attendance at Hearing:** Those in attendance at the hearing may include the Complainant(s), Organization representatives, their advisor(s), witness(es) (while giving statements), and the presiding Hearing Officer/University official. A University observer may be present. The presiding Hearing Officer/University official shall determine whether additional persons may be present.

    ix. **Confidentiality:** In order to protect confidentiality, organizational hearings shall be closed to members of the campus community and the public.

b. **Hearing Procedures**

Hearings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Hearing Officer/University official. In the event that an Organization has received notice of a hearing and elects not to appear, the hearing 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. Hearing procedures generally include the following basic steps:

    i. **Opening:** The presiding Hearing Officer states the alleged violations and identifies the individuals present.

    ii. **Challenge:** Conflicts of interest must be disclosed. Any party may request and cite a cause for the removal of any meeting member. The Hearing 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 submitted by the Complainant will be provided to the Hearing Officer/University official and will be presented by the Complainant. The Organization, then the presiding Hearing Officer/University official, may question the Complainant regarding the opening statement and information supporting the allegation. The complainant's witness(es) individually present oral statements. The Complainant, then the Organization, and the presiding University official/Hearing Officer may question the witness(es).

    v. **Organization Presentation:** The Organization's presentation should begin with an opening statement describing the alleged conduct. Information in support/defense of allegations submitted by the Organization will be provided to the Hearing Officer/University official and will be presented by the Organization. The Complainant, then the presiding Hearing Officer/University official, may question the Organization regarding the opening statement and information supporting the allegation. The organization's witness(es) individually present oral statements. The Organization, then the Complainant, followed by the president University official/Hearing officer, may question the witness(es).

    vi. **Closing Statements:** After all witnesses have presented statements and all questioning has been completed, closing statements are made first by the Complainant(s), then by the Organization. Closing statements are intended to summarize the information previously introduced during the investigation process and hearing. No new evidence or statements may be introduced during closing statements. 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 presiding Hearing Officer/University official 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 Hearing Officer/University official. 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 Outcomes:** The presiding Conduct Meeting Officer (or designee) shall determine the outcome(s). The determination of outcomes will take into consideration all relevant factors, including but not limited to the extent of responsibility determined, the facts and circumstances surrounding the incident(s) that gave rise to the violation(s), the severity of the violation(s), the impact the violation(s) had on the community, any mitigating factors, and any past conduct record of the organization.

c. **Post Hearing Procedures**

After the hearing procedures have taken place, the following will occur:

i. **Notification/Hearing Disposition:** The decision of the proceeding will be communicated in writing to the Organization and the Complainant by the presiding hearing officer/University official (or designee). Written notification (also called a disposition) will include the date and time of the conduct meeting, the findings, and the outcomes to be imposed, if any. If the Organization charged is found responsible and an outcome is to be imposed, the notification/disposition shall inform the Organization of the right to appeal and the method for submitting the appeal.

ii. **Hearing Documents:** A written notification/disposition summarizing the main points of the proceedings and information in support/defense of allegations presented during the hearing become part of the official record. Recordings made during the hearing 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 Officer hearing the appeal and to the student(s) requesting the appeal. Unless otherwise required by law, all information obtained during the course of the investigation and hearing shall be protected from public release.

iii. **Enforcement:** The presiding Hearing Officer/University official and other designated University officials will ensure that any outcomes imposed are carried out on behalf of the University.

d. **Outcomes & Organizational Status Changes**

Failure to meet the criteria for recognition and/or organizational conduct violations may result in the imposition of required outcomes, a corrective action plan, and/or a change in organizational status by a Hearing officer/University official. The determination of outcomes will take into consideration all relevant factors, including but not limited to the extent of responsibility determined, the facts and circumstances surrounding the incident(s) that gave rise to the violation, the severity of the violation(s), the impact the violation(s) had on the community, any mitigating factors, and any past conduct record of the organization. Continued violations of policy/failure to complete an outcome/corrective action may result in further conduct action, outcomes, and/or change in status. SEA/FSL has designated statuses to outline organizational standing with the University. For more information on organizational statuses, see [section I.A.b](). Examples of outcomes/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/FSL.

v. **University Service, Educational Projects, and Programs:** RSOs may be assigned projects, programs, and/or services determined appropriate to the offense. Such assignments will provide the organization with a better understanding of the behavior and its impact on others.

vi. **Organizational Status Change:** SEA/FSL has designated statuses to outline organizational standing with the University. As a result of conducting proceedings, a change in status may be assigned as an organizational outcome. See below for a full list of organizational conduct statuses:

   i. **Administrative Warning:** Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational outcomes and a schedule for completion.

   ii. **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 outcomes. 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.

   iii. **Suspension:** Organizations may be suspended for a period of time upon receipt of credible allegations whose seriousness warrants such action, and/or the continued presence of such an organization would pose a danger/disruption to student safety and/or University activity. During this time, all organizational activities are suspended, and all privileges are revoked.

   iv. **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.

e. **Appeals**
   i. **Grounds for Appeal:** Organizations found responsible for University and/or departmental policy violations and to whom outcomes/status changes have been levied 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 outcome(s) issued 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. 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 the Office of Student Conduct & Community Standards**: Alleged violations of the University Code of Student Responsibility may be referred to Student Conduct & Community Standards (*hereinafter referred to as "SCCS"*). for an investigation. Students must follow the policies governing their membership in a student group/organization. Violations of the Code by officers/members of student groups/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. 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 SCCS 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/FSL may be delayed in these instances to allow for SCCS to complete their proceedings. For additional information regarding this process, please refer to the Code of Student Responsibility.

C. **Internal Organizational Conduct Processes**
   a. RSOs cannot investigate and adjudicate allegations of University policy violations internally within their student organizations. In practice, RSOs are encouraged to report proposed violations by individuals to the appropriate department with the authority to investigate and adjudicate such matters (i.e. SEA, SCCS, The Office of Equity and Access).
   b. RSOs may not, on the basis of alleged misconduct/University policy violations, exclude persons from participation in or deny persons the benefit of any of its programs or activities.
   c. RSOs shall follow procedures outlined in their RSOs constitution to handle matters involving the removal of Executive Board Officer and/or Non-Executive Board positions so long as their removal is related to failure to fulfill the obligation of their outlined duties.