

RSO Accountability Document Template Instructions

Every student organization member has the duty to take all reasonable steps necessary to prevent infractions of university rules growing out of or related to the student organization's activities. It is the responsibility and expectation of every member of every student organization to respond to the conduct of the other members when they are engaged in behavior which violates the law or university regulations. It is the responsibility of every organization to create the proper atmosphere to ensure that misconduct related to the student organization is inconsistent with membership in the organization.

This document serves as a resource for your RSO members and officers to understand how your group will establish accountability measures and take reasonable steps to prevent infractions of university regulations. This document must be made available to all members on your group's EngageSC page.

1. Establishing a Commitment to Shared Accountability:

- a. When and how will you communicate information about RSO Accountability guidelines with members?
- b. What steps will you take to establish a sense of shared accountability and set a high bar of ethical conduct among all RSO members?
- c. What role will your advisor play in supporting you as you establish a sense of shared accountability?

2. Establishing Standards:

- a. What are your RSO's typical or planned activities, and what university policies are most relevant to those activities?
- b. Are there any departments you should inform about your activities and look to for guidance?
- c. What steps will you take to ensure your officers and other members are planning and carrying out these activities in alignment with the Student Handbook and university policies?
- d. What steps will you take to set a standard of prioritizing the health and wellbeing of all members and encourage healthy team-building?

3. Member Education Plan

- a. What resources will you create? Some options might be:
 - i. Member Handbook
 - ii. Event Guides
 - iii. List of healthy team-bonding activities
 - iv. Community Standards document
- b. What existing resources will you refer members to? Some options may include:
 - i. Upstander Behavior/Bystander Intervention flyer
 - ii. USC Student Handbook
 - iii. Hazing Prevention 101 modules
 - iv. RSO Training Modules on Reach360 (for officers)
 - v. USC Unifying Values and Student Commitment
 - vi. USC Hazing Prevention website
- c. When and how will you utilize the above standards and educational materials to educate your members?
- d. Are there any specific events that may require additional communication or training with members?

4. Plan for Enforcing Standards

- a. What steps will you take if an officer violates a university policy?
- b. What steps will you take if a member violates a university policy?

5. Reporting Options

- a. The [USC Report & Response website](#) is an easy-to-use portal where USC community members (students, faculty, staff, patients, and visitors) can make a report – anonymously if preferred – of an incident they have witnessed or experienced that violates [university policies](#) or goes against our [Unifying Values](#).
- b. For events presenting an immediate threat to life or property or if you require emergency assistance, please contact your local law enforcement by dialing 911 or USC's Department of Public Safety (DPS) at the following phone numbers:

- University Park Campus: [213-740-4321](tel:213-740-4321)
- Health Science Campus: [323-442-1000](tel:323-442-1000)