RECOGNIZED STUDENT ORGANIZATION AND GROUP MANUAL

Dean of the College
2024–2025

Dear Student Leaders,

Your role as a leader is fundamental to the Colgate University experience; participation in student organizations is one of the key ways that students meet and form shared bonds around interests and activities. Involvement in student clubs plays an important role in your college experience and influences the greater Colgate community. Your role as a student leader will be both rewarding and challenging, and we are excited to see what you can achieve.

This manual provides your organization with the tools and resources needed to make the most of your student involvement. The information will inform and assist your organization with planning and successfully implementing your programs. In addition, this manual outlines the responsibilities with being a recognized student organization at Colgate.

I encourage you to connect with staff in the Office of Student Involvement (OSI), the Office of Fraternity and Sorority Advising, the ALANA Cultural Center, the Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), the Office of the Chaplains, and the Office of LGBTQ+ Initiatives to learn about the resources and advising they offer to make your organization successful, strong, and sustaining.

As you plan for the upcoming academic year, take time to reflect on your organization's mission, vision, and goals. Each new academic year brings the opportunity to refine and reimagine how you can strengthen your organization's purpose and programs. On behalf of all of my colleagues and student organization advising departments, we look forward to seeing what you will accomplish this year.

Sincerely,

Dorsey Spencer Jr., PhD
Dean of Students

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Student Clubs at Colgate University

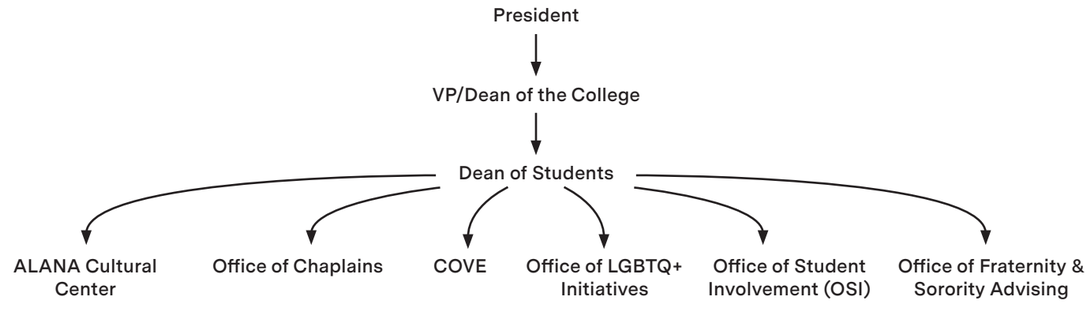
Student organizations and groups at Colgate are defined as any number of individuals who: use the campus as the focus for their activities and/or use University facilities or name, or Student Activity Fee, or draw their membership primarily from among the student body. All student organizations and groups regardless of use must adhere to the recognition standards that the University may from time to time establish and revise. Organizations and groups must also comply with all University policies.

1. Recognized Student Organization (RSO) 🟢🔵	A recognized Fraternity, Sorority, or other Independent Student Organization. All Recognized Student Organizations are legally separate and independent of the University. 1a. Independent Student Organization (ISO) 1b. Fraternity/Sorority
2. Sponsored Student Organization (SSO) 🟡🟢🟠	An organization that is not an ISO because it is organized, sponsored, and operated by or in collaboration with a University department, office, or unit, rather than by students. Each SSO is established to serve the goals of the sponsoring department, office, or unit, which oversees its operations and provides it with necessary advice and financial support. SSOs may receive limited funding through the Student Activity Fee (S.A.F.). 2a. Club Sports that are open may have limited access to S.A.F. 2b. Agency Group An SSO with a primary mission of service, philanthropy, or community engagement. All agencies must be recognized and advised by the Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE) and must adhere to the department's requirements, policies, and procedures.
3. Recognized Student Group 🟡🔵	A number of Colgate University students who gather on an informal basis with a specific concern and designate one spokesperson for the group's activities. A recognized student group may be established by any group of students that petitions an advising department for recognition.

- 🟢 Full access to S.A.F.
- 🟡 Limited access to S.A.F. and/or privileges
- 🔵 Can be financially supported by a University department or group
- 🟠 Privately funded, member-only

Advising Departments

All student organizations are recognized and advised by one of the Office of the Dean of the College advising departments mentioned in the image below.



Responsibilities and Expectations of Student Clubs

As a recognized student organization or group at Colgate University, your behaviors, events, and organizational standards reflect the mission and philosophy of the institution as well as the values the University seeks to instill in the campus community. Each club should meet the following standards:

- Complete the annual registration process with their respective advising department, and Student Government Association (if appropriate), by submitting all required materials, completing mandatory training, and updating information on Get Involved (officers, rosters, constitution, etc.) as changes occur in a timely fashion.
- Remain in good standing with the University and engage in conduct that is consistent with the mission of the University. Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Colgate University, including the University Code of Student Conduct and the Student Organization Manual.
- Adhere to the rules and procedures set forth in the organization's constitution, including the nondiscrimination policy and non-hazing requirements for membership.
- Establish consistent communication with the organization's respective advising department and apprise of organization activities and decisions. Consult with the advising department for help with event policies and contract management.
- Ensure proper planning and execution of organization events and proper use of campus resources, including meeting and event space, office space, and other afforded benefits to the organization.
- Abide by all University and Student Government Association rules and procedures to meet all recognition and fiscal obligations incurred by the club.
- Organizations are expected to maintain accurate records of their financial transactions and must be able to provide this information upon request. This is typically done by an organization's treasurer.
- Adhere to applicable University rules and regulations, as well as requirements established from time to time by University officials and advising departments.
- Accept responsibility and accountability for organization members and guests at all on- and off-campus events.
- Take attendance at each event (small or large) and upload attendance to Get Involved. Please contact your adviser to learn how to track your event using Get Involved.

Recognition Process

The Office of the Dean of the College is home to more than 150 recognized student organizations and groups with myriad interests. If students find that they wish to create a community around an identity or interest not currently available on campus, they may create a new student community.

Student organizations and groups at Colgate University must be recognized by the Office of the Dean of the College under one of the following advising departments: ALANA Cultural Center, Office of Student Involvement (OSI), Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), Office of the Chaplains, Office of Fraternity and Sorority Advising, or the Office of LGBTQ+ Initiatives, or the Department of Physical Education and Recreation.

Recognized Student Organizations receive the following privileges:

- Use of regulated references to Colgate University (e.g., name, trademarks, service marks)
- Have access to available funding sources, including sponsorship
- Have access to Colgate vehicles
- Use of Colgate University facilities, including the sponsoring or presenting of a public performance on Colgate property
- Utilize a dedicated Colgate organizational budget account
- Have access to organizational management software
- Have access to faculty/staff advisers and administrative resources
- Ability to fundraise
- Use of University printing services

Recognized Student Groups receive the following privileges:

- Use of regulated references to Colgate University (e.g., name, trademarks, service marks)
- Have access to funding sources, including sponsorship (Agency Groups only)
- Have access to Colgate vehicles (Agency Groups only)
- Use of Colgate University facilities, including the sponsoring or presenting of a public performance on Colgate property
- Utilize a dedicated Colgate organizational budget account (Agency Groups only)
- Have access to organizational management software
- Have access to faculty/staff advisers and administrative resources
- Use of University printing services (Agency Groups only)

Student Group or Organization Constitution

All student organizations and groups are required to have a constitution that contains the following criteria. An organization or group may put them in any order they choose. In the event of an organizational dispute or constitutional review, recognized student organizations and groups will be expected to abide by the required elements of a constitution below as stated in their constitution. If these components are not in an organization's constitution, they will be required to add them, receive approval from their advising department, and then implement them. **All groups and organizations must be open to any currently enrolled Colgate student who wishes to participate, except for RSOs recognized as single-gender or private organizations prior to October 11, 2013.**

Required Elements of an RSO Constitution

- Organization Name
  - State your organization's name and any acronyms you use.
- Organization Purpose
  - Describe your organization's mission, vision, and/or purpose.
- Membership Requirements, including:
  - Membership Statement: Student organizations and groups' membership will be limited to only currently enrolled Colgate students
  - Non-hazing Statement: "No hazing or discrimination will be used as a condition of membership in this organization."
    - Information regarding hazing can be found here.
  - University Nondiscrimination Statement: The student organization or group will not discriminate on the basis of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.
    - The prohibition on discrimination on the basis of gender shall not apply to membership policies of existing ISOs recognized as single-gender organizations prior to October 11, 2013.
- Officer Requirements, including:
  - Titles and Duties
    - List all leadership or executive positions and describe their respective responsibilities.
  - Eligibility to Hold Office
    - Describe the requirements for a member to hold a leadership or executive position within your organization. It is not recommend to have a president or treasurer who is abroad while holding office.
    - Example: The president shall… or The chair of the Hospitality Committee shall…
- Selection of Officers, including:
  - Eligibility to Vote
    - Describe who in your organization has the ability to vote.
      - Any person who is in attendance at your meeting?
      - Active members?
        - Requires your constitution to define active and voting member
  - Election Process

        - Describe the nomination and election process. This must be democratic.
            - When is the election? Every year?
            - Who facilitates the election process?
            - How do the candidates address the members?
            - How many votes are needed to win? Simple majority?
    - Term of Office
        - Describe how long a member can serve in a leadership or executive position.
            - Is their term on an academic or calendar year cycle?
            - Can someone hold a position multiple times?
    - Officer Vacancies Process, including:
        - Removal of Officers
            - Describe what types of conduct would warrant removal from officer position. Describe the process of how to remove officers.
                - Removed officers are still members of the group. Officers must be given due process.
    - Resignation
        - Describe the process for an officer to resign or step down from their position.
    - Filling Vacant Officer Positions
        - Describe the process for filling a vacant position.
- Amendments Process
    - Describe how changes to the constitution and bylaws are made.
        - How does one propose a change?

Annual Registration

Student organization and group registration is open from the third week of April until the last week of September for the fall. Spring registration is open the first four weeks of the semester. Each club must complete the registration process on their Get Involved page during this time in order to be recognized by their advising department and be eligible for funding from available funding sources, including the Student Government Association (SGA). Completed registrations must include an accurate roster with at least two student leaders, approved constitution and bylaws, organization profile and picture, and semester goals.

Instructions for reregistering your group or organization can be found on the Campus Labs Student Leader Resource Guide.

New Student Organization Registration & Recognition

If you do not see an organization that meets your interests and/or needs, all you need is the desire to get started and the willingness to make it happen! Research the existing student organizations on campus. These can vary every year, so look through the list at the Colgate Get Involved website: getinvolved.colgate.edu/. New student organization and group registration is typically open from the first week of August until the last week of September for the fall semester. Spring new student organization registration is open from the first week of January until the last week of February.

Researching other organizations can help prevent potential roadblocks in establishing a new organization. If there is an organization that has a purpose similar to the one you want to create, you may want to rethink your plan. Ask yourself the following questions:

- Will the membership overlap, causing low membership in both organizations?
- Will the SGA fund two separate organizations that have nearly identical purposes?
- Will organization events, programs, or projects overlap so much that you will be duplicating each others' work?
- Could your organization benefit from collaborating with an existing recognized organization?

Take some time to ask around campus to see if anyone is interested in your idea. If there isn't very much interest, you may want to rethink your plan.

There are specific steps that new organizations must take in order to be recognized by the University and have access to funding from the Student Activity Fee. The petition process begins after the Student Involvement Fair in September and runs for about four weeks in the fall. In the spring, the process runs for about four weeks at the beginning of the semester. The recognition process spans the length of two semesters to ensure that new organizations have developed a robust plan of action and all student leaders have completed the necessary training sessions.

Step 1: Identify Advising Department

Consider how your planned student organization will fit the mission statement of one of the University's advising departments. Each advising department — ALANA Cultural Center; Office of Student Involvement (OSI); Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE); Office of the Chaplains; Office of LGBTQ+ Initiatives; Office of Fraternity and Sorority Advising — has their own requirements for new student organizations.

General Criteria

- The organization must be open to any currently enrolled Colgate student who wishes to participate
- The organization must be beneficial and necessary to the enrichment of the Colgate community
- The organization must fill a unique niche within the Colgate community
- The organization must be sustainable over time

Step 2: Register on Get Involved

New student organizations must register on getinvolved.colgate.edu during the registration period, which runs from the start of the Student Involvement Fair to the end of the fourth full week of classes in the semester.

To register, please follow these steps:

- Log on to getinvolved.colgate.edu with your Colgate credentials
- Click on the Organizations tab at the top of the landing page
- Click on the "Register new organization" button. Please note that this button is only visible during the registration period
- Complete and submit the registration form

When submitting a registration, all organizations will be asked to include:

1. The official name of the proposed organization.
2. The mission of the proposed organization, and how that mission would advance the Living the Liberal Arts goals described in Appendix A of the Colgate University Student Organization Relationship Statement.
3. To the extent that the proposed organization anticipates seeking funding through the Student Activity Fee, a proposed budget that describes the amount of fees to be sought and how those fees would be used.
4. A list of proposed officers, all of whom must be Colgate students on active status.
5. Acknowledgment by all founding members of the proposed organization/group that:
    a. The proposed organization or group will adhere to the terms of the Relationship Statement; all applicable University rules and regulations, including, without limitation, the University's Policy on Hazing, the Policy on Alcohol and Drugs, and the Policy on Equal Opportunity, Nondiscrimination, Sexual and Other Forms of Harassment; and any requirements established by the advising department;
    b. Membership in the proposed organization will be limited to fully matriculated Colgate students;
    c. The proposed organization will adhere to appropriate risk management practices and insurance requirements as established by the University;
    d. The proposed organization will not discriminate on the basis of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Step 3: Onboarding Meeting

Once your registration form is submitted, you will be contacted by a staff member in the Office of Student Involvement to schedule a meeting to discuss your organization. This meeting will focus on refining the mission and vision of your organization as well as present the criteria for ongoing recognition by the advising department and University. All leaders of the newly proposed organization should plan to attend to ensure that everyone

understands the responsibilities and opportunities being a student leader at Colgate provides.

Step 4: Onboarding Period

All new organizations are considered in onboarding status during their first semester. During the onboarding period, new organizations should be focused on refining their mission and vision, holding informational sessions, recruiting members, and developing bylaws. By the end of the onboarding period, organizations must have completed the following items to move on to the petitioning period the following semester:

- Met with their student organization adviser;
- Identified student leaders;
- Created mission and vision statements;
- Developed organizational constitution and bylaws;
- Submitted a SGA petition and delivered presentation;
- Made an established page on getinvolved.colgate.edu

Step 5: Petitioning Phase

Organizations that successfully complete the petitioning steps may move on to the petitioning phase of student organization recognition. During the petitioning phase, organizations should be focused on planning and executing events as well as refining their public presence. By the end of the petitioning phase, organizations must have completed the following items to petition for ongoing University recognition:

- All leaders trained in accordance with NY State "Enough is Enough" legislation
- Evidence of success in implementing mission and vision
- A plan for the future of the organization

Upon completion of all of the steps of the petitioning semester, information on the student organization will be forwarded to the Office of the Dean of the College for review. Groups that pass this review will be granted ongoing recognition on behalf of the Office of Student Involvement and their respective advising department.

Student Government Association (SGA) Recognition

In addition to gaining recognition from an advising department, student organizations and groups may choose to apply for recognition by the SGA.

To apply for SGA recognition, your organization must provide at a minimum:

- Recognition by a dean of the college advising department (ALANA, COVE, OSI, Office of the Chaplains, LGBTQ+ Initiatives, Office of Fraternity and Sorority Advising)
- Established bylaws in the form of a constitution
- Approval of this request by your student organization adviser

Additional information regarding the online application process, including application requirements and deadlines, can be found by emailing SGA Vice President of Student Engagement at sgaliaison@colgate.edu or on SGA's website. The online application will be followed by a brief presentation where you detail your mission, proposed organization activities, and sample budget request to the Senate. The Senate will then vote; SGA recognition is by majority vote. Privileges of SGA recognition include being able to access the Student Activity Fee, take part in Club Fairs, and table at certain campus locations, in addition to the other privileges detailed on page 6 & 7. Reach out to the SGA Vice President of Student Engagement to learn more about this process.

Policies and Procedures

Students are encouraged and responsible for the full contents of the Student Handbook; the policies referenced below are those directly related to student organizations and their activities.

*Related to a specific policy from the Student Handbook.

Student Organizations and Groups*

1. Organizations and groups may be established at Colgate University. They shall be defined as any number of individuals who: use the campus as the focus for their activities and/or use University facilities, or use student activity fees, or use the University name; or draw their membership primarily from among the student body of the University.
    a. An organization is a formally organized body of students with an officer or officers, intending to remain organized on a regular and yearly basis.
    b. A group is a number of persons gathered on an informal basis with a specific concern who designate one spokesperson for the group's activities.
2. The following requirements shall apply specifically to organizations: a statement of purpose or purposes, constitution and by-laws, and compliance with the Student Organization Relationship Statement and/or other applicable University requirements for recognition. The names and addresses of current officers must be filed with the University department designated for such purposes.
3. The following conditions shall apply specifically to groups: groups of a continuing nature may be asked to become organized if their activities become such that an informal structure no longer meets the necessity for establishing the group's responsibility, as determined by the University department designated for such purposes.
4. Membership in an extramural organization shall not, in itself, disqualify the campus branch or chapter of any group or organization from privileges to which it is entitled as a University group or organization, but where there is such affiliation, the extramural organization's constitution, by-laws, and amendments shall be filed with the University department designated for such purposes.
5. Recognition of a group or organization by Colgate University implies neither approval nor disapproval of the purposes, objectives, and policies of the organization.
6. Organizations and groups may keep membership lists confidential and solely for the use of the organization, with the exception that names and addresses of the relevant officers and spokespersons are required as a condition of recognition.
7. Upon request, the University department designated for such purposes may locate and assign Colgate University facilities to authorized organizations, groups, or individuals for regular business meetings, for social programs, or for programs open to the public with the following provisions:
    a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to ensure proper maintenance.
    b. Allocation of space shall be made based on the order of receipt of requests and the demonstrated need of the organization, group, or individual.
    c. The University shall publish any rental charges levied for use of its facilities.
    d. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties, and the University will require restitution for damages.
    e. The individual, group, or organization requesting space must inform the University of the general purpose of any meeting.
8. The Colgate University Student Senate may allocate institutional funds derived from student fees for use by recognized organizations and groups otherwise eligible that:
    a. Submit their budgets to the Colgate Student Senate for approval; and
    b. Provide on a schedule determined by the student senate a statement of income and expenses.
9. The University may require disclosure of sources of all funds of any organization that requests the use of University facilities or funds from the University or the student senate.
10. No individual, group, or organization may use the University's name without the explicit authorization of the University.
11. No member of the Colgate University community shall be denied membership in any organization or group because of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability; provided that (1) the foregoing prohibition on discrimination on the basis of gender shall not apply to membership policies of student organizations recognized as single-gender organizations prior to October 11, 2013, and (2) fraternities and sororities may have policies that provide for single-gender membership.
12. A group or organization will be held collectively responsible (i.e., subject to group/organizational discipline) when it is reasonable to attribute the actions of at least some of its members to the group or

organization as a whole. Among the situations in which group/organizational discipline may be imposed are the following:

a. Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has received the explicit or implicit consent or encouragement of one or more of the group's or organization's officers;
b. Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has been undertaken by one or more members of the group or organization as a result of the unreasonable failure of the officers to oversee the conduct of the group's or organization's membership and/or group or organizational activities;
c. Any failure of the officers of the group or organization to ensure the adoption of reasonable precautions to avoid a violation of the Colgate University Code of Student Conduct, or University policy; or
d. Any policy or practice of the group or organization that results in a violation of the Colgate University Code of Student Conduct, or University policy.

A group or organization found responsible in accordance with the foregoing may have sanctions imposed against it pursuant to applicable University disciplinary procedures. A group or organization will not be held responsible for its members' actions that do not fall under the conditions stated above.

Campus Expression

To share knowledge and foster understanding within a complex, rapidly changing, and diverse world, Colgate must commit itself both to a set of community values and to the principles of freedom of expression and academic freedom.

Colgate aspires to a shared commitment to learning, inquiry, and community that encourages individuals to listen and speak with care, so that all voices among us are heard. All of us should be sensitive to the positive and negative ways that we can affect one another, keeping in mind that words and deeds can help and harm; be understood and misunderstood; advance knowledge and impede it.

1. The right of discussion and expression of all views is a basic principle within the University. In the course of any public lecture, a speaker has the right to present their subject without interruption. Students or other prospective members of the audience may request beforehand the right to question the speaker at the speaker's convenience and shall be informed prior to the speaker's presentation what the response has been to such a request.
2. Students, student groups, and student organizations may invite and hear any persons of their own choosing subject to the requirements of the use of University facilities.
3. A student, student group, or student organization may distribute without prior approval written material in areas wherein distribution shall not interfere with classes or University-authorized functions.
4. The right to peaceful demonstration is accepted by the University with the understanding that Colgate must act to ensure the safety of individuals, the protection of property, and the continuation of the academic process without interference on its premises.
5. The University condemns statements, symbols, and actions that denigrate or ridicule an individual or group because of race, religion, ethnicity, sex, sexual orientation, gender identity or gender expression, or status as transgender or gender transitioning when such statements, symbols, and actions clearly serve no educational purpose.

For more information, please visit Colgate University's Academic Freedom and Freedom of Expression webpage.

Enough Is Enough: Combating Sexual Violence on College Campuses

Student leaders are required to complete the Sexual Assault Prevention Ongoing Education program annually. The program is an interactive online tool that covers important issues related to sexual assault, intimate partner violence, stalking, and sexual harassment, as well as options for bystander intervention. The course focuses on the opportunity and responsibility student leaders have to help build a safe community. This program is required of student leaders regardless of other prevention programs completed in the past (e.g., in addition to the new student programs completed prior to the start of the semester, and training tailored to specific groups such as CLs and tour guides). General members of groups and organizations are encouraged to complete the program.

Event and Program Planning Guidelines

Student organizations should not request contracts, make reservations, or spend money until they have received approval to use the necessary funds. Items purchased prior to approval will not be reimbursed. Events, programs, or projects are not always approved and sometimes, an approved event, program, or project does not receive full funding. SGA funding cannot be used to employ students.

When thinking about events, consider the following tenets:

- Safety – First and foremost, is your event safe?
- Impact – What is the impact of your event on students, staff, faculty, and the community? This can be thought of in terms of resources, emotional energy, political implications, etc.
- Inclusion – Does your event aim to include everyone? Is it respectful?
- Quality – What is the quality of your final product?

Social Events

Activities sponsored/hosted by students or student groups must not interfere with the educational purposes of the University, disturb others, or conflict with major University events. Student leaders and student groups must inform their advising department in advance of any social event; the enforcement of regulations pertaining to organized social events sponsored by a student organization is the responsibility of the organization's officers. All student groups' and organizations' events must be submitted through Get Involved. Social events may not be scheduled when classes are not in session, including during new student orientation, reading days, and final exam periods. Individual students may not host events on campus without a sponsoring student organization or University department

Room Reservations

In order to reserve a room for a meeting or event, student groups and organizations should go to Get Involved. To book a room through Get Involved, click "Add Reservation Request" and follow the prompts. Note that rooms cannot be reserved less than 24 hours in advance. When browsing available options, select a building and filter by room capacity and features. Once you find a suitable room, click it and then select "Add Request to Event." Use "Add Location Manually" if the location isn't listed or is already reserved. Remember, events without an Event Management Software (EMS) reservation won't appear on the Colgate Calendar, so you must also submit these events to the Colgate Calendar separately. Reservations for meetings, activities, or events must be made as a student leader, not a self-booking user. In the event a student organization needs further assistance, student leaders should work with their respective advising departments. When reserving a space for a function, be sure to check the University calendar to see what events or activities are already scheduled (e.g., lectures, athletics events, concerts, etc.) to avoid conflicts.

Facilities Event Setup and Support

When planning events, programs, or projects, an organization may need support from the Facilities Department. Facilities work orders need to be requested directly through the student organization adviser **at least 5 business days before** the event. Some requests may need more lead time; please work with your advising department to put these orders in. The associated costs for support need to be considered and included in the group's proposal budget.

Work orders may include, but are not limited to:

- Ordering tables and chairs and trash or recycling bins
- Building a stage for a concert, including running electrical support for systems
- Cleanup before and/or after an event, program, or project

Work orders need to be requested for all student organization events, especially if they involve food. Even if you plan on cleaning it up yourself, there should be one in case there is an accidental spill. A work order also lets Facilities know that they have to go back and check the room before the next person uses it. There may be cleaning and/or trash removal needed after your event. Some rooms only get cleaned one time per day, so it may not get checked after your event unless there's a work order in place. If there ends up being minimal (under 30 minutes) cleanup, Facilities staff will not charge time to your work order; it will be canceled and the group won't have to pay anything.

Contracts

Contracts are an important way to protect student leaders and their organizations from possible liability associated with events or programs. The University requires that a contract is issued when a student organization plans to hire a non-Colgate group, individual, organization, or company to provide any service where a fee is involved.

Contracts must be submitted to the advising department at least 13 days in advance of the event. Be sure to anticipate the size and scope of the event, as several months may be required for contracts to be negotiated and executed. Each vendor/performer/service provider must be approved by the Purchasing Department, and a completed W-9 must be submitted in order for the University to remit payment.

Students may approach vendors/performers/service providers, etc., to gather information and discuss costs. Most entertainers or speakers are represented by an agency that will issue a contract. If the artist, performer, producer, or merchant, etc., does not provide their own contract, a standard contract is available from the Office of Student Involvement. **Students are not permitted to sign any contract that legally obligates the University in any way.** All contracts must be signed by the appropriate University official.

Contract Negotiation Tips:

- Be careful not to make verbal or informal email commitments before you have all your information. Your group will be responsible for any fees to which you agree.
- Ask for a copy of the rider(s) before proceeding with finalizing details of a contract. Be sure that you can fulfill all elements of the hospitality and technical rider needs before you commit.
- Think of the hidden costs that might come on top of the fee (such as food, lodging, and equipment rental).
- All extra costs are also multiplied by the number of band members or performers.

Performer, Speaker, Artist, Vendor Insurance

In order to perform at an event at Colgate University, or University-sponsored events, third parties must provide the University proof of liability insurance sufficient enough (generally $1,000,000) to indemnify the University if their performance results in a claim against the University. This proof shall be in the form of a certificate of Insurance (COI), which names the University as an additional insured. For third parties who do not have liability insurance or other such coverage, event insurance may be secured. This insurance must be purchased by the third party directly. Colgate University or a student organization may not purchase it on the behalf of the speaker/performer/artist.

Cash Prizes and Gift Cards

Although it is discouraged, RSOs seeking to distribute cash prizes or gift cards using University funds must first receive approval from the Accounting office by making a request through their advising department. If an exception is made, the amount of the cash prizes or gift cards will need to be proportional to the activity the student participated in to receive it. Additionally, in compliance with IRS regulations, Colgate University's policy concerning the tax treatment and reporting of cash prizes and gift cards is outlined below. The term "Cash Prizes and Gift Cards" also refers to cash equivalent prizes, including items such as books, clothing, or tickets to events. All specific gift cards (restaurants, iTunes, Colgate bookstore, etc.) will be taxed if the card's value is in excess of $50. When giving a prize, be sure to collect the following information from the winning student:

- First and last name of recipient
- 'Gate Card #
- If they are, or have ever been, a college employee
- The dollar amount of the prize/award to be paid and/or the value of the gift card or noncash item provided

All of this information, along with the receipts for any prizes purchased, should be given to the student organization adviser.

Movie License Policy

Showing movies is a popular program for student organizations. It is important that student organizations abide by "public performance" laws to ensure they are not infringing upon filmmakers' copyrights. Renting a movie without public distribution licensing or bringing in a personal copy to show to your membership or the general public is ILLEGAL and subjects the student organization and possibly Colgate to fines.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental, purchase, lending, or download of a movie carries with it the right to exhibit it publicly outside the home, unless the screening is properly licensed. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc., regardless of whether admission is charged; whether the institution is commercial or nonprofit; or whether a federal, state, or local agency is involved. The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Under the "Education Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

The company that handles the majority of the licensing for Colgate is Swank Motion Pictures, Inc. Their website is: swank.com. Fees for purchasing the rights to exhibit a film or TV show will be more expensive than simply renting the film. Typically, they can be hundreds of dollars; therefore, it is important to get a quote from Swank prior to applying for funding.

Large Event Policy

Large events are defined as student organization programs that are more complex, with multiple layers of variables regarding planning, facility use, and attendance. Factors that should be considered to ensure that large event policies are implemented correctly include:

- Type of event (concert, dance, etc.)
- Location, time, and event setup
- Number of attendees
- Open or closed event to the non-college community

Depending on the scope of the event, the following policies may apply:

- **Guest Policy:** Colgate University students are responsible for the behavior and actions of their guests. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. All hosts must register their guests in advance. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Colgate University hosts.
- **Security Policy:** Each advising department, in consultation with the Campus Safety Department, determines security needs for large events. Student organizations are responsible for the cost of campus safety and other staff required for security when hosting a large event. Wristbands or another tracking system may be required.

The University reserves the right to end events that receive complaints. If complaints are received, campus safety will respond and determine if ending the event is warranted. Event organizers are expected to cooperate with the responding officers and to assist as needed. Following any large event, the event organizers are required to make certain the area is cleaned and all decorations removed. Failure to clean the area will result in additional charges to the organization.

Tents and Tent Permits

In accordance with New York State and village of Hamilton fire/life safety codes, permits are required for all tents and membrane structures in excess of 200 square feet and canopies in excess of 400 square feet.

All permits for tents to be used on Colgate University property must be obtained through the Office of Emergency Management via the online request form found here. If your group is interested in multiple tents, one form can be submitted, and you will be contacted for further information. All forms must be submitted at least 7 business days prior to the event date. Please note that the form will only be visible when logged into your Colgate University Google account.

After your form is submitted, a safe dig will be conducted by University officials on behalf of your event. Staff will mark off where your tent is allowed to be placed.

Typically, the University works with Morris Tent Rental and Auburn Party Rental to provide tents for events. Their websites are: morristents.com and auburnpartyrental.com.

If your group is considering having a caterer cook inside a tent, special cooking tents need to be discussed and arranged for with your tent provider.

If you have questions about tents, please contact Gary Bridge, director of fire safety. For more information about reservations and rentals, please visit the Campus Facility Reservations and Rentals webpage.

Restroom Facilities and Port-a-Potties

Restroom facilities should be considered at all event locations, even those outside. Organizers should not use residence hall or University housing restrooms for their events. If an event expects a large attendance, it is recommended that organizers consider providing additional restroom facilities, such as port-a-potties. The recommended minimum for a portable restroom is one port-a-potty per 100 people for up to a four-hour event.

Audio/Visual Support

Information Technology Services
On-campus event support is available from the Colgate University ITS department and can be requested through EMS (Event Management System) when booking your room reservation. Requests need to be made at least 48 hours in advance of your event.

Available Services:

- Device support (e.g., laptop connection to the in-room projection system)
- Microphones and podiums
- Livestream and video/audio recording
    - Two- to three-week lead time is required for these services
    - If contracting with a speaker/performer/artist, they must agree ahead of time

Amplified Sound, Sound Variances, and Ordinances

To minimize the disruption of academic and administrative activities, music, amplified sound, or other loud noise is permitted generally only between 5:00 p.m. and 9:00 p.m. on weekdays (Sunday-Thursday) and 8:00 a.m. to midnight on weekends (Friday-Saturday). Even during approved hours, all noise should be kept at a reasonable level and University officials may require event organizers to change the volume to a specific lower level, or turn off the amplifiers altogether if complaints have been received. Student organizations should consult their advising department and campus safety anytime there are plans to have amplified sound at an outdoor event.

Sound permits or variances are required primarily for outdoor sound amplification. If an event is scheduled within allowed time frames and below designated decibel levels, organizations need only file a sound permit. Any event that falls outside of established times/decibel levels will require a sound variance.

A sound variance permit may be applied for here:
hamilton-ny.gov/wp-content/uploads/2017/08/Sound-Variance.pdf.

Political Events

If a student organization wishes to bring a political speaker to campus or host political events or discussions, the following guidelines should be followed:

- An announcement should be made at the beginning of the program stating that the University does not endorse nor support any particular party or candidate.

- It is fine to allow campus facilities to be used by students for a political discussion/speaker as long as those facilities are available to other parties on an equal basis.
- Campaign posters should NOT be hung on University property (advertising the speaker is OK) and no fundraising should occur.

Off-Campus Events

Occasionally, registered student organizations will sponsor events at an off-campus facility. Student organizations are not encouraged to host off-campus events because it limits the opportunity for students to participate. However, should your organization plan such an event, it is essential that you meet with a professional staff member in your advising department and keep them involved in your planning process from the beginning. Venues for University events held off campus may request that a Certificate of Insurance be issued to the venue. The organizer of the event can obtain the certificate by working with their student organization adviser at least seven days prior to the event and should have the following information available:

- Name of organization to receive the certificate
- Mailing address, fax number, and email (if applicable) of certificate recipient
- Indication of whether the certificate holder should be named as Additional Insured
- Brief description and date(s) of event

Issues to keep in mind when planning off-campus events:

- Liability
- Negotiation of contracts (with the facility's management)
- Financial management (off-campus facilities can be quite costly)
- Security

Food and Nonalcoholic Beverages

Colgate Dining Services has put together a variety of options for student organizations to use for their programs and events. When possible, student organizations are encouraged to use Colgate Dining Services for their catering needs.

Sale of Food Items
Candy sales – Fundraisers that include candy (e.g. Candy-Grams) are acceptable provided that all candy is prepackaged and individually wrapped. Unacceptable candy includes items such as M&M's that are opened and sorted or any type of bulk candy that is not individually packaged.

Bake Sales – Student Organizations who wish to hold a bake sale should abide by the Funding and Fundraising policies. Only homemade baked goods (items that do not have to be temperature controlled) may be sold at tables reserved for bake sales. No other foods are permitted.

Prepackaged Food
Prepackaged items may be provided by the student organization. This usually includes party size snacks (e.g., large bags of chips, cookies, pretzels, etc.). Prepackaged items requiring temperature control (heating or cooling) are not permitted. All cold beverages must be Coca-Cola products.

Events With Alcohol

Social events with alcohol may not be scheduled when classes are not in session, including during new student orientation, reading days, and final exam periods. Additionally, events with alcohol are not permitted until the conclusion of the Drop/Add period at the beginning of each semester nor after the Saturday before the last week of classes at the end of each semester. Catered events requiring a liquor license and/or outdoor events involving amplified sound require approval by the University at least three weeks in advance of the event, regardless of the time of night or day for which it is scheduled.

Hosting Expectations for Events of All Sizes

1. A limit of three events per week may be registered at the same location (Thursday through Saturday). Events with alcohol on Wednesdays require approval from the vice president and dean of the college or the dean of students. No event shall exceed four (4) hours or extend beyond 2:00 a.m. for indoor events or midnight for outdoor events. All events must be registered with and approved by a dean of the college staff member at least 72 hours prior to the event.

2. Every registered event may require an in-person Event Review with a dean of the college staff member prior to the event approval. The dean of the college staff will use that time to review the event with the host(s).

3. The host(s) of any event with alcohol is responsible for any property damage caused by the actions of event attendees, whether invited or uninvited, and will be held responsible for damages to the area where the event is held, as well as bathrooms or adjacent spaces used by attendees. All events must be conducted in a safe, responsible manner that is not disruptive to surrounding areas.

4. Individuals or organizations hosting an event should be aware that they may be held liable for damages for personal or other injuries suffered by attendees or others as a result of alcohol consumed at the event.

5. The University expects reasonable attention to the cleanliness of the space following the event. The social host(s) is responsible for coordinating the cleanup efforts, both inside and outside of the event space.

6. Any violation of the above requirements may result in disciplinary action in accordance with the system of University standards and student conduct and/or the Policy on Alcohol and Other Drugs. In addition, the dean of the college division may not approve the registration of events by persons or organizations that have violated the above requirements or other Colgate policies and/or procedures.

Catered Events

Catered events are organized functions held inside or outside a residential facility, common space in a residence hall, fraternities and sororities, Parker Commons, or other approved large campus venues where alcohol is served to students of legal age by a licensed caterer, and which are open to students of Colgate University. Catered event hosts are responsible for informing their chosen caterer of, and ensuring full compliance by the caterer, with these requirements:

1. All catered events must be registered with and approved by a dean of the college staff member at least three (3) weeks prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.

2. Students who wish to host catered events with alcohol must be at least 21 years of age and must complete all dean of the college trainings and requirements. There must be at least two (2) ASTP (Alcohol Skills Training Program) trained hosts, including one (1) member of the organization's leadership team, present at all times during the event. The hosts must participate in ASTP prior to registering the event (see Additional Hosting Expectations) and must meet with a dean of the college administrator to review the event.

3. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any catered event at which alcohol will be available. Water and nonalcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.

4. Proper verification of age is required at catered events on campus where alcohol is served and must be conducted by the caterer or security detail. Wristbands must be distributed to of-age students to ensure that alcohol is provided only to those who are of age. Catered event attendees may not be served more than one alcoholic beverage at a time.

5. The host(s) of catered events must be present for the entire event, monitor the event, and make sure there is no underage consumption, or other violations of Colgate policy (including without limitation these requirements). Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted. Drinking may not be the central activity of any event.

6. A University official may check in at the beginning of each catered event to meet with the event host(s) and see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.

7. If a University official has concerns that a catered event is not being conducted according to these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.

8. Printed and electronic publicity (e.g., social media or other mass app-based distribution) for catered events on campus may mention alcohol, provided that the following specific and approved language is used:
    a. *"Nonalcoholic beverages available. Beer 21+" or "Nonalcoholic beverages available. Wine 21+" or*
    b. *"Nonalcoholic beverages available. Beer and wine 21+"*

    Only the vp/dean of the college or dean of students may approve variations to this standard language for publicity, regardless of where the event is to be held. Event publicity may contain no other references to alcohol, including without limitation: price of alcoholic beverages; types of beer or wine available; or photos or logos of alcoholic beverages.

Large Invitation Events

Large invitation events are organized functions held in the common areas of a common space of a residence hall, fraternities and sororities, apartment, or townhouse where alcohol is served to of-age students, that are open to students other than those who live in the residential unit and their invited guests, or that exceed sixty-five (65) attendees. The attendance of the event may not exceed the maximum permitted occupancy of the space, as determined by the University.

1. Students who wish to host large invitation events with alcohol must be at least 21 years of age. There must be at least two (2) ASTP-trained hosts including one (1) member of the organization's leadership team present at all times during the event. The host(s) must participate in ASTP prior to registering the event (see Additional Hosting Expectations) and meet with a dean of the college administrator to review the event.
2. All large invitation events where alcohol is present must be registered with and approved by a dean of the college staff member at least 72 hours prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.
3. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any large invitation event at which alcohol will be available. Water and nonalcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.
4. Proper verification of age is required at large invitation events on campus where alcohol is served.
    a. Acceptable identification for age verification of Colgate students is a valid state or government ID accompanied by a Colgate University ID. Failure to have both of these pieces of identification must result in a request for additional forms of ID, and failure to produce such additional ID must result in the denial of alcohol service. Guests who are not Colgate students must show at least two forms of ID, one of which must be a valid state or government ID.
    b. Wristbands must be distributed to of-age attendees to ensure that alcohol is provided only to those who are of legal drinking age.
    c. Large invitation event attendees may not be served more than one alcoholic beverage at a time.
    d. Throughout the duration of all large invitation events on campus, those in charge of age verification and alcohol service must continue to monitor and ensure that alcohol is not provided to students who are under 21 and that students who are of legal drinking age are not overserved.
5. The host(s) of large invitation events must be present for the entire event, monitor the event, and make sure there is no underage or unsafe drinking, or other violations of Colgate policy (including without limitation these requirements).
6. A University official may check in at the beginning of and/or during each large invitation event to meet with the social host(s) and to see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.
7. If a University official has concerns that a large invitation event is not being conducted according to these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.
8. The amount of alcohol present must be scaled for reasonable levels of consumption by the reasonably anticipated number of attendees of legal drinking age.
9. Wine, beer, and other malt beverages may be served. Hard alcohol is prohibited.
10. Printed and electronic publicity for large invitation events on campus may mention alcohol, provided that the following specific and approved language is used:
    a. *"Nonalcoholic beverages available. Beer 21+"* or *"Nonalcoholic beverages available. Wine 21+"* or *"Nonalcoholic beverages available. Beer and wine 21+"*
    b. Only a dean of the college administrator may approve variations to this standard language for publicity, regardless of where the event is to be held.
    c. Event publicity may contain no other references to alcohol, including without limitation: price of alcoholic beverages; types of beer or wine available; or photos or logos of alcoholic beverages with the exception of licensed establishments on campus.
11. Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted.
12. Drinking may not be the central activity of any event.

Private Events

1. For the purposes of this process, “small private events” are organized functions held in the common areas of a residence hall, fraternity or sorority, apartment, or townhouse where alcohol is served to of-age residents of that residential unit and their guest(s), with a minimum of twenty-five (25) but not to exceed sixty-five (65) attendees. The attendance of the event must not exceed the maximum permitted occupancy of the event space, as determined by the University.
2. Students who wish to host small private events with alcohol must be at least 21 years of age and reside in the space in which the event will be held. All small private events must be registered with and approved by a dean of the college staff member at least 72 hours prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.
3. Small private events are by personal invitation only. When choosing how many students to invite, a host should be mindful of the number of students permitted to be present in the event space at one time, as determined by the University. Advertising/publicizing of private events is prohibited. The use of social media is only permitted in the context of private and directed invitations. (e.g., private messages on Facebook, direct message on Twitter).
4. The host(s) of small private events must be present for the entire event, monitor the event, and make sure there is no underage or unsafe drinking, or other violations of Colgate policy (including without limitation these requirements). Proper verification of age is required at small private events. Acceptable identification for age verification of Colgate students is a valid state or government ID accompanied by a Colgate University ID. Failure to have both of these pieces of identification must result in a request for additional forms of ID, and failure to produce such additional ID must result in the denial of alcohol service. Guests who are not Colgate students must show at least two forms of ID, one of which must be a valid state or government ID.
5. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any small private event at which alcohol will be available. Water and nonalcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.
6. The amount of alcohol present must be scaled for reasonable levels of consumption by the reasonably anticipated number of attendees of legal drinking age.
7. Wine, beer, and other malt beverages may be served. Hard alcohol is prohibited. Most transports to the hospital for alcohol overdose are linked to consumption of hard alcohol.
8. A University official may check in at the beginning of and/or during each small private event to meet with the social host(s) and see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.
9. If a University official has concerns that a small private event is not being conducted in accordance with these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.
10. Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted. Drinking may not be the central activity of any event.

Advertising and Posting

General Posting Procedures

Advertising can occur one week prior to the event. All forms of advertising must be approved by a group or organization’s advising department.

1. All printed advertising must include the organization’s name.
2. All advertising must comply with the University’s nondiscrimination policy.
3. Advertising may not include alcohol or illegal substances.
4. No printed advertising can be placed on any tree.
5. Posters should be hung only on designated bulletin boards.
6. No posters should be placed on windows or any glass surfaces.
7. On cork bulletin boards located throughout the campus, thumbtacks should be used. The use of tape and/or staples is prohibited.
8. Printed advertising should never be stapled, tacked, nailed, or taped to University benches.
9. Posters are limited to 50 per event. Only one poster, per subject, per bulletin board is permitted.
10. Placing posters over other posters is discourteous and should be avoided.
11. All printed advertisements must be taken down by the responsible organization within three days after the event has taken place.

All advertisements must have a date on them, regardless of content.

Locations to Hang Posters

Please use this checklist as a preliminary guide when distributing posters so they will be seen at many key locations on and off campus.

On Campus:

- **Chapel Basement** - next to room #105 Administrative Coordinator
- **Lathrop Hall** - 1st floor exit
- **Lathrop Hall** - outside room #109c Upstate Institute
- **Lathrop Hall** - outside room #103 Administrative Advising
- **Lathrop Hall** - outside room #102 Office of Equity & Diversity
- **McGregory Hall** - outside Dean of the College office
- **McGregory Hall** - outside Dean of the Faculty office
- **Ho Science Center** - 3rd floor between rooms #313-#316
- **O’Connor Campus Center Dining Hall** - main entrance, turn right
- **O’Connor Campus Center Fireplace Room** - next to OSI offices
- **O’Connor Campus Center Downstairs** - across from the mail center
- **Case-Geyer Library** - 3rd floor by borrowing desk at the Donovan’s Pub exit
- **Case-Geyer Library Cafe** - 5th floor, corkboard is next to bathroom
- **East Hall (Women’s Studies)** - main entrance doorway inside building
- **Persson Hall** - inside the right door under the archway going downhill
- **Alumni Hall** - main corridor, several long bulletin boards along hall
- **Frank Dining Hall** - to the right inside the main entrance

Off Campus: For events that are open to the community

- **Hamilton Eatery** - inside they have pegboard strips around eating area
- **Social Haus at Good Nature Brewing** - post outside front door on corkboard
- **Maxwells Chocolates and Ice Cream** - ask to hang on side door
- **Colgate Bookstore** - ask at the main checkout
- **Hamilton Movie Theater** - ask at ticketing, posters are hung on inside walls
- **Oliveri’s Pizzeria** - ask wait staff to put in front window
- **Parry’s** - Main entrance on right
- **Hamilton Town Library** - main entrance, large board to the left
- **Hamilton Whole Foods** - next to front door

Residence Hall Posting

To post flyers in the Residence Hall buildings, bring the posters to the Residence Life office and they can distribute them to community leaders (CLs). Or you can find CLs who are willing to post in the Residence Halls. Students who live in the specific buildings can also post them for you.

Chalking on Campus

Chalk is absolutely not permitted on any University building.

- The use of chalk is confined to four areas on campus: The area directly outside of the Coop in the intersection of the paths; advertising should stay within a 20-yard radius of the steps leading to the patio; the area directly outside Frank; the top 20 yards of "Cardiac" Hill; outside the front entrance to the Commons.
- All chalk advertisements must be washed clean by those responsible for putting it up within three days of the conclusion of the event or, in the case of a political message, within one week of its posting.

Trademark Licensing

Colgate's logos and wordmarks for branding purposes are readily available for use. For more information on the types of files and designs that can be used, please visit the Logos and Wordmarks webpage. If you would like to acquire one of the files, please contact creative@colgate.edu.

Distribution of Literature

The University prohibits solicitation or the distribution of literature for any purpose on University-owned property by nonemployees of the University, without specific written permission from the vice president for finance and administration. The University also prohibits the solicitation of employees by fellow employees for any purpose during working time (when the employee being solicited and the employee doing the soliciting are both on working time). Further, the University prohibits the distribution of any literature by employees in work areas on University property. Self-employed Colgate students may obtain specific written permission from the Center for Leadership and Student Involvement to sell goods or services in order to pay for college expenses.

Marketing Your Event

Here are some ways you can get the word out about your event:

Printed Media	Digital Media	Social Media	Word of Mouth
• Posters • Flyers • *Maroon News*	• Colgate calendar/ campus distributions • Digital signage • Group emails/ mailing lists	• Facebook page events • X, formerly Twitter • Instagram shout-outs • GroupMes • TikTok	• COOP table • Tell people in casual conversation • Inform relevant departments

Get Involved

Advertising your event on Get Involved is easy! As long as you are an officer of your organization, you'll have access to upload your event information for all Get Involved users to see. Please be sure you have submitted an event form for your OSI adviser to approve before submitting your Calendar Event to Get Involved.

After your event is approved, you can submit the Calendar Event. To do this, first, you must click on the icon next to your initial or picture in the upper right corner. Click on "Manage" from the drop-down list, then choose the organization that you wish to upload an event for. Once you are on your organization's homepage, click on the icon with three lines in the upper left corner. From that menu, select "Events." Then click on the blue button on the right that says "Create Event." Fill out all of the prompted questions. If you decide to upload a photo, please be sure to send the photo to your student organization adviser to approve it first, unless it is your organization's logo. Continue filling out the application, and once you are done, review the information you provided before you submit it.

Campus Calendar

Submitting your event for the Colgate Calendar is a great way to advertise. Before you submit the form, please be sure that your student organization adviser has approved the event and the Budget Allocation Committee (BAC) has approved funding, if applicable. Once those two steps have been taken, follow these procedures:

- Go to calendar.colgate.edu/event/create.
- Fill in as many of the details as possible to ensure accuracy of your event.
- Upload a photo (either of the approved poster or your student organization's profile picture). It is more visually appealing when a photo is attached to an event description.

For more guidelines about the event submission, please visit Colgate Campus Calendar Guidelines. It is suggested for your student organization to submit an event to the Colgate Calendar at least two weeks before the event. The event submission will be reviewed before it is posted to the calendar.

University Printing

Located in the O'Connor Campus Center (aka the Coop), University Printing offers a wide range of printing services to meet your needs. From posters, brochures, and postcards to booklets, outdoor banners, and directional signs, they can create it. If you need help with graphic design, they have in-house designers happy to help with your project. Orders require a budget code in order to be processed, and the image must be approved by your advising department before they are hung around campus.

A few tips to keep in mind when submitting projects to University Printing:

- Include clear photos in your design
- Review your document at 100% resolution to confirm what it will look like at the actual size
- Export your file as a TIFF for a best quality print, or a high-res JPG or high-res PDF
- Consider what paper you would like as your base (glossy, matte, heavy-weight, colored, etc.)

Digital Signage

Digital signage screens are installed in many high traffic areas around campus. All student clubs are encouraged to submit digital copies of their posters to osi@colgate.edu for display on the digital signage screens around campus.

Travel Information and Procedures

Student organizations planning any type of trip are required to meet with their student organization adviser to discuss their planned itinerary, budget, and transportation details, as well as risk management and contracting procedures related to travel. All University-funded trips must have a designated student trip leader. That student trip leader will be responsible for handling emergency situations, logistical issues, ensuring adherence to University policies, procedures, rules and regulations, and other related issues. Student trip leaders act solely on behalf of their travel group; they do not act as agents or otherwise on behalf of nor do they have the power or ability to bind or create liability for the University.

Domestic Travel

In addition to any University/department/division-specific domestic travel policies, and the Colgate University Student Travel Guidelines, recognized student organizations and groups must:

- Inform and meet with their advising department about the trip at least four weeks in advance.
- The trip must align with the mission and purpose of the student organization
- Travel Authorization Process: If student organizations are using University funds or are using the BAC for funding, student leaders for the organization must first obtain authorization from the relevant department for domestic travel, including submission of a travel proposal outlining the purpose, detailed itinerary, and proposed budget for the trip, risk management plan, and health and safety information (who has allergies, etc.)
- Follow the Colgate University Driver Safety and Motor Vehicle Use Policy and the Van Reservation & Use

Policy

- Receive funding from the BAC or secure funding at least two weeks before the trip
- Ensure travel does not interfere with academic commitments and should be scheduled in a way that participants do not miss any classes. If this is unavoidable, students are responsible for communicating with their professors about missing classes and any assignments/exams prior to the trip. Advising departments will not provide any excuse documentation for classes missed
- Select two student trip leaders for the trip

  Specific responsibilities of student trip leaders include:
  - Completing the Student Organization Travel Authorization Form, including a comprehensive list of participating students, at least five days in advance of their anticipated travel and submitting it to their student organization adviser.
  - Compiling destination directions, accommodations information, and a detailed itinerary and providing contact information.
  - Providing the Campus Safety Department with any changes that have been made to the Student Organization Travel Authorization Form prior to departing campus.
  - Being familiar with, and willing to uphold, applicable Colgate University policies, procedures, and rules and regulations, including without limitation the Code of Student Conduct.
- Adhere to the Colgate University Code of Student Conduct and local, state, and federal laws while traveling
- Follow the pre-departure instructions of the adviser throughout the trip, or the group may be subject to the trip being cut short and returning to campus at their own expense

International Travel

In addition to any University/department/division-specific domestic travel policies, and the Colgate University Student Travel Guidelines, recognized student organizations and groups must:

- Inform and meet with their advising department about the trip at least four weeks in advance
- The trip must align with the mission and purpose of the student organization.
- Travel Authorization Process: If student organizations are using University funds or are using the BAC for funding, student leaders for the organization must first obtain authorization from the relevant department for international travel, including submission of a travel proposal outlining the purpose, detailed itinerary, and proposed budget for the trip, risk management plan, and health and safety information (who has allergies, etc.)
- Receive funding from the BAC or secure funding at least eight weeks before the trip
- Acquire all necessary travel documentation and visas prior to the trip
- Ensure travel does not interfere with academic commitments and should be scheduled in a way that participants do not miss any classes. If this is unavoidable, students are responsible for communicating with their professors about missing classes and any assignments/exams prior to the trip. Advising departments will not provide any excuse documentation for classes missed.
- Understand that travel to Department of State Level 3 and higher countries is not permitted unless explicitly approved by the VP/dean of the college
  - If approved, student organizations may be required to adhere to additional requirements above and beyond typical requirements for travel in order to account for safety.
- Adhere to the Colgate University Code of Student Conduct and local, state, national, and international laws while traveling
- Be active for at least two full semesters
- Host at least two events, group meetings, or programs in the preceding semester as evidence of being an active group
- Select two student trip leaders for the trip

  Specific responsibilities of student trip leaders include:
  - Completing the Student Organization Travel Authorization Form, including a comprehensive list of participating students, at least five days in advance of their anticipated travel and submitting it to their student organization adviser.
  - Compiling destination directions, accommodations information, and a detailed itinerary and providing contact information.
  - Providing the Campus Safety Department with any changes that have been made to the Student Organization Travel Authorization Form prior to departing campus.
- Being familiar with, and willing to uphold, applicable Colgate University policies, procedures, and rules and regulations, including without limitation the Code of Student Conduct.
- Notify the adviser of plans to cancel at least 72 in advance for individual students. Failure to comply may result in the student being charged for their portion of the trip at the discretion of the organization's leadership and adviser.

Liability Forms

For University-sponsored events, programs, or projects involving travel, student participants must sign and return an Assumption of Risk & Responsibility, or ARR, form provided by your advising department and available by logging into Qualtrics using your Colgate credentials.

Driving Procedures

Student organizations may choose to drive to their destinations. All drivers must follow the University's procedures on driver safety and motor vehicle use.

General Requirements

- All drivers must complete the driver authorization process through campus safety.
- All drivers must be at least 18 years old and actively licensed to drive in any of the US states or the District of Columbia, and such license must have been valid for a minimum of one year.
- Third parties (eg., nonemployees and nonstudents) are not permitted to operate motor vehicles without first registering as a volunteer via the Human Resources Department and then completing the Driver Authorization process.
- Student drivers must complete the Student Driver Authorization Process to operate a motor vehicle on University or student club business.
- Drivers may only transport University employees, students, or other authorized individuals in motor vehicles.
- Drivers and all passengers must use seat belts at all times. The number of passengers permitted in any motor vehicle may not exceed the number of seat belts. Passengers are not permitted to ride in the rear cargo areas of pickup trucks or sport utility vehicles.
- Smoking is prohibited in all motor vehicles.
- Cell phone use is prohibited while operating motor vehicles, unless a hands-free device is utilized, and then only to the extent permitted by applicable law. Drivers are not permitted to type or read text messages or emails while operating motor vehicles.
- Fines, penalties, fees, and surcharges for traffic and parking violations are not considered reimbursable costs under University policy. All traffic and parking violations are the sole responsibility of the driver.
- Motor vehicles should not be driven more than 300 miles one way from the University's main campus whenever practicable. For trips that exceed this distance, a rental vehicle or charter service is recommended.
- The University recommends at least two authorized drivers for trips greater than 200 miles in a 24-hour period. No driver should drive more than eight hours during any 24-hour period if reasonably possible.
- Driving between 11:00 p.m. and 5:00 a.m. should be avoided if reasonably possible.
- Use of a Colgate-owned motor vehicle is restricted to authorized University-related activities. Personal use of Colgate-owned motor vehicles is not permitted under any circumstances. Any damages and/or liabilities arising out of the personal use, or other use in violation of University policy, are the sole responsibility of the driver. The driver's personal automobile insurance is expected to respond in the event of an accident or any other event arising out of such use.

University Van Usage

Use of a University van must be requested with your student organization adviser. An organization member must have a University-issued van license to drive a van. Under no circumstances should a van be reserved or used for any other purpose than the explicit benefit of a particular student organization. Keep in mind 10 business days' notice should be given when reserving a van. The University has a limited number of vans and all departments on campus have access to them.

Personal Vehicles

Students are solely responsible for determining whether they will travel in vehicles personally owned by themselves or others on University business. Colgate University does not evaluate, inspect, or maintain such vehicles and, accordingly, makes no representations or recommendations with respect to, and assumes no responsibility for determining or ensuring the suitability or safety of any such vehicle. Persons traveling in such vehicles on University business do so entirely at their own risk, and the University will not be liable for personal injury or property damage resulting from such use.

Students who use personal motor vehicles on University business are required to maintain automobile liability insurance. If a student uses a personal motor vehicle to conduct University business, the vehicle owner's insurance policy will always provide the primary liability coverage. The University will not provide reimbursement for the deductibles associated with the primary insurance in the event of an accident.

Chartered Bus

For trips over 300 miles or with a large number of attendees, organizations may choose to use a chartered bus for travel. Travel involving a chartered bus must be coordinated with your student organization adviser.

Air Transportation/Train

Travel involving airline, train, bus, or on-demand shuttle reservations must be coordinated with your student organization adviser.

Hotel Reservations

Often, the fee for accommodations is included in a conference, event, or tournament registration fee. If accommodations are not included, a special rate may be available. Special rates often need to be reserved with a form unique to the conference and have deadlines for use. Please contact an appropriate person organizing the event to see if special rates and processes are available. Please see the student organization adviser for assistance in reserving hotel rooms, with or without special rates. Reservations for accommodations through homestay companies like Airbnb should only be made, if absolutely necessary.

Get Involved

Colgate University uses the Get Involved platform — getinvolved.colgate.edu — to manage student organization operations. Many examples of how to use this platform to support your student organization are detailed below and include links to tutorials.

Each student organization is expected to have the following information available on their Get Involved page:

1. A PDF copy of your constitution and bylaws to upload to Documents
2. A list of all formal officer positions as outlined in your constitution
3. A membership roster
4. The name and contact information of the adviser for your group

Updating Your Organization's Page on Get Involved

Are you changing officers? Would you like to update your organization's description? Then be sure to update the group page on Get Involved. There are many ways to update your Student Organization Page, so visit the Organization Tool Menu to gain a better understanding of how to make these changes.

Reregistering Your Organization

Colgate University's student organizations must reregister every year in order to stay active on campus. "Active" indicates that an organization is allowed to host events, and if they are SGA recognized, allowed to apply for and use BAC funding. To learn how to reregister your organization, please visit the Reregistering Your Organization Platform.

The reregistration period is from the open from the third week of April until the last week of September for the fall. Spring registration is open the first four weeks of the semester. If an organization misses the semester deadline, they can register the following semester.

How to Create an Event in Get Involved

Submitting an event on Get Involved is easy, and it's a great tool to use! It allows your student organization adviser to review the event, and it also provides you with another marketing platform. To review the steps on how to get started, visit Creating a New Event in Your Organization. If you have further questions, please contact your student organization adviser.

How to Join an Organization

All students can join an organization on Get Involved to receive emails and notifications about events and when the club meets. The respective student organization(s) that you would like to join must approve your membership before you begin receiving information.

- To join a student organization, log in to getinvolved.colgate.edu.
- Click on the Organizations tab. You can scroll through all of the listed organizations, or you can search for specific clubs you are interested in joining. You can also search by categories, which are listed in the Organization Categories above.
- When you find an organization you would like to know more about, click on the organization and click on the blue JOIN button in the right-hand corner.
- The respective organization must approve your membership before you are able to receive notifications from them.

If you are an officer, or have access to manage the Roster tool, please see Approving Organization Membership Requests to learn how to approve memberships.

Financials

Budget Allocation Committee Guidelines

The Budget Allocation Committee (BAC) of the Student Government Association is responsible for the stewardship and allocation of funds collected from the Student Activity Fee. All SGA-recognized student organizations and Sponsored Student Organizations have access to this money through the BAC. The BAC consists of a panel under the chairmanship of the BAC treasurer(s).

- The BAC considers the following criteria when reviewing funding proposals
  - **Fiscal responsibility** - what is the impact on the student experience by funding this purchase or event
  - **Mission alignment** - how does the proposed event or purchase advance the goals of the group or organization
  - **Quality of service** - how successful has the organization or group been in a given time period
  - **Quantity of service** - how many events have been funded for the organization or group in a given time period

- All eligible organizations must come before the BAC to receive funding no less than two weeks prior to the scheduled event for which the organization is seeking funding.
- Applications for Student Activity Fee funds must be submitted on Get Involved via the Finance section of the organization's page.
- Advertising for an event is prohibited before an event has been approved for BAC funding. This includes the use of posters, Get Involved, Facebook, flyers, chain emails, meeting announcements, etc.
- Groups and organizations must maintain an accurate record of financial transactions and make this information available upon request.
- Any budget changes must be submitted to the BAC treasurer(s) for approval. Funding for a particular type of event (speaker, film, etc.) may only be substituted for a similar type of program if changes are approved.
- Any funding that is left over because an event did not occur or expenses were less than anticipated may not be used for a future event or activity without prior permission by the BAC. Rolling over funds to another event without permission may result in non-reimbursement of the items purchased with those funds.
- No group or organization may exceed the maximum amount they have been allocated by the BAC unless they have received approval to spend from a restricted account by their respective advising department.
- All unused allocated funds will be taken back at the end of the semester and reallocated the following semester.
- The last day an organization is able to host an event or access funds, in any given semester, is the last day of classes.

Submitting a Funding Proposal

As an SGA-Recognized Student Organization, your student group has access to BAC (Budget Allocation Committee) Funding. To access this funding, an officer of your organization, typically the treasurer, should submit budget proposals. Before you begin to draft up a budget proposal, please schedule a meeting with your student organization adviser at least three weeks before the event to ensure you have thought about all of the details for event planning and budgetary needs.

Once you have discussed your ideas with your student organization adviser, you can go ahead and submit the budget. For more information on how to submit a budget proposal through Get Involved, please visit Submitting Purchase, Funding, and Budgeting Requests for Your Organization.

- Please remember to always select "Funding Request" when submitting proposals.
- You must wait until you hear back from the BAC about whether your funding was approved or not before money is spent. Please consult your student organization adviser on how to proceed with purchasing supplies, food, decorations, etc.

Additional Sources of Funding

Though the BAC is the primary source of funding for student groups and organizations, there may be other funding sources available to aid student organizations in achieving their goals. Co-sponsoring with another organization or University department is a great opportunity to acquire additional funds. For more information about additional funding sources, please schedule an appointment with a student organization adviser from your organization's advising department.

Financial Transactions

All student organization accounts are held by their respective advising departments. Funds allocated by the BAC are transferred into your organization's account. Checks, deposits, and transfers are processed for your organization by submitting the appropriate forms and supporting documentation to your advising department for each transaction.

Depositing Money

Student leaders may not keep student club funds in their residence area. Money from any fundraisers, dues, travel, etc., must be deposited daily to lessen the risk of theft or loss. Organizations may deposit funds into their account through their respective advising department during normal business hours.

Making Purchases

Before making any purchases or soliciting any services for an organization (including printing posters, securing services from facilities, purchasing anything with the intention of reimbursement, or doing anything else that requires a budget code), the student organization adviser must be contacted. Students must comply with the University's purchasing policies and procedures. Once an organization has met with its adviser, it will be able to use one of the following options:

- Budget Code
- Cash Advance
- Corporate Card
- Purchase Orders
- Reimbursement
- Discretionary Funds

Students should review University purchasing policies and procedures and familiarize themselves with Concur. Instructions for using Concur can be found on the Colgate accounting website.

In all cases, an itemized receipt must be collected and provided back to the adviser.

Budget Code

With prior approval from the advising department and proper invoices, the student organization may use their organization's budget code at a local participating vendor and for on-campus partners like Dining Services and Facilities Department. Students must provide their full name, organization name, and budget code. Failure to get advanced approval or provide all of this information may result in loss of access to funds.

Cash Advance

When a Colgate account and/or a purchase order number cannot be taken by a vendor, cash advances can be requested. It is important to remember that all cash advances can only be utilized for expenses approved by the BAC (in the case of Student Activity Fee funds) or the alternative funding source. The maximum amount a single student can request is $350.00. A Colgate University form will be given to a member of an organization by their student organization adviser. The form and the student's valid 'Gate Card must be presented at the cashier's window in the basement of the James B. Colgate building. All receipts and/or cash, equal to the amount advanced, must be returned to the student organization's adviser. Failure to do so will result in the amount advanced being billed to the individual student's account. No exceptions will be made for lost receipts.

Corporate Card

RSOs may check out a Colgate University credit card by following the guidelines set by the University to ensure responsible use for approved expenses. Eligibility requires organizations to be in good standing with the University. Requests must be submitted in writing at least a week in advance, detailing the expense purpose and event. The advising department reviews and approves these requests. The credit card can only be used for budgeted expenses related to events and initiatives, with strict prohibition on personal expenses or cash advances. Accurate transaction records, including receipts, must be submitted within 24 hours post-event or upon return from travel. Organizations and individual officers of the organizations are accountable for any misuse, loss, or theft of the card. Monthly reconciliation of expenses is conducted by advising departments, with

organizations and individual officers responsible for repaying charges beyond their budget. Noncompliance with the policy can lead to suspension of privileges, financial penalties, and other disciplinary actions.

Online purchases can be made with the help of a student organization adviser. Any supplies, costumes, materials, etc., must be budgeted for in the original BAC proposal or funding request in order to be purchased via credit card, including the cost of shipping items or rush shipping costs. These corporate credit cards have limits generally less than $1,000 and need to be requested prior to the day you need to make a purchase. Depending on the amount of the proposed purchase and the previous charges during the same month, an organization may not be able to use the credit card. In general, students will need to provide their name, 'Gate card number, and the name of their student organization to get access to a corporate card. Please be in touch with your organizational adviser and advising office to get information about the process of requesting and using credit cards.

Purchase Orders

Purchase orders are used when ordering special items for an event, program, or project, e.g., T-shirts, items for banquets, etc. Please be prepared to order items at least 10 business days prior to needing the items. A purchase order must be completed through an organization's adviser. Purchase orders are used as an alternative to the corporate card.

Reimbursement

With prior approval from the advising department and proper receipts and/or invoices, the student organization adviser can reimburse a member for items purchased for a specific event, program, or project for the organization. This usually happens when purchases must be made on-site at a store when an online/phone/purchase order cannot be made. Students should be advised that NYS taxes are not reimbursed in these types of purchases. The last day a student leader is able to receive reimbursement in any given semester is the last day of classes.

Discretionary Funds

Every SGA-recognized organization may apply for $100 in discretionary funds at the beginning of each semester for normal operating expenses from the Student Activity Fee. Organizations should utilize funds from their operating account when necessary. These funds can be used for such expenses as printing costs, mailings, posters, van rentals, Student Involvement Fair expenses, and other small costs. Discretionary funds cannot be carried over from one semester to the next.

Tax Exemption

Authorized agents of Colgate University may use the University's tax exemption form to eliminate sales tax on purchases for Colgate business by providing a signed NYS sales tax exemption form. See your student organization adviser for more details.

Fundraising

Fundraising efforts should be for the benefit of charities and not-for-profit organizations unaffiliated with the University. The intended recipients of these funds must be approved by the advising department. Student organizations may not allocate any Student Activity Fee or departmental funds directly to a charity. Groups that host events or parties to fundraise for charity causes must donate all funds to charity; they must also submit a donation letter to their student organization adviser so that the payment can be processed. Ensure the not-for-profit organization of the student organization's choosing is aware of New York State tax laws. Accepting donations may require the organization to pay tax if they are not considered a qualified charitable organization.

Before starting a fundraising campaign, student leaders must consult with their student organization adviser.

Fundraising Strategies

There are currently three different approved fundraising strategies. Fundraising is subject to change pending University guidelines. Before starting a fundraising campaign, student leaders must understand that the University cannot collect or hold funds for another nonprofit entity and must consult with their student organization adviser.

1. Student organizations can connect with a representative from the not-for-profit organization to create a donation page or link that is specific to the organization to keep track of donations.
2. Students may work with Colgate Dining Services to fundraise for nonprofit organizations. To learn more, please contact dining services at diningservices@colgate.edu.

Raffles and Games of Chance

Raffles may be held at student events. The prizes must always be in the form of gift cards, vouchers, or product prizes. Prizes cannot be monetary in nature. Raffles held to raise money for non-University charitable causes will be treated the same as other fundraisers mentioned in this handbook. Purchasing a raffle ticket must not be a stipulation to attend or participate in any student organization event or activity that was funded through the Student Activity Fee (BAC).

Student organizations hosting games of chance may not play with actual currency. Chips or other markers may be used to stand in for cash. If the student organization hosts a charity event where there is a "buy-in" to play the game, only 30% of the money can go toward a physical prize, not a monetary prize; 70% would, therefore, go toward charity. No event having a buy-in may use the Student Activity Fee since BAC bylaws detail that students will pay no extra costs to participate in such an event.

Constitution Checklist Appendix

- Organization Name and Foundation, including:
  - State your organization's name and any acronyms
  - State the date your organization was founded
- Organization Mission, including:
  - Describe your organization's unique mission, vision, and/or purpose
- Membership, including:
  - Detail how students can become members of your organization (Ex: Attend one meeting, sign up for the newsletter)
    - Typically, all Colgate students may become general members of organizations
  - Membership Statement: Student organizations and groups' membership will be limited to only currently enrolled Colgate students.
  - Non-Hazing Statement: "No hazing or discrimination will be used as a condition of membership in this organization."
  - University Nondiscrimination Statement: The student organization or group will not discriminate on the basis of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.
    - The prohibition on discrimination on the basis of gender shall not apply to membership policies of existing ISOs recognized as single-gender organizations prior to October 11, 2013.
- Officers and Responsibilities, including:
  - List all leadership positions and related responsibilities
  - Define the eligibility requirements to hold leadership positions, term length, and, if desired, term limits
    - It is strongly recommended that your leadership members not be abroad
  - Create leadership positions that manage funds (Ex: Treasurer) and record members (Ex: Secretary)
- Leadership Elections, including:
  - Designate the time frame in which elections occur
  - Describe the nomination and election procedures
  - State what parties are eligible to vote and the necessary voting ratio to obtain a position
    - Note that all elections must be democratic
  - Establish nomination and election procedures for positions vacated through resignation, removal, or other unexpected circumstances
- Removal, Appeals, and Resignation
  - Explain what conduct or actions would warrant removal from an officer position
    - Note that general members cannot be removed from an organization, only officers
  - Detail the process and voting procedures for removing officers from their positions
    - Such officers must be given due process and can remain general members
    - Such processes and procedures should be democratic
  - Establish an appeals committee in the case that an ex-officer appeals their removal
    - Note that the individuals in this committee should be set aside before the original removal vote, should not partake in the removal vote, and be generally unbiased
  - Form an appeals process
    - Note the time frame after the removal in which the appeals can take place
    - Describe how both parties and their arguments will be presented
      - Both parties should be given due process
    - Detail the democratic voting process and the necessary voting ratio for an officer to successfully appeal their removal and resume their position
  - Describe the process by which an officer can step down from their position
- Amendments Procedures, including:
  - Explain how changes to your constitution and/or bylaws are made and the voting process to institute such changes
    - Work with your adviser on amendments to ensure their alignment with University policies

Academic Freedom and Freedom of Expression

Report of Colgate University's Task Force on Academic Freedom and Freedom of Expression.

Background

Colgate's Task Force on Academic Freedom and Freedom of Expression was formed by President Brian Casey in the summer of 2017, after consultation with Colgate's Faculty Affairs Committee. The Task Force, chaired by Spencer Kelly, was composed of 13 members of the Colgate community, including representatives of the faculty, staff, Board of Trustees, and student body.

President Casey provided the following charge to guide the efforts of the Task Force:

> "Academic freedom and freedom of expression being central to the academic mission of Colgate University and to the enterprise of higher education generally, the Colgate Task Force on Academic Freedom and Freedom of Expression is charged with reviewing the history of academic freedom and freedom of expression policies and developments at Colgate University and drafting a statement on academic freedom and the freedom of expression as it relates to all sectors of the University's community. The task force will recommend the statement for consideration by the faculty, the Board of Trustees, and the Student Government Association."

The Task Force met regularly over several months to fulfill its charge. The members of the Task Force reviewed materials relating to the topics of freedom of expression and academic freedom, including Colgate's own existing statements, policies, and pronouncements on these topics; statements and policies issued by national academic associations and leading universities; and numerous relevant articles and thought pieces. Members of the Task Force also convened forums with students, faculty, and staff on campus to discuss the concepts of freedom of expression and academic freedom and received significant and valuable input from many members of the Colgate community. As one would expect with a Task Force that included such diverse perspectives as ours, we debated many points quite vigorously, but through a process in which we spoke freely and listened carefully, we reached consensus on the report that follows.

Goals and Mission of a Colgate Education

The Task Force spent considerable time reviewing the goals of a Colgate education, as well as the University's mission. It is useful here to recall Colgate's mission statement: "Colgate's mission is to provide a demanding, expansive educational experience to a select group of diverse, talented, intellectually sophisticated students who are capable of challenging themselves, their peers, and their teachers in a setting that brings together living and learning. The purpose of the University is to develop wise, thoughtful, critical thinkers and perceptive leaders by challenging young [people] to fulfill their potential through residence in a community that values intellectual rigor and respects the complexity of human understanding."

As Colgate approaches its bicentennial, we are reminded that we are members of a community that precedes us, that will follow us, and that, if it is to succeed, must recommit itself to a common venture dedicated to rigorous academic discourse. President Brian Casey's Vision Statement for the Third Century describes well our community's aspirations: "[W]e must introduce our students to the challenges and power of rigorous, academic discourse. In an era of heated rhetoric and political divisions in which shouting is prized, we will give our graduates a profound gift should they leave the campus with the power to summon reason, to gather facts, and to engage in a discourse that is sound, fair, and powerful."

In our deliberations, the Task Force kept in mind three specific goals for members of the Colgate community: growing in knowledge; becoming effective communicators; and learning from multiple and diverse perspectives. **When considered separately, these are admirable goals. When these goals are viewed together, they aggregate to form a much loftier ambition: to share knowledge and foster understanding within a complex, rapidly changing, and diverse world.**

To pursue these ends, Colgate must commit itself both to a set of community values and to the principles of freedom of expression and academic freedom.

Shared Values of the Colgate Community

A community whose members aspire to such a mission must be committed to certain values and to the cultivation of particular habits of heart and mind. Among these are empathy, curiosity, warmth of spirit, concern for others, and pride in our community. Such a community requires a dedication to inquiry and knowledge seeking, the desire to attain understanding and awareness, and the humility to recognize how far we fall short.

Colgate aspires to a shared commitment to learning, inquiry, and community that encourages individuals to listen and speak with care, so that all voices among us are heard. All of us should be sensitive to the positive and negative ways that we can affect one another, keeping in mind that words and deeds can help and harm; be understood and misunderstood; advance knowledge and impede it.

Colgate embraces diversity, not only so that we may accord all members the concern and respect that they are due, nor only so that our members can take their place as leaders in an increasingly complex world—worthy as these goals are. Rather, our community also embraces diversity because we recognize how much we need one another in order to consider new perspectives and extend the limits of our understanding. Colgate's mission requires an open mind and a spirit of toleration, even for positions we might abhor. It likewise requires the courage to question what many might think unquestionable, to insist on clarity and rigor of thought, to seek out the strongest arguments on all sides of an issue, and to recognize that such arguments might be found in the quietest or most marginalized of voices.

The Task Force believes that these values are necessary for the community to engage constructively in a free exchange of ideas and to fulfill Colgate's goals and its mission. Without the practice of these values, freedom of expression can lose much of its potential to advance understanding and knowledge.

Colgate's Commitment to Freedom of Expression and Academic Freedom

In the statement that follows we often use "Freedom of Expression" as a term to embrace both freedom of expression and academic freedom.

A community dedicated to a mission such as Colgate's must stand upon the bedrock principles of intellectual freedom—freedom of expression and academic freedom. This freedom to speak, to write, to listen, to question, to challenge, and to examine any problem that engages one's interest is essential for living thought. Such freedom is not only a crucial means for the pursuit of knowledge, but a constitutive part of it; propositions learned by rote, protected from challenge, do not further our pursuit of knowledge or our attainment of understanding. Accordingly, the University should support a climate of debate and deliberation that is open and robust, and must not suppress ideas because some consider them wrong, immoral, or offensive.

The Task Force also recognizes that the principles of freedom of expression and academic freedom are not without boundaries. There are certain forms of expression that stand outside the law, constitute no part of the search for truth, and, accordingly, find no shelter here. These include expressions that falsely defame a specific individual, that constitute true threats or harassment, that unjustifiably invade substantial interests of privacy or confidentiality, or that incite imminent lawless action. Further, to facilitate the exchange of ideas and arguments

and avoid disruption of its educational functions, the University may enact content neutral rules concerning time, manner, and place of expression. But such concerns must never be used as a pretext for the University to suppress disfavored opinions or compromise the principle of intellectual freedom. The Task Force urges the University to be guided by the principles of the First Amendment and, within reason, to err on the side of permitting expression and inquiry without concern of punishment.

A Community in Which Free Expression and Inquiry Can Flourish

The shared values of the Colgate community and the University's commitment to free expression and inquiry play complementary roles in working toward fulfilling Colgate's mission. Free expression is more powerful when we, as members of our broader community, consider the perspectives of the people with whom we are communicating and when we approach discussion and debate with a spirit of humility, curiosity, generosity, and care. All members of our community can benefit from instances in which we voluntarily limit our expressions and inquiries to make room for others to speak, to listen better, and to keep our own minds open to the views of others.

As a community, we must be mindful that the exercise of intellectual freedom without consideration of these other values can and does cause harm to others, and these harms often linger long after the harmful words have been spoken. Freedom of expression that is unconstrained by a spirit of toleration and a sensitivity to the views and backgrounds of others can cause needless damage to our community. At times, expressions of free speech, even when exercised in all fairness of spirit, can hurt others, particularly over matters about which we care deeply but differ sharply. The Task Force encourages all members of our community to recognize that expressions can carry different weights depending on both who says and who receives them, resulting in potentially disparate effects on different members of our community.

The University's commitment to freedom of expression and inquiry may occasionally come into conflict with certain of Colgate's shared values. **Freedom of expression should not be stifled in service of other values; however, while this freedom must be defended, the Task Force urges all of us to cultivate by example the values of the Colgate community.** Inquiry and expression that carefully consider the perspectives of others are learned skills that require sustained effort and practice; Colgate should strive to provide a supportive environment in which its members can develop these lifelong habits of mind and behavior.

Consideration of Exclusionary Behavior, Privilege, and Historical Perspective

The Task Force considered the impact of privilege and exclusionary practices on the exercise of freedom of expression and academic freedom. We recognize that practices that exclude members of the community impede the exercise of freedom of expression and academic freedom. Over its history, Colgate, like the broader society of which it is a part, has engaged in exclusionary practices that have had a negative impact on members of the community. These practices should have no place at Colgate, both because they harm members of our community and because they impede the University's mission to nurture thinking, creativity, and leadership. Colgate should reaffirm its commitment to eliminate exclusionary practices, support the inclusion of marginalized and underrepresented groups, and promote equity of access and expression.

The Task Force believes that a commitment to freedom of expression provides an important means of mitigating the negative impacts of exclusionary practices by giving voice to marginalized views. **While a commitment to freedom of expression does not in and of itself resolve these issues, it is an indispensable tool for enabling those with underrepresented or unpopular views to be heard.** Throughout history—from the abolitionist newspapers, to demonstrations and speeches for women's rights, to the marches, sit-ins, and oratory of the civil rights movement—freedom of expression has been a vital means of social advancement.

Conclusion

Colgate should affirm its commitment to the principles of freedom of expression and academic freedom as essential to fulfilling its mission and goals. To that end:

- As a University dedicated to the liberal arts, Colgate should support the rights of all community members to voice their views, even if unpopular, while helping them to likewise cultivate the habits of mind and skills necessary to respond effectively to views that they may find wrong or offensive.
- Colgate should endeavor to establish and maintain a culture and community that will inspire its members to pursue knowledge with rigor and curiosity, speak and listen with care, and work so that even the quietest or most underrepresented voices among us are heard.
- The University should educate all members of our community about the mission, goals, and values of Colgate and the importance of exercising our right of freedom of expression in a manner that is in furtherance of that mission and those goals and values, remembering that the exercise of intellectual freedom without consideration of these other values may cause needless harm to our community.
- Colgate should encourage faculty, administrators, staff, and students to model the civic behavior that forms the basis for the exercise of freedom of expression within a community committed to Colgate's mission, goals, and values.

The Task Force is hopeful that this report will encourage conversations on these important matters within and across all campus communities. We respectfully submit this report to the Colgate community for its consideration.

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