



Center for Leadership,  
Activities and Career Services

# Registered Student Organization Handbook

**EFFECTIVE FOR 2013-2014 ACADEMIC YEAR**

# Table of Contents

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<b>Introduction</b>	<b>2</b>
<b>The Basics</b>	<b>4</b>
RSO Benefits and Statuses	5
Registering a New Organization	6
Reactivating an Organization	7
RSO Best Practices	7
OrgSync	7
<b>RSO Policies at a Glance</b>	<b>9</b>
<b>Detailed RSO Policies</b>	<b>10</b>
Advertising/Campus Postings	10
Advisors	11
Auxiliary Groups	11
Bar Party Sponsorships	13
Club Sports	13
Constitution	13
Contracts	13
Dances/Parties	14
Disciplinary/Judicial Procedures for RSOs	14
Discrimination	16
Financial Management	17
Fraternities and Sororities	17
Fundraising Activities	18
Trademark Policy	19
Hazing	19
Membership	20
Membership Roster	20
Off-Campus Housing	20
Officers	20
<b>Five-Star RSO Recognition Program</b>	<b>22</b>
<b>Forms at a Glance</b>	<b>23</b>
<b>Campus Offices and Resources for RSOs</b>	<b>24</b>
<b>Third Party Vendor Checklist</b>	<b>26</b>

# Introduction

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Registered Student Organizations (RSOs) play an important role in helping Ferris State University achieve the mission of innovative teaching and learning. RSOs provide unique learning experiences outside the classroom, and they create opportunities for students' personal and professional development. Ferris State University recognizes the positive impact student organizations may have on recruitment and retention of students.

All student organizations must register with the Ferris State University Center for Leadership, Activities and Career Services in order to function on campus and have access to campus resources, this includes space reservations and posting privileges. Information provided through the registration process enables the University to maintain communication with student leaders and to provide several special services for student organizations.

Any Ferris State University student organization registered with the University is subject to the policies and procedures as outlined in the *Code of Student Community Standards* and in this *Registered Student Organization Handbook*.

Registration of a student organization constitutes University acknowledgement of the proposed mission, purpose, and programs. Registration is a charter to exist and to function on campus as a student organization. Registration may be suspended or terminated according to the disciplinary procedures outlined in this Handbook.

The Center for Leadership, Activities, and Career Services is committed to helping student organizations thrive at Ferris State University. Services include leadership training, office resources, organizational consulting, community service opportunities, and advice on activities planning, funding, and co-curricular transcripts. Don't hesitate to contact the office at 591-2685 or visit Helen Ferris Terrace for assistance with your student organization needs.

## **Student Affairs Mission Statement**

The mission of Division of Student Affairs at Ferris State University is to promote, support, and complement the academic mission of the institution by working collaboratively with students, faculty, and staff to create and extend student services and student learning opportunities outside the classroom.

## **Center for Leadership, Activities and Career Services Mission Statement**

To prepare students for success by engaging them in career and leadership development, mentorship, and opportunity. We do this by:

- Offering opportunities to learn and practice leadership skills through involvement in registered student organizations and Greek organizations
- Offering a variety of opportunities to volunteer on and off campus
- Educating and mentoring students through planning campus activities and participation in events
- Assisting students with marketing their skills to employers through use of portfolio documents and co-curricular transcripts

- Guiding students through the career development process and providing opportunities to connect with employers
- Collaborating with Ferris State faculty/staff and local community members

### **Definition of a Registered Student Organization**

A Registered Student Organization (RSO) at Ferris State University is any group meeting all the following criteria:

1. primary membership consists of students currently enrolled at FSU;
2. established to contribute to students' personal development; **AND**
3. must be properly registered with the Center for Leadership, Activities and Career Services.

# The Basics

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## RSO Categories

Upon completion of the Student Leadership & Activities Advisory Council (S.L.A.A.C.) process, all student organizations will be classified in one of the following categories. Depending on the scope and mission of the organization, S.L.A.A.C. will assign a category to the group for the purposes of communication, promotion, and funding.

- **Black Greek Council Fraternities & Sororities** – Historically, member fraternities and sororities provide a social network for African American male and female students. BGC must approve the organization to be part of this category. National affiliation is required.
- **Club Sports** - Focused on recreational sporting activities. Club sports must also register with University Recreation.
- **College of Health Professions** – Focused on academic majors or career field in a health profession.
- **College of Arts & Science** – Focused on academic majors or career field in Arts & Sciences.
- **College of Business**– Focused on academic majors or career field in Business.
- **College of Education and Human Services** – Focused on academic majors or career field in Education.
- **College of Engineering Technology** – Focused on academic majors or career field in Engineering Technology.
- **College of Pharmacy** – Focused on academic major or career field in Pharmacy.
- **Faith Based** – Serves as a support network for students of a particular religious denomination or spiritual interest.
- **Hall & Student Government** – Serves as a voice for students in a particular area of campus.
- **Honor Societies** – Seek to recognize students who excel academically. Membership in this group is often based on GPA.
- **Interfraternity Council Fraternities** – Member fraternities provide a social network for male students. IFC must approve the organization to be part of this category. National affiliation is required.
- **Media & Entertainment** – Provides an opportunity for students to gain hands-on experience with media, or provide campus with a variety of student sponsored entertainment events.
- **Michigan College of Optometry** – Focused on academic majors or career field in Optometry.
- **Multicultural** – Promotes the history and traditions of a specific culture as well as provides support for members of the culture within the campus community.
- **Panhellenic Council Sororities** – Member sororities provide a social network for female students. Panhellenic must approve the organization to be a part of this category. National affiliation is required.
- **Political** – Supports political parties, political issues, and/or candidates seeking public office.
- **Professional Fraternities & Sororities** – Member fraternities and sororities provide a professional network for male and female students. National affiliation is required.

- **Social / Service** – Provides volunteer opportunities on and off campus. Some groups include a commitment to work for a particular cause with the local chapter of a nonprofit organization.
- **Special Interest** – Focuses on a specific interest or topic.

### Benefits to RSOs

Registered Student Organizations in good standing are immediately eligible for the following privileges:

- 1) Access to reservable University facilities and outdoor space for activities, practice, games, and meetings (upon request, pending availability and approval).
  - i) Some fees may apply. See facility's website for rental information.
- 2) A campus mailbox located at Helen Ferris Terrace for regular and campus mail/package delivery.
- 3) Participation in campus events such as Bulldog Bonanza.
- 4) A portal in OrgSync for organization documentation, member communication, and to receive information from the Center for Leadership, Activities and Career Services.
- 5) Eligibility to sponsor and co-sponsor campus events.
- 6) Promotion in University presentations and publications, including Student Organization Directories (in print and in OrgSync).
- 7) Eligibility to advertise and promote sponsored events (according to University policies and procedures), including campus wide email as approved by the RSO advisor.

Organizations that have maintained registration in Good Standing for one calendar year or more also enjoy these benefits:

- 1) Access to a representative seat on the Student Government of FSU.
- 2) Eligibility for Finance Division of Student Government funding (if Treasurer's meeting is attended).

### RSO Statuses – updated every fall and spring semester

- **Good Standing (Financial)**
  - RSO must turn in *Org Profile* on time through OrgSync, and have representation at RSO Presidents' and Treasurers' Meetings each semester. RSO is eligible for Finance Division funding.
- **Good Standing (Non-financial)**
  - RSO must turn in *Org Profile* on time through OrgSync, and have representation at RSO Presidents' meetings each semester. RSO is **NOT** eligible for Finance Division funding.
- **New RSO Standing**
  - New S.L.A.A.C. approved RSOs will be in New RSO Standing for at least one calendar year. RSO must turn in *Org Profile* on time through OrgSync, and RSO must have representation at RSO Presidents' Meetings each semester.
- **Probation**
  - Failure to comply with University or any of the RSO Handbook policies may place RSO on probation. The following RSO privileges may be suspended: campus postings, event sponsorship and co-sponsorship, access to finance division funds, and participation in

campus events. The RSO will remain in probationary status until they resolve the problem, pay the bill, or consult with the Center for Leadership, Activities and Career Services staff about what to do. Probation is meant to be a learning opportunity. Continued failure to comply with RSO rules will put your RSO on longer probation

- **Social Probation**

- RSO continues to receive all RSO privileges but may not be a part of any event that may have alcohol present such as mixers, formals, or events at locations serving alcohol. This status is typically for Social Greek Organizations.

- **Interim Suspension**

- An RSO who is alleged to have a major violation may be placed on interim suspension until a full investigation and hearing are conducted. During interim suspension the RSO ceases to exist at Ferris State University and loses all RSO privileges and OrgSync access. The RSO will be notified in writing of this suspension.

- **Suspension**

- RSO is mandated by the National Organization, Division of Student Affairs or the Center for Leadership, Activities and Career Services due to University, National Organization, or RSO Handbook policy violation. RSO may have to wait a predetermined amount of time, before re-activating. If suspended for more than 1 year the RSO will be required to go to SLAAC for reactivation. Instructions are listed in Reactivating an Inactive or Suspended Organization. RSO's in suspension cease to exist at Ferris State University. All privileges and OrgSync access will be removed.

- **Inactive**

- RSO is not functioning on Ferris State campus or has been on probation for 1 year. All privileges and OrgSync access will be removed. RSO may reactivate per instructions listed in Reactivating an Inactive or Temporarily Suspended Organization.

### **Registering a New Organization**

- 1) Print off and review the Student Leadership & Activities Advisory Council (S.L.A.A.C.) new RSO application criteria which is available in OrgSync or in the Center for Leadership, Activities and Career Services (CLACS) office.
- 2) Meet with a Center for Leadership, Activities and Career Services professional staff member or a S.L.A.A.C. student mentor to discuss your organization and materials. Appointments can be made at the CLACS office.
- 3) Obtain a Ferris State University faculty/staff member advisor and 5 organization members.
- 4) Complete a charter signed by advisor and at least five (5) members who are currently enrolled FSU students. The charter is a part of the new RSO application available in OrgSync.
- 5) Create your group's constitution and submit this, the new RSO application and any other materials to a CLACS professional staff member or a S.L.A.A.C. student mentor. Follow-up may be required.
- 6) When all documents are approved by a CLACS professional staff member, your organization will receive a notification of the S.L.A.A.C. meeting where you will present your materials to

an advisory group that consists of students, faculty, and staff. S.L.A.A.C. will vote to approve or deny your new organization request.

Once the S.L.A.A.C. process has started, the organization has the opportunity to hold two meetings through University Center Reservations before the organization is officially approved. This allows the organization to prepare for S.L.A.A.C presentation .

Once all required documents are filed and approved by S.L.A.A.C., the organization will receive full registration, as confirmed by a letter from the Director of the Center for Leadership, Activities and Career Services or designee. The letter will be sent to the organization's president, advisor, the University Center reservation office, FLITE, and Student Recreation Center office. This letter will indicate the future date at which the organization will have been active for one calendar year and, thus, eligible for Finance Division of Student Government funding. The letter will also confirm your new mailbox number.

### **Reactivating an Inactive or Suspended Organization**

Students interested in reactivating an inactive or suspended student organization will meet with an office professional of CLACS to discuss the reasons for reorganizing. The members should be prepared to explain why the organization became inactive and why they are choosing to re-register.

The Director or designee will review the former student organization's file to confirm there were no records of violation of University policies, outstanding bills, or other required documentation. If any matters initiating the closure of the organization are unresolved, the new organization will be denied registration until such matters are resolved.

If the organization is eligible for reactivation, the same registration process as listed above for new organizations will proceed. All RSO's must be active for a minimum of 12 months before they are eligible to apply for Finance Division of Student Government funding.

### **RSO recommended best practices**

- 1) Any changes in officers or advisors throughout the semester should immediately be made in OrgSync by submitting a new **Org Profile**.
- 2) Review constitution annually and submit to OrgSync.
- 3) Retrieve mail from the RSO mailbox or mail file at least weekly (including summers).
- 4) Adhere to all University and RSO policies as listed in the RSO Handbook and the Code of Student Community Standards.

### **OrgSync: Student Organization Management Software**

Each Registered Student Organization will receive a portal in OrgSync once they are approved by S.L.A.A.C. The RSO is responsible for keeping the portal up-to-date and checking for important updates.

Some of the responsibilities of the RSO include:

- Submitting Org Profile
- Adding/deleting members to portal



- Managing portal administrators
- Uploading constitution, by-laws, and meeting minutes to portal
- Updating Calendar with organization's events
- Reading communications

Our office has an OrgSync Coordinator who will be able to help organizations with questions they may have about the software. A Complete OrgSync Guide is available in OrgSync.

### **Training Sessions**

Student organization members and advisors can now get OrgSync assistance during regular business hours M-F 8am to 5pm at the Center for Leadership, Activities, and Career Services.

## RSO Policies at a Glance

<b>Advertising/Posting on Campus</b>	Postings must be submitted to CLACS with a work order form. Posting rules and content requirements/guidelines printed on work order form or online in OrgSync.
<b>Advisor</b>	Must have a Professional Employee of Ferris serve as a campus advisor.
<b>Auxiliary Groups</b>	“Little Sister” or “Big Brother” type organizations are not permitted.
<b>Bar Party Sponsorships</b>	RSOs assume greater risk sponsoring public events at bars. Third Party Vendor Checklist must be used.
<b>Constitution</b>	Updated constitution must be submitted when changes are made.
<b>Contracts</b>	Contracts for any speakers, performers, or public events must be signed by the Director of CLACS. Contracts for goods or services should be signed by the RSO President with consent of the Campus Advisor.
<b>Dances/Parties</b>	On- or off-campus events must be properly planned and follow applicable policies and laws. Third-party vendor arrangements for private events are encouraged.
<b>Discrimination</b>	RSOs must provide equal opportunity to all students without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, or handicap. Specific criteria for selective membership must be outlined in the RSOs constitution.
<b>Financial Management</b>	Encouraged to have a local bank account with a two-signature check system. RSO funds CANNOT be used for the purchase of alcohol. RSO Financial records are subject to review by the University.
<b>Fundraising</b>	Must approve all fundraising activities at least 3 weeks in advance. Must follow all applicable rules and laws. Form is available online in OrgSync, See also United Way Blackout Dates.
<b>Fraternities/Sororities</b>	Must be affiliated with a local Greek Council (Black Greek, Interfraternity, or Panhellenic). General fraternities must also be affiliated with a national fraternity in the NALFO, NIC, NPC, or NPHC.
<b>Hazing</b>	Hazing of members or prospective members is strictly prohibited.
<b>Membership</b>	RSOs must have membership of at least 5 current Ferris students. RSOs must state their membership requirements in their constitution and must adhere to the RSO policy against discrimination.
<b>Off-Campus Housing</b>	RSOs must follow applicable City ordinances.
<b>Officers</b>	Must have at least a 2.0 (cumulative or previous semester) GPA. Must be free of current University Student Conduct sanctions. Member records may be checked.
<b>Club Sports</b>	Must also register with and follow additional policies prescribed by University Recreation.
<b>Disciplinary Procedures</b>	Organization suspected of policy violation. Written complaint reviewed and investigated by CLACS. Complaint reviewed with RSO President & Advisors <b>AND/OR</b> referred to appropriate Greek Council Judicial Board (for fraternity/sorority cases) <b>OR</b> to a Disciplinary Hearing Board. RSO may appeal to Vice President of Student Affairs.

# Detailed RSO Policies

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## Advertising/Campus Postings

To alleviate complaints about inappropriate postings and streamline the posting process, the Center for Leadership, Activities and Career Services requires a campus posting work order request be submitted. Posting sites include residence halls, and academic and administrative campus buildings. RSOs may also request distribution of flyers or other notices to all RSO mailboxes. RSOs may promote meetings, events, fundraisers, and other activities in a variety of ways. All advertising should be in good taste and positively represent the organization and Ferris State University.

- a. The campus posting work order request must be submitted to the Center for Leadership, Activities and Career Services (Helen Ferris Terrace) between 8:00am and 5:00pm Monday thru Friday. The form is available at the CLACS office or online in OrgSync.
- b. All guidelines for the size and content of posters are listed on the back of the form. Maximum poster size is 11" x 17" and maximum RSO mailbox flyer size is 8.5" x 11".
- c. Once a work order and poster are approved by a CLACS staff member, the RSO will stamp each poster in the CLACS office and then hang their own posters according to the instructions on the campus work order form.
- d. RSOs and all other organizations are prohibited from placing flyers on cars.
- e. Violators of any campus posting rules may be placed on probation.

## Campus Wide Email Announcements

Center for Leadership, Activities and Career Services staff may send campus wide email announcements, at their discretion, for Registered Student Organizations. To ensure advisor approval of these messages, all campus wide email requests must come from the RSO's advisor. Email text must be complete and free of errors. Email may not include color or images. Weblinks are permissible. Send email request including advisor approval and message text to the Student Activities Specialist - fogelt@ferris.edu.

## Chalking Policy

For CLACS purposes, "chalking" is defined as a temporary and nondestructive activity on most outdoor horizontal surfaces. Additional guidelines are cited below:

- a. Use only "environmentally friendly" (nontoxic) and fully washable chalk. No paint based chalk even if the packaging states it is washable.
- b. The RSO's name must appear within all chalk messages.
- c. Chalk must not leave a color residue after general exposure to the natural elements.
- d. Chalking must be limited to outside horizontal surfaces (ONLY sidewalks) where the natural elements have full exposure. Therefore, no chalking on buildings or walls is permitted. No chalking on the University Seal or other special property of Ferris State University.
- e. Violators will be required to immediately remove the chalk from the building or walls.
  - i. If chalk/paint is not removed within 24 hours, a charge may be assessed or the RSO may be placed on probation.

## The Rock Painting

The rock by The Rock Dining Facility have been designated for painting by RSOs. No other painting of any sort is permitted on any University property.

- a. Painting of the rock is on a first-come, first-serve basis. All organizations have equal access to the rock.
- b. Clubs and organizations may not cover or “guard” the rock after painting it and thus may not prevent other organizations from painting over their work.

## Advisors

RSO advisors are important not only because they are role models for students, but also because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. Additional guidelines are cited below:

- a. RSOs must maintain a campus advisor who is a university professional employee at Ferris State University.
- b. This advisor is expected to endorse **Org Profiles** and reservation forms on behalf of the organization, and be aware of the organization’s activities. The advisor’s campus address, phone, and e-mail information is to be included each semester on the **Org Profile**.
- c. Any campus wide emails sent on behalf of an RSO must be requested by the advisor.
- d. Organizations requesting funding may be require to have their advisor be present at planning meetings.
- e. Organizations who hold a high risk event that involves participant waivers will require their advisor or another university professional employee as designated by the advisor be present at the event.
- f. Organizations who hold an event/activity that includes university signed contracts will be required to have an advisor present at the event/activity.
- g. Off-campus alumni or community members may also advise RSOs as an additional resource.
  - i. An off-campus advisor may not represent him/herself as a University representative. An off-campus advisor may not endorse university forms and does not replace the function of the campus advisor.
  - ii. The University accepts no responsibility or liability for the actions or involvement of the off-campus advisor.

## Recruiting an Advisor Best Practice

Before approaching a potential advisor, keep the following in mind: (1) find someone who will have the time to devote to your organization, (2) find someone who will take the role willingly and seriously, and (3) find someone who has knowledge or skills related to the mission and purpose of your organization. Make sure that a potential advisor has a clear understanding of the organization’s mission, activities, and your expectations for his/her duties and time commitment. Allow the person a reasonable length of time to consider his/her decision.

## Auxiliary Groups

Particularly in fraternal organizations exempt from Title IX, the active support of an auxiliary group

with members of the opposite sex substantially jeopardizes the privilege of maintaining the fraternity as a single-sex organization. The National Panhellenic Conference (NPC), the North-American Interfraternity Conference (NIC), and the National Pan-Hellenic Council (NPHC) prohibit the support of auxiliary groups by general fraternities and sororities.

- a. No RSO may sponsor, affiliate with, or plan regular activities with an auxiliary group (i.e., “little brothers,” or “little sisters,” etc.) of any kind which connotes membership other than that of full membership in the RSO.
- b. In addition, no RSO may be formed with a (main or underlying) purpose of serving in an auxiliary capacity to another RSO. The University will not support RSOs that offer subservient or “second class” status on the grounds of race, gender, etc.
- c. CLACS will use the following criteria to determine if an organization is operating as or is supporting an auxiliary group:
  - i. The name/insignia/paraphernalia of the group signifies affiliation with another group. (For example, the affiliate group uses the letters, jewels or symbols of the main organization as part of their RSO name or in their mottos, insignia, paraphernalia, etc.)
  - ii. Collective wearing of organization jewelry or sportswear by non-members of an organization who are members of the other (affiliate) group
  - iii. Historical/traditional/public knowledge connection of the group as an affiliate of the main organization
  - iv. Events planned or promoted by the auxiliary group in the name of the main organization
  - v. Inclusion of the auxiliary group’s members with the main group’s members on phone/membership lists
  - vi. Membership recruitment practices target a particular gender (men or women),
  - vii. Member recruitment, selection, and induction procedures for the auxiliary organization involve members of the affiliate organization
  - viii. Requirements/inducements for members of the auxiliary organization to pay dues/fees or participate in fundraising activities that benefit the main organization
  - ix. Mention of the auxiliary organization on promotional materials (posters, web site, etc.) of the main organization (or vice versa)
  - x. Consistent, exclusive co-sponsorship of activities or participation in events by the main and affiliate organizations
  - xi. Other proof deemed relevant by Student Affairs professional staff that a purpose of the RSO is to offer social, monetary, and/or operational support to an affiliate organization.
- d. If one or all of these above criteria are determined to exist by the CLACS, the RSO will be considered in violation of the policy.
- e. In the case of a fraternity/sorority found supporting an auxiliary organization and violating this policy and the policy of their (inter)national organization, the CLACS will notify the appropriate organization headquarters requesting that disciplinary action be taken. The organization will also be subject to RSO disciplinary procedures.

## Bar Party Sponsorships

- a. Third party vendors (licensed alcohol establishments with a “cash bar” set-up) are expected as sites for RSOs planning private events for members and invited guests.
- b. Organizations with national affiliation, that includes insurance, may request an exception approval through their on-campus council.
- c. Public events at bars sponsored by RSOs impose a great liability risk to the organization, its members and advisors, and are discouraged.
- d. RSOs are prohibited from sponsoring events at drinking establishments where the consumption of alcohol is the main focus of the event.
- e. Advertising for events at drinking establishments must follow stated campus postings policies.
- f. Any organization sponsoring an event at a drinking establishment is expected to
  - i. follow the guidelines of the Third Party Vendor Checklist provided by the CLACS. (see page 23).
  - ii. comply with all federal, state, and local laws and University policies.
  - iii. comply with the risk management/alcohol event policies/procedures of the organization’s governing council and/or (inter)national organization (if applicable).

## Club Sports

- a. In addition to registration with the Center for Leadership, Activities and Career Services. Club Sports must register with University Recreation to gain and maintain registration.
- b. To be considered a Club Sport, an organization must answer yes to three or more of the below statements:
  - i. Is there competition involved (with other schools, groups, or individual)?
  - ii. Is athleticism involved?
  - iii. Is there travel involved to participate in the sport/activity?
  - iv. Is there a season that this sport/activity normally takes place during?
  - v. Is there equipment involved/needed to participate?
  - vi. Are there try-outs to join?
  - vii. Are they considered a team?
  - viii. Is there a national/sport affiliation?

## Constitution

- a. Registered Student Organizations must have a current copy of their constitution in OrgSync.
- b. The constitution must outline membership criteria, officer structure, prohibition of hazing statement, financial procedures and administrative concerns (meeting schedule, dues, officer selection and removal, etc.).
- c. The constitution must be signed and dated by the RSO president and advisor.
- d. A sample constitution can be found in OrgSync.

## Contracts

Contracts are a binding agreement between two parties in which each gives something in return for something else. Contracts will usually include a description of the services or product, background

information, contract duration, definition of terms, party obligations, operative provisions, and enforcement provisions.

- a. If an organization solicits the services of an agency, vendor, speaker, or entertainer and a contract is required for confirmation, any and all negotiations must be handled through the Center for Leadership, Activities and Career Services.
  - i. Students are NOT authorized to sign contracts on behalf of the University.
- b. Performance contracts for on-campus events must be signed by the Director of the Center for Leadership, Activities and Career Services or Ferris State approved signatory. The contract will be between the vendor and the University on behalf of the RSO. The RSO must prove the financial and other means to honor the contract before it will be signed.
  - i. Students are NOT authorized to sign contracts on behalf of the University.
- c. Contracts for goods and services specifically for the organization should be signed by the RSO President with consent of the Campus Advisor. Ferris State University should NOT be named in the contract, only the name of the RSO.
- d. Contracts cannot be in effect for more than one calendar year.

### **Dances/Parties**

- a. On-Campus Events
  - i. The appropriate venue for the event must be secured well in advance. Consult the proper building manager for usage and reservation guidelines.
  - ii. Events exceeding 100 participants are permitted only in the following locations: Student Recreation Center, Sports Complex Mini Arena, Wink Arena, or other outdoor campus areas. A "Use of Grounds" form needs to be filled out for outdoor campus events.
  - iii. Ferris State University Public Safety must be notified and secured before the sponsored event. A 28-day prior notification is required to schedule security personnel. The RSO is responsible for all incurred expenses.
  - iv. Alcohol is prohibited in all on-campus facilities. (Alcohol may be permitted at specific events as directed by the University President.)
  - v. Additional requests may be made by the Department of Public Safety and RSO's are required to meet these requests.
- b. Off-Campus Events
  - i. RSOs are permitted to sponsor off-campus events as long as they abide by University policies and guidelines, as well as all local, state, and federal laws.
    1. For any RSOs affiliated with an RSO Council and/or national organization, all events must comply with the risk management policies of the University, the applicable governing council, and the affiliated national organization's risk management policy.
    2. Where multiple policies are in force, the strictest of the rules will apply.

### **Disciplinary/Conduct Procedures for RSOs**

The Center for Leadership, Activities and Career Services may initiate disciplinary proceedings against RSO's in any situation involving allegations of misconduct. The University requires RSOs to



adhere to all University policies, RSO handbook policies, and local, state, and federal laws. Additionally, individual members may also be subject to Office of Student Conduct proceedings for alleged violations of the Code of Student Community Standards. An organization may be subject to an interim suspension of activities pending adjudication of a complaint.

- a. All written complaints will be reviewed and investigated by the Coordinator of Student Leadership and Activities.
- b. At the Coordinators discretion:
  - (1) a complaint may go to an informal hearing which will determine policy violations and recommended sanctions.
  - (2) OR the complaint may go to a hearing board which will determine policy violations and recommended sanctions.
- c. Violations and sanction recommendations will be presented in writing to the Director of the Center for Leadership, Activities and Career Services. Upon Director approval the organization will receive a written determination.
- d. In situations involving interim suspension or a suspension sanction, further approval will be determined by the Vice President of Student Affairs or his designee.
- e. Possible outcomes of the informal RSO disciplinary process may include but are not limited to:
  - i. a formal written warning of the organization,
  - ii. probationary status for a set period of time,
  - iii. suspension of the organization, and/or
  - iv. other educational or restorative sanctions as deemed appropriate.
- f. RSOs that are adjudicated can appeal any decision in writing to the Office of the Vice President of Student Affairs within seven (7) days.
  - i. This appeal must be endorsed by the RSO's campus advisor. The Office of the Vice President of Student Affairs will review the case and render a final decision.
  - ii. An appeal must meet at least one of the following standards for appeal to be considered:
    1. failure to be afforded due process, or
    2. the occurrence of a procedural error which could foreseeably change the case outcome,
    3. discovery of new evidence which was unknown at the time of the hearing and which could have a significant effect on the case outcome, or
    4. substantive evidence that suggests bias on behalf of the hearing officer or one or more committee members.
  - iii. The decision of the Vice President of Student Affairs is final.

### **Fraternity/Sorority Disciplinary Proceedings**

- b. In the case of a fraternity or sorority, violations may be adjudicated by the appropriate governing council, such as the Black Greek Council (BGC), Interfraternity Council (IFC), or Panhellenic Council (PC).
- c. Professional fraternities and sororities with no governing council are treated as any other RSO.



- d. The organization's national headquarters may also be notified.
- e. Governing councils may process complaints in conjunction with the RSO adjudication process or in lieu of formal proceedings if these outcomes meet the educational and restorative expectations of Center for Leadership, Activities and Career Services.
- f. The decision, or final outcome of the formal disciplinary process of the governing council or national organization may be supported by the University; thus alleviating the necessity to continue with additional proceedings.

### **Disciplinary Hearing Board**

A Disciplinary Hearing Board will consist of at least one faculty member, one staff member and one student acting as a disciplinary panel. This panel may hear the case, determine responsibility for any violations and assign appropriate sanctions as deemed necessary.

- a. The President of the RSO will act as the representative of the organization. The campus advisor shall hold an advisory role, and members may be called as witnesses.
- b. The Director of the Center for Leadership, Activities and Career Services will act as a Hearing Officer.
- c. Possible outcomes of the formal RSO disciplinary process may include but are not limited to:
  - i. a formal written warning of the organization,
  - ii. probationary status for a set period of time,
  - iii. suspension of the organization, and/or
  - iv. other educational or restorative sanctions as deemed appropriate.
- d. RSOs that are formally adjudicated can appeal any decision in writing to the Office of the Vice President of Student Affairs within seven (7) days.
  - i. This appeal must be endorsed by the RSO's campus advisor. The Office of the Vice President of Student Affairs will review the case and render a final decision.
  - ii. An appeal must meet at least one of the following standards for appeal to be considered:
    - 1. failure to be afforded due process, or
    - 2. the occurrence of a procedural error which could foreseeably change the case outcome,
    - 3. discovery of new evidence which was unknown at the time of the hearing and which could have a significant effect on the case outcome, or
    - 4. substantive evidence that suggests bias on behalf of the hearing officer or one or more committee members.
  - iii. The decision of the Vice President of Student Affairs is final.

### **Discrimination**

- a. All Ferris State University RSOs must comply with Title IX of federal law regarding sex discrimination, and with the University's policy of providing equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, handicap, or other characteristics that cannot lawfully be the basis for educational opportunities.
  - i. Designated national fraternal organizations are exempt from Title IX by federal law

and may lawfully maintain single-sex status.

- b. Organizations with selective membership criteria must state this criterion in their constitution.
- c. Membership selection practices may be reviewed by the University.

### **Financial Management**

- a. Student organizations should manage the finances of the organization in a business-like manner.
  - i. RSOs collecting membership dues, donations, or engaging in fundraising activities for the benefit of the organization should maintain a treasurer position on its executive board, and should maintain a bank account in the name of the organization.
  - ii. The treasurer should develop an annual budget, maintain records of income and expenses, stay current with financial obligations, and regularly report the financial status of the organization to the officers, advisor(s), and the general membership.
  - iii. Financial records may be reviewed by the University upon request.
- b. Student organizations that maintain a bank account must do so with a bank located in the City of Big Rapids.
  - i. The bank account must be in the name of the organization on file with CLACS. The Ferris name in any form cannot be used as the name on the bank account.
  - ii. CLACS will provide a letter verifying the organization's registration status, campus address, and name of the faculty/staff advisor.
  - iii. For your protection, checking accounts are encouraged to be a two-signature system (two authorized signatures on the check required for processing).
    - 1. Suggested authorized signatories include the Treasurer, President, and the Campus Advisor.
    - 2. An advisor should be listed on the account to ensure access to funds in case of emergency or inactivity of members.
- c. Student organizations need to be in compliance with IRS rules.
- d. Student organization are not automatically classified as non-profit or tax-exempt entities.
  - i. Student organizations are NOT authorized to use Ferris State University's tax-exempt identification number. The organization must make proper application to the Internal Revenue Service for that status. Local bank representatives should be able to assist with this process.
- e. Organization funds CANNOT be used for the purchase of alcohol or drugs.
- f. Organization's should be fiscally responsible. Examples include, obtaining more than 1 quote for large purchases, prohibit member borrowing of money, maintain a budget and expense registration.

### **Fraternities and Sororities**

- a. Greek Council Affiliation
  - i. Because of the historic significance that fraternal organizations hold in higher education, and because of the unique issues faced by fraternities and sororities, such RSOs are required to affiliate with an appropriate campus Greek Council when

- one exists.
- ii. The Black Greek (BGC), Interfraternity (IFC), Panhellenic (PC), and Professional Fraternity (PFC) Councils help address issues relevant to member fraternities/sororities, and provide improved communication with university officials on policy matters.
- iii. Fraternities and sororities not affiliated with a campus Greek Council where one exists may not be registered with the University.
- b. (Inter)national Affiliation
  - i. All fraternities/sororities at the University must be chapters in good standing with (inter)national organizations affiliated with the National Association of Latino Fraternal Organizations, Inc. (NALFO), North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), or Professional Fraternity Council (PFC).
  - ii. Exceptions to (inter)national affiliation may be granted at the discretion of the Director of the Center for Leadership, Activities and Career Services should the group offer a unique mission to the campus, comply with Title IX in its membership practices, and provide proof of adequate insurance coverage comparable to (inter)nationally affiliated organizations.
- c. General (“Social”) Fraternities/Sororities
  - i. General fraternities/sororities are national single-sex organizations that choose members according to criteria stated in their constitutions, but are open to any regularly enrolled Ferris students without regard to academic major.
- d. Professional Fraternities/Sororities
  - i. Professional Fraternities and Sororities are groups that choose members based on students’ chosen academic major or professional field and additional criteria as stated in the organization’s constitution.
  - ii. Professional fraternities/sororities may be single-sex or co-ed as stated in the organization’s constitution.
  - iii. Professional fraternities/sororities are expected to work with their respective Colleges to promote professional development and enhance the learning experience for student members.
- e. Statistics
  - i. CLACS will work with the Greek Councils to compile annual statistics on membership, organization grades, and other criteria to assist fraternities and sororities in achieving local, regional, and national recognition.
  - ii. Fraternities and sororities will be asked to supply chapter information upon request to develop accurate statistics.

### **Fundraising Activities**

For the safety of the campus community all monetary fundraising activities must be approved.

- a. Fundraiser Registration
  - i. All money making activities sponsored by RSOs must be approved with CLACS. RSOs must submit the RSO Fundraiser Registration form at least 3 weeks prior to the event

- or start date of the project. The fundraiser registration form is available in OrgSync.
- ii. All fundraising activities must follow all University policies, applicable council and/or (international) organization policies/procedures, as well as state, local, and federal laws.
- b. United Way
  - i. RSOs are discouraged from raising money for organizations that are not affiliated with United Way during the United Way blackout dates. These dates fall between mid-September and mid-November. See the CLACS for specific dates and a list of approved fundraising recipients.
- c. Outside Vendors
  - i. Off-campus vendors (including credit card companies) are charged a fee to operate on campus to advertise and/or sell goods or services. RSOs may co-sponsor tables with off-campus vendors to receive a portion of this fee (with prior permission from CLACS).
- d. Food Sales
  - i. The sale of frozen foods or foods requiring pre-heating is prohibited.
  - ii. All food sales must comply with all applicable laws, rules or regulations.
  - iii. RSOs must consult with CLACS before selling food of any kind in any facility.
- e. Raffles
  - i. The State of Michigan regulates raffles, which requires registration with the State at least six (6) weeks in advance.
  - ii. RSOs must follow all local, state, and federal laws regarding raffles. Please contact the Charitable Gaming Division of Michigan State Lottery at (517) 335-5780 or visit them at [www.michigan.gov/cg](http://www.michigan.gov/cg) for more information.
- f. RSOs must submit profit raised within 4 weeks of the conclusion of the fundraising event.
- g. Date auctions are prohibited.

### **Trademark Policy**

- a. RSOs must adhere to the University Trademark Policy when producing items using the University name or logo, or insignia either for sale, advertising, or in-house use (such as organizational clothing).
- b. RSOs are expected to accurately reproduce FSU trademarks and display them in good taste.
- c. University Advancement & Marketing at (231) 591-3815, is responsible for protecting the use of University trademarks and for licensing commercial use of these marks.
- d. Consult University Advancement & Marketing for advice and approval when planning to use the University name, logo, or insignia on RSO paraphernalia.

### **Hazing**

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. (*Ferris State University Code of Student Community Standards* under Section III, B. Personal Misconduct On or Off University Property)

- a. Hazing of a member or prospective member of a RSO is strictly prohibited. Individuals found to be involved in hazing practices are subject to individual student judicial sanctions, and the RSO found to have members involved in hazing is subject to sanctions up to and including loss of registration.
- b. RSOs are encouraged to consult with the Director of Student Leadership & Activities or designee to review and develop plans for new member development that are free from hazing practices.
- c. Suspected hazing violations may be reported anonymously to the Hazing Hotline at (231) 591-5300.

### Membership

- a. Registered Student Organizations must maintain a membership of at least five (5) currently enrolled Ferris State University students in order to maintain full RSO privileges.
  - i. Organizations with fewer than five (5) members may remain registered and in good standing at the discretion of the Director of the Center for Leadership, Activities and Career Services.
- b. RSOs must adhere to all university policies against discrimination with membership selection practices.
- c. RSOs must inform the University community of their membership criteria and processes, including membership application deadlines and member orientation/initiation activities.
  - i. This membership information must be included in the organization's constitution.

### Membership Roster

- a. RSO membership must be updated in OrgSync each semester.
- b. At University's request, RSO must supply a written **Membership Roster**.
- c. The **Membership Roster** form must include a list of all students affiliated with the group through full membership status, and those students going through the organization's member orientation process.
- d. The Roster must clearly list the full name, first, middle, and last, and Ferris State ID number of each student.

### Off-Campus Housing

- a. The City of Big Rapids has ordinances regarding the use of off-campus residential properties for student organization activities.
- b. A residence must be specifically permitted as a student organization residence in order to post signage, or to conduct meetings or organization events at the location.
- c. Organizations (or organization members) found in violation of these ordinances are subject to possible sanctions from the City of Big Rapids and the University.
- d. Members of RSOs who reside off-campus are encouraged to develop positive relationships with homeowners and neighbors in the community. They are also encouraged to get involved in neighborhood associations and neighborhood watch programs.

### Officers

- a. Officers of each RSO must be enrolled Ferris State University students with a minimum 2.0

cumulative GPA and in academic good standing during their entire term of office.

- b. Officers must be free from university student conduct sanctions, at the level of disciplinary probation or above.
- c. A student who is found responsible for violation of university policies through Office of Student Conduct and sanctioned during his/her term of office must resign/be removed from his/her position until the assigned sanction or probationary period has been fulfilled.
- d. The RSO's Campus Advisor has the authority and responsibility to check grades and judicial records on current and prospective officers.
  - i. Should a student's grades or judicial record make him/her ineligible for office, the Advisor should inform the student in question that he/she is not eligible.
  - ii. To protect the privacy rights of the student, no details of the grades or judicial status should be shared without written permission of the student in question.
- e. The RSO constitution should include procedures for election, appointment, and removal of members from office.

# Five-Star RSO Recognition Program

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This awards program recognizes RSOs for positive progress in furthering the University's mission of innovative teaching and learning.

RSOs will be considered for the recognition and awards each year based on the following criteria:

- Attending required meetings and submitting required paperwork on time each semester.
- Remaining in good standing with the University.
- Attending Five Star Educational Activities
- Actively participating in and supporting campus-wide events
- Participating in University leadership development programs
- Sponsoring alcohol-free campus activities (including those funded by the Student Activity Fees)
- Striving for positive publicity in campus and community news outlets
- Completing and reporting community service hours to the Volunteer Center

**Workshops are held each Fall semester to describe how to become a Five-Star RSO.**

## Forms at a Glance

Form	Purpose	Where to Get It/turn it in	Due Date
Use of Grounds/ Solicitation	To reserve outdoor campus space	OrgSync/Electronic Submission	At least 3 Weeks prior to event
Campus Posting/ RSO Mailbox Distribution	To request that a poster be placed on bulletin boards around campus or to have flyers stuffed in RSO Mailboxes	CLACS or OrgSync/CLACS	NONE
Delegated Booker Form	To inform University Center of appropriate contacts for room reservations	CLACS or OrgSync/University Center	BEFORE the group requests rooms each semester
University Center Reservation Request	To request meeting room/event space in academic buildings	CLACS or OrgSync/University Center	As far in advance as possible (space is limited)
RSO Fundraiser Registration	To inform the University of fundraising plans	OrgSync only/electronically submitted	3 weeks before fundraiser begins
Org Profile (RSO Update)	To provide updated contact information.	OrgSync under Profile Settings Menu	Beginning of Fall and Spring semester – Deadline dates posted in CLACS
Student Organization Registration	To start a new RSO or re-start an inactive RSO	CLACS or OrgSync/CLACS	BEFORE the group begins meeting on campus.
Williams Auditorium Facilities Request	To request use of Williams Auditorium	On-line: <a href="http://www.ferris.edu/arts/">http://www.ferris.edu/arts/</a>	As far in advance as possible (space is limited)
On-line Calendar of Events	To increase awareness of campus and community events.	On-line: <a href="http://calendar.ferris.edu/">http://calendar.ferris.edu/</a>	As far in advance as possible.



# Campus Offices and Resources for RSOs

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## **Division of Student Affairs**

<http://www.ferris.edu/htmls/administration/StudentAffairs/>

Timme Center Room 313

The mission of Division of Student Affairs at Ferris State University is to promote, support, and complement the academic mission of the institution by working collaboratively with students, faculty, and staff to create and extend student services and student learning opportunities outside the classroom.

## **Center for Leadership, Activities and Career Services (CLACS)**

<http://www.ferris.edu/HTMLS/administration/studentaffairs/CLACS/homepage.htm>

Helen Ferris Terrace

The Center empowers students to gain personal and professional skills in achieving success. The center seeks to serve as a resource center for the needs of students with regard to career planning, student organizations, event planning and volunteering.

## **Office of the Dean of Student Life**

<http://www.ferris.edu/htmls/administration/StudentAffairs/deanofstudents/deanofstudents.html>

Helen Ferris Terrace

The Office of the Dean of Student Life works to enhance the quality of life for students living on and off campus and coordinates initiatives to promote healthy choices and personal responsibility. We encourage every student to take advantage of the multiple opportunities for leadership development, volunteer service, student activity programming, RSO involvement, wellness initiatives, and multicultural experiences.

## **Office of Multicultural Student Services**

<http://www.ferris.edu/htmls/studentlife/minority/>

FLITE library 159

The Office of Multicultural Student Services (O.M.S.S.) makes every effort to educate the University community on various ethnic, faith-based and GLBT groups through programs and activities. In addition, O.M.S.S. is committed to assisting the ethnic minority population of students with their transition to college and leadership development.

## **University Center**

<http://www.ferris.edu/HTMLS/staff/webpages/site.cfm?LinkID=152&eventID=32>

Helen Ferris Terrace

### **Office of Student Conduct**

<http://www.ferris.edu/htmls/administration/StudentAffairs/judicial/judicial.htm>

Birkam 2<sup>nd</sup> floor

The mission of the Office of Student Conduct is to educate students about their rights and responsibilities as community members, help students understand the balance between individual and community rights, and help maintain a community atmosphere conducive to academic success.

### **University Recreation**

<http://www.ferris.edu/htmls/studentlife/u-rec/>

Student Recreation Center

Our staff is committed to improving the health and wellness of students, staff, and faculty members of Ferris State University.

### **Center for Leadership, Activities and Career Services**

809 Campus Drive

Helen Ferris Terrace

Big Rapids, MI 49307

Phone: 231-591-2685

<http://www.ferris.edu/HTMLS/administration/studentaffairs/CLACS/homepage.htm>

## THIRD PARTY VENDOR CHECKLIST

The Registered Student Organization (RSO) President:

Your RSO will be in compliance with the risk management policies of Ferris State University if you hire a “third party vendor” to serve alcohol at your function or if your organization sponsors an activity where alcohol will be served WHEN you can document the following checklist items:

THE VENDOR MUST:

- \_\_\_\_\_ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.
- \_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

When using a vendor outside of their establishment, the above “certificate of insurance” must also show evidence that the vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local organization hiring the vendor as well as Ferris State University.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

- \_\_\_\_\_ 3. Agree in writing to cash sales only, collected by the vendor, during the function.
- \_\_\_\_\_ 4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including by not limited to:
  - A. Checking identification cards upon entry;
  - B. Not serving minors;
  - C. Not serving individuals who appear to be intoxicated;
  - D. Maintaining absolute control of ALL alcoholic containers present;
  - E. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization)
  - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE ORGANIZATION PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the organization president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with Ferris State University’s Third Party Vendor requirement.

\_\_\_\_\_  
RSO President Signature & Date

\_\_\_\_\_  
Vendor’s Signature/Company & Date