

FERRIS STATE UNIVERSITY

Registered Student Organization Handbook

Effective August 31, 2009



Additional resources can be accessed at

<http://www.ferris.edu/activities>

Click "Student Organization Services"

Click "RSO Handbook"

Introduction

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 Student Leadership & Activities Office in order to function on campus and have access to campus resources, including 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 group registered with the University is subject to the policies and procedures as outlined in the *Student Handbook* and in this *RSO Handbook*.

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

The Student Leadership & Activities Office 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 and funding. Don't hesitate to contact the office at 591-2606 or visit Rankin 164 for assistance with your student organization needs.

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The Basics

Registration

All student organizations must register with the Ferris State University (“FSU”) Student Leadership & Activities Office (“SL&A”) in order to function on campus. Information provided through the registration process enables the University to maintain communication with student leaders and provide several special services for student organizations.

Registration must be maintained each Fall and Winter semester by:

- 1) Submitting to SL&A the ***RSO Update*** form at the beginning of each semester by the deadline posted on the form. Any changes in officers or advisors between these reports must immediately be made in writing to the Student Leadership & Activities Office.
- 2) Sending a representative to the mandatory RSO Presidents’ Meeting each Fall and Spring semester on the date posted on the form.
- 3) Submitting to SL&A an updated organization constitution when changes are made.
- 4) Retrieving mail from the RSO mailbox or mail file at least weekly (including summers).
- 5) Adhering to all University and RSO policies as listed in the RSO Handbook and the Student Handbook.
- 6) Registration of a student organization may be suspended or terminated following review of the organization as outlined in the Disciplinary Procedures section of this handbook.

Benefits to RSOs

Registered Student Organizations are immediately eligible for the following privileges:

- 1) Access to University facilities and outdoor space for activities, practice, games, and meetings (upon request, pending availability and approval).
- 2) A campus address at the Rankin Information Desk for regular and campus mail/package delivery.
- 3) Eligibility to sponsor campus events.

- 4) Eligibility to advertise and promote sponsored events (according to University policies and procedures).
- 5) Assistance/advisement from the Student Leadership & Activities staff.
- 6) Promotion in University presentations and publications, including Student Organization Directories (in print and on the World Wide Web).

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) A combination mailbox in the Rankin Student Center.
- 3) The use of office equipment in the SL&A Office (upon request, pending availability).
- 4) Eligibility for Finance Division of Student Government funding.

Registering a New Organization

- 1) Print off and complete the Student Leadership & Activities Advisory Council (“S.L.A.A.C.”) criteria. Available at www.ferris.edu/htmls/studentlife/activity/SVCrso.htm
- 2) Obtain a full-time faculty/staff member advisor.
- 3) Complete the application with signatures from executive board and advisor.
- 4) In the SL&A Office, make an appointment to meet with a S.L.A.A.C mentor to review criteria and application forms.
- 5) Schedule a meeting with S.L.A.A.C and present your case for forming the RSO.
- 6) RSO’s are then required to have a constitution on file with the SL&A Office within two months of approval.

The organization has two months from the date of registration to:

- 1) Complete a charter signed by at least five (5) members who are currently enrolled FSU students.
- 2) The organization will fulfill all other RSO responsibilities as

outlined in the RSO Handbook.

Once all the 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 Student Leadership & Activities. The letter will be sent to the organization's president, advisor, the Rankin Center reservation office, the FLITE, and the Student Recreation Center reservation office. This letter will indicate the future date that the organization will have been active for one calendar year and, thus, eligible for Finance Division of Student Government funding, and a combination mailbox, and office space (all subject to request guidelines and availability).

Re-registering an Inactive Organization

Students interested in re-registering an inactive student organization will meet with a staff member of the SL&A Office 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 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. However, re-activated RSO's are eligible to apply for Finance Division of Student Government funding after 12 months. This means that all RSO's must be active for a minimum of 12 months before they are eligible to apply for funding.

RSO Policies at a Glance

(please consult the RSO Handbook pages 10-25 for detailed policies)

Advertising/Posting on Campus	Postings must be submitted to the Rankin Information Center with a work order form at least 10 business days in advance of posting. Posting rules and content requirements/guidelines printed on work order form.
Advisor	Must have a full-time employee of Ferris serve as a campus advisor.
Auxiliary Groups	"Little Sister" or "Big Brother"-type organizations are not permitted.
Bar Party Sponsorships	RSOs assume greater risk sponsoring public events at bars. Third Party Vendor Checklist must be used.
Constitution	Updated constitution must be submitted when changes are made.
Contracts	Contracts for any speakers, performers, or public events must be signed by the Director of Student Leadership & Activities. Contracts for goods or services should be signed by the RSO President with consent of the Campus Advisor. Contracts should not be for more than one calendar year in duration.
Dances/Parties	On- or off-campus events must be properly planned and follow applicable policies and laws. Third-party vendor arrangements for private events are encouraged.
Discrimination	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.
Financial Management	Encouraged to have a local bank account with a two-signature check system. All financial obligations should be kept current. RSO funds CANNOT be used for the purchase of alcohol. Financial records are subject to review by the University.
Fundraising	Must register all fundraising activities at least 10 business days in advance. Must follow all applicable rules and laws.
Fraternities/Sororities	Must be affiliated with a local Greek Council (Black Greek, Interfraternity, Panhellenic, or Professional). General fraternities must also be affiliated with a national fraternity in the NALFO, NIC, NPC, or NPHC.
Hazing	Hazing of members or prospective members is prohibited.
Membership	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.
Off-Campus Housing	RSOs must follow applicable City ordinances.
Officers	Must have at least a 2.0 (cumulative or previous semester) GPA. Must be free of current student judicial sanctions.
Club Sports	Must also register with and follow additional policies prescribed by University Recreation.

RSO Disciplinary/Judicial Procedures At a Glance

(see page 15 for full description of these procedures)

- 1) Organization suspected of policy violation.
- 2) Complaint reviewed by Office of Student Leadership & Activities.
 - Complaint investigated/mediated with RSO President & Advisor. AND/OR
 - Referred to appropriate Greek Council Judicial Board (for fraternity/sorority cases). OR
 - Referred to the Office of Student Conduct for formal hearing with University Committee on Discipline.
- 3) RSO may appeal to Vice President of Student Affairs.

Detailed RSO Policies

- 1) Advertising/Campus Postings
 - a) RSOs may promote meetings, events, fundraisers, and other activities in a variety of ways. Any advertising should be in good taste to positively represent the organization and Ferris State University.
 - b) To alleviate complaints about inappropriate postings and clutter on campus bulletin boards, the Office of Student Leadership & Activities staff will post **all RSO** notices. 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.
 - c) All RSO notices must be submitted to the Rankin Information Center (Rankin 175) at least 10 business days in advance of the event.
 - d) The posting must be properly bundled and be accompanied by the **Campus Posting Work Order** form. All guidelines for the size and content of posters are listed on the back of the form. The form is available at the Rankin Information Desk (Rankin 175) or the SL&A Office (Rankin 164).
 - e) Postings are completed on a space-available basis, with the permission of the respective building managers.
- 2) Advisors
 - a) RSOs must maintain a campus advisor who is a full-time faculty or staff member at Ferris State University.
 - b) This advisor is expected to endorse registration and reservation forms on behalf of the organization, and be aware of the organization's activities. The advisor's address, phone, and e-mail information is to be included each semester on the **RSO Update** form.
 - c) Off-campus alumni or community members may also advise RSOs as an additional resource.
 - d) Off-campus or additional faculty/staff ("second") advisor information is requested on the **RSO Update** form to maintain communication with these dedicated individuals.
 - 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.

3) Auxiliary Groups

- a) 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.
- b) Toward this end, 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.
- c) 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.
- d) The Office of Student Leadership & Activities 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 staff that a purpose of the RSO is to offer social, monetary, and/or operational support to an affiliate organization.
- e) If one or all of these above criteria are determined to exist by the Office of Student Leadership & Activities, the RSO will be considered in violation of the policy and will be subject to RSO judicial procedures.
- f) In the case of a fraternity/sorority found supporting an auxiliary organization and violating the policy and that of their (inter) national organization, the Office of Student Leadership & Activities will notify the appropriate organization headquarters request that disciplinary action be taken. The organization will also be subject to RSO disciplinary procedures.
- 4) Bar Party Sponsorships
- a) Third party vendors (licensed alcohol establishments with a “cash bar” set-up) are highly encouraged as sites for RSOs planning private events for members and invited guests.
 - b) **Public** events at bars sponsored by RSOs impose a great liability risk to the organization, its members and advisors, and are discouraged.
 - c) RSOs are prohibited from sponsoring events at drinking establishments where the consumption of alcohol is the main focus of the event.

- d) Advertising for events at drinking establishments must follow stated campus postings policies.
 - e) 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 Office of Student Leadership & Activities.
 - 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).
- 5) Constitution
- a) Registered Student Organizations must have a current copy of their constitution on file with the Student Leadership & Activities Office when a change has been made.
 - b) The constitution should outline membership criteria, officer structure, 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 on the Ferris web site in the Student Leadership & Activities area.
- 6) Contracts
- 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 Office of Student Leadership & Activities.
 - b) Performance Contracts for on-campus events must be signed by the Director of Student Leadership & Activities. 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.
 - 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.
- 7) 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: Rankin Center Dome Room , 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 except the Holiday Inn. (Alcohol may be permitted at specific events as directed by the University President.) Those who choose to participate in any form of alcohol consumption prior to attending an activity may be subject to a breathalyzer test and may be prohibited from entering.
 - 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.
- 8) Disciplinary/Judicial Procedures for RSOs
- a) The Office of Student Conduct has the authority to initiate disciplinary proceedings against groups of students or student organizations in any case involving allegations of misconduct. When an organization violates a policy of the University, the

RSO may be held accountable for policy violations.

Additionally, individual members may also be subject to student judicial sanctions.

- b) An organization may be subject to an interim suspension of activities pending adjudication of a complaint. The RSO will be notified in writing of this suspension.
- c) In cases that involve minor violations, the involved parties and the Director of Student Leadership & Activities will seek resolution through mediation. At this mediation, responsibility for any violations will be determined and sanctions will be assigned as necessary.
 - i) If a determination of responsibility or sanctions cannot be made, the RSO will be referred to the Office of Student Conduct to be adjudicated.
- d) In situations where a complaint is of a serious nature, the RSO may be directly referred to the Office of Student Conduct for adjudication.
- e) Fraternity/Sorority Judicial Proceedings
 - i) 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), Panhellenic Council (PC), or Professional Fraternity Council (PFC).
 - ii) The organization's national headquarters may also be notified.
 - iii) 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 SL&A and the Office of Student Conduct.
 - iv) The decision or final outcome of the formal process of the governing council or national organization may be supported by the University, thus alleviating the necessity to continue with additional proceedings. In that event, the Office of Student Conduct will respond in writing to the RSO and governing council or national organization of such support.

- f) The Office of Student Conduct shall assemble a University Committee on Discipline (UCD) for those referred RSOs.
 - i) A UCD will consist of one faculty member, one staff member and one student acting as a judicial panel. This panel may hear the case, determine responsibility for any violations and assign appropriate sanctions as deemed necessary.
 - ii) 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.
 - iii) The Director of Student Leadership & Activities or designee will act as a Hearing Officer and endorse all sanctions imposed by the UCD.
 - iv) Possible outcomes of the formal RSO judicial process may include but are not limited to:
 - (1) a formal reprimand of the organization,
 - (2) probationary status for a set period of time,
 - (3) denial of the RSO's privilege to sponsor or participate in any University events as a registered student organization including any/all membership recruitment efforts,
 - (4) suspension of the organization, and/or
 - (5) other educational or restorative sanctions as deemed appropriate.
- g) 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 foresee ably 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.

9) 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 criteria in their constitution.

c) Membership selection practices may be reviewed by the University.

10) 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 SL&A. The Ferris name in any form can not be used as the name on the bank account. SL&A will provide a letter verifying the organization's registration status, campus address, and name of the faculty/staff advisor.
 - ii) For your protection, checking accounts are encourage 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.
 - c) Student organizations 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.
 - d) Organization funds CANNOT be used for the purchase of alcohol.
- 11) 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.
 - 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 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 Student Leadership & Activities 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) The Office of Student Leadership & Activities 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.

12) Fundraising Activities

a) Fundraiser Registration

- i) All moneymaking activities sponsored by RSOs must be registered with SL&A. RSOs must submit the RSO Fundraiser Registration form to the SL&A Office at least 10 business days prior to the event or start date of the project. The registration form is not a permission form, but merely a way to provide accurate information to the campus and community about legitimate fundraising activities. All fundraising activities must follow University policies, applicable Council and/or (international) organization policies/procedures, as well as state, local, and federal laws.

b) 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). Consult SL&A for details.

c) 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 SL&A before selling food of any kind in any facility.

d) 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 for more information.

e) Trademark Policy

- i) 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).

- ii) RSOs are expected to accurately reproduce FSU trademarks and display them in good taste.
- iii) University Advancement & Marketing at 591-3815, is responsible for protecting the use of University trademarks and for licensing commercial use of these marks.
 - (1) Consult University Advancement & Marketing for advice and approval when planning to use the University name, logo, or insignia on RSO paraphernalia.

13) Hazing

- a) 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 Student Handbook*, page 15)
- b) 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.
- c) RSOs are encouraged to consult with the Director of Student Leadership & Activities to review and develop plans for new member development that are free from hazing practices.
- d) Suspected hazing violations may be reported anonymously to the Hazing Hotline at 591-5300.

14) 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 on a probationary status at the discretion of the Director of Student Leadership & Activities.
 - (1) RSO's on probation can continue to participate in the following:

- i) Business meetings
 - ii) Recruitment activities
 - iii) RSO mailbox
 - iv) Campus postings
 - v) Educational activities
 - vi) Attend all mandatory meetings and events
- 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.

15) Membership Roster

- a) At department's request, RSO must supply **Membership Roster**.
- b) 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.
- c) The Roster must clearly list the name and University ID number of each student.

16) 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.

17) Officers

- a) Suggested duties for RSO officer positions can be found on the University web site in the Student Leadership & Activities area.
- b) Officers of each RSO must be enrolled University students with a minimum 2.0 GPA (either previous semester or cumulative) during their entire term of office.
- c) Officers must be free from current judicial sanctions (at the level of disciplinary probation or above).
- d) 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.
- e) The RSO's Campus Advisor has the authority 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 to hold office.
 - 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.
- f) The RSO constitution should include procedures for election, appointment, and removal of members from office.

19) Club Sports

- a) In addition to registration with Student Leadership & Activities, sports clubs must also register with University Recreation to gain and maintain registration as a RSO in the Sports Club category.

Five-Star RSO Recognition Program

This awards program recognizes RSOs for positive progress in furthering the University's mission of innovative teaching and learning. Three-Star RSOs receive a recognition certificate. Four-Star RSOs receive a certificate and a University service credit for the upcoming semester. A pool of funds will be divided among organizations achieving Five-Star status at the annual Torchbearer Leadership Recognition Ceremony at the end of the Spring semester.

RSOs will be considered for the 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.

Forms At A Glance

Form	Purpose	Where to Get It/turn it in	Due Date
Use of Grounds/ Solicitation	To reserve outdoor campus space	Rankin Information Desk (175)/Rankin 164	Ten business days 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	Rankin Information Desk (175)/Rankin 164	At least 10 business days prior to the event and at least 3 days prior to desired posting date
Delegated Booker Form	To inform Rankin Center of appropriate contacts for room reservations	Rankin Student Center Office (Rankin 243)	BEFORE the group requests rooms each semester
Rankin Center Reservation Request	To request meeting room/event space in Rankin or academic buildings	Rankin Student Center Office Rankin (243)	As far in advance as possible (space is limited)
RSO Fundraiser Registration	To inform the University of fundraising plans	Rankin Information Desk (175)/Rankin 164	10 business days before fundraiser begins
RSO Update	To provide updated contact information.	RSO Mailbox/File or Rankin 164	Beginning of Fall and Spring semester
Student Organization Registration	To start a new RSO or re-start an inactive RSO	Rankin 164 or SL&A website	BEFORE the group begins meeting on campus.
Williams Auditorium Facilities Request	To request use of Williams Auditorium	On-line: www.ferris.edu/arts/WilliamsHome.htm	As far in advance as possible (space is limited)
On-line Calendar of Events	To increase awareness of campus and community events.	On-line: www.ferris.edu/htmls/news/calendar/submitevent/htm	As far in advance as possible.

**Check out sample forms and all kinds of RSO Resources
on the Ferris web site!**

<http://www.ferris.edu/activities>

Click “Student Organization Services”

Volunteer Center

Website: www.ferris.edu/htmls/studentlife/activity/SVC

Use this site to find opportunities and report hours!

231-591-2140



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Rankin Center 164

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www.ferris.edu/activities