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INTRODUCTION

Robert Morris University recognizes that student groups and organizations are a valuable part of the institution and contribute to the academic, personal and professional development of our students. Their presence enhances the quality of student life on campus.

Students are supported and challenged to do their best in the classroom and in their out-of-class endeavors. The following guidelines support the development of our students and are designed to maintain the integrity and high standards of our programs.

If you have any questions or need assistance, please contact the Office of Student Life. Our staff is available to assist you. Please note that our office is open Monday – Thursday, 8:30 a.m. – 6 p.m. and Friday from 8:30 a.m. – 5 p.m. We are located in the Nicholson Center (2nd floor).

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ADMINISTRATION

The University provides administrative and financial support to student club and organizations officially recognized by the Student Government Association (SGA) or other departments within the institution. The Office of Student Life will assist SGA recognized student groups and their Advisors with the following:

- Facility reservations
- Food service arrangements
- Fundraising requests
- Event planning
- Travel arrangements
- Organizational purchases
- Equipment inventory and storage
- Telephone, fax, copying, and mail services
- Publicity, marketing, and promotions
- Budget development and management

Students representing the University in other areas of the institution including, but not limited to, academic departments, Office of Student Civic Engagement, club sport teams, Early Success and First-Year Mentors, Campus Ministry groups, and Class Officers are provided similar assistance by the appropriate department and are also subject to established guidelines and University policies.

ADVISORS

All University recognized student groups must have an RMU Faculty/Staff Advisor. The selection of an Advisor must have the approval of the Office of Student Life. Advisors must be current Robert Morris University employees. Students, undergraduate or graduate, are not eligible to serve as Advisors for student groups.

Advisors are responsible for developing and improving the skills and knowledge of the students, being actively involved with the organization's activities, assisting student leaders with organization matters as appropriate, maintaining regular communication with University officials, and ensuring compliance with University policies and procedures.

Student organizations must notify the Office of Student Life in writing when they appoint a new organization Advisor. Groups are encouraged to seek the assistance of the Student Life Office when an Advisor vacancy occurs.

ALCOHOL / DRUG USE

The purchase or consumption of alcoholic beverages is strictly prohibited by all members of a student group in conjunction with any organized activity or official representation. No alcoholic beverages may be purchased with University or organization funds.

Students are expected to adhere to the University's Alcohol Policy, as well as other prevailing laws and ordinances. Violation of such policies will be subject to review by the University's Student Conduct process.

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

The use, possession or distribution of narcotics, other controlled substances, or paraphernalia associated with the use of illegal substances, at any organization event or an event that an observer would associate the organization is strictly prohibited. Violations of this policy will be reported to the Student Conduct Officer and may be reported to the Department of Public Safety or other law enforcement agency.

No organization may sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

CONDUCT

All students will conduct themselves in a manner that demonstrates respect for the University, and is consistent with the RMU Student Code of Conduct. Students will comply with all prevailing rules and regulations of any governing organizations, as well as local, state and federal laws. Students will abide by the expectations and guidelines of University officials and Advisors. Students will not use drugs, alcohol or other illegal substances or participate in any type of illegal gambling activities. Conduct which is disorderly, lewd, or indecent will not be tolerated. Students may be subject to the University's student conduct processes for violations of conduct at organization events that occur either on or off-campus.

ELIGIBILITY

Currently enrolled RMU students may participate in student groups and organizations. Interested students from other colleges/universities, alumni, or other individuals may be granted permission to participate in RMU activities under special circumstances and at the discretion of the Office of Student Life. Please discuss any such membership issues with Student Life.

Student organization officers must be currently enrolled RMU students with a minimum GPA of a 2.0. Students must also meet any eligibility requirements of any national, international, or governing bodies of their organization. Honor societies, select professional organizations, and other leadership positions within the University may have additional academic or eligibility requirements.

FINANCES

University recognized groups may elect to have a checking and/or savings account at an area financial institution. The University has no authority on financial matters that involve outside banking accounts. It is recommended that the Advisor and one student representative be the signatures on the account. This will allow for continuity from year to year since student leadership changes occur more frequently than Advisors. RMU has an established relationship with PNC Bank. The Office of Student Life can assist you with the process of establishing or updating an account at the PNC Bank branch on University Blvd.

Funds are available to SGA recognized student clubs and organizations at the beginning of the Fall and Spring semesters and are distributed by the Office of Student Life through a reimbursement process. Student Life can, in some instances, assist make purchases on behalf of your organization and directly charge them against your SGA funds. Contact the office for assistance in making such arrangements. Allocations are determined by the Student Government Association. University funds are designed to support expenses as necessary and appropriate as they relate to professional, service, leadership, and social activities of the groups. All purchases and uses of these funds must be approved by the Office of Student Life.

Organizations may assess membership dues to help cover expenses. Student groups should provide clear information about financial obligations to new and returning members each year. Students are asked to honor their obligations to their organizations in a timely fashion. Robert Morris University will not intervene or assist in the collection of outstanding monies owed to student clubs and organizations. Student organizations are on their own to resolve those financial matters with the involved individuals.

FUNDRAISING

University recognized student groups are encouraged to conduct fund-raising activities to help off-set the costs for the organization's expenses. A fund-raiser is defined as any activity sponsored by an organization, which in some way is an attempt to raise monies for the benefit of the organization. All fund-raisers:

- Must be approved in advance by the Office of Student Life.
- Must be non-discriminatory in nature.
- Cannot use charge card solicitations to raise monies.
- Must be alcohol and drug free.
- Can not involve gambling or other illegal activities.
- Must be in compliance with University policies and procedures
- Solicitation on campus must be in compliance with the University's policy for Solicitation of Students and Employees.

Organizations must provide documentation of the financial results of any fund-raising project(s) if so required by the Office of Student Life. Projects designed to raise funds for outside charitable organizations are subject to the same guidelines.

HAZING POLICY STATEMENT

No student organization, group, individual student or alumni shall conduct or condone hazing activities. Permission of approval by a person being hazed is not a defense. Hazing activities are defined as any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on inside or outside of University facilities; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, regulations and policies of the educational institution or applicable state laws.

RISK MANAGEMENT

All injuries and accidents at student group sponsored events should be reported to the Office of Student Life. The Offices of Student Life and Student Health Services will follow-up with injured students and other involved parties as necessary and appropriate.

Public Safety officers will be present at student organization sponsored events when deemed necessary by the Office of Student Life. The cost of this service will be the responsible of the organization sponsoring the event.

Students and student organizations may be required to comply with additional University guidelines for certain activities if deemed necessary by the institution. Student organizations should contact the Office of Student Life in advance of any organizational activities, on or off-campus, that may present a risk to participants or pose a liability to the organization or the University.

Additional requirements are in place for intramural and club sport team participants.

All recognized collegiate fraternal organizations are required to follow all FIPG (Fraternal Information and Programming Group) risk management guidelines.

SEXUAL HARRASSMENT POLICY STATEMENT

Robert Morris University is committed to a work and academic environment that encourages excellence in all aspects of collegiate life. This environment includes freedom from all forms of sexual harassment for all students, faculty, staff, and applicants who seek to join the University in some capacity. This also includes freedom from harassment of or by third parties, individuals not directly affiliated with the University, e.g., contractors, clients, customers, suppliers and visitors.

Sexual harassment is unacceptable behavior and will not be tolerated. A violation of University policy on sexual harassment will be subject to appropriate disciplinary action such as reprimand, suspension, or termination of employment. The type of disciplinary action imposed depends on the severity of the offense.

TRAVEL

All students are representatives of Robert Morris University and are expected to conduct themselves in a manner consistent with the mission and standards of the institution. A student may be denied permission to travel with a student group for disciplinary reasons.

An Advisor, or other designated University employee, must travel with students to out-of-town conferences and events. Additional representatives from the University may be required to attend when deemed necessary. Students may be subject to the University's student conduct process for violations of student behavior that occur while traveling on behalf of the University.

Drug and alcohol use and abuse, gambling, gaming, and visiting adult entertainment establishments are strictly prohibited.

Student organization representatives are asked to review and sign a Code of Behavior when they travel or represent RMU in an official capacity. A copy of this Code is included in the Appendix to this document. The Office of Student Life will provide copies of the Code of Behavior to organization representatives when appropriate.

Student groups that travel to activities and events off-campus should contact the Office of Student Life for assistance in making such travel and lodging arrangements.

All student organization members traveling to an off-campus event are required to complete a Waiver and Release of Liability Agreement and a Student Data Form. These forms are included in the Appendix. Additional copies are available in the Office of Student Life. Completed forms should be submitted to the Office of Student Life following the event.

Student groups may not travel in, rent or use fifteen passenger vans. There are no exceptions to this policy. This is a University policy stipulated by the University's insurance carrier. The Office of Student Life will work with an organization to evaluate and decide on appropriate means of transportation for the group.

University employees responsible for driving and/or transporting student to and from student organization sponsored programs and/or University activities are required to complete a Motor Vehicle Authorization form and be approved as a driver for the University and our insurance carrier. These forms are available in the Office of Student Life

UNIVERSITY-SANCTIONED EVENTS

The appropriate head or faculty/staff advisor must provide each student who is officially representing the University at an event with a detailed schedule of competitive events including

pre- and post-event obligations (e.g., club sports, AMA meetings, student government conferences.) The schedule must be delivered to the affected professor at least one week before a conflict arises in obligations.

Appeals dealing with this policy by faculty or students are to be considered first by the respective faculty member's department head. If the appeal is not resolved at this level, the respective dean of the faculty member will render a decision. The dean's decision is final.

UNDERGRADUATE ACADEMIC ATTENDANCE POLICY

Participation as a team member, attendance at a conference, or other official function: If a student misses a class due to participation as a team member, attendance at a conference, or other official function in which the student represents the University, this may still be considered an absence under the course instructor's attendance policy. A student who is absent due to representing the University for an official function is, however, entitled to makeup work missed if the faculty member can reasonably do so and if the student fulfills the instructor notification requirements of the policy. Students are not to be penalized for any missed assignments, projects, examinations, tests, etc., when covered by this policy. Furthermore, the faculty must allow the student to "make up" or complete any assignments, etc., that were missed due to officially sanctioned obligations. Faculty are under no obligation to tutor or otherwise provide missed instruction. Faculty will determine when make-up exams are scheduled and when missed assignments are due.

The following situations are not covered by this policy:

- Conflicts between work schedules and class
- Conflicts between practice and class
- Conflicts between preparation for academic or student life events and class
- Non-emergency training room and medical appointments
- Requests not appropriately documented and submitted to the faculty member
- End-of-season tournaments, academic conferences, or student life (e.g., student government) conferences may require less than one week's notification.

EDUCATION

Each organization shall be responsible to annually review the University's Guidelines for Student Clubs and organizations. The Office of Student Life will provide the Guidelines at the beginning of each academic year to key student leaders within the organization, as well as to the groups' campus faculty or staff advisor. The current guidelines are also available on the RMU website. Policies and procedures will also be reviewed annually during identified workshops and training sessions.

APPENDIX

Robert Morris University

Code of Behavior

All students representing Robert Morris University in an official capacity or traveling as representatives of the university must read and agree to the following

- I will conduct myself in a manner which demonstrates respect for the university, my classmates and me.
- I will abide by all University rules and regulations and state and federal laws.
- I will exhibit pride, respect, and professionalism in manner and dress when representing Robert Morris University.
- I will contribute my best effort on behalf of my student groups.
- I will respect and be courteous of all members of the university community and guests to the institution.
- I will abide by any additional rules and regulations required by the university official, faculty or staff member.
- I understand that a violation of these rules and others that govern student behavior will be a matter for student conduct review through university processes.

Name: _____
(Please Print)

Signature: _____

RMU Organization: _____

Date: _____

Robert Morris University

Student Data Form

All students representing Robert Morris University in an official capacity or traveling as representatives of Robert Morris University must complete this form

PLEASE PRINT ALL INFORMATION

Student Information

Name: _____

Resident Student: _____ Commuter Student: _____ Year in School: _____

Student ID Number: _____ Birthdate: _____

Campus Address (Hall/Room): _____ PO Box: _____

Permanent/Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell/Mobile Telephone: _____

RMU E-Mail Address: _____

Emergency Contact

Name: _____

Relationship: _____

Home Telephone: _____ Cell/Mobile Telephone: _____

By signing this form:

- I verify that the information is accurate
- I verify that I have medical insurance coverage that meets the university's requirements

Student Signature: _____ Date: _____

Robert Morris University

Waiver and Release of Liability Agreement

All students representing Robert Morris University in an official capacity or traveling as representatives of Robert Morris University must complete this form

I, _____, hereby acknowledge that participation in _____, which was organized by Robert Morris University, involves risk of injury, minor or serious, including permanent disability and death, and severe social and economic losses to person or property. These types of injuries may result from my own actions, inactions or negligence, but also the actions, inactions or negligence of others, or a combination of both. I assume all the foregoing risks and accept personal responsibility for any and all loss, liability, damages or costs following such injury, permanent disability or death.

I understand that any rules and/or regulations which are or may be developed for the aforementioned event are designed for the safety and protection of participants, and I hereby undertake to abide by these rules and/or regulations.

In consideration for being allowed to participate I, for myself, my personal representatives, heirs and next of kin, release, waive, discharge and covenant not to sue Robert Morris University, any of its agents, servants, administrators, directors, coaches, Board of Trustees, and other employees or agents of the organization, all of which are hereinafter referred to as "releases," from any and all claims, liability, demands, losses or damages on account of injury, or any other form of harm, including, but not limited to, death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE. I UNDERSTAND THAT BY SIGNING I AM GIVING UP SUBSTANTIAL RIGHTS AND I SIGN VOLUNTARILY.

Student's Name (Printed)

Student's Signature

Date