



University  
of Vermont

# UVM Student Organization Handbook

Hello Recognized Student Organization (RSO) Leaders and Advisors,

Welcome to another exciting year at The University of Vermont! The Student Government Association (SGA) and Student Life are excited to provide UVM students the opportunity to find friends, reinforce learning outside of the classroom, develop their leadership skills, make a difference in the community, explore the outdoors, compete through sports, and have fun doing it.

We want you to be involved, connected, and to make the most out of your UVM experience through an RSO. RSOs are an integral part of the UVM experiential education. Involvement in RSOs is a great way to get connected to the campus, build leadership skills, participate in campus programming, and build a lasting network with your peers. There are many benefits to being involved on campus, such as:

- Easing the transition from one school to another
- Helping you meet people and make friends with those who have similar interests
- Graduating - Involved students are more likely to graduate
- Feeling more connected to the university, the campus, the people, and with the resources the university provides
- Reporting higher levels of satisfaction with the college experience
- Being involved encourages and advances your development on all levels: academic, cultural, intellectual, spiritual, and social
- Becoming knowledgeable about what is happening on campus
- Building your resume with extracurricular and leadership development activities
- Gaining knowledge, skills and experience in leadership, communication, problem solving, group development and management, budgeting and finance, presentation and public speaking, and much more!

RSOs exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. SGA & Student Life believe involvement outside of the classroom is an important aspect of your education at UVM. Any student can take the initiative to create a new RSO or join an existing organization to meet your needs. Whether you arrive at UVM with outstanding leadership ability or emerging potential, we encourage you to get involved. RSOs are truly a great way to immerse yourself in [Our Common Ground](#). It is our goal to provide these same experiences for each student.

This RSO Handbook has been developed to guide you through the process of student organization registration along with all the benefits that come with it; introduce you to the rights and responsibilities of being a recognized student organization at UVM; and help you navigate through the university policies regarding event planning. Along the way we hope to answer many of your questions regarding being an RSO at UVM.

As you represent your organization through its events and activities, please remember that you are also representing UVM. Please review and pay close attention to the guidelines and policies in this handbook. While the handbook is designed to be a summary of points of interest, it is not a comprehensive listing of all rules and regulations that pertain to student organizations. The rights and responsibilities outlined in this handbook are intended to clarify the University's relationship to RSOs, and to serve as a guiding document for each student organization to achieve success. RSOs and their members are held accountable to [University Policies](#) and the [Code of Student Conduct](#). Feel free to consult Student Life and SGA for clarification, guidance, and advice at any time. We

encourage and welcome feedback on this handbook and all programs and services offered by our office.

If at any point you have questions, please feel free to contact us at 806-656-2053, email at [sga@uvm.edu](mailto:sga@uvm.edu), or stop by our office, located on the 3<sup>rd</sup> floor of the Davis Center in the SGA Galaxy Room. Good luck and Go Cats Go!

Ana Sola (she/her)  
Associate Director for SGA Operations

## Student Government Association (SGA) & Student Life

SGA (Club Affairs Committee, Finance Office, and Finance Committee) exists to support UVM students involved in student organizations. The services offered are:

- new student organization recognition and existing RSO registration
- student organization risk management training and compliance
- student organization financial support
- student leadership development
- student organization support services
- student organization advisor support services
- student organization accountability

### Office Information

<b>Mailing Address</b>	<b>Student Government Association</b> Dudley H. Davis Center 590 Main Street #311 Burlington, VT 05405	<b>Student Life</b> Dudley H. Davis Center 590 Main Street #310 Burlington, VT 05405
<b>Physical Location</b>	SGA and Student Life are both located on the 3 <sup>rd</sup> floor of the Davis Center in rooms #310 and #311.	
<b>Email</b>	<a href="mailto:sga@uvm.edu">sga@uvm.edu</a>	
<b>Phone Number</b>	806-656-2053	
<b>Office Hours</b>	Our regular hours of operation are <b>Monday - Friday from 8 AM to 4:30 PM</b> ; excluding holidays.	

### RSO SGA Staffing & Student Life Liaisons

SGA and Student Life staff members are available to help RSOs during the course of the year. If you need to set up an appointment with a staff member, please email or call them directly. Please be aware that advisors may have specific open advising hours. In addition, there may be times where SGA and Student Life staff members may call you in to discuss organizational events and finances, so we highly recommend that you connect with your resources.

Recognition; Re-Registration Process & Support	SGA Club Affairs Chair & Committee	Recognition Process
SGA Galaxy Space	SGA Office Coordinator	Recognition Process

SGA Business Office	SGA Treasurer	SGA Finance Office Processing; Budgeting Allocation Process; & Additional funding requests
	Finance Office Assistants	Financial processing questions
	SGA Business Budget Manager	Budgeting, Financial, and HR processing questions
Student Life Liaisons	Assistant Director of Civic Engagement	All service-based organization advising
	Assistant Director of Club Sports & Student Organizations	All Club Sports and Performance-based organization advising
	Assistant Director of Outdoor Programs Coordinator of Outdoor Programs	All outdoor or environmental based organization advising
	Associate Director for SGA Operations	Remaining RSO categories advising

## Campus Advisors

### Who Can be an Advisor

All student organizations must have an active on-campus faculty or staff advisor at all times in order to obtain and maintain official recognition. Advisors must:

- Serve in an advisory capacity to the student organization by providing guidance to the organization and its members
- Be a part-time or full-time employee of The University of Vermont:
  - o Coaches cannot serve as the advisor to the same RSO.
  - o Cannot be an employee of an auxiliary organization or student assistants

Employee eligibility and confirmation of advisor status will be verified when organizations apply for official registration.

### Advisor Role and Responsibilities

The advisor role:

- Complete, submit, and provide signature authority where appropriate on event approval and other pertinent forms pertaining to the organization
- Is aware of the policies and procedures for student organizations contained in this handbook and knows university policy affecting such groups; also ensures that the student leaders of the organization are informed of these policies
- Provide guidance on organization content pertaining to purpose of organization
- Is aware of their student organization activities and programs of the organization
- Encourage leadership development of organization’s members and are informed of various leadership opportunities across campus
- Assist with organizational continuity and officer transition
- Alert student leaders of possible organizational problems and encourage them to explore a variety of strategies to solve such problems
- Serve, when possible, as a liaison with faculty, staff, and the outside community

- Encourage student leaders to critically examine the organization's structure and activities to ensure compliance with university regulations and to minimize potential liability
- Has annual meeting with the officers and members of the organization to clearly define the advisor's role
- May terminate their commitment at any time or designate an alternate during extended advisor absence by written notice to the RSO Office at [uvmsga@uvm.edu](mailto:uvmsga@uvm.edu). Whenever possible and appropriate, the retiring advisor should give assistance to the student organization in locating a suitable replacement.
- Will participate in advisor trainings
- May be required to attend programs, activities, or meetings sponsored by the student organization they advise
- When acting within the scope of their duties as a student organization advisor, advisors are considered UVM Reporters and must follow the reporting structure outlined in the [Designation and Responsibilities of UVM Reporters Operating Procedure](#) when they become aware of alleged crimes or incidents of discrimination, harassment, or sexual misconduct.

### RSO Leader Role to the Advisor

The organization's role to the advisor:

- Inform the advisor of all matters concerning the organization
- Provide the advisor with the schedule of meetings and events
- Send the advisor a copy of all official minutes
- Obtain the advisor's signature on forms, if needed
- Develop, with the advisor, specific expectations in terms of notification of and involvement in organizational activities
- Inform advisor immediately should a concern for health or safety arise in connection with organization activities, whether on or off campus.

### Selecting an Advisor

Student organizations may choose their own advisors from any faculty or staff member of The University of Vermont. We encourage you select a faculty or staff member who is knowledgeable, has an affinity, or who supports the purpose of the organization. The usual engagement is for one year, from May to April. However, continuity of advising from year to year is desirable, and organizations are encouraged to work with their advisor to renew the relationship for additional terms. The relationship between advisor and organization is to be determined by the two parties themselves.

Tips for students:

- Sit down and talk as an organization about your expectations of an advisor
- Before making a request to a faculty or staff member, consider finding someone who will have the time to devote to your organization, and finding someone who will take the role willingly and seriously
- If possible, choose someone who shares some of the same interests of your organization and someone with whom you are in contact
- If your organization is academic based, try to find someone in that academic department to be your advisor

- When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization’s purpose as well as what duties and time commitment will be required of them as advisor
- Allow the person a reasonable length of time to consider the decision

## Working with your Advisor

Tips for students:

- At the beginning of their tenure, the organization’s executive officers should meet with the current advisor to determine if they would be willing to continue volunteering their time to serve as the organization’s advisor.
  - Remind your advisor about the role and responsibilities and set expectations for each other
  - Should they agree to still serve in this capacity, the advisor must complete the RSO Advisor Agreement for the year
  - Work with the advisor to develop realistic goals for the upcoming academic year
- Learn from your advisor. The most important reason for having an advisor is to enhance the learning opportunities associated with student involvement. Consultation with your advisor can be useful, whether in regards to organization matters or otherwise
- The relationship with your advisor can remain positive by introducing them to the group and by providing the advisor time to address the organization
- It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to get involved with the organization, but don’t make them guess what you need
- Allow the advisor to say “No” when needed
- Establish and maintain lines of communication with your advisor. Consider meeting with your advisor prior to scheduled meetings to discuss agenda items or how to effectively conduct the meeting. Send the advisor a copy of each meeting agenda prior to the meeting
- Make sure your advisor has copies of your bylaws, directories, calendars, budgets and other important organizational documents
- Use your advisor as an observer if things in your organization seem to be stuck

## Resources for Advisors

SGA and Student Life provides oversight for all recognized student organizations and should be utilized as a resource for advisors regarding university policies and procedures. We provide advisor trainings and networking opportunities to ensure we keep advisors informed and connected with other advisors.

## Advisor Indemnification

Faculty/staff advisors are covered by the University’s Indemnification Policy when acting within the scope of their role, consistent with that policy document (<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/indem.pdf?t=radx2k>).

## Recognition Process for RSOs

All student organizations must seek recognition by the Student Government Association as required by UVM [Group and Organization Recognition](#) policy.

## Benefits of Recognition

1. Use of The University of Vermont name, logo and symbols in accordance with campus licensing program requirements
2. Meeting on campus, reserving university facilities and equipment, including the Davis Center
3. Applying for SGA funding
4. Advising access with SGA Finance Office and Student Life Liaisons
5. Usage of The University of Vermont Tax Exemption
6. Use of SGA Galaxy Space
7. Maintaining an organizational mailbox in the Student Government Association Galaxy Space
8. Scheduling and publicizing activities and events in the Davis Center, UVM Bored, UVM Clubs, and other approved campus locations in accordance to [UVM Posting & Solicitation Policy](#)
9. Participation in ActivitiesFest and Winter ActivitiesFest

## New Student Organizations

Currently, the University of Vermont is home to a community of between 175 and 250 RSOs. Students who do not find one of the University's currently registered organizations to fit their interests or needs have the opportunity, and are encouraged, to create their own organization. The following information will guide students through the application process and required steps.

## New RSO Recognition Process

All prospective new student organizations must submit a completed [New Recognized Student Organization Application](#) which can be found on UVM Clubs under the "Forms" tab of the Club Affairs Committee page. In order to become an RSO, the group must have:

- a minimum of ten (10) members, two (2) of which are Club Signers
- membership comprised of only undergraduate students who are enrolled in a minimum of 4 credit hours and who have paid the Student Activities fee
- held two (2) interest meetings
- identified a faculty or staff member who has agreed to serve as their campus advisor
- a mission and purpose statement
- a completed constitution

The recognition process can take 4 – 6 weeks from submission of the recognition packet to approval by the Student Government Association. The process consists of:

- The UVM Club Affairs Committee will contact the potential ClubSigner indicating whether they are or are not moving forward with their application.
- If they move forward with the confirmation process, a member of the Club Affairs Committee will schedule a meeting with the future club leaders to discuss the next steps.
  - Per SGA rules, the Club Affairs Committee must bring up a new organization in a full senate body meeting before voting on its approval the following week.
- In the meantime, the club leaders must find an advisor and have them fill out this form on UVM Clubs.
- Once it is time to vote for the new organization, the Club Affairs Committee will sponsor a bill for the senate body to vote on.

- The senate body is not voting on whether they like the club or not. They are voting on whether the process was correctly followed.
- If the club bill is passed, the SGA senator will meet again with the new ClubSigners to discuss organizational resources and required next steps.
- After the second meeting, the organization is now an SGA recognized organization. They can operate as such once their constitution, advisor, and ClubSigners are approved by the Club Affairs Committee.

*Submission of New RSO Application*

New Student Organization applications can be submitted at anytime. We recommend New Student Organization Applications be submitted a minimum 6-weeks prior to the end of the semester to ensure the Student Government Association can approve recognition by their last meeting of that semester.

In completing the application, you need to:  
Select an organization category.

<b>RSO Categories</b>	
<i>Type</i>	<i>Purpose</i>
Academic & Career	Foster the appreciation of a particular academic field or discipline
	Focused on career development related to a specific field
Arts & Leisure	Related to all art or leisure organizations
Club Sports	Competitive collegiate club teams
Diversity, Cultural, & Religious	Raise diversity, equity, and inclusion for the members of the campus community
	Educates, raises awareness, and celebrates a specific culture
	Serves as a support for students of a particular faith, culture, or background
Outdoor & Environmental	Fosters outdoor activities and/or raises environmental issues
Performance	Theater, Dance, Music, or other forms of performance-based ensemble organizations
Service & Wellness	Provides service to the campus, community, and national organizations
	Fosters the wellness of the student population
Political	Related to organized political parties or involved in political advocacy
Student Media	Related to media based organizations

- Provide an officer roster.
- Complete a questionnaire.
- Complete the University Advisor Contract.

Provide a completed constitution. A template is provided as you work with the SGA Club Affairs Committee.

### Review Process of New RSO Application

1	Review of submissions by Club Affairs Chair and University Risk Management
·	The Club Affairs Chair will review all new applications along with the Associate Director for SGA Operations. Organizations who are deemed to be “high risk” will need to complete an online Risk Assessment Form that will then be reviewed by the University’s Risk Management & Safety department. Depending on their findings, organizations may have to meet with a Student Life liaison (based on organization category) to discuss and document risk management protocols and procedures to then be re-submitted to Risk Management & Safety for review. Risk Management & Safety must approve all new RSOs in order to continue with the recognition process.
2	Constitution Review
·	The Club Affairs Committee will conduct a constitution review.
3	Voted upon by Club Affairs Committee
·	Upon approval from Risk Management & Safety and successful completion of the constitution review, the ClubSigners of the organization will need to appear before the Club Affairs Committee, along with their campus advisor to go over the submitted application and constitution review. If that campus advisor is unavailable to meet at this time, a separate meeting will need to be arranged between the Club Affairs Chair and the advisor. Should the application be approved by the committee, the New RSO will be under a probationary period until the group receives Senate recognition.
3	Senate Recognition
·	A member of the Club Affairs Committee will bring your RSO up for recognition on the Senate floor in the form of a bill. Representatives of your RSO will be required to come before the Student Government Association to answer questions about your RSO, and the Senate body will vote upon the recognition of your RSO.
4	New RSO Orientation
·	The New RSO will be required to attend the New RSO orientation
5	UVM Clubs Registration Process
·	The New RSO will be trained on the usage of UVM Clubs and will need to update their newly established UVM Clubs landing page.

### Returning RSOs

It is the responsibility of established student organizations to re-register with the Club Affairs Committee each academic year. Re-registration begins in April with a required Club Signers Meeting. The current club signers and incoming club-signers must both attend this workshop. Re-Registration continues during the first four weeks of the Fall semester. The requirements during this period are:

- UVM Clubs organization page must be transitioned to the new President from outgoing President
- New President must complete the “Re-Registration Form” which will be found on the organization’s UVM Clubs page.
- President will need to update their organization’s UVM Clubs profile, constitution, officers, and members
- The Club-Signers must attend the Fall Club Signers Meeting or meet with the SGA Treasurer.

There will also be a Winter “Check-In” conducted during the month of December. The requirements during this period are:

- UVM Clubs organization page must be transitioned to the new President from outgoing President if running on calendar year or have a change mid-semester
- New President must complete the “Winter Check-in Form” which will be found on the organizations UVM Clubs page
- President will need to update their organization’s UVM Clubs profile, constitution, officers, and members
- The Club Signers must attend the Spring–Club Signers Meeting or meet with the SGA Treasurer

Should the RSO not re-register after the 4<sup>th</sup> week of the semester, the RSO will remain recognized, but will go inactive and their UVM Clubs page will go frozen. If an RSO is dormant for less than 4 years or 8 consecutive semesters, the the RSO will go through the Re-registration process. Should an RSO remain inactive for 4 years or 8 consecutive semesters or more, should the RSO decide to re-activate, the group must go through the new RSO application process again.

### Requirements for all RSOs

1. Have an active University Advisor who is a full-time faculty or staff member at The University of Vermont and is chosen by the organization.
2. A current and typed constitution that is uploaded to the RSO’s UVM Clubs portal under the “Documents” tab. This document must define the purpose of the student organization, criteria for membership, and organizational mission and structure. If the student organization has written codes, rules or other regulations by which members of the organization are expected to abide, these must also be included under the “Documents” tab. A constitution writing guide is available on the Club Affairs Committee Office UVM Clubs portal.
3. The University of Vermont is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers access to and treatment in University programs, services, and activities. (As exempted by Federal law, social Greek organizations may omit ‘gender.’)
4. Membership: Must have a minimum ten (10) members of which two (2) must serve as ClubSigners.
  - a. **ClubSigners:** ClubSigners are the two student leaders (typically the President and Treasurer of the RSO) who have financial signing authority of the organization. They will be required to attend Mandatory ClubSigners’ Meetings, complete required SGA Finance paperwork, and participate in the Finance Committee budget re-allocation process. ClubSigners must adhere to the minimum requirements listed in the membership section. In addition, ClubSigners must be physically in attendance at the University of Vermont in order to serve in this capacity. Officers who study abroad, are not in good academic (academic probation with the University), or not in good disciplinary standing (put on social probation, suspension, or expulsion) will not be eligible to serve as a ClubSigner.

- b. **Officers:** Number of officers are at the discretion of the RSO and are the student leaders who can act on behalf of the organization. Officers identified in the organization's recognition application are the only people allowed to make room reservations and alter information about the organization. Various officers will be required/highly recommended to attend RSO leadership development workshops that are offered throughout the year on behalf of the organization.
  - c. **Members:** All undergraduate students are eligible to be members of an RSO. For organizations who are approved to have an audition/tryout process for certain membership roles, the organization must provide other membership opportunities for a student not selected through that process should they choose to.
    - i. The University of Vermont and State Agricultural College is committed to a policy of equal educational opportunity. The university therefore prohibits discrimination on the basis of unlawful criteria such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or activities made available to students at the university. The university also prohibits harassment, as defined in the Vermont Statutes at Title 16, section 11(a)(26). Unlawful harassment is a form of discrimination and is therefore prohibited. Sources: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vermont Public Accommodations Act; and such other federal, state, and local non-discrimination laws as may apply.
    - ii. Undergraduate students must be enrolled in a minimum of four (4) credit hours per semester and pay the SGA fee.
    - iii. Non-undergraduate (graduate, medical, doctoral) students are eligible to participate should they opt to pay the undergraduate SGA fee.
  - d. **Behavior:** All ClubSigners, officers, and members of the organization must adhere to UVMs Code of Student Conduct and all University Policy. Failure to do so may result in not only the removal of the individual from the organization, but the University as well.
5. **Membership Roster:** RSOs are required to keep an up to date roster of its officers and its membership on UVM Clubs. Membership lists are used for verification of requirements and reporting statistical information and used as a factor heavily considered during the budget allocation process.
  6. **Removal of Members:** Removal of ClubSigner, officers, or members can be done through a process of one of three options:
    - a. Found responsible of a major UVM policy violation from UVM Center for Student Conduct and/or Affirmative Action and Equal Opportunity (AAEO) to which they are removed or suspended from campus.
    - b. RSO has clear removal guidelines written in their constitution that outlines:
      - i. Behavioral expectations of the organization
        1. There must be clear behavioral expectations writing into their constitution.
    - c. Clear Removal Process

- i. Reporting Process (Action must have been from within the organization)
  - ii. Hearing Process
  - iii. Appeal Process
7. Organizational removal process is only applicable to behavioral issues not adjudicated by the Center for Student Conduct and/or Affirmative Action and Equal Opportunity (AAEO).
8. Compliance with the [Code of Student Conduct](#) and all other applicable policies of The University of Vermont.
9. A philosophy which supports the educational mission of The University of Vermont.

### Responsibilities of RSOs

- Organizations may apply for official recognition at any time. Registration is valid from the date of approval through April 30 of the spring semester.
- Please review the complete [list of existing campus organizations](#) to avoid duplicate organizations and to strengthen existing organizations that may have similar missions and goals.
- All organizations affiliated with national, state, and/or local groups must keep on file the national group's constitution by-laws or other governing document(s).
- Each organization will report all changes to its constitution, bylaws, or officers to the Club Affairs Committee within **two** weeks of the adopted changes.
- Every organization must keep a current copy of its constitution and/or bylaws on file with on their UVM Clubs landing page.
- RSOs are required to update their UVM Clubs portal with any changes in the organization's status during the academic year (i.e., University Advisor or officer change, constitution or bylaw updates, contact information).

Each organization will operate in accordance with federal and state laws, local ordinances, The University of Vermont policies and procedures, and the constitution and/or bylaws of the organization itself, including those of any national affiliate. If the policies of an affiliate organization conflict with The University of Vermont policies, the organization must comply with The University of Vermont policies.

### Limits to Organization Recognition & Loss of Recognition

#### Limits to Organization Recognition

An RSO must not:

- Authorize the organization to enter into contracts, including offer sheets, or otherwise act on behalf of The University of Vermont.
- Authorize the organization to 1) use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or 2) use the University's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of The University of Vermont without prior licensing-trademark approval.

#### Loss of Recognition

RSOs may lose recognition - temporarily or permanently - for any of the following reasons:

1. Failure to re-register as an RSO for 4-years or 8 consecutive semesters results in loss of recognition. Should a previously recognized organization outside of this time period want to reactivate, they must go through the New RSO application process again.

2. Membership: The total membership of the organization decreases below the required ten (10) currently enrolled students, except for Greek organizations.
3. Financial: The student organization is found to have financial policy violations, have unpaid or overdue bills, or the organization has inadequate resources to cover expenses associated with the organization.
4. Disciplinary: The student organization has been found responsible for violations of the Code of Student Conduct or other University Policies in accordance with the [Student Organization Misconduct Investigation and Adjudication Procedure](#).

## Student Organization Meetings, Programs, & Events

### UVM Clubs

UVM Clubs is the official student organization management portal for the university. You can access the portal at <https://clubs.uvm.edu/>. You can log in using your Net ID and password. UVM Clubs provides your organization with access to:

- A landing page accessible to all students
- Roster management to keep track of your membership
- Messaging features
- Meeting and event approvals
- Publicity on UVM Clubs of meetings and events
- Photo gallery
- Upload of organization documents
- Ability to generate online forms for your organization
- Election capability
- Community service tracking

Certain officers will have full access to the organization’s UVM Club portal and will be able to update as they need. SGA does not support RSOs hosting any website outside of UVM Clubs.

### On & Off Campus Events

All on and off-campus events must go through the event approval process.

#### On-Campus Events

For on-campus events, review of events will be conducted within the Event Management System (EMS) by the EMS team.

#### Event Management System (EMS)

Event Management System (EMS) is the online platform for making reservations for all spaces on-campus. It does not guarantee availability or approval of requested space. You can access the EMS at <https://emsweb.uvm.edu/EMSWebApp/>. You can log in using your Net ID and password. In order to access EMS, all users must complete an online training. Your EMS Portal account will be activated upon successfully completing the training and quiz.

There are several groups on the UVM Campus that manage spaces and equipment.

<b>Athletics</b>	All Club Sports and performance-based organization need to request athletic space through the Assistant Director of Club Sports & Student Organizations by emailing <a href="mailto:grace.peterson@uvm.edu">grace.peterson@uvm.edu</a>
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<b>Davis Center (DC)</b>	All space requests for the Davis Center must be submitted on <a href="#">EMS</a> . DC schedulers will schedule and assist you with coordinating all internal DC space event needs. Please contact them at 802-656-1204 or <a href="mailto:dcevents@uvm.edu">dcevents@uvm.edu</a> . More information regarding (DC) facilities can be found <a href="#">here</a> .
<b>University Event Services (UES)</b>	UES schedulers will schedule and assist you with coordinating all your scheduling of General Purpose (GP) Classroom space along with internal event needs. This includes all spaces and events that require additional labor or items not handled directly by Athletics or DC. Please contact them at 802-656-5667 or <a href="mailto:CampusEvents@uvm.edu">CampusEvents@uvm.edu</a> . More information regarding UES can be found <a href="#">here</a> .
<b>UVM Alumni House</b>	RSOs can request space in the Silver Pavillion with UES for events starting 7 business days out until six months into the future. More information regarding UVM Alumni House can be found <a href="#">here</a> .

*University Event Resources*

UES has assembled resources to help organizations prepare for a successful event. UES [Planning Tools](#) and [Frequently Asked Questions](#) constantly provides new tips, guides, and information. UES has also developed an [Event Planning Checklist](#) to follow to help your organization through the planning process.

Topic	Resources
EMS	Training Guides – <ul style="list-style-type: none"> <li>• <a href="#">How to Request A Room or Event in EMS</a></li> <li>• <a href="#">How to Edit an Existing Reservation in EMS</a></li> <li>• <a href="#">How to Request Catering or a Catering Waiver on an Existing Reservation</a></li> <li>• <a href="#">How to Request a Recurring Event</a></li> <li>• <a href="#">How to Activate Your EMS Account - SGA &amp; FSL</a></li> <li>• <a href="#">How to Request Transportation &amp; Parking Services in the EMS Portal</a></li> <li>• <a href="#">How to View of Cancel Services on an Existing Reservation in the EMS Portal</a></li> <li>• <a href="#">How to View Room Availability in EMS</a></li> </ul>
Scheduling Guidelines	Check out this <a href="#">guide for scheduling space</a> on campus.
Campus Catering	<p>UVM Dining Services is the exclusive catering option for the following locations: The Dudley H. Davis Center (Exceptions: Any pizza and Vermont Kosher with a Catering Waiver); The Bailey Howe Library Cyber Café; The Atrium in the Given Courtyard; Harris-Millis Dining Hall; Alice's Café; University Marche; Northside Café in McAuley Hall; Redstone Unlimited; Waterman Café; Waterman Manor; Patrick Gymnasium; Cat's Den; Gutterson Rink; Indoor Track; Gutterson Multipurpose Facility; Soccer Field at Centennial; and Turf Fields.</p> <p>If you are hosting an event outside of a location listed above, you may work with any of the <a href="#">UVM Dining Services preferred caterers</a>. Organizations will be responsible for working with the caterer to order food and arrange for delivery. When using a caterer, please note with whom you are working in</p>

	<p>the EMS reservation. <i>Please note: If you are serving only pizza, you may use any restaurant of your choice.</i></p> <p>If you are an on campus EMS user, please visit UVM Dining Service's website for their most current <a href="#">catering menu</a>. If you have questions about menu selections, please contact UVM Dining at 802.656.2287. (Please contact our team if you have questions about entering catering requests into EMS.) A complete list of catering guidelines can be found <a href="#">here</a>.</p>
	<p>Catering Waivers –</p> <p>If you want to use a catering option other than UVM Dining Services or an <a href="#">approved caterer</a>, you will need to complete a catering waiver in EMS. Please review the below examples to determine if your event requires a waiver.</p> <p>Events that require a waiver:</p> <ul style="list-style-type: none"> <li>• Using donated food for a specific event</li> <li>• Fundraising and selling food for a group/cause</li> <li>• Providing food (potluck) for a specific event that is open to non-members of a group or department</li> <li>• Events using food trucks or other food vendors who are not approved caterers</li> <li>• Concession requests</li> </ul> <p>Events that do not require a waiver:</p> <ul style="list-style-type: none"> <li>• Pizza</li> <li>• Events held off-campus (i.e. area hotels and event locations, UVM Colchester Offices, Fort Ethan Allen, off-campus Extension offices)</li> <li>• Departments and Student Groups requesting a potluck or BBQ event for their group that is only open to members of that group; (self-prepared items by the members of the group); using either UVM or non-UVM funds</li> <li>• Trainings or Meetings for students and staff that are only open to members of that group providing individually prepackaged snack items (chips, snack bars, bottled/canned beverages) purchased from grocery store Note: full meals need to use UVM Dining or an approved caterer</li> <li>• MCSC monthly breakfasts; using either UVM or non-UVM funds</li> <li>• Hillel Friday night Shabbat Dinners held throughout the academic year</li> <li>• Rescue Squad: Purchase of food from grocery stores for the squad members who are on duty (year around)</li> </ul> <p>You will be responsible for providing a copy of the caterer's certificate of insurance meeting UVM's requirements, their most recent health inspection certification, and a copy of their state license to operate.</p>

	<p>Please Note: If you are more than 2 weeks from your event date, organizations should submit catering waiver requests through EMS. For events less than 2 weeks from the date of the event, you must call UES.</p> <p>Alcohol –</p> <p>Any events serving alcohol require approval. Please check the following UVM policies for information regarding how to obtain approval: <a href="#">Alcohol, Cannabis, and other Drug Use - Students</a>, and the <a href="#">Approval for On and Off-Campus Student Organization Programs with Alcohol Service</a> form. UVM Dining is the exclusive provider of alcohol on campus.</p>
<p>UVM Policies relevant for Event Planners</p>	<p>Here are a few of the policies which may impact your event. You are responsible for ensuring your event complies with all University policies. Please refer to the <a href="#">UVM policy page</a> for the most current version of these policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">Alcohol, Cannabis, Tobacco &amp; Other Drug Use - Students</a></li> <li>• <a href="#">Banner Display</a></li> <li>• <a href="#">Campus Speakers</a></li> <li>• <a href="#">Davis Center Space Reservation Principles</a></li> <li>• <a href="#">Facilities &amp; Ground Use (helpful to determine if your event will be treated as an internal or external)</a></li> <li>• <a href="#">Filming on Campus</a></li> <li>• <a href="#">Free Expression and Campus Disruption</a></li> <li>• <a href="#">Group &amp; Organization Recognition</a></li> <li>• <a href="#">No-Trespass Notices</a></li> <li>• <a href="#">Political Engagement, Advocacy, and Campaign Related Activities – Interim</a></li> <li>• <a href="#">Posting and Solicitation</a></li> <li>• <a href="#">Protecting Minors</a></li> <li>• <a href="#">Temporary Structures</a></li> <li>• <a href="#">Tobacco and Cannabis-Free</a></li> <li>• <a href="#">Unmanned Aircraft (Drone &amp; Model Aircraft)</a></li> <li>• <a href="#">Weapons</a></li> </ul>
<p>Advertising</p>	<p>Within the Davis Center, you may post advertisements on public bulletin boards (located on the 1st, 2nd and 3rd floors), digital signage/flat screens, in display cases, through handouts/brochures and vendor tables, as well as on banners, consistent with the processes for reservation or approval of use. Please note all flyers are removed from the bulletin boards each Sunday. Check the <a href="#">Davis Center website</a> for additional information about advertising opportunities.</p>

**Off-Campus Events**

All off-campus SGA recognized student organizations event must be reviewed and approved by SGA prior to departing. The purpose of the review is to ensure proper risk mitigation and implementation of UVM polices by the group. Review of events will consist of:

- Travel – Reviewing modes of transportation to ensure driver certifications are in place along with having the proper amount of drivers needed. Event submissions for out of state events prompts request for travel authorization request.
- Lodging – Review of facilities for overnight stays. Event submission prompt facilities review for locations that are non-hotels. Event submissions also prompt for use of AirBnB/VRBO authorization request.
- Protection of Minors – Event submission will prompt risk management to work with group in completing requirements for the [Protection of Minors](#) policy.
- General Safety Questions -
- Club Sports Agreement to Participate – Event submissions reviews rosters for Club Sports competitions to ensure agreements to participate forms for each player are on file.
- Outdoor Safety – Event submissions prompt review for any outdoor events to ensure proper required outdoor safety protocols are administered.
- Community Service Sites – Event submission prompt review of community partners groups are working with to ensure sites are safe to enter.

Event submissions can be created by the organizations ClubSigners via their groups UVM Club page. Event submissions are reviewed and approved by a committee consisting of:

- Associate Director for SGA Operations
- Director of Risk Management
- Outdoor Risk Analyst
- Assistant Director for Civic Engagement
- Assistant Director for Club Sports & Student Organizations
- Assistant Director for Outdoor Programs

The committee works closely with the SGA Business Office to provide all the necessary risk mitigation and approvals needed in order for the organizations SGA spending requests to move forward with the spending process of both SGA and the University.

## RSO Banking Guidelines

Recognized Student Organizations (RSOs) will utilize one of three options for the financial management of the organization:

- Option A: use campus systems for your banking (SGA banking account),
- Option B: request an exemption to Option A and bank in connection with a national organization with a tax ID, or
- Option C: request no banking process as your student organization doesn't collect or expend funds

External bank accounts (i.e., TD Bank, U.S. Bank, Credit Unions, etc.) will not be permitted for RSO banking unless an exemption (Option B) is requested and granted.

SGA RSOs are not eligible to file for their own 501 3(C) (Non-Profit Organization) tax exemption. Should an organization do so, the group will no longer be affiliated with UVM and no longer eligible any trademark UVM branding including the name, represent the University in any official capacity, and no longer eligible for SGA funding.

These banking options are intended to streamline and solidify banking transactions for all recognized student organizations.

### [UVM BORED](#)

UVM Bored is an online forum that highlights events that are happening on and off campus that most students utilize. It is expected that student organizations post their meetings and events on UVM BORED. This will spread the word about your organization's events and meetings. Learn more about UVM BORED by checking out their various social media platforms ([Facebook](#), [Twitter](#), and [Instagram](#)).

### [SGA Purchase Portal](#)

SGA Purchase Portal is an online payment system used to accept money for payments of dues, fees, and apparel. All clubs must use this site to accept payments. Cash and checks for such payments are not to be accepted. Venmo and non-UVM accounts cannot be used to collect money for any form of payment. The University and the Treasury Services Office does not allow any third party companies to collect revenue for RSOs. RSOs must use the SGA Purchasing Portal for all payments with the only exception of a bake sale or any event where you are selling goods for no more than \$2, and for a revenue amount not to exceed \$100. Club leaders will be required to sign a protocol with cash handling directions.

To set up an SGA Purchase Portal, you must complete the [UVM Dues/Fees/Membership Payments Agreement](#). Information on how to set up a payment, access to see who has paid, or make a request for an event can be found on the SGA Finance Manual.

For more information regarding the SGA Purchase Portal, please feel free to contact the SGA Finance Office.

### [UVM Tickets](#)

UVM Tickets is your go-to resource for your on-campus event ticketing needs. This service is designed for students, faculty and staff to sell and distribute tickets for their events. The online platform is easy-to-use and can be customized for a variety of events. Take the hassle out of collecting registrant information and payments and work with the UES team.

The UVM Tickets online platform is intuitive and flexible. UES will work with your organization to design a custom webpage for your event, providing key information to guests and allowing them to easily register. Within the UVM community, you can authenticate guests and offer different ticket options and prices based on a guest's status as a UVM employee or student. The system also allows for both electronic tickets and physical tickets, which are printed in house at the Davis Center.

On the day of the event, organizations can borrow ticket scanners from UES or hire the University Event Services team to take care of the scanning for the group.

Benefits to you:

- Professional, polished online webpage and ticketing system
- Flexible, tiered pricing functionality

- Easy authentication of campus community members to allow them special options not available to the general public
- Real time reporting for you to keep track of your registration information
- Secure payment processing of credit cards
- Hassle free and reduced liability risk associated with collecting cash
- Secure ticket scanning processes
- Instant fulfillment options such as print-at-home or mobile ticket delivery
- Social media integration (Facebook, Twitter, Google, and other sites) to share events

#### Pricing:

Fees are calculated by the price of each ticket and include all software licensing & credit card processing fees. There is a minimum charge of \$10.00 for each event. Please [contact UES](#) with details about your event to get a quote for UVM Tickets.

#### [SGA Truck & Van Rentals](#)

SGA currently has a fleet of eight (8) twelve passenger vans and 1 truck that can be rented to any RSO for minimal cost on a first come first serve basis. Use of an SGA vehicle is restricted to authorized RSO related activities. Students are eligible to check out and drive an SGA Truck or Van if they meet the following requirements:

- Be 19 years of age or older with a valid U.S. or Canadian driver's license;
- Complete the driver certification process;
- Complete and pass a motor vehicle record check; and
- Adhere to the University [Driver Safety and Motor Vehicle Use](#) and SGA [Transportation and Travel Guides](#).

## Risk Management

#### [New RSOs](#)

During the recognition application process, new organizations will be evaluated to determine if the group would be considered high risk. Organizations who are deemed to be "high risk" will need to complete an online [Risk Assessment Form](#) that will then be reviewed by the University's Risk Management & Safety department. Depending on their findings, organizations may have to meet with a Student Life liaison (based on organization category) to discuss and document risk management protocols and procedures. Organizations categorized as:

- Service-based organizations will need to meet with the Assistant Director for Civic Engagement
- Club Sports will need to meet with the Assistant Director for Club Sports
- Social fraternity and sorority based organizations will need to meet with the Assistant Director for Fraternity & Sorority Life
- Outdoor-based organizations will need to meet with the Assistant Director for Outdoor Programs
- All other organizations will need to meet with the Associate Director for SGA Operations

The risk management protocols and procedures would then be re-submitted to the Risk Management & Safety Office for review. Risk Management & Safety may accept those recommendations or deny. Risk Management & Safety must approve the Risk Assessment Form in

order for the recognition application process to move forward. Should Risk Management & Safety deny the application, the recognition process will cease as the application will not be approved.

## Activities and Events

RSOs hosting events that are considered “high risk” will need to work in conjunction with their Student Life Liaison and Risk Management & Safety during the planning process for the activity and event to take place. Risk management protocols and procedures may need to be implemented at the cost of the organization.

## Travel

Any travel conducted by an RSO must have created an event submission for review. This will generate travel approval request as required by current [UVM Travel Policy and UVM’s Travel Addendum Policy](#).

## Airplane

Plane tickets can be purchased once SGA Spending Request is approved. Please visit the SGA Finance Office and they will assist you on checking out an SGA Purchase Card along with booking of plane tickets.

## Bus

Buses can be rented out through a third-party university approved vendor. UVM has contracts with specific bus companies in which these vendors have first rights of refusal. Please visit the SGA Business Office and they will assist by providing you the contacts of our university approved vendors along with information regarding payment procedures. An RSO should not make a commitment prior to receiving a purchase order.

## Vehicles

[Driver Safety and Motor Vehicle Use](#) policy outlines that only authorized drivers affiliated with the University of Vermont in the capacity of faculty, staff, or student shall be permitted to drive a University vehicle. Use of a University vehicle is restricted to authorized University related activities. Any liability arising out of the personal use of a UVM owned or rented vehicle is the sole responsibility of the driver. UVM will expect the driver’s personal auto insurance to respond in the event of an accident.

All drivers of UVM owned, leased, or rented vehicles must be 19 years old and hold a valid U.S. or Canadian license. All drivers for whom driving is an essential function of their job or to whom a University vehicle is regularly furnished, and all drivers of passenger vans must complete UVM Risk Management’s Driver Training and have their motor vehicle record checked before being authorized to drive. (This can take up to 30 working days.) See Risk Management website to enroll: <https://www.uvm.edu/riskmanagement/driver-training-and-certification>.

## SGA Truck & 12-passenger Vans

RSOs have the ability to check out the SGA truck and 12-passenger vans on a first come-first serve basis. Please refer to the [SGA Transportation and Travel Guide](#) or visit the SGA Office Coordinator for assistance on reserving SGA vehicles.

### [Third Party Vans & Vehicle Rentals](#)

Vehicles can be rented out through a third-party university approved vendor. UVM has contracts with specific vehicle rental companies in which these vendors have first rights of refusal. Please visit the SGA Business Office and they will assist by providing you the contacts of our university approved vendors along with information regarding payment procedures. An RSO should not make a commitment prior to receiving a purchase order.

### [Personal Vehicles](#)

SGA strongly discourages the use of personal vehicles for organizational travel. However, SGA will allow the use of personal vehicles if driver completes a Personal Driver Agreement form. Should the driver carry UVM-affiliated passengers, then the driver must also be UVM driver certified. Any liability arising out of a personal vehicle is the sole responsibility of the driver. UVM will expect the driver's personal auto insurance to respond in the event of an accident. Should a personal vehicle be used, supplemental or gas reimbursement approval will be at the discretion of the SGA Finance Committee.

### [International Travel](#)

RSOs have the ability to travel internationally. All international travel must have an event submission created, reviewed, and approved prior to departure. The event submission will prompt review the SGA event committee along with additional reviewers such as, but not limited to the Director for Student Life and the Office of International Education . Any travel outside of the U.S. will require the organization to meet with the organization's Student Life Liaison along with the Office of International Education. RSOs must adhere to the [University's International Travel Involving Students](#) policy. Please note that international travel will require additional paperwork and may require additional insurance coverage. We recommend working with both offices well in advance of the travel.

### [Crimes/Emergencies](#)

Should there be an emergency at an event on or off campus:

- Notify the proper authorities immediately.
- If the student organization advisor is present, the advisor must immediately report the incident to University Police Services and Director of Student Life.
- If the student organization advisor is not present, the organization leadership is responsible to immediately report the incident to their advisor, the Director/Associate Director of Student Life, and University Police Services.

## **[Student Government Association Finances](#)**

### [Funding Request](#)

RSOs are eligible to apply for SGA funding. The funding request process occurs annually. Outlined below is the timeline for the request process:

- January: Submit Budget Request; Mandatory Budget Workshop; Budget Requests Due
- February: Budget Hearings Occurs; Budgets Proposed; Appeals Process
- March: Budgets sent to Student Government Association Senate for Approval

RSO Budget Requests information can be found in the SGA Finance Manual and requests can be made in January through the budget request form found on the [SGA Senate – Finance Committee UVM Clubs](#) page, under the “Forms” tab.

Should new student organizations miss the funding request process, there are other forms of funding available for the group to apply.

### [Supplemental Funding](#)

The Finance Committee assists clubs in funding events and provides them with resources to fulfill their club’s mission, while enhancing the UVM student experience. Organizations can apply for various funding only if those funds were not previously requested from their annual budget request. The application for supplemental funding forms can be found on the [SGA Senate – Finance Committee UVM Clubs](#) page, under the “Forms” tab. The types of funding requests are:

#### [General Supplemental Funding](#)

General supplemental funding is designed to be for organizations that have an unforeseen expense and need extra funding. This is designed to supplement their budget, and organizations should never count on this funding during the annual budget process. Supplemental requests are only allowed with items that were not in the annual budget or in cases where the Finance Committee specifically states that budgeted items should be funded through the supplemental funding process. If an item is in the organization’s requested budget and the allocation was denied, it will not be allocated through this fund.

#### [Gas Supplemental Funding](#)

This fund exists to finance organizations’ gas expenses when traveling to and from an organization’s event using SGA or Rental vehicles. If awarded, funds will be provided through an SGA Fleet Card. SGA strongly discourages the use of personal vehicles. Please note that funding for tolls should be requested through the General Supplemental Funding. Requesting funds for tolls does not entail a hearing, although the organization will be subject to the fundraising requirement.

#### [Nationals Supplemental Funding Request](#)

This fund is used for qualifying national events, not regional, that organizations gain the ability to participate in or attend. The purpose of this fund is to aid those organizations who qualify for events amid the current fiscal year since no money would have been allocated for the qualifying events in an organization’s budget. To be eligible to access this fund, the group or organization must qualify for the event, and the event cannot be open to all groups. RSOs will be required to attend a Finance Committee hearing for review.

#### [Uniforms Supplemental Funding Request](#)

This fund is to be used as an aid for organizations to fund uniforms. A club is eligible for allocation from this fund once every three years. Organizations must show evidence or intention of fundraising for the purpose of buying uniforms as well as presenting a detailed plan of how they intend to monitor the distribution of the uniforms to ensure that none are lost or stolen. RSOs will be required to attend a Finance Committee hearing for review.

## Capital Projects Supplemental Funding

This fund is used for long-term capital purchases for tangible items that will last at least five years.

## Other SGA Funding

### Diversity Enhancement Funding Request

The Diversity Enhancement Fund provides financial support for on-campus events promoting or pertaining to culture and diversity on campus.

### Leadership Development Fund

This fund is used to promote leadership skills by engaging in leadership conferences, seminars, etc. to enhance students' knowledge and leadership experience which can be quantified and transferred to other students and SGA recognized organizations. The use of this fund is not limited to members of an SGA recognized organization but can be granted to students paying the undergraduate student fee. A detailed proposal is to be submitted to the SGA Treasurer for review and allocation. The individual who was granted funding may be asked to present to the Senate.

### Student Government Association Financial Policies

The philosophy of the SGA Business Office is to maintain the flow of the SGA accounts effectively and efficiently. The office is here to explain financial policies and give procedural advice to organizations. Our role is to assist the organizations with all of their financial needs and help them to maintain accurate records through giving transaction histories, processing payments, and approving loans. It is not our responsibility to keep each organization's detailed ledger. It is the organization's responsibility to maintain a detailed record of all expenses and deposits, so that each organization knows their account balances at all times. We require all organization executives to read through the [manual](#). Additional Finance Office information can be found [here](#).

## University & Student Government Association Policies and Procedures for Events

### University Policy and Code of Student Conduct

Below are university policies that directly affect recognized student organization and to which all organizations must adhere. Included is a brief description of the policies. A full comprehensive list and full details of each policy can be found at <https://www.uvm.edu/policies/z-policy-index>.

### Alcohol, Cannabis, Tobacco, and Other Drug Use- Students

The University of Vermont is committed to sustaining an academic environment that both respects individual freedom and promotes the health, safety, and well-being of all members of our community. It is essential that the members of this community recognize that the misuse and abuse of Alcohol, the use Tobacco on University Property, the use of Cannabis and other Illicit Drugs, and the Illicit Use of Controlled Substances constitute a threat to the educational mission of the University, a violation of federal and/or state law and a violation of University policy.

### Banner Displays

The purpose of the policy is to preserve the appearance, accessibility, and safety of the campus and promote communication of accurate information regarding University sponsored or affiliated programs, activities, and events when using banners as a form of advertisement.

### Free Expression and Campus Disruption

University functions within the rules governing a larger society. It was created for a special purpose: the facilitation of learning and teaching. It follows that the University's policies must conform to the law as well as take account of the particular role of educational institutions. Fundamental to our entire philosophy is our firm belief that rights guaranteed by the First and Fourteenth Amendments to the Constitution of the United States, including rights to freedom of speech, peaceful assembly, petition, and association must be protected on the campus as elsewhere, and that local, state, and federal laws must prevail on the campus.

### Campus Speakers

The University is by mission dedicated to free expression and facilitation of the exchange of ideas. It enriches the educational process for members of the campus community to have access to a broad range of speakers and the diversity of views thereby presented. It is also the responsibility of the University to establish and enforce reasonable rules governing engagement of speakers and use of its facilities.

The purpose of this policy is to acknowledge the institutional commitment to free expression and exchange of ideas. Its associated purpose is to create procedures for engagement of outside speakers to ensure that University endorsement is not improperly attributed, and that facilities are used in a manner consistent with otherwise applicable University policy and campus safety.

### Code of Student Conduct

By choosing to attend the University of Vermont, each student accepts responsibility for promoting the community's welfare by adhering to the Code of Student Conduct and all University Policies. Failure to do so may result in response from the University up to and including separation from the University. The University reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of that action so that UVM students can be healthy, successful and engaged.

### Copyrighted Materials for Public Performance

As a scholarly community, the University of Vermont is committed to fostering teaching, learning, research, and the pursuit of knowledge. An important aspect to furthering this mission involves using the works of others in the University's academic setting while still respecting their intellectual property rights within the boundaries of copyright law. Apart from its interests in avoiding liability and resulting financial penalties both for the University itself and for those in the University community, the University strongly believes that respecting copyrights and adhering to copyright law is vital to maintaining the balance between the free flow of ideas and the advancement of the public interests served by copyright law.

The purpose of this Policy is to provide faculty, students, and staff with guidance and assistance in determining: (1) when and to what degree use of a copyrighted work of a third party in teaching, research, and scholarly activities is an acceptable use of the work under copyright law; or,

alternatively (2) when permission must be obtained from the copyright owner (unless it is clear that the University already has obtained a license to permit such use). For information concerning ownership issues relating to works authored by University faculty, students, or staff, please refer to the University's [Intellectual Property Policy](#).

### *Music Performance Rights*

UVM holds music performance rights licenses with the four major performing rights organizations, the American Society of Composers, [Authors and Publishers \(ASCAP\)](#), [Broadcast Music, Inc. \(BMI\)](#), [Global Music Rights \(GMR\)](#), and [SESAC](#). Music from artists covered under these music performance rights licenses is acceptable to play on-campus.

### Discrimination, Harassment and Sexual Misconduct

The University of Vermont, including its Schools and Colleges, seeks to maintain a safe learning, living, and working environment. To that end, the University of Vermont strictly prohibits discrimination against, and harassment of, its students, employees, and affiliates on the basis of an individual's membership in a legally protected category as defined in the University's Equal Opportunity in Educational Programs and Activities and Equal Employment Opportunity/Affirmative Action Policies. Any act that falls within the definition of Sexual Misconduct constitutes discrimination or harassment and is a violation of this Policy. Furthermore, the University strictly prohibits retaliation.

Individuals are strongly encouraged to disclose incidents of discrimination and harassment to the University's Office of Affirmative Action and Equal Opportunity (AAEO), and to University Police Services, as appropriate, immediately following their occurrence. The length of time between an incident and making a disclosure will not affect the willingness of the University to investigate the allegations or to provide support and other services. However, a prompt disclosure, and the preservation of evidence, may significantly impact the ability of the University to conduct a full investigation.

The University seeks to remove any barriers to an individual or group in making a disclosure. The University recognizes that individuals who experience incidents of discrimination or harassment, in some circumstances, may be reluctant to disclose such conduct to the University because they fear that they themselves may be accused of policy violations specific to alcohol and drug offenses, such as underage drinking or drug use at the time of the incident. Accordingly, if the University learns of personal consumption of alcohol or drugs via a disclosure, formal complaint, or investigation of a complaint, the University will not use this information in a disciplinary process against the complainant or any witness unless the conduct placed the health or safety of any other person at risk. For example, this provision will not protect from disciplinary action an individual who knowingly serves alcohol or administers drugs to Complainant in order to facilitate conduct prohibited by this Policy.

Campus community members found to be in violation of this Policy will be subject to disciplinary action, up to and including termination of employment, suspension or dismissal from the University, and/or referral for criminal investigation and prosecution under applicable law.

### Employee vs. Independent Contractor

In accordance with Federal and Vermont laws and regulations pertaining to the proper classification of individuals as independent contractors or employees, the University of Vermont must properly determine whether an individual providing services should be classified as an employee or as an independent contractor before any purchase requisitions are initiated or services are performed. This policy provides a standard process for making this determination and identifying appropriate supporting documentation.

The reason for the policy is to ensure that the University operates in compliance with Federal and Vermont laws and regulations governing the classification of individuals as employees or independent contractors. The consequences of misclassifying employees as independent contractors may include significant liabilities, including tax liabilities and penalties, criminal sanctions, and civil liability. Note that any taxes, interest, or penalties assessed against the University due to misclassification of an individual as an independent contractor will be charged back to the hiring department budget.

### Equal Opportunity in Educational Programs and Activities and Non-Harassment

The University of Vermont and State Agricultural College is committed to a policy of equal educational opportunity. The University therefore prohibits discrimination on the basis of unlawful criteria such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or activities made available to students at the University. The University also prohibits harassment, as defined in the Vermont Statutes at Title 16, section 11(a)(26). Unlawful harassment is a form of discrimination and is therefore prohibited. Sources: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vermont Public Accommodations Act; and such other federal, state, and local non-discrimination laws as may apply.

### Facilities and Grounds Use

University facilities and grounds are primarily intended, and will be made available, principally for use for University programs, activities, and operations. Requests for use by persons, groups, or organizations affiliated or unaffiliated with the University will be resolved in accordance with the time, place, and manner of restrictions expressed in this policy, all of which will be administered in a manner reasonably designed to advance the mission of the institution, preserve the order necessary to conduct customary University operations and activities, protect the safety of persons and security of property, and maintain the aesthetic appearance of the campus. This policy is intended to facilitate responsible stewardship of institutional resources and to protect the safety of persons and the security of property.

### Filming on Campus

This Procedure outlines the circumstances under which filming on the University campus may be allowed. It applies to UVM students, faculty and staff, affiliates, members of the public, and nonprofit and for-profit entities, including the media.

Filming will be permitted on campus if it (1) does not interfere with customary University business or otherwise scheduled events, (2) does not present an unreasonable safety hazard to those filming or in the vicinity, (3) does not violate the privacy of individuals on campus, (4) does not inappropriately imply endorsement by the University or infringe on any University owned trademarks, (5) is consistent with this UOP and other University Policies and Procedures

A permit is not required for incidental filming by a UVM student or employee, or a University-recognized group or organization creating work for non-commercial, educational or administrative purposes, provided that such filming can be done unobtrusively without interrupting campus programs, classes or activities, will not require any special campus services, and will maintain the privacy of others. In addition, no permit is required for incidental, unobtrusive non-commercial filming by the general public. Filming or videotaping that may be required as a reasonable accommodation for a disability is not subject to this UOP; requests for such filming should follow general procedures for determination of reasonable accommodation.

The permit requirement is designed to protect the safety of persons participating in the filming or who are in the vicinity; safeguard University assets; protect the privacy of members of the University community; and maximize the efficient use of resources. Permits are granted for specific dates and times so as not to conflict with scheduled campus events or academic programming.

### Fire Safety

All employees, students, and visitors are required to evacuate a building when the fire alarm sounds. No person may tamper with fire protection devices, create fire hazards within or near buildings, or cause impediments to emergency egress from buildings. The reason for the policy is to promote workplace and student safety, comply with fire codes and protect University assets.

### Gifts

It is important that the University of Vermont has policies and guidelines in place to set forth gift acceptance protocols, honor donor intentions, and expedite the processing of gifts from acceptance to deposit and receipt, thereby maximizing the impact of gifts to the University.

For gifts made to the University on or after January 1, 2012, the University of Vermont and State Agricultural College Foundation, Inc. (the "Foundation") has been recognized by the University as the primary and preferred recipient for charitable gifts to or for the benefit of the University. To make a gift to the Foundation, and see its policies and guidelines on the acceptance and processing of gifts, visit: <http://www.uvmfoundation.org>.

In limited circumstances, gifts may be made directly to the University on or after January 1, 2012 in accordance with the terms of this policy.

This policy is designed to provide guidance regarding gift acceptance and administration for the limited circumstances in which gifts may be made directly to the University after January 1, 2012. Gifts made to the University prior to January 1, 2012 also remain subject to this Policy.

### Group & Organization Recognition

The University of Vermont, through the University and University Officer's Manual recognizes official governance and advisory groups including but not limited to: the Faculty Senate, the Student Government Association, the Staff Council, the Graduate Student Senate and the University Council. The University recognizes other student, faculty and staff groups and organizations in accordance with procedures and criteria set forth in this Policy and other governance documents. This Policy fills the need for a uniform set of criteria and guidelines by which campus groups and organizations will be formally recognized. This Policy also sets forth the privileges of recognition.

## Hazing

Hazing is strictly prohibited at the University of Vermont.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with joining, pledging, being initiated into, affiliating with, holding office in, or gaining or maintaining membership in any group, organization, department or unit that is a part of or recognized by the University, and that is intended to have the effect of, or should reasonably be expected to have the effect of, socially or physically isolating, humiliating, intimidating, or demeaning the student(s) or otherwise endangering their mental or physical health. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts, and occurs regardless of the consent or willingness of a person to participate in the activity.

Hazing does not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that (1) the goals are approved by the University employee with oversight responsibility for the organization, such as the organization's advisor or a team's head coach, or the Office of the Provost; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the University, and typical and customary for similar programs at other educational institutions.

Information that any member of the University community, a University recognized group or organization, varsity athletics team, or a departmental student affinity or advisory group has allegedly violated this policy will be referred to the appropriate process for investigation and resolution:

- Individual students will be referred through the student conduct process for an alleged violation of this policy.
- Recognized Student Organizations will be referred through the procedures outlined in the Student Organization Misconduct Operating Procedure.
- Varsity athletics teams will be referred to the Director of Athletics for an alleged violation of this policy.
- Departmental student affinity and advisory groups will be referred to the applicable Dean/VP and the Provost for an alleged violation of this policy.
- Faculty and staff will be referred to the appropriate review process in compliance with University policy or applicable collective bargaining agreement for any alleged violation of this policy.

The length of time between an incident and making a disclosure will not affect the willingness of the University to investigate the allegations or to provide support and other services. However, a

prompt disclosure may significantly impact the ability of the University to conduct a full investigation.

This policy is intended to be consistent with State law; it will be reviewed periodically and revised in light of legal developments.

### [International Travel Involving Students](#)

The University of Vermont recognizes that empathy, knowledge and respect for other peoples and cultures are enhanced when university affiliates engage directly with people and cultures outside of the U.S. The University mission to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct is enhanced through international study and collaboration. The University believes that there is an increased need for a citizenry capable of understanding and working with people from diverse cultures and backgrounds. The University therefore encourages students to engage in international research, study and collaboration.

This policy is designed to enhance the safety and security of students traveling abroad. The University wishes to provide clear expectations to members of the University community about the opportunities available and procedures for students to engage in University-sanctioned research, study and other experiential learning outside of the United States.

### [Licensing – Requests](#)

Products such as clothing, uniforms, furniture, or other items (excluding letter-head, envelopes, recruitment and/or departmental materials subject to publications) using the University's names, marks, logos, seals and/or symbols made for the sole use of a department or student group for fundraising purposes consistent with the department's or student group's mission are subject to a 4% royalty to be paid by the licensee and can only be produced by a UVM Approved vendor which can be found on the [UVM Contracted Suppliers List](#). The approval form must be completed and approved by the Licensing Coordinator. Once the design and vendor are approved, the form must be submitted with the credit card order form or Purchase Order form to the SGA Office. You MUST have your waiver approved before you allow a vendor to make your product. For more information regarding the UVM Licensing Policies and Procedures please click [here](#).

### [Licensing – Trademarks](#)

It is the policy of the University to register, regulate and promote the use of its name and identifying marks, including without limitation its seal, logos, insignias, designs, and symbols (“[Trademarks](#)”). The University permits use of its registered [Trademarks](#) on products and services only through the licensing process described in this policy. Under the procedures described in the [Trademark](#) policy, the University will register and maintain trademarks identifying the University and its products, services, programs, or activities. These marks are the property of the University, protected under state and federal trademark law. Use of a University trademark without the consent and approval of the responsible University official constitutes an unlawful infringement of the mark. The purpose of the policy is to promote and to protect the use of the University's name and identifying marks. The primary purpose of this policy is to protect the integrity of University Trademarks. The policy is also designed to (1) provide guidance to persons and entities seeking licenses; (2) ensure that

Trademarks are used in a manner that reflects favorably on the University in terms of the purposes and quality of licensed products and services; and (3) generate revenues for the benefit of the University.

Violation of any of the requirements set forth in these policies may result in sanctions, including without limitation legal action enjoining the unauthorized use, confiscation of all infringing items, and remuneration to the University for loss and damage resulting from a violation.

### [Payment to Students](#)

This policy identifies transactions to students which are considered scholarships with respect to Federal Student Aid (FSA) Programs authorized by Title IV of the Higher Education Act of 1965, as amended, (HEA) and the Internal Revenue Code.

The University of Vermont is adopting this policy in order to ensure compliance with the FSA Program and Internal Revenue Service regulations regarding University payments to students which may include payment for services, reimbursements, scholarships, prizes and awards. Thus RSOs are not allowed to hire students.

### [Personal Safety & Security](#)

It is an essential goal of the University of Vermont to promote and seek to provide a safe learning, living, working, and campus environment for its community members and visitors. Threats or acts of violence involving both persons and personal or University property are therefore prohibited and constitute cause for removal from campus, discipline through appropriate channels, and/or civil or criminal prosecution. In a possible or actual emergency situation, administrators, faculty, and staff (“employees”) must report threats or acts of violence immediately to UVM Police Services. Students are also strongly encouraged to make such reports. Any form of retaliation against a person for making a good faith report is prohibited and may itself provide a basis for disciplinary action.

The purpose of the policy is to establish standards of conduct and protocols designed to protect the health, safety, and welfare of University community members and campus visitors and to preserve the safety of campus and University facilities, all in furtherance of the institutional mission.

Here are a few ways you can [Report a Concern](#): [C.A.R.E Form](#), [Bias Incident](#), [General Student Misconduct](#), [Academic Misconduct](#), [Sexual Misconduct](#), and [Potential Hazing Incident](#).

### [Political Engagement, Advocacy, and Campaign Related Activities - Interim](#)

The primary purpose of the University is to create and share knowledge. Toward that end, the University promotes discussion of important issues in society, including the free expression and exchange of political viewpoints and ideas. The University will support and protect the freedoms of speech, expression, petition, peaceable assembly, and association. The University encourages its students, faculty and staff to exercise fully the rights of citizenship, including participation in the political life of their communities, the state, and the nation, and to educate and involve themselves in world affairs.

Concurrently, the University must comply with Internal Revenue Service (IRS) Regulations that prohibit the use of University resources in connection with political campaign activities in support of, or in opposition to, candidates, as well as limit the extent to which the University may seek to

influence legislation (commonly referred to as "lobbying"). Therefore, the University shall not, through its officials or units, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Furthermore, lobbying activity undertaken by the University shall not represent a substantial part of its activities.

The University has designated the Office of University Relations as primary contact for all elected officials and political candidates. University employees and governance groups who plan to contact elected officials or political candidates on behalf of the University, or while engaged in University business, must obtain advance permission from the Office of University Relations. Similarly, invitations to, or requests by, elected officials or political candidates to participate in University events or utilize University facilities must be processed through University Relations. Nothing in this Policy is intended to limit the rights of students, faculty or staff to express personal opinions or to engage in political activity in their individual capacities and as private citizens, provided they indicate clearly that they are not representing the University, or speaking for, or on behalf of, the University.

The purpose of this Policy is to establish guidelines and approval procedures for the conduct of political engagement, advocacy, and campaign related activities by the University and in University facilities, in compliance with federal law governing tax-exempt organizations.

Below are a few highlights pertaining to RSOs:

- Outside groups (including community partners and political candidates) cannot use your student org status to book space. Reservations for external partners must be made through the Davis Center Operations Team.
- Community partners and political candidates may be present at events hosted by your student organization, so long as members of your student organization are leading, organizing, and present for the event and it is not a campaign-related activity.
- Candidates who want to speak to individual students, faculty, or staff must reserve their own table and are not welcome to participate at a tabling opportunity through a student organization for these purposes.
- Voter registration tables MUST be non-partisan and accessible to all members of our community. Candidates, campaign staff cannot be present at registration tabling.
- Campaign-related activities sponsored by student groups require approval prior to reserving space. If your organization wishes to sponsor any campaign-related activities, please contact me or Mimi Sperl for details regarding the steps to request approval.

### [Protecting Minors](#)

The University seeks to maintain an environment that is safe for those who work, study or participate in programs at the University. The University is concerned with the safety and wellbeing of all campus visitors, especially those visitors who are minors. This policy is intended to set forth requirements for University officials responsible for programs involving minors so as to protect the safety of those minors. The purpose for this policy is to enhance the safety of the campus and University programs for minors who are present on campus and/or participating in programs sponsored or supported by the University.

### Posting and Solicitation

The University of Vermont (“University”) is dedicated to free expression and facilitation of the exchange of viewpoints and ideas and, accordingly, it will support and protect the freedoms of speech, expression, petition, peaceable assembly, and association. It is also the responsibility of the University to establish and enforce reasonable rules governing the use of campus grounds and facilities (“University property” or “campus”) so as to protect public safety and avoid undue disruption of University operations. This Policy is therefore intended to inform members of the University community and the general public of rules applicable to the use of University property for lawful solicitation and other expressive activity. Non-compliance with this Policy may lead to the denial of future privileges. This Policy establishes principles in support of free expression and procedures for solicitation on University property to ensure safety, security, and order; to preserve the appearance, accessibility, and physical integrity of the campus; to limit the volume of commercial transactions on campus; and to enhance the educational experience of its students, all in furtherance of the University’s educational mission.

### Temporary Structures

This Operating Procedure is intended to facilitate implementation of the University Facilities and Grounds Use Policy (“Facilities Use Policy”). While temporary structures do not necessarily express thoughts or opinions, in many cases their purpose is to represent particular viewpoints symbolically. As an educational institution, UVM is committed to sustaining an atmosphere of free expression and open dialogue. Our commitment to free expression, however, must be balanced with other concerns as well, such as the safety of our students and employees; the condition and appearance of our campus; and the prudent use of our financial and human resources.

### Tobacco and Cannabis-Free

The possession and use of Tobacco and Cannabis is prohibited on University Property. This Policy is designed to articulate the rationale, general expectations, and restrictions associated with Tobacco and Cannabis, as defined herein, whether smoked, inhaled, or ingested.

### University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation

This policy describes permissible uses of the University Name, Symbols, Letterhead and other proprietary indicia of affiliation with the University. The use and appearance of the University's name, logo, seal, letterhead, and other indicia of institutional affiliation (“Symbols”) are governed by several principles:

- University Symbols are designed to advance the mission and reputation of the University in a manner that reflects its history and purpose and to strengthen and define its identity and name recognition. Consistency is critical to UVM’s branding initiative.
- Trademarks identifying the University, its products, services, programs, or activities (“University Trademarks”) are the property of the University, protected under state and federal trademark law. Unauthorized use of a University Trademark is an unlawful infringement of the mark.
- Symbols may not be used by members of the University community or external parties to imply UVM endorsement of individual or organization opinions, such as regarding political or religious issues.

- Symbols may be used only in connection with UVM programs and activities and under no circumstances for outside non-professional activities, or outside professional activities engaged in primarily for private purposes.

This Policy is designed to establish general expectations and rules associated with the use of the University's Symbols.

### University Seal

The embossed seal is, in addition to a symbol of the identity of the University, a corporate mark of identification demonstrating the authenticity of academic records, contracts and other documents executed in the name of the University. It is important as a fiduciary matter and to the integrity of the University that the seal (“Seal”) be used only for permissible purposes by authorized University officials. This policy therefore sets forth rules regarding use of the Seal and describes how authorization is conferred.

Use for Promotion, Marketing and Communications: The University Seal is a registered trademark that may be used only in accordance with the following institutional policies:

- Trademarks
- Licensing
- University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation; Use of
- Graphic Design

The Policy is established to fulfill fiduciary responsibilities to, and protect the integrity of, the University.

### University-Sponsored Social Media Guidelines

The University of Vermont encourages the use of social media by our university community as a way to enhance our local, national and global reputation and our connection with current and future students, parents, alumni, donors, and other key constituencies. When used responsibly, social media accounts provide an effective way to promote the university and to share information and perspective across a broad range of topics. The following guidelines are intended to safeguard the university by setting forth expectations and best practices for the use of social media on behalf of the university by faculty, staff, students, and recognized groups and organizations thereof, or their designees.

### Unmanned Aircraft (Drones & Model Aircraft)

Regardless of purpose, no person may operate an Unmanned Aircraft System (UAS) or Model Aircraft on University premises, at University sponsored activities, or otherwise on behalf of The University without advance approval of the University’s UAS Working Group (UASWG). Securing advance approval to fly UAS and/or Model Aircraft involves filing an Application with the UASWG, as detailed in the policy.

### Weapons

The possession of weapons, as further defined herein, as well as replicas or facsimiles thereof, is prohibited on UVM property and facilities-- including residence halls, grounds, leased spaces, and personal vehicles in UVM parking lots--as they pose a substantial danger to the safety of the University community. The use of implements or substances not commonly used as a weapon may be a violation of this policy if used as a weapon. The use of a chemical irritant (e.g., pepper spray) will not be a violation of this policy if used solely for self-defense. Exceptions may be made with

permission from the Chief of Police or designee for academic or other legitimate purposes. Certified Law Enforcement Officers may wear a firearm or other weapon while on campus in accordance with appropriate federal, state, local law and their department policy, rules and regulations. This policy helps advance the safety of the campus community and comply with applicable laws and regulations.

## Student Organization Conduct

### Student Organization Misconduct Investigation and Resolution

SGA expects that all RSOs conduct themselves in a matter that align with the values stated in Our Common Ground. Student organizations must adhere to Federal/State law, policies and procedures set forth by the University, Student Code of Conduct, and SGA.

In accordance with the Code of Student Conduct and related University policies, individual students, as well as Recognized Student Organizations (“Student Organization(s)”) and their officers, may be held collectively responsible when violations of University policies occur. Officers, leaders, and members of Student Organizations are expected to know and abide by all University policies for Student Organizations and students in general.

Resolution of alleged misconduct by a Student Organization will be addressed through the below detailed process. Additionally, some Student Organizations are affiliated with state, regional, national, or international organizations (“Governing Groups”). Many of these Governing Groups have developed position statements on misconduct. The University may report alleged violations of University policies and the law by Student Organizations to the Organization’s Governing Group(s), as well as law enforcement.

The University's established procedures for considering alleged violations of University policies by individual students are outlined in the Code of Student Conduct (the “Code”), and Discrimination, Harassment, and Sexual Misconduct Policy, as applicable. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a Student Organization does not eliminate the individual student's accountability. The fact that individual students are held accountable for actions taken while participating in a Student Organization's activity, does not eliminate the accountability of the Organization for its actions. Although the procedures outlined in the Code are not to be used to adjudicate charges of misconduct against Student Organizations, the University does hold Student Organizations accountable for acts or omissions taken by the Organization that violate the Code and other University policies.

Allegations of harassment and discrimination, including sexual harassment and sexual misconduct, are addressed in accordance with the University’s Discrimination, Harassment, and Sexual Misconduct Policy as applicable, and associated procedures.

### Procedures

#### *Reporting Student Organization Misconduct*

In an actual or emergency situation, contact UVM Police Services at (802) 656-3473 or 911.

Reports of Student Organization Misconduct should be referred to the Director of Student Life (the “Director”) for review by the Student Organization Misconduct Committee:

**Director of Student Life**  
**Dudley H. Davis Center – Room 310**  
**(802) 656-2060**  
[slife@uvm.edu](mailto:slife@uvm.edu)

In accordance with the [Code of Student Conduct](#) and related [University policies](#), individual students, as well as [Recognized Student Organizations](#) (“Student Organization(s)”) and their officers, may be held collectively responsible when violations of University policies occur. Officers, leaders, and members of Student Organizations are expected to know and abide by all University policies for Student Organizations and students in general.

Resolution of alleged misconduct by a Student Organization will be addressed through the below detailed [here](#).