

RSO Accountability Document Template Instructions 2026-2027

Every student organization member has the duty to take all reasonable steps necessary to prevent infractions of university rules arising from or related to the organization's activities. It is the responsibility of every organization to proactively create and maintain an environment where the organization and its members operate in accordance with university policies, support one another in meeting shared expectations, and foster a culture of respect, integrity, and accountability. Members are expected to take an active role in addressing concerns rather than remaining bystanders, as misconduct is inconsistent with membership in the organization and its good standing with the university.

This document serves as a resource for RSO members and officers to establish accountability measures, strengthen organizational operations, and prevent violations of university regulations. Organizations are expected to address operational matters within their own governance, such as attendance, officer responsibilities, and membership requirements as outlined in the RSO's governing documents/constitution. However, student organizations should report allegations involving violations of law, discrimination, sexual misconduct, harassment, retaliation, or other protected class concerns. These matters must be referred to the appropriate university office, including the Office of Community Expectations or the Office for Civil Rights and Compliance for follow up. This RSO Accountability document must be made available to all members through the organization's EngageSC page.

The goal of these expectations is to help organizations build a culture of prevention through proactive leadership, shared responsibility, and appropriate use of university resources, creating a safe, respectful, and accountable community for all members.

Please see the questions below to assist you in creating your RSO's Accountability Document:

Establishing a Commitment to Shared Accountability

1. How will you communicate your RSO's expectations and accountability standards to all members throughout the year?
2. What steps will your organization take to create a culture where members support one another, uphold shared expectations, and take responsibility for maintaining a safe, respectful, and inclusive environment?
3. How will you encourage members to address concerns proactively rather than remaining bystanders?
4. What role will your advisor play in supporting your organization's accountability efforts and leadership development?

Establishing Standards

1. What are your RSO's typical or planned activities, and what university policies are most relevant to those activities?
2. Which university departments or campus partners should your organization collaborate with or seek guidance from when planning activities?
3. How will your officers ensure that organizational activities, events, and decision-making align with university policies and the Student Handbook?
4. What expectations will you establish to promote member well-being, healthy team building, respectful conduct, and organizational success?

Member Education Plan

1. What resources will your organization create to help members understand expectations and organizational procedures? Examples may include:
 - a) Member Handbook
 - b) Event Guides
 - c) Community Standards Document
 - d) Healthy Team-Building Guide
2. **What existing university resources will you share with members? Examples may include:**
 - a) [USC Student Handbook](#)
 - b) [USC Unifying Values and Student Commitment](#)
 - c) [Upstander Behavior/Bystander flyer and resources](#)
 - d) [Hazing Prevention 101: Student Edition 2026-27](#)
 - e) [Reach360 RSO Officer Training](#) (must login to usc.reach360.com first)

- f) [USC Hazing Prevention website](#)
 - g) [Office of Community Expectations](#)
 - h) [Office for Civil Rights and Compliance](#)
3. When and how will members receive training or education on these expectations and resources?
 4. Are there specific events, activities, or transitions (e.g., recruitment, retreats, social events, travel, officer transitions) that require additional communication or education?

Responding to Organizational Concerns

1. How will your organization address operational concerns, such as attendance, officer responsibilities, membership expectations, or other internal governance matters? How does this change for officers vs. members?
2. How will your organization document and communicate expectations, decisions, and appropriate accountability measures related to organizational operations?
3. How will officers ensure members know when a concern should be referred to university resources?

Reporting and University Resources

1. How will your organization communicate reporting options and university resources to members?
2. How will officers respond when concerns involve discrimination, harassment, sexual misconduct, hazing, retaliation, or other potential violations of university policy or law?
3. What steps will your organization take to ensure these matters are promptly referred to the appropriate university office, such as the Office of Community Expectations or the Office for Civil Rights and Compliance, rather than investigated internally?
 - a. The [USC Report & Response website](#) provides students, faculty, staff, patients, and visitors with a centralized portal to report incidents— anonymously if preferred—that may violate [university policies](#) or conflict with USC's [Unifying Values](#).. Organizations should ensure members are familiar with this resource and understand when and how to use it.
 - 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)