



GUIDELINES FOR RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS 2022-2023

Office of Student Life

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INTRODUCTION

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

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

If you have any questions or need assistance, please contact the Student Life Office. Our staff is available to assist you. Please note that our office is open Monday – Friday, 8:30 a.m. – 5 p.m. We are located in the Nicholson Center (2nd floor), down the stairs near the Resident Student Mailroom. Virtual meetings are available upon request

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GUIDELINES SPECIFIC TO COVID-19 PANDEMIC:

- Student groups must follow the COVID-19 policies as outlined in the [RMU Ready Plan](#), and any other guidelines that may be established by the university as part of our efforts to mitigate the spread of the illness on campus.
- Failure to comply with guidelines established by RMU, as well as health and governmental agencies, may result in loss of organizational privileges and incidents of non compliance be referred to the university's [Student Conduct](#) process.
- Any student organization that has oversight from an Inter/National Organization or governing body will be expected to follow any additional guidelines in place by said organization. Failure to comply with established campus policies will result in Inter/National Organization notification as appropriate.
- Travel guidelines for student athletic competitions will be pursuant to guidance outlined by the RMU Athletic Department for our NCAA Division I teams and the Department of Campus Recreation for our club sports programs. Student organization related travel will be approved following normal University processes. Any questions should be directed to the Dean of Students Office.
- Be creative, be flexible, and recognize that we are all working together to have a safe and successful year.

Please reach out to the Office of Student Life for assistance for any specific organization or event concerns.

PROGRAM ADMINISTRATION:

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

- Budget development
- Event planning
- Facility reservations
- Food service arrangements
- Fundraising requests
- Organizational purchases and reimbursements
- Publicity, marketing, and, promotional activities
- Travel and off-campus event arrangements
- Student Engagement Transcript approvals
- Telephone, fax, copying, and mail services

Students representing the University in other areas of the institution including, but not limited to, academic departments, Club Sport Teams, Program Mentors, Campus Ministry groups, and Class Officers are provided similar assistance by the appropriate department(s) and are also subject to established guidelines and compliance with University policies.

ADVISORS:

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

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

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

Groups that also wish to have advisors for their organization that are external to RMU must have those individuals approved by the Student Life Office. All external advisors are required to successfully complete a background check facilitated by the RMU Office of Human Resources, as well as the completion of other required University documentation.

ANNUAL REGISTRATION:

To remain officially recognized, each organization must annually update their officer, membership, and advisor information. This information should be updated on [REVOLUTION](#) or in writing to the Student Life Office if the group does not maintain an on-line portal. Membership information can also be updated at the beginning of each semester or as needed due to roster changes and elections.

All changes in and/or amendments to the name, constitution, or bylaws of an organization should also be submitted to the Student Life Office.

COMMUNITY SERVICE:

The Student Life Office requires that student organizations interested in hosting a service project or event submit an Event Request through [REVOLUTION](#). This approval process is necessary to prevent duplication of efforts/projects between the office and student organizations, to prevent double-booking of facilities, and to ensure that the service project or event is eligible for credit on the Student Engagement Transcript (SET).

In order to obtain SET credit, all volunteer service hours completed by student organizations must be reported to the Student Life Office using the [Group Volunteer Hours Report](#) Google Form. This form can be found at rmu.edu/getset under the “Resources” tab. Please note that you must indicate what non-profit organization your project benefits. The intent of community service at RMU is to have students engage with community organizations, either virtually or in-person. While some service projects do take place on campus, they must benefit a non-profit organization.

CONFIDENTIAL REPORTING SYSTEM:

RMU recognizes its obligation to its students, employees, partners, and the general public to maintain the highest ethical standards. Students are strongly encouraged to report instances where they feel unsafe, see something wrong, or have a concern about unethical or inappropriate behavior. Please report issues or concerns to the appropriate University department or official immediately. You can always receive assistance from an RMU Police Officer at 412-397-2424 or direction from the Dean of Students Office at 412-397-6483.

RMU has partnered with EthicsPoint to provide a simple, risk-free, way to anonymously and confidentially report activities that may involve unethical or otherwise inappropriate activity or behavior in violation of University policies. You are encouraged to report issues directly to University officials, but when that is not feasible or appropriate, reports submitted through EthicsPoint will be forwarded to University personnel for prompt and appropriate investigation, follow-up, and response. Individuals can find additional reporting instructions on the [RMU website](#).

DECLARATION OF INTEGRITY:

As students at Robert Morris University, we believe in a set of ideals and standards that can help guide our behavior toward one another and all members of the University community.

This is our Declaration of Integrity.

We, the Community of Robert Morris University, believe in a set of ideals and standards to guide us – students, faculty, staff, and alumni alike – onward. Hand in hand we proclaim, with one voice, the following declarations:

- *I will promote a professional environment and strive to achieve my greatest academic potential.*
- *I will do this while also working towards becoming a productive and active member of the Robert Morris University community and society in general.*
- *I will devote myself to becoming an upstanding member of this institution by making decisions that maintain the academic integrity of the Robert Morris University community.*
- *I will conduct myself in a manner that upholds the University's core values.*
- *I recognize that technology is a powerful tool and a pivotal part of the learning experience. Therefore: I will vow to respect the power of technology and never use it to promote discord or gain an unfair advantage. I promise to use technology as a resource to aid in the creation of original student work, and not to use it as a means of plagiarism or other forms of academic dishonesty.*
- *I will foster an environment of respect and compassion where students, faculty and staff of all nations, races, beliefs, sexual orientations, and genders can coexist and develop in a diverse global economy.*
- *I recognize that the resources provided by the University belong to everyone in the Robert Morris University community and will respect these valuable assets.*
- *I acknowledge that my status as a member of the Robert Morris University family does not end upon my departure, but rather continues to reflect upon me throughout life.*

We recognize that this is a living document intended to evolve over time. We encourage members of the Robert Morris University Community to heed these declarations and abide by them with morality and respect.

ELIGIBILITY REQUIREMENTS:

Only currently enrolled RMU students may participate in student groups and organizations. Interested students from other colleges/universities, alumni, or other individuals may be granted permission to participate in RMU activities under special circumstances and at the discretion of the Office of Student Life.

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

FISCAL RESPONSIBILITY:

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

Funds are available to SGA recognized student clubs and organizations at the beginning of the fall and spring semesters. Monies are distributed by the Dean of Students Office through a reimbursement process. Student Life can, in some instances, make purchases on behalf of your organization and directly charge them against your SGA allocation. Contact the office for assistance in making such arrangements. Allocations are determined by the Student Government Association. University funds are designed to support expenses as necessary and appropriate as they relate to professional, service, leadership, and social activities of the groups. All purchases and use of these funds must be approved by the Student Life Office, have the appropriate documentation, and be in compliance with University policies. SGA funding applications are available under the budgets tab on [REVOLUTION](#).

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

Fundraising

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

All fund-raisers:

- Must be approved in advance by the Student Life Office;
- Must be non-discriminatory in nature;

- Cannot use charge card solicitations to raise monies;
- Must be alcohol and drug free;
- Can not involve gambling or other illegal activities;
- Must be in compliance with University policies and procedures; and
- Solicitation on campus must be in compliance with the University's Solicitation Policy.

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

Cash Handling Procedures

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues or other organization activities, all money should promptly be secured or deposited into the organization's bank account. No organization should maintain a significant amount of money (greater than \$50) in an unsecured location or in the possession of any member. A safe is available in the Student Life Office for organizations to utilize.

Organizations are discouraged from using individual member payment services such as Venmo and Paypal to conduct organizational business.

Donations

If a group receives a financial gift that will be used for any official organization business or activity, this gift must be deposited immediately so that the funds can be credited appropriately and a receipt provided to the donor by the University's Office of Institutional Advancement. There are important guidelines pertaining to gift accounting, so it is important to process donations in a timely manner. Please consult the Student Life Office for assistance in handling such a donation.

IRS Requirements

Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax. Failure to file or filing an incomplete return could result in penalties and/or revocation of your Employer Identification Number (EIN), also called a Tax Payer ID Number (TIN). Failure to have a TIN will prevent you from opening and/or maintaining your organization bank account.

Who must file? Organizations with gross receipts of \$50,000 or less must submit Form 990-N, an Electronic Notice (e-Postcard). If your organization is using the TIN of an individual associated with the organization, the filing is not required. However, the individual must consider the tax implications of the organization's activity on their personal tax situation.

If your organization is a member or chapter of a national organization, check with the national organization to see if their IRS filing includes your activity and negates your responsibility to file.

Form 990-N Annual Electronic Notice for Small Organizations (e-Postcard)

The e-Postcard must be completed electronically on the IRS website at the following address:

<http://www.irs.gov/charities/article/0,,id=169250,00.html>

The following information is required:

- Organization's legal name as it appears in the certificate of incorporation or the application for federal tax-exempt status
- Any other names your organization uses - commonly referred to as a Doing-Business-As (DBA) name
- Organization's mailing address
- Organization's website address if applicable
- Organization's TIN or Employer Identification Number (EIN)
- Name and address of a principal officer of your organization, usually an officer or advisor or the organization
- Organization's annual tax year. A tax year is 12 consecutive months that can be either calendar or fiscal year end is often specified in the organizations by-laws
- Answers to: (1.) Are your gross receipts still normally below \$50,000? (2.) Has your organization terminated or gone out of business?

990 Filing Due Dates: E-Postcards and Form 990 must be filed by the 15th day of the 5th month after the organization's accounting period ends.

Other Considerations:

If your organization has gross receipts of \$50,001 - \$200,000 you are not eligible to file the e-Postcard and will have to file form 990-EZ. You should contact a tax advisor to aid you with this filing.

All RMU student clubs and organizations are reminded that you are required to obtain your own Taxpayer Identification Number (TIN) from the Internal Revenue Service (IRS). Student clubs and organization are not permitted to utilize the number assigned to Robert Morris University. RMU must protect its own tax exempt status. Please contact the Office of Student Life if you have any questions about the process for obtaining a TIN number for your organization.

Gift Cards

If your organization wishes to use organizational funds to purchase gift cards, be advised that there are additional reporting requirements that are needed. See the Appendix for a copy of the Gift Card Verification Form that must be submitted, along with the receipt, for any gift card your organization wishes to purchase with university funds.

MAILBOXES:

All recognized student organizations are eligible to have a mailbox with the Resident Student Mailroom. These mailboxes may be used for on and off-campus correspondence. Also, any packages that your organization receives will be delivered to the Resident Student Mailroom. Student organizations interested in maintaining a designated mailbox should contact the Resident Student Mailroom for assistance.

OFFICER TRAINING:

Each student club and organization shall be responsible to annually review the University's *Guidelines for Student Clubs and Organizations*. The Student Life Office will provide the guidelines at the beginning of each academic year to student organization officers, as well as to

organization advisors. The current guidelines are also available on the [RMU website](#), as well as are located on [REVOLUTION](#).

The Student Life Office will facilitate training sessions at the beginning of each academic semester. These sessions will educate student organization leaders on University policies and guidelines, services, and resources available to enhance student groups, as well focus on other relevant leadership development topics.

Each recognized student club or organization is required to send at least one representative to the officer training. Organization advisors are also welcome and encouraged to attend. Groups that fail to attend a session or make alternate arrangements with the Student Life Office will not be eligible to receive funding from the Student Government Association.

PRINTING AND COPYING SERVICES:

Student organizations are permitted use of the copier located in the Student Life Office (Nicholson Center, 2nd Floor) for small copy projects (under 25 copies). Large orders and other special copying requests will be completed by the RMU Print and Copy Center. A staff member in Student Life can assist you in placing the order. Orders can be delivered in person or picked up from the Student Life Office upon completion. Copy requests are subject to review and department approval. A charge may apply to your organization for special copying and/or printing requests.

PUBLICITY AND PROMOTION:

Student organizations must have all campus flyers approved by the Student Life Office prior to posting. Organizations are asked to follow the department's instructions on where and how flyers and posters can be located across campus. Only University sponsored event flyers approved by the Office of Residence Life can be posted in the residence halls.

Only **masking tape** is to be used for hanging posters. All other types of tape damage windows and painted surfaces. Signs may not be posted on the exterior doors to any campus buildings. Any flyers improperly posted will be removed. Bulletin boards, where provided, must be utilized in all academic buildings. Groups are asked to remove their flyers/postings in a reasonable period of time after the event has ended or advertisement is no longer applicable.

Electronic signage is being utilized in many campus buildings instead of allowing for flyers to be posted. Requests to have event information displayed on the digital signage displays or through the [REVOLUTION](#) can be directed to the [Sr. Director of Student Life](#).

ROOM RESERVATIONS:

All student clubs or organizations should contact the Student Life Office for assistance in reserving space on campus for meetings and events. Please process your event reservations on-line through [REVOLUTION](#). Groups are not permitted to use space that has not been properly reserved. Requests need to be submitted in advance. Please allow 3-5 days for requests to be processed and room assignments to be provided. The office will help with requests for use of space in all campus facilities, as well as at Yorktown Hall and the RMU Island Sports Center.

UNIVERSITY POLICIES:

STUDENT ALCOHOL POLICY:

Alcohol use and possession must be in compliance with Commonwealth of Pennsylvania laws.

Possession and Use of Alcohol

1. Only students of legal drinking age (21+) may possess or consume alcohol.
2. Students must comply with Pennsylvania laws related to alcohol at all times.
3. Possession, consumption or display of alcoholic beverages by students in classrooms or any public area of the University's buildings or grounds is strictly prohibited. Tailgating is subject to rules and standards set by the University's Tailgating Procedures and Restrictions.
4. Public drunkenness or disorderly behavior while under the influence – regardless of age – is prohibited and may result in arrest and further discipline pursuant to the RMU Code of Student Conduct.
5. Substantial quantities of alcoholic beverage or common source containers such as kegs are prohibited unless being used by a licensed vendor affiliated with a University event.
6. Drinking games are prohibited on campus. Students may not possess paraphernalia or equipment for drinking games. The definition of drinking games includes but is not limited to any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol. Paraphernalia for easy alcohol consumption including but not limited to beer bong, funnels, or ice luges are prohibited.

Events with Alcohol

1. Consumption of alcoholic beverages will not be allowed at any student event on campus unless expressly approved in advance by the University.
2. All events – on or off-campus – associated with a recognized student club, organization, or team where alcohol will be present must be registered with the Office of Student Life. Alcohol should only be present through “BYOB” by legal age attendees or provided by a “third party” vendor.
3. The University reserves the right to assign responsibility for an event to a recognized student club, organization, or team where a reasonable observer would associate the event with the club, organization, or team.
4. Alcohol is prohibited from all student club or organization events related to the recruitment, training/education, and initiation of new members.
5. Students or groups sponsoring formal or informal events off-campus are responsible for upholding Pennsylvania alcohol laws and any alcohol policies related to their affiliated national or international organizations.

Failure to abide by Pennsylvania alcohol laws could result in criminal charges or citation. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the RMU Student Conduct Process.

STUDENT DRUG POLICY:

The use, possession, manufacture or distribution of narcotics and other controlled substances is prohibited and is considered contrary to the Code of Student Conduct. Any exception will only be for instances expressly permitted by law. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls. The misuse of legal and over the counter drugs is also prohibited—this includes the misuse of one’s own prescription medication and using a medication prescribed to another. Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of the Robert Morris community to be aware of the consequences of the use, possession or distribution of narcotics or other controlled substances.

Individuals charged with use, misuse, possession, manufacture or distribution of narcotics or other prohibited substances can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which may result in dismissal from the University.

FREEDOM OF EXPRESSION STATEMENT:

At Robert Morris University, individuals matter. We endeavor to provide our community with an experience where each unique individual can find, and ultimately express, their voice. Our community grows through the free exchange of ideas. To best achieve that growth, differing ideas must clash, arguments must develop, and expression must flourish.

The free exchange of ideas should challenge our community’s minds. That exchange should not, however, place any member of our community in physical danger. Some ideas, and the means in which they are expressed, might make us uncomfortable. That discomfort is a crucible that serves to mold stronger critical thinkers and orators. That said, RMU will not condone expression that, for example, violates the law or defames, harasses, or threatens an individual or group of individuals.

In order to comply with the law, and to ensure that RMU’s day-to-day operations continue without undue interruption, please see the following policies and procedures for holding events and demonstrations on campus:

- Code of Student Conduct
- Declaration of Integrity
- Policy on Peaceful Demonstrations
- Political and Campaign Events
- Solicitation
- For Faculty and Part-time Faculty, please see your collective bargaining agreements for reference to Academic Freedom

HAZING POLICY:

RMU maintains a zero-tolerance policy with respect to hazing within the University community. This Policy applies to each act conducted on or off-campus if such acts are deemed to constitute hazing under this Policy or Pennsylvania law.

Definition

Hazing is any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and/or continuing members of a team, group, or organization. Permission or approval by the person(s) being hazed is never a defense to violations of this Policy.

Sanctions

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating this policy will be sanctioned according to the RMU Student Code of Conduct. Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. These sanctions shall be in addition to any other sanction imposed for violation of any other University rule to which the violator maybe subject. The University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

Amnesty

The University promotes the safety and well-being of every member of its community. Therefore, the University will consider providing amnesty from Code of Conduct violations to a student who makes a best and first effort to seek emergency medical attention for any student(s) endangered by possible acts of hazing. Amnesty under this Policy may not prevent civil, criminal, or parent organization penalties.

INJURIES AND ACCIDENTS:

Accidents or injuries that occur on campus, in University owned facilities, or at University sponsored functions should promptly be reported to University personnel. Contact the University Police at 412-397-2424 for assistance with any emergency or medical situation on campus. University Police will contact Valley Ambulance Service as necessary to respond where injuries are involved.

Individual(s) involved in an accident at a student club or organization sponsored event should complete an [Incident Investigation and Report Form](#). The Dean of Students Office will follow-up with any injured students and other involved parties as necessary and appropriate.

LIGHTNING SAFETY & SEVERE WEATHER GUIDELINES:

Lightning is the most frequent weather hazard that impacts athletic and outdoor events. It is imperative for the safety of our students, student-athletes, coaches, staff, guests, and spectators that we adhere to an appropriate lightning safety policy.

Student clubs and organizations requesting the use of outdoor space for events will be provided with a copy of the guidelines currently in use which includes the “FLASH-to-BANG” method of lightning detection, as well as the 30-minute return to play rule, directions for seeking appropriate shelter, and information about the use of a portable lightning detector.

POLICY ON PEACEFUL DEMONSTRATIONS:

Robert Morris University recognizes and encourages free and open expression among all members of the University community. This expression is extended to the privilege of assembly or demonstration. As a private institution of higher learning, Robert Morris University reserves the right to establish guidelines which will guarantee and protect the safety, security and well-being of its members. To these ends the following have been adopted:

1. Demonstrations and assemblies must be registered with the Student Life Office no less than five days prior to the desired event date and start time. Any student(s) wishing to submit a request must do so by completing the appropriate Request Form. Any University facilities, rooms, or spaces must be reserved through the Office of Student Life. Requests will not be granted to those using pseudonyms, anonymity, or unrecognized local affiliates of third party organizations. The Student Life Office will only grant requests made by RMU students and/or officially recognized RMU student organizations. Such requests shall be made using the University's official Policy on Peaceful Demonstrations Request [Form](#) which can be located on the RMU website.
2. When the Student Life Office grants a request for facilities, rooms, or space to hold an event, the event must comply with the usual requirements and limitations of the facility, room, or space, including occupancy limits and safety code compliance. All requests must also be approved by the RMU Police Department.
3. Any demonstration or assembly on the campus must be peaceful and not present a hazard to the safety of others or risk damage to property. Participants may not incite or provoke violence or physical response. Participants may not cause, or allow to continue, any unduly disruptive, loud, or unusual noise that disturbs the peace of others.
4. Demonstrations and assemblies must be respectful of the rights and differing points of view of others. Participants may not advocate for violence against individuals or groups.
5. Demonstrations and assemblies may not prevent the free flow of pedestrian or vehicular traffic to and from the campus, its buildings or facilities. Demonstrations and assemblies may not disrupt or obstruct teaching, research, or administration of the University including, but not limited to, University activities and events.
6. Outside persons (i.e., individuals other than RMU students) are not welcome to join demonstrations or assemblies at Robert Morris University unless invited officially by the Student Life Office. Students and organizations who fail to comply with this policy will be considered in violation of the Code of Student Conduct and subject to disciplinary sanctions.

POLITICAL AND CAMPAIGN EVENTS:

As an organization exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code, Robert Morris University is prohibited from directly or indirectly participating or intervening (including the publishing or distributing of statements) in any political event or campaign on behalf of or in opposition to any candidate for elective public office. Even activities that encourage people to vote for or against a particular candidate on the basis of non-partisan (not favoring one party over another) criteria are prohibited.

A political event includes candidate appearances, political rallies, speeches by identified supporters of a candidate or appearances by people speaking on behalf of a ballot issue or other political causes.

Notwithstanding the above, the University does not seek to inhibit the expression of personal political views by any individual in the Robert Morris University community. Faculty, students, and staff may support candidates for office or may promote activity of political causes. There is no restriction on discussion of political issues or teaching of politics or campaign-related topics.

Specific information related to permitted and non-permitted activities, as well as use of University facilities and resources, and how voter registration activities will be conducted on the campus are also addressed by this policy. Questions and requests related to this policy should be directed to the Office of Student Life. The complete policy can be located on the RMU website.

PROTECTION OF MINORS:

All individuals who interact with minors in the course of University operations, including students and student organizations, must be in compliance with this policy.

All student organizations must submit a Program Registration Form for any event, either on campus or off-campus, where minor individuals will be present. The registration form should be submitted to the Dean of Students at least 60 days prior to the event. Based on the nature of the program and the information provided, a determination will be made as to whether or not clearances will be required for the individual(s) participating in the event or if any other requirements must be in place at the event. RMU will assist individuals in obtaining the required clearances and will cover the costs associated with obtaining such documentation.

Protection of Minors Policy can be found at <http://intranet.rmu.edu/protection-of-minors>.

SOCIAL MEDIA:

The Division of Student Life at RMU understands the rapidly developing world of social technology and works to assist its students and employees in maintaining individual freedom that also aligns with the mission of Robert Morris University.

The best advice is to approach online worlds in the same way you do the physical one - by using sound judgment and common sense, by adhering to Robert Morris University's values, and by following RMU's Code of Student Conduct, RMU's Declaration of Integrity, RMU's Policy on Ethical Practice, and all other applicable policies. However, we also strongly encourage the following:

Inappropriate Posts

While RMU encourages free speech, as a representative of RMU, your social media presence must comply with University policies prohibiting discrimination and harassment. Refrain from activity that involves the promotion of violence, or is believed to be discriminatory, harassing, defamatory or obscene. RMU regularly reviews posted content, and an inappropriate post may be an action that is held subject to the RMU Student Conduct Process.

Protection of Information

Do not post confidential or proprietary information about Robert Morris University, its students, employees or alumni. Do not post material that infringes on the rights of Robert Morris University's or any individuals or entity's rights to privacy, intellectual property or publication rights. Use good ethical judgment and follow school policies and federal requirements such as

HIPPA and FERPA. Refrain from posting information that is in violation of local, state or federal laws.

Be Professional

Be respectful of the diversity of our students - all individuals, races, religions and cultures. How you conduct yourself in the online social media space not only reflects on you - it is also a direct reflection on RMU. The nature of social media often gravitates toward a more casual and relaxed tone, but it's important to keep your communications professional, just as you would strive to do in emails or other business messages.

Be Accurate

It is important that any information you post or respond to has all the correct facts and information. Always assume that all social media posts and activities will create a permanent and public written record of what you say and do.

Be Honest

Be honest about your identity. Do not post anonymously, use someone else's name, or use a fake profile. Likewise, do not allow other individuals or entities to use your identify to post or view content. Do not post content under multiple names.

Considerations:

- Before starting any social media presence on behalf of your club or organization, consult with the Public Relations and Marketing Department's Social Media Manager. Any student run club or organization who wishes to create a social media page to represent their club or organization must notify the RMU Public Relations Social Media Manager of the account, as well as identify who will be the managing the account.
- When in doubt, do not post.
- Consider using spell check when posting about the University or in a professional context.
- "Personal" and "private" are not synonymous concepts in social media.
- Use social media to open doors, not close them. Ask yourself if the image you are projecting through your content is one by which you want your friends, colleagues, potential employers, family and others to know you?
- Be supportive. We encourage you to support each other's social media efforts and collaborate whenever possible to show solidarity among all RMU schools, divisions, departments and programs and share content when it is appropriate across your social media channels.

SOLICITATION POLICY:

Students, organizations, vendors, and other individuals who wish to sell or market items or services to students on campus must receive written permission in advance from the Student Life Office. Additionally, student organizations may not sponsor or arrange for sales or presentations by vendors without permission in advance from the Student Life Office.

Approved solicitations are only permitted in designated campus locations. No form of solicitation is permitted in any University residence hall. Any individual(s) attempting to solicit in the residence hall community will be escorted from the halls and/or the campus property immediately. Campus residency does not exempt individuals from this policy.

Individual(s) not in compliance with this policy may be barred from future visits to campus, as well as cited for unauthorized trespass.

Members of the campus community who encounter individual(s) conducting a solicitation of students may ask to view their written authorization. Contact University Police, the Student Life Office, or the Office of Residence Life immediately if there is a concern regarding the legitimacy and/or authorization of any individual, organization, or vendor encountered on campus.

UNDERGRADUATE ATTENDANCE POLICY:

Students are expected to attend all scheduled classes. Specific absence policies are determined by each academic department and faculty member, announced at the beginning of each course, and presented in the course syllabus. Students whose absence exceeds the announced departmental or faculty policy may receive a course grade of "F." Such students are permitted to attend the remaining classes but are not permitted to take any examinations.

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

The following situations are not covered by this policy:

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

In production and performance-based courses, the student must realize that there are learning activities and experiences which cannot be made up outside of class. Therefore, students needing to schedule a performance or production-based course that may conflict with outside obligations must consult with the academic department head to avoid registration of such course during a semester when the students are likely to experience conflicts between classes and obligatory events.

Notification Requirements:

Athletic Competition (Events only, not practice or preparation):

The Department of Athletics must provide each student-athlete with a detailed schedule (including times and dates the athletes will be unavailable for classes) of competitive events including pre- and post-game obligations. The student-athlete must deliver this schedule to the affected professor at least one week before a conflict arises in obligations.

Academic and Student Life University-Sanction Events:

The appropriate department head or faculty/staff advisor must provide each student who is officially representing the University at an event with a detailed schedule of competitive events including pre- and post-game obligations (e.g. Model UN, AMA meetings, student government conferences). The schedule must be delivered to the affected professor at least one week before a conflict arises in obligations.

Appeals

Appeals dealing with this policy by faculty or students are to be considered by the faculty member's department head.

STUDENT CONDUCT:

All students will conduct themselves in a manner that demonstrates respect for the University and is consistent with the RMU Student Code of Conduct. Students will comply with all prevailing rules and regulations of any governing organizations, as well as local, state and federal laws. Students will abide by the expectations and guidelines of University officials and advisors. Students will not use drugs, alcohol, or other illegal substances or participate in any type of illegal gambling activities. Conduct which is disorderly, lewd, or indecent will not be tolerated.

Student organizations are subject to the same standards as individuals in the campus community, and organizations may be subject to the University's Student Conduct System for violations of conduct at organization events that occur either on or off-campus. Visit rmu.edu/conduct to view the materials related to the University's Student Code of Conduct.

TITLE IX (Sex based discrimination or misconduct):

Robert Morris University is committed to maintaining an environment that is free of sex-based discrimination and misconduct. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at universities/institutions receiving federal financial assistance. Title IX prohibits all forms of sex-based discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct.

The University's Policy on Sexual Misconduct and Relationship Violence addresses these issues. Any student, staff, or faculty member who has concerns regarding sex discrimination and/or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator. The Title IX Coordinator can be reached at titleixoffice@rmu.edu or by phone at 412-397-5490. The Title IX Office is located on the 1st floor of the School of Business Building (BUS 125).

Contact the Title IX Office if you:

- Wish to understand your options if you think you may have witnessed or been a victim of sex discrimination or sexual misconduct
- Become aware of a situation that may warrant a University investigation

- Need assistance in handling a situation in which you are indirectly affected
- Need guidance on possible informal remedies or administrative measures to alleviate a difficult situation.

You can find more information about Title IX at titleix.rmu.edu.

TRAVEL:

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

It is recommended that an advisor, or other designated University employee or representative, travel with students to out-of-town conferences and events. Additional representatives from the University may be required to attend when deemed necessary. Drug and alcohol use and abuse, gambling, gaming, and visiting adult entertainment establishments are strictly prohibited. Students may be subject to the University's Student Conduct System for violations of behavior that occur while traveling on behalf of the University.

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

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

All student organization members traveling to an off-campus event are required to complete a Waiver and Release of Liability Agreement. Student groups traveling outside of the Pittsburgh region will also be required to complete a Student Travel Information Form. These forms are included in the Appendix. Additional copies are available in the Office of Student Life. Completed forms should be submitted to the Office of Student Life prior to the group's departure.

UNIVERSITY LOGOS:

Student organizations may not use the University's name and/or any logos without the proper authorization to do so. Direct any requests for use to the Student Life Office. The department will consult with the Public Relations Department and/or the Athletic department as necessary to help obtain authorization for any such requests.

Student groups must also obtain permission from the Student Life Office to use the University's official letterhead for any correspondence.

UNIVERSITY POLICE:

RMU Police Officers will be present at student organization sponsored events when deemed necessary by the Student Life Office. Any cost associated with this service may be the responsible of the organization sponsoring the event.

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

VEHICLE RENTAL / VAN USAGE:

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

The Division of Student Life has two 7 passenger vans. Priority for van use will be given to community service related activities. Other departments within the Division of Student Life shall have second priority for use, and requests from other University departments and programs at RMU will be reviewed on a case by case basis based on availability. Requests for vehicle use must be made with at least 72 hours advance notice. An itinerary for the trip must also be submitted in writing at the time of request.

Authorized Drivers:

- Only Robert Morris University employees and current students that meet the established guidelines are permitted to drive a Student Life van.
- All employees must complete and submit a Motor Vehicle Authorization form and have a clean driving record.
- Current students must be at least 20 years of age with a minimum of four years driving experience and a clean driving record and are subject to approval by the Student Life Office. A completed Motor Vehicle Authorization form must also be submitted and approved before permission to drive will be granted.
- All drivers agree to abide by all local, state, federal laws and ordinances, as well as University policies and guidelines. Failure to do so will result in loss of driving privileges and other sanctions as deemed appropriate.

Vehicle Policies:

- The driver must inspect the vehicle and complete the vehicle log when signing the vehicle in and out for use. (i.e. check condition of tires, headlights, windshield wipers, and perform visual check for scratches and damage)
- The driver is responsible for returning the vehicle to its designated parking spot at Barry Center and the keys to the Student Life Office upon completion of the trip. Arrangements will be made during weekend hours to return vehicle keys to the University Police Department.
- The van is to always be returned to campus with a full tank of gas. The driver should use their University P-Card for gas purchases where possible. If driver does not have a University P-Card, a reimbursement can be processed using a Travel and Business

Expense Report. The driver must keep all receipts for reimbursement or reconciliation purposes. The driver must keep all receipts for reimbursement or reconciliation purposes.

- The van is to remain locked at all times. All personal and valuable property should be stored appropriately.
- The van holds a maximum of 7 passengers at one time (including the driver).
- The driver must follow designated procedures for the notification of the appropriate University official in the event of an accident, emergency, or vehicle issue. Individuals are directed to call the Assistant Dean of Students or designee for immediate assistance.
- Cell phone use (including texting) is strictly prohibited by the driver at all times the vehicle is in use. Drivers must be in compliance with the University's published Cell Phone Use policy.
- Any traffic or parking citations must be reported to the Student Life Office. The cost of which is the personal responsibility of the driver.
- All passengers are required to wear their seatbelts at all times while the vehicle is in use.
- Trash and all personal belongings should be removed by all passengers when the vehicle is returned to campus.
- Regular care and maintenance will be coordinated by the Student Life Office in conjunction with Facilities Management. Routine maintenance and repair costs will be covered by the University. All gas purchases will be covered by the individual department that has use of the van.
- The drivers should notify the Student Life Office in the event they notice a possible repair and/or maintenance issue.

ADDITIONAL GUIDELINES:

University policies and guidelines can be found at www.rmu.edu.

Additional requirements are in place for intramural and club sport team participants. Questions regarding such programs should be directed to the Director of Campus Recreation.

All recognized collegiate fraternal organizations are required to follow all FIPG (Fraternal Information and Programming Group) or their specific national risk management guidelines. Questions regarding specific fraternity or sorority guidelines should be directed to the [Assistant Dean of Students](#).

Visit the Residence Life website for additional policy information including the University's Guide to Residence Living. Specific questions regarding residential student policies and guidelines should be directed to the Office of Residence Life.

Questions regarding the RMU Student Code of Conduct should be directed to the Dean of Student Office via email at studentlife@rmu.edu or by phone at 412-397-6483.

APPENDIX

Robert Morris University

Student Code of Behavior

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

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

Name: _____
(Please Print)

Signature: _____

RMU Organization: _____

Date: _____

Robert Morris University

Student Travel Information Form

Student Information:

Name: _____

Campus Address (Residence Hall): _____ Birth Date: _____

Home/Permanent Address: _____

City, State, Zip Code: _____

Cell Phone Number: _____ RMU E-mail: _____

Personal Medical Information:

Physician's Name: _____ Phone Number: _____

Health Insurance Carrier: _____

Policy Number: _____ Group Number: _____

What, if any, medications are you currently taking: _____

Do you have any allergies? Yes No If yes, please list allergies: _____

Are you allergic to any medications? Yes No If yes, please list medications: _____

List any significant medical conditions: _____

Emergency Contact Information:

Name: _____ Relationship to Student: _____

Address: _____

City, State, Zip Code: _____

Home Number: _____ Cell Number: _____ Work Number: _____

Student medical information is considered confidential and will not be released without the written consent of the student. Your signature below indicates that you authorize the release of this information whenever necessary, by an authorized representative of Robert Morris University, in the event of a health or safety emergency during your participation / attendance at this University sponsored event.

Student's Signature: _____

Date: _____

Waiver and Release of Liability Agreement

RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

I, and my heirs, my executors, administrators and assigns, in consideration of my participation in the (insert description of event(s)) _____ on (insert date(s)) _____ (insert location(s)) at _____, do hereby release and forever discharge Robert Morris University and its Board of Trustees, its administrators, faculty members, employees, agents, students from any and all liability for damages to or loss of personal property, other damages or losses, sickness, injuries or costs from whatever source, legal entanglements, imprisonment, death, or loss of money, including but not limited to those described above, which might occur or that may in any way be related to such participation, in the aforementioned event(s) whether caused by the negligence of Robert Morris University or otherwise. Specifically, I release said persons from any liability or responsibility relating to the participation in this event(s).

I understand this release means that among other things, I am giving up my right to sue Robert Morris University for any such losses, damages, injuries or costs that I may incur.

I understand that participation in this event is strictly voluntary and I freely chose to participate. I hereby attest and verify that I have full knowledge of the risks involved in this activity and state that I assume any and all risks associated with participation in this event. I verify that I will be responsible and will assume any expenses I may incur in the event of an accident, illness or other incapacity, regardless of whether I have authorized such expenses, as a result of my participation. I understand that Robert Morris University does not provide medical coverage for me.

I hereby grant Robert Morris University specific permission to produce, publish, circulate, copyright, or otherwise use any and all photographs, and/or video of me and/or my family taken during this program, event or activity.

I represent and certify that my true age is eighteen (18) years or older, or, if I am under 18 year old on this date, that my parent or legal guardian has signed the Agreement to Release and Indemnify Robert Morris University.

I have read this entire Release. I fully understand it, and agree to be legally bound by it.

Participant's Name _____ Date _____

Participant's Signature _____

Date(s) of Participation _____

Parent or Legal Guardian's Signature _____
(if under the age of 18)

In case of emergency contact:

Name _____ Phone # _____



Purchasing Card-Gift Card Verification Form

This form is to be used when a gift card is purchased.

Please complete separate forms if you have more than one gift card recipient.

Purchaser should make every attempt to obtain accurate information from the gift card recipient.

Name of gift card recipient: _____

Purchase date: _____ Reason for purchase: _____

Date given to recipient: _____

Dollar amount and brand of gift card:

Please check all that apply in regard to the gift card recipient:

RMU Employee

RMU Student Employee

Non-Employee

If Non-Employee is checked, please provide recipient's home address:

As the Purchaser, by signing my name below, I certify the following:

1. This purchase was made for official University business.
2. All terms and conditions of the Robert Morris University Purchasing Card Usage Agreement are applicable.

Cardholder Printed Name

Cardholder Signature Date

For Internal Use:

Date added to spreadsheet: _____

Copy given to payroll (if Employee/Student Employee):

Reviewed by: _____