

Registered Student Organization Handbook

Office of Student Engagement

Augustana University

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Introduction & Purpose

Our Student Organization program is dedicated to providing students with diverse opportunities to enhance their academic, cultural, social, and recreational experiences through engaging group programs and activities. Registered Student Organizations (RSOs) are integral to campus life, fostering meaningful engagement and leadership development among Augustana University students. Student

Engagement collaborates closely with the Augustana Student Association (ASA) to support these endeavors.

While every effort is made to ensure the accuracy of information provided in this handbook, it may not cover every possible circumstance or question regarding university policies. Occasionally, online links may direct users to information from other campus entities that may not be guaranteed as accurate. Therefore, this publication is not intended to serve as a legally binding contract. Augustana University reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or sections of the Student Organization Handbook as deemed appropriate, based on the circumstances of each situation, at its sole discretion.

As changes to the handbook may occur throughout the academic year, this website and its linked contents will remain an essential resource for policies, procedures, and resources.

About the Office of Student Engagement

The Office of Student Engagement at Augustana University serves as a hub for connecting student leaders with one another and with the university community, fostering the development of leaders poised to make positive contributions in a global context. For more information about Student Engagement, please visit our website.

Our dedicated staff members are here to assist with all matters related to student clubs and organizations. If we don't have the answer, we'll connect you with someone who does. Our support encompasses a wide range of areas, including:

Registering your student organization

- Initiating a new club
- Club administration
- Planning events and programs
- Facilitating collaborations between clubs
- Conducting effective meetings
- Resolving conflicts
- And much more!

Feel free to reach out to us for guidance and support; we're here to help you succeed.

Training for Student Organizations

The Office of Student Engagement will conduct various trainings throughout the academic year. Any mandatory training sessions will be communicated directly with organization leadership, including presidents, vice-presidents, and primary contacts. However, all students are welcome to participate in these training opportunities. If you have any suggestions for topics you'd like to see covered, please feel free to inform Student Engagement.

In addition to trainings, Student Engagement will host periodic roundtable discussions tailored for presidents, treasurers, and advisors. While attendance at these discussions is not mandatory, it is highly recommended. Participating in these sessions offers valuable opportunities to learn from other organizations, stay updated on important developments, foster collaboration with peers, and strengthen the sense of community among student organizations.

Communication from Student Engagement

The Office of Student Engagement will utilize Viking Central and Augustana email as primary channels for sending updates and sharing important information. It is the responsibility of each organization to stay informed about any communication from our office. Keeping Viking Central leadership updated is crucial to ensure that all pertinent communications reach the appropriate leaders. Please note that Student Engagement cannot be held responsible if information is not received due to outdated leadership information in Viking Central. Failure to maintain up-to-date Viking Central leadership records may result in an organization's account being temporarily frozen.

Please be aware that Student Engagement is unable to distribute messages to all organizations on behalf of individual organizations. Instead, student organizations are encouraged to utilize their own roster lists and other communication platforms, such as Amail and Augie TV. Organizations have the autonomy to email their members directly or send them text messages. Additionally, organizations may collaborate with Student Engagement to request or reset organization email addresses as needed.

What is a Registered Student Organization?

A registered student organization (RSO) consists of a minimum of ten full-time students united by a shared purpose or activity, overseen by an advisor who must be a full-time staff, administrator, or faculty member of Augustana University. Approval from the Office of Student Engagement and/or ASA is required for establishment.

An RSO is commonly referred to as a club or organization, and these terms can be used interchangeably.

Starting a New Registered Student Organization (RSO)

To initiate the process of establishing a new student organization, please complete the registration form available on Viking Central. Kindly allow up to three working days for the Office of Student Engagement to process your submission. Upon receipt, Student Engagement will send a confirmation email to the listed contacts of the proposed organization, arranging a meeting to further discuss your organization's aspirations.

For the Office of Student Engagement to grant approval to a student group, the following minimum criteria must be satisfied:

- **Clearly Defined Purpose/Mission:** The organization must articulate a distinct purpose or mission statement, accompanied by a constitution utilizing the provided template.
- **Membership:** The organization should consist of a minimum of 10 currently enrolled Augustana University students as members.
- **Leadership:** All executive positions, including President, Vice President, etc., must be held by currently enrolled Augustana University students.
- **Faculty/Staff Advisor:** A designated staff or faculty advisor, employed full-time at Augustana, is required. Advisors are chosen through mutual agreement between the student organization's leadership, the Office of Student Engagement, and ASA. While an organization may have multiple advisors, one primary advisor must be identified.
- **Viking Central Updates:** It is essential to input (and maintain) Viking Central information, including roster and leadership details, to ensure accuracy and timely communication.
- **Adherence to University Policies:** The organization must adhere to all university policies and regulations pertinent to student organizations, including those outlined in this manual and ASA bylaws.

Meeting On-Going Organization Requirements

If the Office of Student Engagement becomes aware of any instances where an organization falls short of organizational standards or expectations, appropriate actions will be taken. These actions may include, but are not limited to, temporarily freezing the organization or implementing educational or punitive measures.

Annual Re-Registration Process

Student Organizations are required to undergo the re-registration process each Spring. Student Engagement will contact the president, vice-president, and primary contacts of each organization to initiate this process. During re-registration, Student Engagement will verify that organizations continue to meet the minimum requirements. Failure to re-register will result in the organization being frozen.

Freezing of Organizations and Probation Status

If the Office of Student Engagement identifies an organization that does not meet the minimum requirements, the following steps will be taken:

- **Notification:** The club leadership (president, vice-president, and primary contacts) and advisor will be notified of the infraction via email. Depending on the severity, a meeting may be scheduled to address the issue.
- **Corrective Action Period:** The student organization will be given up to 10 business days (unless an immediate threat to others or property is present) to take corrective steps and comply with the stated policy.
- **Registration Status:** If the student organization fails to meet the compliance deadline, their registration status will be frozen, and all privileges associated with registered student organizations will be revoked.
- **Conduct Investigation:** Depending on the severity of the infraction, Student Engagement may report the incident to the Dean of Student Office for potential conduct investigation. A responsible finding may lead to the organization being placed on probation. Probation status entails the organization being frozen for a specified period, along with other disciplinary actions outlined in the Code of Conduct.

Unfreezing a Frozen Organization

If an organization becomes frozen for any reason (including failure to complete service hours, falling below 10 members, having an inactive or outdated Viking Central page, or failing to re-register in the Spring), the organization will have six months to schedule a meeting with Student Engagement to address the issue. If no action is taken within this six-month period, the organization will be deemed inactive, and any ASA-distributed funds may be reclaimed by ASA.

Student Organization Responsibilities and Expectations

The purpose of registered student organizations at Augustana University is to complement and enrich the academic experience of students, enhancing their overall educational journey. It is important to note that registration of an organization does not imply the University's sponsorship, endorsement, or support of specific student organizations. Therefore, while student organizations have access to University facilities, they may not claim or imply that Augustana University sponsors, endorses, or supports the organization or its viewpoints, philosophies, or activities.

Student Organizations must adhere to the following criteria to be eligible to utilize facilities at Augustana University in accordance with applicable regulations:

- Acknowledge Augustana University's commitment to non-discrimination, as outlined in guidelines such as the Civil Rights Act, '504, Title IX, and the First Amendment's provision for assembly and association.
- Familiarize themselves with University regulations and policies concerning student organizations and facility usage, and adhere to these regulations and policies. This includes compliance with alcohol policies, non-discrimination policies, facility usage guidelines, and the Student Code of Conduct.
- Agree to read and comply with the policies outlined in the Student Organization Manual (this document), as well as all federal and state laws, and university policies.
- Acknowledge that sponsorship for events sponsored by the student organization must be displayed on all publicity materials (e.g., "This event sponsored by [student organization name]"). Registration as a student organization does not imply sponsorship by the Office of Student Engagement or Augustana University.

- Confirm that the organization does not discriminate in membership, voting rights, or officer positions based on factors such as race, color, religion, national origin, creed, veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, sexual orientation, or any other protected groups.
- Submit all revisions, including changes to organizational name or purpose, leadership or advisor changes, or modifications to governing documents, to the Office of Student Engagement and, where necessary, ASA.
- Understand and acknowledge that all activities carry inherent risks, and organizations are responsible for managing these risks in a reasonable manner.

Service Hours

Service is a core value at Augustana University, and as such, all organizations recognized by ASA are required to fulfill 10 service hours annually. These hours must be submitted through Viking Central and should be documented between August 1st and July 31st of each academic year. Instructional videos detailing the process for submitting service hours can be accessed [here](#).

Student Engagement is responsible for reviewing and approving all submitted hours. Additional documentation may be requested by Student Engagement to verify service hour completion.

Depending on the time of recognition for a new organization, Student Engagement may adjust the required hours on a prorated basis for that academic year. However, additional hours may be necessary for participation in ASA programs.

Policy Compliance

Recognition as a registered student organization is regarded as a privilege, not an entitlement, along with all associated benefits. Failure to adhere to policies and procedures may prompt a response from the Office of Student Engagement, which could include freezing the organization or placing it on probation as a sanction resulting from the student conduct process. The recognition of a group as a student organization is contingent not only upon initial compliance with the aforementioned requirements but also on sustained adherence to these guidelines.

Speaker Review Policy

Major speakers are those individuals who are likely to draw a large crowd, provoke significant protests, and/or require significant outlay of University resources (including security). Requests to invite such speakers will be submitted online to the Speaker Review Committee, which will then make recommendations to the Dean of Students and the Provost.

Requests must be submitted with as much advance notice as possible, ideally at least one month prior to the anticipated event date. Requests should provide confirmation of the availability of the venue and a detailed budget. In addition to a speaker's fee, costs associated with travel, hospitality (housing and food), security services, and staging (lighting and sound) are likely to be necessary additions to the budget. There may be exceptions to the advance notice timeline in certain circumstances. Exceptions must be approved by the Associate VP for Integrated Learning and Student Life.

Once a request has been received, the Speaker Review Committee will have up to two weeks to deliberate and offer its recommendations. The Committee will assess the event's potential for disruption by researching the speaker's prior engagements. The committee will recommend contingency plans for speakers who are likely to be disruptive or who are likely to receive a disruptive response.

Most major speaker events will also require a binding contract between the speaker and Augustana University. No student organization is authorized to sign a contract or commit university-controlled funds without approval from the student organization's advisor.

The full form and [Speaker Review Policy is located here.](#)

Advisor Responsibilities

The Office of Student Engagement mandates that each Registered Student Organization (RSO) appoint a full-time faculty or staff advisor from the University. Advisors are selected through mutual agreement between the student organization's leadership, the Office of Student Engagement, and ASA. However, Sports Clubs, overseen by Recreational Services, may be assigned a part-time Recreational Services advisor, with the Director of Recreational Services also serving as co-advisor.

Student organization advisors play a pivotal role in ensuring meaningful experiences for students and managing institutional risk and liability. The most

successful organizations typically benefit from active involvement and guidance from their advisor.

A student organization advisor serves as a valuable resource and can provide support and guidance in various areas, including:

- Facilitating student growth and development within the organization
- Providing continuity and information as members transition
- Acting as a liaison between the University and the organization
- Offering advice on program/event content and purpose
- All advisors are expected to fulfill the following duties:
- Maintain full-time employment status at Augustana University and promptly notify Student Engagement of any changes.
- Familiarize themselves with the Registered Student Organization Policies and Manual.
- Assist the organization in setting realistic goals for the academic year to enhance students' educational and personal development.
- Be knowledgeable about the organization's constitution and governing documents to provide effective guidance.
- Assist in maintaining current and accurate financial and organizational records.
- Aid in the orientation of new members and facilitate the leadership transition process annually.
- Be available to address policy-related inquiries and ensure compliance with established policies and procedures.
- Encourage opportunities within the organization that promote student development and education.
- Stay informed about the organization's plans and activities.
- Assist in managing risk and liability, both on- and off-campus.
- Serve as a Campus Security Authority (CSA) as defined in the Clery Act, complete the required Clery Training annually, and submit a CSA Crime Statistic Report when necessary.
- Complete the mandatory online Title IX Training required by Augustana University employees.

Movies

All organizations are required to obtain explicit, documented permission before showcasing any copyrighted material, whether it be physical media or streaming content. This documentation must be submitted to the Office of Student Engagement for approval prior to the event being authorized in Viking Central. Failure to adhere to copyright laws when presenting a movie or other copyrighted material may lead to disciplinary action by the University and potential federal prosecution.

Advertising Policies

All Registered Student Organizations are permitted to display posters in approved posting spaces. It is important to note that posters should not be affixed to doors or other unauthorized areas.

Prior to display, all student organization posters must be approved and stamped by either Student Affairs or Public Safety. Additionally, the following information must be included on all advertising materials:

- Name of the sponsoring group or organization (e.g., "Sponsored by the Recycling Club")
- Event/meeting title and description
- Event or program time
- Event or program date
- Please be aware that we only distribute posters for active Registered Student Organizations. However, if a student wishes to initiate an organization but does not yet have the minimum of 10 members, Student Engagement may grant a one-time exemption to allow posters for recruiting purposes or to restart an inactive group.

Residence Life maintains its own poster policy. Signs, fliers, and posters may be displayed on bulletin boards and designated spaces in hallways, but are not permitted on entry doors and glass partitions without permission from the appropriate hall director.

In an effort to conserve resources and reduce waste, student organizations are encouraged to print only the minimum number of posters needed. Electronic advertising options such as Amail and Augie TV are also recommended. Here are some best practices for electronic advertising:

- Use JPEG or PNG files, preferably in landscape mode for optimal space utilization.
- Adjust the poster size to 1920 x 1080 pixels for Augie TV.
- Avoid placing important information in the lower right-hand corner of Augie TV screens, as this space is reserved for the Augie TV QR code.
- Student Affairs reserves the right to regulate the number and timing of events on both Amail and Augie TV.
- Ensure that all information provided for Amail and Augie TV submissions is accurate, including date, time, location, and details, as updates may be difficult to make based on timing constraints.

Social Media

Student Organizations should be familiar with and abide by the Augustana University Social Media Guidelines [located here](#).

Locker Policies & Guidelines

Student Organization Locker space shall be used for RSO-related items/business only. No personal use by individual club members. If your organization wishes to share with another club. Organizations may not share lockers; each locker is assigned to a single RSO organization.

Combination locks will be provided to each club assigned a locker. Clubs must use the lock assigned and not replace it with another lock nor may they add additional locks. The combination will be given upon assignment of locker space. If a combination is forgotten, only club leaders and/or advisor will be eligible to request the combination from the Office of Student Engagement. If a lock is malfunctioning, please contact OSE immediately.

Hazardous or flammable materials may not be stored in the lockers.

Under no circumstances may a group sublet their locker to another group. If your organization no longer wishes to use your space, OSE will maintain a waiting list to reassign that locker space.

Storage spaces will not be overfilled and must be able to freely close.

No items may be stored on top of or beside lockers. If items are left in these locations, they may be put in storage. Student Engagement is not responsible for the loss of any items.

No perishables shall be stored in storage spaces.

You may not place or attach anything to the outside of the locker. Student Engagement will label each locker

Augustana University is not responsible for damage or loss of property. Please keep your storage space locked and only give the combination to trusted individuals within your club.

If your student organization is placed on frozen or placed on probation, your locker space privilege may also be revoked.

If Student Engagement suspects or receives a report your organization is either not using the locker space (excluding summer break) or using it inappropriately, they reserve the right to enter the locker.

Locker assignments are subject to termination at any time by reason of improper use as outlined above. Organizations not actively using their locker will lose their space.

Facility Use

The reservation of any University space must be reserved with the Conferences & Scheduling Office. [Contact information and policies regarding scheduling can be found here.](#)

Student Organizations that violate any facility policies may be prevented from using University spaces in the future.

Organizations must have their event venues approved through the room and space reservation process, including outside areas like the Patio Commons. Failure to comply with this procedure may result in individual or organizational conduct action.

Student Organization Travel

No permissions or special arrangements are needed for travel in the Sioux Falls metro area.

Only full-time staff or faculty members may drive commercially rented vehicles.

Training must be completed for community members to use golf carts.

Accessibility

Augustana University is committed to identifying, preventing, and eliminating physical and/or programmatic barriers that interfere with participants' access and benefit from University programs, facilities and resources. We strive for equal and full participation in all facilities, services, programs and events and encourage student groups to offer barrier free access to all their events and activities by taking proactive measures to provide disability related modifications.

If an event uses any form of flashing lights, a notice must be conspicuously posted at the entrance noting this.

Organization Constitution and Governing Documents

All organizations must have their constitution and other governing documents (including bylaws) approved by Student Engagement and, as necessary, ASA.

If constitutional changes are made after the organization is approved, the following steps must be taken:

- Organizations must follow their current governing documents to make changes to the constitution
- At the meeting when changes are made to the constitution detailed minutes of the meetings must be posted on Viking Central.
- The new constitution must be emailed to Student Engagement for review; ASA will be consulted as necessary.
- If Student Engagement finds the constitutional changes are within organization and university policy, permission will be given to the organization to adopt and upload the new constitution to Viking Central.

If an organization is affiliated with a National (or International) organization, the constitution and bylaws of that entity must also be uploaded to Viking Central.

Use of Augustana Logo and Other Registered Trademarks

If items using Augustana University's name, logos, or registered trademarks are used on any item, including fundraising and clothing, your organization must first obtain permissions from the Office of Strategic Communications & Marketing. They can be contacted at marketing@augie.edu.

Food Policy for Student Organizations

Sodexo is our exclusive food vendor on campus. Student Organizations are required to request approval for catering through a different restaurant or business for all events or meetings that occur on campus. The form must be submitted at least 7 days prior to your event. The form is located in Viking Central and is titled "Outside Catering Approval Form".

If a student group has outside vendors provide food without permission from Sodexo, the organization may lose privileges and become frozen.

Organization Alcohol and Other Drugs Policy

In accordance with University policy, state law, and federal law, the use, possession, manufacture, sale, or distribution of any illegal drugs on University property or at University sponsored activities is prohibited and may be grounds for suspension or expulsion of students and the suspension or dismissal of faculty members, administrators and other University employees.

Use of drugs or alcohol as University sponsored events that violate policy or state/federal law may be adjudicated, both on a personal and organizational basis.

Per the Augustana University Code of Conduct, the following are expectations of Student Organizations and alcohol/other drugs:

- Student organization funds may not be used to purchase weapons, alcohol, tobacco, or drugs or sponsor an event where weapons, alcohol, tobacco or drugs are present.
- Advertising that promotes the use of alcoholic beverages is not permitted.
- The privileges of official recognition by an institution may be extended to organizations only if such organizations agree to adopt and to enforce policies that, at minimum:
 - Prohibit the manufacture, possession, use, dispensing, or provisions of alcoholic beverages at organizational functions by persons under the age of 21
 - Prohibit the manufacture, possession, use, or dispensing of tobacco and drugs or unauthorized controlled substances at organizational functions.
 - Prohibit the collection of monies from members, associates, or invitees to be spent on alcoholic beverages, tobacco, drugs, or controlled substances
 - Prohibit the possession, use, or distribution of alcohol, marijuana (including cannabis used or possessed for medical purposes), or controlled substances on premises controlled by Augustana University

Student Organization Finances

Organizational funds are to be securely deposited and managed in the designated Augustana University account through the policies of the Augustana University Business Office. These funds are earmarked exclusively for advancing the mission and goals of your organization and must not be appropriated for personal use under any circumstances.

Any suspected breaches of the financial protocols outlined above will be subject to investigation, and if substantiated, may lead to disciplinary actions against the involved student organization or its individual leaders/members. Such actions may include reporting to the Dean of Students' office, Campus Safety, or local law enforcement authorities. Furthermore, in the event of a financial misconduct investigation, Student Engagement or the Augustana Business Office reserves the right to temporarily freeze the associated student organization account.

All financial transactions must be conducted exclusively through the account established with the Augustana University Business Office. No alternate accounts, whether checking, savings, or otherwise, shall be established outside the purview of Augustana University. Moreover, the use of peer-to-peer payment applications, such as Venmo or CashApp, is strictly prohibited.

Fundraising

For any online fundraising initiatives, it is imperative that student organizations coordinate with the Augustana Business Office for proper setup. Additionally, consultation with other relevant offices such as Student Engagement or the Office of Advancement may be advisable.

Please note that platforms like GoFundMe and similar crowdfunding services are not permissible for student organization use.

In the event that an organization has received approval for a fundraiser and requires cash bags, they may be acquired in collaboration with the Business Office. Advisors must provide consent for the utilization of cash bags. It is essential to adhere to all policies and procedures outlined by the Business Office, including the timely return of cash bags as specified. Failure to comply with these guidelines may result in the revocation of a student organization's privilege to utilize cash bags.

Purchasing Cards

To access purchasing cards, students can visit the Office of Student Affairs during designated business hours. Availability cannot be guaranteed due to a limited supply of purchasing cards. Prior to checkout, students must complete the Mandatory RSO Purchasing Training, accessible through "Campus Link" on the Viking Central homepage. Students using purchasing cards must undergo annual training in "Purchasing 101 for RSOs" on Canvas, with all training expiring on August 1st each year. The Canvas course must be completed with a 90%. The Office of Student Engagement will verify hours and put them on the approval list. Allow up to one week after completion of course to be on the approval list.

Upon checkout, students must provide details of the organization's budget to be charged, the vendor, and the estimated cost. They are required to sign for the card and assume responsibility for all transactions until its return. Collateral (such as an ID, campus card, etc) may be collected and kept until the purchasing card is returned.

Purchasing cards must be returned within 24 hours of the card being checked out. If the card is checked out on a Friday, long weekend, or before a University holiday, the card must be returned by 10am the next business day. Failure to return the card may result in the purchasing card being reported missing/stolen. The person/organization may lose the ability to use a purchasing card if not returned on time.

Purchasing cards are for the sole use of the assigned student and must not be transferred to others. Violation may result in the suspension of card privileges.

Before returning the purchasing card, students must upload a photo of the receipt to Viking Central using the "Student Org Receipts" form and physically return the receipt with the card. Failure to comply may lead to loss of card privileges for the individual and/or the organization.

All purchases must be made for organizational purposes; personal use is prohibited. Online purchases require coordination with the Business Office. No subscriptions are to be bought with the purchasing card (this includes recurring dues and Canva subscriptions); please make arrangements with the Business Office.

Tax-exempt status should be presented to vendors, and tax should not be paid when using purchasing cards.

No gift cards may be used to purchase using a p-card.