



## RECOGNIZED STUDENT ORGANIZATION (RSO) EVENTS POLICY

The Office of Student Activities recognizes the value of both on and off campus events. In an effort to ensure the safety and success of these events, the following policy shall govern the planning and implementation of all events sponsored and hosted by a Recognized Student Organization (RSO). Any exceptions to these procedures must be approved by the Vice President of Student Affairs & Dean of Students or their designee.

All RSO events must be registered with the Office of Student Activities. Any event that meets the definition of a social event **MUST** be registered and approved. All social events must be registered with the Office of Student Activities at least two weeks (10 business days) prior to the planned event and time.

Regardless of location, events may be defined as an RSO event if:

1. It can be easily associated with a specific RSO by a reasonable observer;
2. Members took part in the coordination of the event for the benefit of other members of the organization and participants; or
3. The event is sponsored by, financed by, and/or endorsed by the Recognized Student Organization.

Events shall be categorized as either non-social or social in nature.

- A **non-social event** is defined as any function or activity that provides for the business, administrative, or educational needs of members.
- A **social event** is defined as any function or activity that is provided by an organization to meet the interpersonal or entertainment needs of members and/or participants.
- All events that might fall into *both* categories should always be registered as social.

Events are categorized as on or off-campus and either open or closed.

- On-campus: any event happening in an on-campus location. This includes all property owned by Bluefield State University, even if not on campus proper.
- Off-campus: any event happening off campus, whether within or outside Mercer County.
- Open: Open to members of the public and BSU students/faculty/staff members.
- Closed: Participation restricted to sponsoring RSO membership. The Office of Student Activities can approve exceptions to attendance restrictions on a case-by-case basis.

If an RSO needs assistance in determining the categories for an event, please contact the Office of Student Activities.

An RSO may invite other special groups (non-RSO/BSU) if approved in advance by the Office of Student Activities. The RSO that sponsors any event shall, at all times, be responsible for the actions of its participants. All events will be evaluated by the Office of Student Activities for approval purposes. Notification of event requirements will be made upon approval of the events or program via the Office of Student Activities.

In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be addressed through the University Student Code of Conduct discipline system. The national office of the sponsoring organization may be notified. Information about off-campus events will be forwarded to appropriate law enforcement agencies. BSU reserves the right to attend and monitor any event's activities.

## **Eligibility to hold Social Events**

In order to host social events, the RSO President, Vice President, and Campus Advisor must complete all required policy training sponsored by the Office of Student Activities. If an organization fails to meet this requirement, no social event can be held until the requirement is met.

Recognized Student Organizations are not permitted to host social events during Welcome Week, Final Examination Week, or at other times as announced by the Office of Student Activities. BSU reserves the right to limit the number of major events allowed per day.

## **Policy/Event Security**

BSU Public Safety are the preferred method of security for social events held on or off-campus within Mercer County. BSU Public Safety, in consultation with the Office of Student Activities, will determine the number of officers needed to work the event. The RSO will be responsible for all potential costs associated with necessary event security.

## **Event Monitors**

An RSO may be required to provide "event monitors" from its own student membership to work events. It is recommended to have one event monitor per every 50 estimated participants at the event. The Office of Student Activities expects all events monitors to be students rather than faculty, staff, or off-campus advisors.

Event monitors must complete the RSO Event Monitor Training provided by the Office of Student Activities. The number of monitors trained must be sufficient to cover the largest anticipated open event sponsored by the RSO. The names and telephone numbers will be required for all anticipated monitors upon registration of the event with the Office of Student Activities.

Duties of event monitors include:

- Introduce themselves to the campus advisor and/or university public safety or security officer(s) to review security procedures.
- Administer admission procedures established for the event.
- Wear identifiable uniform or badge attire.
- Perform regular checks to ensure BSU policy is being upheld.
- Immediately report any infraction of university policy to public safety or security officer(s)

## **Alcohol**

The possession or use of alcoholic beverages is prohibited by any student at any time, regardless of age, anywhere on the University premises. Intoxication as exhibited by behavior is prohibited. See BOG Policy #GA-604 for specific information related to Alcoholic Beverages.