

Student Life

Student Life supports the overall mission of the Student Affairs Division through the programs, services, and facilities we offer the Radford University community.

Our student-centered facilities, services, and programs provide diverse experiences to further intellectual, civic, and social development while promoting a sense of community, collaboration, and engagement.

Student Involvement Professional Staff

		
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Privileges of Registered Student Organizations

1. All registered student organizations have a profile on the Student Activities tile to help them manage and promote their organization.
2. Registered student organizations have access to the Club Hub, which includes
 - a. 500 black and white copies per month
 - b. 25 color copies per month
 - c. 4 banners per month
 - d. 5 poster boards per month
 - e. Club mailbox
 - f. Die-cut shapes and letters machines
 - g. Color paper and cardstock
 - h. Craft/art supplies
 - i. Laminator
 - j. Decorations
 - k. Poster printer and outdoor display frames
3. Registered student organizations may reserve space on campus.
4. Registered student organizations may fundraise by selling merchandise or through admission to club events. Organizations funded by the Student Finance Committee (R-SPaCE, DAP, SGA, AEC, Student Media, BSA, ISAC) may not fundraise.
5. Registered student organizations may receive up to \$4,000 each year for on-campus events that are open to all students. Funding is available through the Club Programming Committee and allocated on a first-come basis. Organizations funded by the Student Finance Committee (R-SPaCE, DAP, SGA, AEC, Student Media, BSA, ISAC) are not eligible to receive this funding.
6. Registered student organizations may receive up to \$950 each year for club-related travel. Funding is available through the Club Programming Committee and allocated on a first-come basis. Organizations funded by the Student Finance Committee (R-SPaCE, DAP, SGA, AEC, Student Media, BSA, ISAC) are not eligible to receive this funding.
7. Registered student organizations may reserve the Game Room in The Hurlburt Student Center ("The Bonnie") for two hours per semester at no cost. Contact rmead@radford.edu to request a reservation.
8. Registered student organizations may include Radford University in their club name in the following format only: XYZ Club at Radford University. Please note that the formats "Radford University XYZ Club" or "RU XYZ Club" are not acceptable.

Club Responsibilities

1. Student organizations must complete an annual registration by October 1st of each academic year to remain in active status.
2. Student organizations must conduct all activities in compliance with Radford University policies and procedures, the constitutions and laws of the United States, the Commonwealth of Virginia, and the City of Radford. Any policies or laws applying to individuals also apply to registered student clubs and organizations. For further information, please refer to Radford University's Standards of Conduct: www.tinyurl.com/radfordstandardsconduct
3. Keep the club's constitution updated on the club's profile on the Student Activities tile. Constitution changes must be approved by the Committee on Clubs and Organizations (COCO). Email constitution changes to involve@radford.edu.

4. Retain an advisor who is either a faculty member or full-time staff member at Radford University. The advisor must be listed as the faculty advisor in the roster of the club profile page. Any registered student organization without an advisor will be allowed a maximum of one semester to find a new advisor. Please note that an advisor must be present at all club social events.
5. Announcements of organization activities should include the following accessibility statement.
 - a. Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert here the name and phone number of a representative of the sponsoring organization). Individuals with hearing impairments should call 540-831-5128.

Conduct Procedures for Student Organizations

Radford University's Standards of Conduct: www.tinyurl.com/radfordstandardsofconduct

The Standards of Conduct apply both to the conduct of individual students as well as student organizations. Specifically, the conduct (which may be an intentional or unintentional action) must involve one or more members of a student organization. Members may be general members, officers, new/associate members, or alumni. Examples of conduct that will likely apply to student organizations include, but are not limited to, the following:

1. The conduct is sanctioned by the student organization and/or any of its officers ("sanctioned by" may include, but is not limited to, the following: active or passive consent or encouragement; having prior knowledge that the conduct was likely to occur; or helping to plan, advertise, or promote the conduct); or
2. The conduct is committed during the course of an activity financed by the organization, or financed as a result of one or more members of the student organization contributing personal funds in support of the activity or conduct in question; or
3. The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for the continued membership in the student organization; or
4. Non-members of the student organization learned of the activity through members, advertisements, or communications associated with the student organization, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or sanctioned by the student organization; or
5. Members of the student organization attempted to conceal the activity or protect other members who were involved; or
6. One or more officer(s) of the student organization had prior knowledge or reasonably should have known that the incident would take place.

The Director of Student Standards and Conduct communicates, as appropriate, with University offices, advisors, national associations or affiliations, and others on conduct allegations involving student organizations. At the discretion of the Director, and as appropriate, student organization violations may be processed by the appropriate self-governing bodies or councils provided they have received adequate training from the Office of Student Standards and Conduct. Any such bodies will follow the same procedures and guidelines outlined in the Standards and will convene with a chairperson appointed by the Director.

Policies and procedures applicable to student organizations set forth or overseen by individual offices such as Student Involvement, the Student Recreation and Wellness Center, or the Fraternity and Sorority Life Office are regulated by those offices.

Reporting a suspected violation

Any individual may refer a student organization to Student Involvement or the Office of Student Standards and Conduct for an investigation of conduct charges. Referrals may also be made anonymously by using the link on the Office of Student Standards and Conduct website. Once a referral is made it is reviewed by the Director of Student Standards and Conduct, or designee, to determine whether sufficient information exists to allege that a violation may have occurred.

Resolution Options

Typically, there are two processes used to resolve a student organization case. One is referred to as the Partnership Model and the other is the more traditional Hearing Model.

1. **Partnership Model** – This method is a collaborative process used to resolve an issue that has occurred. It requires that the student organization in question be fully cooperative and forthcoming throughout the process. In this process, the student organization and the conduct officer work together to develop sanctions that address the behavior and better the organization. In this model, the student organization must accept responsibility for the appropriate policy violations. This model is considered a facilitated conflict resolution process.
2. **Hearing Model** – This method is a more traditional method, where the student organization attends a hearing and the level of responsibility is determined by a conduct board with the sanctions being issued with no input by the student organization.

Sanctions

If found responsible, the following sanctions, in addition to the Standards of Student Conduct Guidelines, may be applied to any student or, where applicable, student organization:

1. **Formal Warning.** A formal warning is an official written notice that the respondent is in violation of the Standards of Student Conduct. Subsequent violations will normally be met with more severe sanctions, including conduct probation.
2. **Educational or Restorative Measures.** These may include, but are not limited to:
 - a. Active or passive sanctions, such as research or reflective papers, projects, meetings, or attending or organizing appropriate educational activities;
 - b. A specified number of community restitution hours in which a student or student organization must perform service to a designated community;
 - c. Participation in classes, assessments, counseling, programs, modules, or workshops;
 - d. Applicable fees may apply.
3. **Restitution to the University.** This may include reasonable compensation for loss or damage to University property, funds, or premises.
4. **Conduct probation.** Period of fixed duration during which the fitness of the student organization to continue at the University is evaluated. A student organization placed on probation is not considered to be in good standing with the University. Subsequent violations may result in suspension or dismissal from the University.
5. **Loss of privileges.** Includes denial or restriction of privileges for a designated period of time. This may include but is not limited to the loss of privileges to hold events, meetings, and the use of University facilities.
6. **Suspension of organization status.** Student organizations may have their status as a student organization suspended on a temporary or permanent basis. A student organization whose status is suspended is no longer eligible to receive benefits normally afforded to student organizations including, but not limited to, the ability to utilize University facilities or funds to

support any activities related to the student organization. A suspended student organization must comply with any conditions imposed as well as any reactivation or recognition privileges in effect at the time the suspension is set to expire.

- 7. Revocation of organization status.** A student organization whose status is revoked is no longer eligible to receive benefits normally afforded to student organizations including, but not limited to, the ability to utilize University facilities or funds to support any activities related to the student organization.

Hazing

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization, or visitor within the Radford University community, is a violation of the Standards of Student Conduct.

Hazing: Activities related to the initiation, admission into or affiliation with, or as condition of continued membership in a club, organization, association, fraternity, sorority, or student body that may intentionally or recklessly endanger the mental or physical health or safety of any person; inflict bodily injury; remove or destroy public or private property; and/or assist, direct, or cause participation that in any way demeans, humiliates, ridicules, or degrades regardless of the consent or acquiescence of a participant.

Code of Virginia § 18.2-56, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when a student has been found guilty of hazing.

For additional information, refer to Code of Virginia § 18.2-56:

<https://law.lis.virginia.gov/vacode/18.2-56/>

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Standards of Student Conduct. This includes, but is not limited to, suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

Alcohol

There are three Virginia Alcohol Beverage Commission laws with which people most often have trouble. Be sure you understand them before your organization has alcohol at an event.

Age of Alcohol Consumer. Persons who are 21 years of age may buy, drink, and possess beer, wine, and hard liquor. Individuals who are under 21 years of age may NOT buy, drink, or possess any alcoholic beverage. It is against the law for anyone to buy alcoholic beverages for underage persons.

Location of Consumption. It is illegal for an individual to drink or offer a drink of alcohol to another individual in a public place (excluding business with a license for on-site alcohol consumption). This includes any area that can be seen from your neighbor's property (i.e. backyard areas, porches, tents).

The Sale of Alcohol. Alcohol may be sold by individuals or groups only if they hold an Alcohol Beverage Control Commission license. The sale of alcohol includes receiving money for drinks, "sign-up" collections, admission charges, or sale of items such as cups or t-shirts which entitle the buyer to "free drinks".

Organizations may apply for a license that allows them to sell alcohol at a specific off-campus function. For further information about license applications, email enforcement@abc.virginia.gov, contact (540) 562-3604, or write to Regional Office in Roanoke, 2943 D Peters Creek Road, Roanoke, VA 24019.

Please also note that the unlicensed sale of alcohol will most likely result in suspension from the university for individuals involved. Further information can be located in the Standards of Student Conduct in the statement on alcohol and other drugs.

Under Virginia State Law, persons can be fined if caught drinking alcoholic beverages in public. In addition, under Virginia State Law, those persons attempting to use a fake or altered I.D. to purchase alcoholic beverages shall be guilty of a Class 3 misdemeanor, and upon conviction of a violation of this section (46.2-347). The court shall revoke such convicted person's driver's license or privilege to drive a motor vehicle for a period of not less than thirty days nor more than one year.

It is illegal for intoxicated persons, regardless of age, to purchase or possess alcoholic beverages. Under Virginia State Law, persons convicted of this violation are subject to a fine of up to \$2,500 and up to 12 months in jail or both.

It is illegal to purchase alcoholic beverages for, serve, or sell alcoholic beverages to a person who is suspected of being under age or intoxicated. Persons who are intoxicated must not be permitted to remain in an area where alcohol is served. Under Virginia State Law, the purchaser or seller may be sentenced to 12 months in jail or fined up to \$2,500 or both.

Driving a motor vehicle while under the influence of alcohol is illegal. Note: Under Virginia State Law, if persons are charged with driving while intoxicated the car could be impounded, even if it belongs to parents or a friend, persons could face fines or a jail sentence, and would probably lose their driver's license.

Open container penalties. It shall be unlawful for any person to be in possession of glass, can, cup, or opened container of any description containing any alcoholic beverage (whether or not mixed with some other beverage) in or on public parks, playgrounds, or public streets in the City of Radford, Virginia. Any person violating this subsection shall be guilty of a Class 4 misdemeanor and shall be punished by a fine of not more than two hundred fifty dollars (\$250.00).

Student Activities Tile

Also known as RU Involved, the Student Activities tile on One Campus takes you to an online communication and management tool for registered student organizations, student leaders, and advisors. This platform allows you to:

1. Register your organization at the beginning of each school year to maintain status as a registered student organization;
2. Promote and publicize organization events and meetings;
3. Communicate with organization members;
4. Manage club membership and participation;
5. Store files and documents;
6. Share club photos;
7. Hold online elections;
8. Recruit new organization members;

9. Contact the leaders and members of other student organizations;
10. Find other organizations to co-sponsor events with your club;
11. Discover other organizations you may be interested in joining;
12. Track your own involvement during your college career; and
13. Post news stories about your organization.

For assistance with the Student Activities tile, please email involve@radford.edu, or visit the Club Hub in room 226 in The Hurlburt Student Center.

Marketing

If using a Radford University logo on your design, your design must adhere to the Radford University Brand Guide. Contact branding@radford.edu for a copy of the most recent Brand Guide.

All announcements of organization activities should include:

1. Name of organization(s) sponsoring the activity;
2. Date of the activity;
3. Time of the activity;
4. Location of the activity;
5. Organization contact information; and
6. The accessibility statement
 - a. Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert here the name and phone number of a representative of the sponsoring organization). Individuals with hearing impairments should call 540-831-5128.

Club Hub marketing resources

Visit the Club Hub in room 226 of The Bonnie to place a marketing order or go to Club Hub on RUInvolved and find the marketing order [form](#). Include your design, and we'll do the rest! Marketing items available to order include:

1. **The Huckleberry.** Up to 30 buttons with your design printed in color.
2. **Blue Ridge.** Up to 50 buttons with your design printed in black and white on your preferred paper color.
3. **The Bonnie.** Your flyer design printed in color and posted on bulletin boards across campus.
4. **The Highlander.** Your flyer design printed in black and white on your preferred paper color and delivered for distribution in the residence halls.
5. **On the Half Shell.** Up to 100 pages of your design printed in black and white on your preferred paper color either 2 per page or 4 per page. We will cut them for you if requested.
6. **The Digital Package.** Post in the weekly event highlights on social media @RadfordStudentLife and advertisement on LED monitors. Please note this package is unavailable for advertising club meetings and must be requested at least one week prior to the event date.

Professionally printed banners

Email involve@radford.edu with the following information to request a reservation for the Heth Hall/Dalton Hall bride-way railing:

1. Organization name
2. Contact name and phone number

3. Event date
4. Banner size and material
5. Display date(s)

Banners used in this location must be professional quality and:

1. Be constructed of canvas or vinyl with waterproof paint only;
2. All lettering must be stenciled or professionally lettered;
3. Size is limited to a maximum of 3' high by 12' wide;
4. Banners must have grommets and be attached by rope or cord; and
5. No tape is allowed to secure the banner to the railing.

You may contact facilities@radford.edu to request a quote for a professionally printed banner.

Club Fair

Club Fair is held the first Friday each fall and spring semester, typically in the afternoon. All registered student organizations and student groups who have completed the New Organization Interest Form are eligible to participate in Club Fair. Club Fair is designed to give Radford University organizations an opportunity to present displays and information to students concerning club activities. It offers organizations a great opportunity to recruit new members. Club Fair sign-up is through the Student Activities Tile. The link will be listed on the homepage during the sign-up period each semester. If the application deadline has passed, there is no guarantee that there will be extra tables at club fair.

Funding

Money handling

Student organizations are encouraged to find creative ways to raise funds for supplies and events to support their organizations. Methods may include fundraising events, sales, soliciting donations, collecting dues, et al.

Most student organizations (those not directly funded by the Student Finance Committee) are considered private associations registered with the university, rather than functional entities of it (i.e. the Biology Club is an independent private association registered with the school versus the Biology Department, which is considered part of the school itself). Hence, student organizations are expected to manage all aspects of money handling themselves, including establishing tax-exempt status, creating bank accounts, and overseeing collection, disbursement, and management of funds. It is important to keep thorough records of all transactions involving organization money.

Recommendations

Registered student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Organizational funds should not be co-mingled with the private funds of any officer or member.

Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identity Number (FEIN), which basically serves the same purpose for your organization that a Social Security Number (SSN) provides for an individual. Please note: It is not appropriate to use any individual's SSN for the organization's banking purposes. No organization is authorized to use Radford University's FEIN. FEIN applications are available online through the Internal Revenue's Website at <http://www.irs.gov/pub/irs-pdf/fss4.pdf> (form) and <http://www.irs.gov/pub/irs-pdf/iss4.pdf> (instructions). You can also complete this form online:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

It is recommended that, when establishing or renewing an account, two signatures be required on checks, usually the organization's president and treasurer.

All financial obligations should be paid promptly. Failure to do so could result in the organization's suspension based on violations of good business practices as specified in the organization's registration agreement.

Deposits should be made promptly and appropriate security should be maintained over any cash or checks collected.

Important: Receipts should be issued for any money collected by the organization. This includes dues collected from organization members.

It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or advisor and that the organization's books be "closed out" and audited during the transition from one treasurer to the next.

It is recommended that organizations outline guidelines for any refunds of membership dues or other fees paid to the organization for students who leave the club or do not participate in an activity to which they contribute funds. Refunds are not required, but organizations are strongly encouraged to outline club policies regarding refunds to avoid disputes with club members later on.

Advisors are discouraged from being authorized users on club bank accounts.

Funding resources for events and travel

Some alternative sources of funding are available to registered student organizations through the Club Programming Committee (CPC). This funding affords the opportunity to contribute to the quality of campus life by sponsoring special events and programs that may not be possible without additional financial assistance. This funding is intended to enhance the college experience of the entire Radford University community, not to cover operational expenses for an organization.

Organizations may receive up to \$4,000 per year for on-campus events. Events must be open to all Radford University students to be eligible for CPC funding. Funding may not be used toward equipment or apparel. Organizations may receive up to \$950 per year for travel.

Application deadlines are crucial for each of these funding opportunities. In each case, late applications will be rejected automatically, so make your plans and submit your funding applications well in advance of your proposed event.

Organizations directly funded by the Student Finance Committee (including R-SPaCE, Diversity Awareness Programming, Appalachian Events Committee, Peer Health Educators, Highlander Student Media, ISAC, and BSAC) and organizations that are part of the Sports Club Council are not eligible to apply for funding through these sources.

If you are interested in receiving CPC funding for an event or travel, stop by the Club Hub in room 226 of The Hurlburt Student Center for a consultation and assistance with completing the funding application.

University Guidelines, Policies, and State Law

For a full list of guidelines and policies, visit
<https://www.radford.edu/content/policies/home/policies.html>

Below are guidelines that frequently impact student organization activities.

Use of Radford University Logo for Promo and Apparel.

Due to legal and trademark reasons student organizations may only use the name “Radford University” or “RU” after the name of the organization, not before. For example, naming your new organization “The XYZ Club at Radford University” is acceptable; “Radford University XYZ Club,” “RU XYZ Club,” and “Radford U XYZ Club” are not.

Student-run organizations may not use their name/brand with the university logo, without prior permission from Associate Vice President of Student Life and the Office of University Relations.

Only official units of the university, including directly funded SFC organizations, may have logo lock-ups.

The logo must be not be in close proximity to any artwork or club logo and must be used according to the university’s logo standards, which can be found on the University Relations graphic identity page:
<https://www.radford.edu/content/university-relations/home/our-services/creative-services/graphic-identity.html>

Student organizations may only use the university logo on their communications or printed items with permission from University Relations. The email for permission to use the logo is branding@radford.edu.

Any use of the Radford University logo, seal, or mascot symbol on items for purchase, to raise funds or make a profit, must be approved by Cory Durand, Director of External Operations for Radford Athletics. He may be reached at cdurand@radford.edu or 540-831-6423.

Complete Radford University Promotional Items Policy:
<http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/PromotionalItemsPolicyrevised09022010.pdf>

Complete Purchase of Radford University Apparel Policy:
<http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/ApparelPolicyrevisionSep2015.pdf>

Candle Usage Guidelines

Candles are not permitted in campus facilities; this includes both burning and non-burning candles. Battery operated candles are permitted. A limited quantity of LED candles are available for checkout in the Club Hub in room 226 of The Hurlburt Student Center.

Bonnie Lobby and Plaza Tabling

Complete a space reservation request form to reserve a tabling location:
<https://www.radford.edu/content/scheduling/home/space-request.html>

Extra chairs cannot be pulled from the dining area or game room.

Music/laptop volume must be kept at a minimum.

Signs are not allowed to be taped onto walls.

Cancellations must be reported to the Welcome Desk by calling 540-831-5420 or emailing involve@radford.edu.

Event Decorating Guidelines

Flammable liquids are prohibited (i.e. oil lanterns, spray paint)

Helium tanks are permitted but must be stored in a secure location. Stored tanks must be secured in a manner that insures it remains in an upright position.

Decorations may not hang from ceilings or light fixtures.

Windows and doorways must remain free of materials/decorations.

Windows cannot be blocked or covered without approval from the Director of Student Involvement.

Smoke detectors and Exit signs must remain free of material/decorations.

Heating units may not be blocked, covered, or decorated.

All surfaces, to include doors and walls, are limited to 10% coverage.

No tacks, nails or screws of any kind can be used.

No duct tape, packing tape, scotch tape, or electrical tape can be used. You may use blue painter's tape.

No dried vegetation may be used (includes hay, bamboo, dead trees, straw, leaves, etc.) Live potted plants and artificial plants are permitted.

Small strand lights are permitted. However, using light strands as an extension cord is prohibited. The "UL" tag must remain attached to the cord. Lights on top of other materials/decorations are prohibited.

Confetti and/or glitter is prohibited.

Exit pathways must be four feet wide and remain clear.

Movie Guidelines

It is against federal law and university policies for organizations to show any kind of movie or documentary without following proper licensing procedures. To inquire about how to obtain a public performance license, please contact involve@radford.edu. Radford University currently works with Swank Motion Picture, Inc. for all film licenses (800/876-3344).

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Frequently asked questions

We own the video; do we still need a license to view or show it in public?

Yes. The location requires a license regardless of who owns the video. While you may own the actual video, you are only granted the right to view it in your home, not to show it in public.

We aren't charging people. Do we still need a license?

Yes. Regardless of whether or not an admission fee is charged, a license is required.

We are non-profit. Do we still need a license?

Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

This is a private club event. Do we still need a license?

It depends. If club members are gathering in a club member's home to watch a movie, no you do not need a license. If you are showing the movie at any location outside of the home, even if the attendees are all club members, you need a license.

Fundraising Guidelines

Registered clubs and organizations wishing to fundraise should email a description of their fundraiser to involve@radford.edu. Funds raised must go toward or support the overall purpose of the organization.

Only registered student organizations may fundraise on campus.

Fundraising activities must not inconvenience, harass, or annoy other members of the university community and may not include any type of door-to-door sales or solicitation.

Raffles and bingo games are permitted for registered student organizations. However, casino games are only permitted under certain conditions. If you are interested in hosting casino games as a fundraiser, stop by the Club Hub in room 226 of The Hurlburt Student Center to discuss the logistics of hosting casino games legally at your event.