Guidelines for FHSU Student Organizations

Each student group desiring to be registered by the University must be approved by the Center for Student Involvement (CSI) office with oversight from the Student Organization Committee (SOC).

Definition

A student organization is an organization that is committed to serving the students of FHSU, the campus of FHSU and the community of Hays. The organization should be composed primarily of currently enrolled students. Specifically, 80% of the membership or more should be enrolled as full-time FHSU students. The organization must serve a purpose unique from that of an existing organization and/or academic department.

Membership Categories

In order to be registered, organizations must have a minimum of five active members (FHSU enrolled students) two of which must serve as organization officers. Organizations shall not have membership requirements based on race, creed, national origin, or physical handicap. All student organizations, with the exception of social fraternities and sororities, may not discriminate on the basis of sex.

Types Of Student Organizations

- Residential groups (on-campus residence halls or apartments).
- Social groups such as fraternities, sororities and colonies.
- Religious / Spiritual groups.
- University departments and/or divisions.
- Academic, Honorary or other societies for recognition.
- Campus-wide groups.

Requirements For Recognition

Each student group desiring to be registered by the University must be approved by the CSI. Students interested in forming a new or registering an existing organization at Fort Hays State University must complete the following steps for official recognition:

- A FHSU faculty/staff member advisor.
- A Completed Student Organization Application for Registration Form including a Signed Statement of Non-Discrimination.
- A copy of the organization's Constitution and By-Laws if the organization is new or if changes have been made to an existing constitution (highlight or underline changes). It is recommended that a constitution on file is no older than 4 years.
- An official list of members with:
    - 80% of the membership being FHSU students
    - minimum of two officers - a minimum of five active (FHSU enrolled) student members
    - officers must maintain a 2.0 GPA

Officers

There must be a minimum of two officers; a president and treasurer as primary contact. All officers must be FHSU enrolled students. All student officers of organizations must maintain a cumulative grade point average (GPA) of 2.00. The CSI will provide the SOC with the information concerning officer cumulative GPA's. CSI should be notified of officer changes within seven (7) days. **It is strongly suggested that all Student Organizations elect officers at the end of the spring semester (at least by the second to last meeting) so they can plan activities and events during the summer for the upcoming school year.**

Faculty/Staff Advisors
Each organization shall have a FHSU faculty or staff advisor (an advisor cannot be a current undergraduate student) selected by the organization. Organizations may have a co-advisor who is an off-campus person.

Campus/Community Service
Organizations are expected to provide evidence of a minimum of 20 hours of campus/community service that was performed each year by the organization. Hours of service may be submitted to Tigers in Service at: http://www.fhsu.edu/departmentform.aspx?ekfrm=12884905222

Finances
All organizational funds should be deposited in an organization's activity account in the FHSU Student Fiscal Services Office, Sheridan Hall 110G. University policies and procedures for these activity accounts must be followed. For information on these policies and procedures go online to www.fhsu.edu/sfs or contact the Student Fiscal Services Office in Sheridan Hall 110G or call 785-628-4252. For help with the University's accounting software, IFAS, please contact Purchasing at 785-628-4250 or by email, purchasing@fhsu.edu.

Fundraisers
All fundraising projects must be approved by the Center for Student Involvement. An Application for Fundraising Project form must be submitted to the Center for Student Involvement office at least four (4) business days prior to the event. A copy of this form can be found in the Student Organization handbook, in the Center for Student Involvement, Memorial Union lower level, 014 or online at www.fhsu.edu/stuorg/forms.

Compliance
Fort Hays State University student organizations are expected to comply with the laws of the state of Kansas and the United States of America, as well as the policies of Fort Hays State University. Any student organization found in violation of any Kansas or Federal law or of any FHSU policy is subject to sanctions, which may include disbanding. The organization may reapply one (1) year after disbanding if the organization has proven that steps have been taken to remedy the situation causing the violation and that any damages stemming from the violation have been compensated.

Alcoholic Beverages
CSI/SOC recognized organizations are responsible for compliance with Kansas and FHSU policy/policies regarding alcoholic beverages during official and unofficial activities. Members are accountable for infractions of this policy as individuals and as a group.

Disbanding
When an organization chooses to disband or become inactive, it is the responsibility of the President and/or Faculty Advisor to notify the CSI office in writing of this intention and documenting the appropriate closure of financial accounts by the end of the academic year in which the organization was disbanded. An organization that is inactive for an entire academic year OR does not comply with FHSU policies and community standards may be reviewed and disbanded by the CSI/SOC.

Registering A New Organization
1. Inquire in the CSI office about the possibility and advisability of establishing a new organization.
2. Secure from the CSI office, or this website, the guidelines and policies for student organizations and the "Application for Registration" form to submit to the CSI.
3. Secure a member of the FHSU faculty or staff who will serve as advisor to the organization.
4. Hold an interest meeting to attract students who might wish to join the organization.
5. Submit an Application for Registration to the CSI that includes the following information:
    - Name of the organization.
    - A minimum of two (2) officers. All officers must be FHSU enrolled students--include current addresses and phone numbers.
    - A membership list of at least five (5) FHSU students (enrolled full-time) who wish to be members in the proposed organization.

- Formulate a Constitution and by-laws under which the organization will operate. (A sample constitution is included in the Appendix of the Student Organization Handbook). The proposed constitution and by-laws should be approved by a majority of the organization's chartering members.
- Location of funds. (FHSU).
- Name of faculty/staff advisor.
- List of officers (must be FHSU enrolled students), including current addresses and phone numbers.
- Signatures of the president, treasurer and the faculty or staff advisor(s).
- Signature by the president of the non-discrimination statement.
- 80% of the membership or more must be enrolled full-time FHSU students.
- It is expected that each organization provide goals of a minimum of 20 hours of campus/community service and report to Tigers in Service.

6. Applications for registration for an academic year will not be accepted after the last day of the Fall semester in December.

Registering An Existing Organization

The CSI renews the registration of organizations every year during the fall semester in order to review the status of groups and update the records of approved student organizations on the campus of FHSU. The application to maintain registration for the current academic year is submitted to the Center for Student Involvement; please check the current application for priority and final application deadlines which can be found at www.fhsu.edu/stuorg/forms.

It is recommended that a constitution on file in the CSI office is no older than 4 years.

Questions about these guidelines should be directed to the CSI
785-628-4664 | csi@fhsu.edu | www.fhsu.edu/csi