

STUDENT ORGANIZATION HANDBOOK



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INTRODUCTION

Membership in a student organization is a vital part of student life at Fort Hays State University, as it enhances the total educational curriculum. Through involvement in an organization, students are provided with opportunities to grow mentally, physically, socially, and spiritually. Students are encouraged to find a balance between academics and extra-curricular activities to form a well-rounded university experience.

Student organizations are coordinated through the Center for Student Involvement (CSI) located in Memorial Union, Lower Level 014. This office maintains a master list of registered University organizations on Tiger[Link] and is responsible for reviewing, registering, and recognizing student organizations associated with FHSU. The University currently recognizes over 120 clubs and organizations representing varied interests. Official recognition by the University is necessary for student organizations to use campus facilities, sponsor activities, receive funding through the Student Government Association, participate in campus-wide activities, and host fundraisers.

This handbook is designed to assist both the advisor and the student in starting a new organization or effectively maintaining an existing group. Additionally, this handbook includes information about finances, university facilities, and provides an overview of University policies and procedures that pertain to organizations.

In addition to this handbook, student organization leaders and advisors should become familiar with Tiger[Link], the university's online involvement portal. Through Tiger[Link], individuals can create a profile and find involvement opportunities based upon mutual interests. For student organizations, there are a variety of resources available, including an organizational profile, document storage, event advertisement, service hour reporting, roster management, forms and elections. Tiger[Link] is the official directory of student organizations and each organization will renew annually through the site.

GUIDELINES FOR STUDENT ORGANIZATIONS

Definition

A student organization is an organization that is committed to serving the FHSU campus and students and the community of Hays. Student organizations must be composed primarily of currently enrolled students and must serve a purpose unique from that of an existing organization and/or academic department.

Organization Categories

Student organizations are divided into categories in order to aid students when searching for organizations of interest. Student organization categories include:

1. Campus Wide Student Organizations – groups any student can join
2. Departmental Student Organizations – groups associated with an academic department
3. Honor Societies – groups that recognize student achievement
4. Religious/Spiritual Organizations – groups that serve a religious or spiritual purpose
5. Residence Halls – groups associated with FHSU residential life
6. Social Fraternities and Sororities – groups which are single sex fraternities or sororities

In addition to student organizations, Tiger[Link] is also home to organizations that exist for the benefit of FHSU students. These organization categories include:

1. University Departments – FHSU departments and offices
2. Learning Communities – groups of students who live together and share interests and classes

Requirements for Recognition

Each student organization desiring to be recognized by the University must be approved by the Center for Student Involvement. Recognized Student Organizations must meet the following requirements:

1. Have a name and purpose unique from any existing organization.
2. Secure two (2) currently enrolled FHSU students to serve as the organization President and Treasurer. These students must have a minimum 2.0 cumulative GPA.
3. Secure an additional three (3) currently enrolled FHSU student members for a total of five (5) student members.
4. Secure a full time FHSU faculty or staff member to serve as the on-campus advisor.
5. Develop a Constitution and/or Bylaws for the organization.
6. Complete the Student Organization Registration Form on Tiger[Link] annually.
7. Agreement of the President, Treasurer, and Advisor to the Non-Discrimination Statement and/or Grade Release Form annually.
8. Attend one of the annual Student Organization Meetings.

Membership

In order to provide an enriching opportunity to all students, organizations shall not have membership requirements based on race, creed, national origin, sexual orientation, or physical handicap. All student organizations, with the exception of social fraternities and sororities, may not discriminate on the basis of sex. Furthermore, student organizations exist for current students, while organizations may accept non-students as members, the vast majority must be currently enrolled students. Specifically, a minimum of 80% of the organization membership must be enrolled as FHSU students.

Officers

Each organization must have a minimum of a President and Treasurer in order to be recognized. The President and Treasurer must be currently enrolled FHSU students and maintain a cumulative grade point average of 2.00. The President and Treasurer are required to complete the Non-Discrimination Statement and Grade Release Form annually and their grades will be checked each semester. If the officer does not meet the grade requirement they must be replaced immediately. If there are officer changes during the year the Tiger[Link] roster should be updated and the CSI notified as soon as possible. It is strongly suggested that student organizations elect officers at the end of the spring semester so they can plan activities and events throughout the summer for the upcoming school year.

Advisors

Each organization must have a full time FHSU faculty or staff member serve as the on-campus advisor. This advisor should be selected by the organization and must complete the Non-Discrimination Statement Form annually. Organizations are encouraged to utilize additional advisors, including graduate students and off-campus advisors.

Community Service

Organizations are expected to perform a minimum of 20 documented hours of community service each year. Individuals can report service hours on Tiger[Link] from the “My Involvement” menu and hours will be reviewed and approved by Tigers in Service. Tigers in Service is a student-run program designed to match volunteers with service opportunities in the Hays area. Tigers in Service is housed in Custer Hall RM 202 and can be reached at 785-628-5537 or service@fhsu.edu.

Title IX

Fort Hays State University is committed to an environment in which students, faculty, and staff are free of all forms of harassment, exploitation, and intimidation. It is the university’s policy to prohibit harassment of individuals on the basis of their status as a member of a protected class, which includes race, color, religion, gender, age, national origin, marital status, sexual orientation, veteran status, and physical or mental disability. The protections afforded by this policy apply equally to all university employees and students. Organization advisors are responsible for reporting any incidents of harassment, exploitation, and intimidation to the Title IX Coordinator.

Compliance

Recognized 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 law or FHSU policy is subject to sanctions, which may include loss of university recognition. The organization may reapply one (1) year after disbanding if the organization has proven that steps have been taken to remedy the situation and that any issues or damages have been satisfactorily resolved. Refer to University Policies online at: <http://www.fhsu.edu/policies/>.

Dissent and Protest

Part of the freedom in the academic community is the student's right to orderly dissent and protest against any decision or issue. This right to demonstrate does not include using means or procedures which disrupt the on-going functions of the University, nor endanger the health, safety, or well-being of any citizen in the on- or off-campus communities. Individuals wishing to express their concerns should confer with the Vice President for Student Affairs regarding procedural policy and appropriateness of their proposed actions. For more information refer to the Faculty and Unclassified Staff Handbook: http://www.fhsu.edu/academic/provost/documents/faculty_handbook_pdf/.

Judicial Procedure

Per the University Judicial Process, discipline is handled as close to the level of the problem as is possible and reasonable. Therefore, discipline issues involving recognized student organizations are referred to the Coordinator of Student Involvement & Greek Life in the Center for Student Involvement. More information about the University Judicial Process can be found online at: <http://www.fhsu.edu/judicial/>.

Disbanding

When an organization chooses to disband or becomes inactive, it is the responsibility of the President and/or on-campus advisor to notify the Center for Student Involvement in writing. The appropriate closure of financial accounts should be made by the end of the academic year in which the organization disbanded. An organization that fails to complete the renewal process OR does not comply with FHSU policies and community standards may be reviewed and disbanded by the Center for Student Involvement.

STARTING A NEW ORGANIZATION

The Center for Student Involvement (CSI) can assist with the formation of new student organizations. New organizations can be started by any student who identifies a need or interest that is not currently represented in existing student organizations. In order to start a new organization, the following steps should be followed:

1. Inquire in the CSI about the possibility and advisability of establishing a new organization.
2. Hold an interest meeting to attract students who might join the organization. The CSI can give special permission to reserve a table or meeting room in the Memorial Union free of charge for the purpose of attracting members.
3. Recruit a full time faculty or staff member who is willing to serve as the on-campus advisor.
4. Hold a meeting of the founding members of the organization to create the organization's constitution and/or bylaws.
5. When your group meets the Requirements for Recognition you must submit the New Organization Registration Form on Tiger[Link].
 - a. The form can be accessed on the left hand side of the Organizations page on Tiger[Link].
 - b. Carefully review the application instructions.
 - c. Complete the Organization Profile, providing details about the organization.
 - d. Select the Organization Category appropriate for your organization. Select only one.
 - e. Select the Organization Interests appropriate for your organization. These are used to recommend your organization to students with similar interests.
 - f. Upload an appropriate photo or logo as the Profile Picture for your organization.
 - g. List the members of the organization on the Organization Roster. Members must be listed using their official FHSU email address.
 - h. Upload a copy of your Constitution and/or Bylaws.
 - i. Review all information to ensure accuracy and completeness.
 - j. Click the submit button to submit your registration form to the CSI for review.
6. The Center for Student Involvement will review your form and inform you on the status of your application.
7. When the organization registration form is approved, the president, treasurer and the on-campus advisor must complete the Non-Discrimination Statement and/or Grade Release Form. This form must be returned to the CSI within 10 business days of receipt.
8. Once the Non-Discrimination Statement and/or Grade Release Form has been completed by all parties, you will be notified of your status as a Recognized Student Organization.

Applications for registering a new organization will be accepted throughout the academic year until April 1st. Organizations interested in forming after April 1st must wait until registration opens for the next academic year.

RENEWING AN EXISTING ORGANIZATION

The Center for Student Involvement (CSI) reviews the registration of organizations every year in order to renew the recognition status of groups and update the records of recognized student organizations. Renewal for the academic year is to be completed no later than the third (3rd) Friday in September. The Organization Renewal Form can be found on Tiger[Link]. When renewing an organization, the following steps should be followed:

1. The Student Organization Renewal Form will be made available to organizations following the Student Organizations Award Reception in April.
2. Organizations should not renew until they have selected officers for the new year and confirmed the on-campus advisor is still willing to serve in that capacity.
3. Once you have ensured your group meets the Requirements for Recognition you must submit the Organization Renewal Form on Tiger[Link].
 - a. The organization's renewal form can be accessed from the organization's profile page.
 - b. Carefully review the application instructions.
 - c. Complete the Organization Profile, updating details about the organization.
 - d. Select the Organization Interests appropriate for your organization. These are used to recommend your organization to students with similar interests. You can add or delete interests as appropriate.
 - e. Upload a new photo or logo as the Profile Picture for your organization if desired.
 - f. List the current members and officers of the organization and remove inactive members from the Organization Roster. Members must be listed using their official FHSU email address.
 - g. Upload an updated copy of your Constitution and/or Bylaws. The CSI recommends that these documents are reviewed and updated at least every four (4) years.
 - h. Review all information to ensure accuracy and completeness.
 - i. Click the submit button to submit your registration form to the CSI for review.
4. The Center for Student Involvement will review your form and inform you of the status of your application.
5. When the organization registration form is approved, the President, Treasurer and the on-campus advisor must complete the Non-Discrimination Statement and/or Grade Release Form.
6. Once the Non-Discrimination Statement and/or Grade Release Form has been completed by all parties, you will be notified of your status as a Recognized Student Organization.

All steps must be completed before the third (3rd) Friday in September. If an organization fails to complete the renewal process they will lose their status as a Recognized Student Organization.

CENTER FOR STUDENT INVOLVEMENT SERVICES

Technology and Printing

The Center for Student Involvement has three computer work stations with printing abilities for student organization use. Organizations can also utilize the copy machine for printing, black and white copies, and document scanning. In order to make copies, an organization specific code is required; please inquire at the CSI front desk for your organization's copier code. Organizations who do not have a current code may request one from the CSI Administrative Assistant. Organizations can also utilize the fax machine to send and receive fax messages.

Storage

The Center for Student Involvement will accept requests for storage space during the year on a first-come, first-served basis if space is available. Organizations are reminded that allocation of storage space is a privilege and the CSI reserves the right to remove organizations from an allocated space for violating policies stated in this document and/or if they do not maintain registration through the CSI.

Mailboxes

The Center for Student Involvement will accept requests for mailboxes for student organizations on a first-come, first served basis. The mailboxes will be accessible only during the times that the CSI is open. The Union Staff will not open the CSI during any other times for organizations to pick up their mail. Organizations are reminded that allocation of mailboxes is a privilege and the CSI reserves the right to remove organizations for violating policies stated in this document and/or if they do not maintain registration through the CSI.

Graphic Design

Student organizations can utilize the in-house graphic design students to develop a logo, posters, brochures, or an overall advertising message. In order to begin the process of having a graphic designed, an organization must complete a Graphic Design Request, available in the CSI. After a request is submitted, a graphic designer may contact the organization to request additional information and to approve the design proof. Please allow 3-4 weeks design time for proofs and changes.

Poster Route/Campus Posting

The Center for Student Involvement provides the opportunity for student organizations to publicize upcoming events through means of bulletin boards located in buildings on campus and outdoor kiosks. Materials must include the name of the event, date, time, location, and the sponsoring organization's full name. The deadline to submit a poster/flyer for the poster route is 11:00 am on Mondays and Thursdays. Full guidelines for Poster Route as well as additional opportunities and guidelines for campus posting can be found online at <http://www.fhsu.edu/policies/campus-posting-policy/>.

Workroom

The Center for Student Involvement maintains a workroom that can be utilized to create posters and large-format publicity. Student organizations must sign-in with a member of the CSI staff before using the workroom. Student organizations are encouraged, but are not required, to schedule a time to use the space. The cost of supplies will be covered by the CSI for student organizations, and supplies cannot be removed from the workroom.

Tiger[Link] Support

Tiger[Link] is Fort Hays State University's student involvement system used to help students become involved on campus and manage experiences outside the classroom. The Center for Student Involvement can provide support for individuals and organizations for the purpose of utilizing the features available on Tiger[Link]. Helpful tips and resources, as well as the ability to request an individual consultation is available online at <http://www.fhsu.edu/tigerlink/>. The Center for Student Involvement will not assist with, nor provide services for outside websites utilized by student organizations.

FINANCIAL SERVICES

Fort Hays State University administers activity accounts for the convenience of student organizations. All organizations must assign a budget authority who is a full-time FHSU faculty or staff member for purposes of approving the organization's financial transactions. This faculty or staff member will be able to request an activity account through Lotus Notes Workflow. All organizational funds are to be deposited in the organization's activity account. University policies and procedures for these activity accounts must be followed.

Once an activity account is established, financial transactions will be managed through the FHSU accounting system. Common transactions may include tracking account balance, requesting payment for invoices, and requesting credit card and cash boxes.

Policies, procedures, and instructions on how to use the FHSU accounting system can be found on the following website: <http://www.fhsu.edu/purchasing/policies-procedures-and-templates/>.

Please contact the following offices with questions regarding financial information:

Purchasing Office

Sheridan Hall 318

785-628-4250 or 785-628-4463

The Purchasing Office can assist with accounting system training, Purchase Requisitions (PR), submitting requests for a credit card or cash box, and reports.

Student Fiscal Services

Picken Hall 317

785-628-5251

Student Fiscal Services can assist with deposits into activity accounts, credit card checkout, and cash box checkout.

Business Office

Sheridan Hall 106

785-628-5948

The Business Office is the principal source of information about University procedures and reimbursement for activities performed on behalf of the University.

Gifts, Prizes, and Awards

The purchase of gifts, prizes, and awards must be approved in advance by the Assistant Vice President for Student Affairs. Your organization advisor can submit a gift, prizes, and awards request through Lotus Notes where you will outline a plan that details the required documentation – including tax information from the recipient by way of a W9 or W8BEN. The policy concerning gifts, prizes, awards, and promotional items can be found at the following website: <http://www.fhsu.edu/policies/gifts-prizes-awards-and-promotional-items/>.

FUNDING OPPORTUNITIES

Regardless of an organization's purpose, some form of funding is necessary. Clubs and organizations at Fort Hays State University may receive funding from three primary sources: membership dues, fundraising projects, and from the Student Government Association.

Membership Dues

Some organizations require members to pay dues in order to generate revenue. Membership dues may be assessed in a variety of ways and can include one-time fees, recurring dues or dues to a national organization. If dues or other fees are required, they must be reflected in the organization's constitution or by-laws.

Fundraising Projects

All fundraising projects must be approved by the Center for Student Involvement prior to any purchase of fundraising materials. An Application for Fundraising Project form must be submitted on Tiger[Link] at least four (4) business days prior to the event. Your form will be reviewed by the Center for Student Involvement and you will be notified of your approval or denial status. The University is not responsible for the loss of merchandise or money during a fundraiser. The organization is expected to pay all incurred debts and any applicable taxes; failure to do so can result in loss of recognition.

Student Government Association Funds

Any funding requested from the Student Government Association (SGA) must comply with the guidelines and stipulations of the Constitution of the Student Government Association of Fort Hays State University. There are three types of SGA funding available: Allocations, Appropriations, and the Educational Opportunity Fund. For detailed information about the funding please visit the Student Government Association website:

www.fhsustudents.org.

Allocations

The allocations budget is comprised of funds collected by student fees for the purpose of providing funding for predetermined events and trips for organizations for the following fiscal year. Preliminary requests are submitted in December and final requests are due in February. Late submissions will not be considered and the organization will receive zero funding. The budget requests will contain three parts: a six-digit budget (state account), a four-digit budget (student activity account) and a copy of the questions provided by SGA with the answers to those questions.

Appropriations

The SGA Appropriations budget is a limited fund reserved for student organizations that have NOT received funding through Allocations. This money CANNOT be used for anything considered personal gain. There are three different types of appropriations available for eligible organizations: trip requests, speaker/event requests, and equipment requests.

Educational Opportunity Fund

The purpose of the Educational Opportunity Fund is to provide a student-controlled funding source to fund programs which serve to increase and enhance the educational opportunities of students at Fort Hays State University. Proposals must meet one or more of the following criteria: 1) New, innovative idea that will improve department, organization, or University as a whole; 2) Student employment opportunity that provides an educational benefit to student(s); 3) Student-led project that expands the reach of the University; or 4) Proposal that will be for the betterment of the campus community.

NOTE: For accounting purposes, SGA funds are considered state funds rather than Activity Account funds. Transactions must be processed following the State Account policies and procedures found at:

<http://www.fhsu.edu/purchasing/policies-procedures-and-templates/>.

UNIVERSITY FACILITIES

Recognized student organizations have the ability to utilize a variety of facilities on the Fort Hays State University campus. Reservation procedures vary from facility to facility, so it is important to coordinate with the appropriate office.

Cunningham Hall

Organizations desiring to use space in Cunningham Hall should contact the Department of Health and Human Performance, Cunningham Hall 139, at 785-628-4376 during regular University hours. The Intramural Director and Chair of the Department of Health and Human Performance must jointly approve intramural field scheduling.

Gross Memorial Coliseum & Lewis Field Stadium

Events held in Gross Memorial Coliseum or Lewis Field Stadium are approved and scheduled by the Director of Athletics. The office is located in Cunningham Hall 138 and the phone number is 785-628-4050.

Memorial Union

Student organizations may reserve rooms in the Memorial Union by calling 785-628-5305 or visiting the Memorial Union Administration Office, MU208. It is advisable to contact the Union as soon as possible in the meeting planning process. The Memorial Union Administrative Office also handles scheduling of the Beach/Schmidt Performing Arts Center and the Quad.

If an organization desires to have any type of food served in the Memorial Union for meetings or events, the group must work with Chartwells Food Service Company or request an exemption from the Director of the Memorial Union. Chartwells provides a full range of services from light refreshments and beverages to full banquets. Please contact the catering office at 785-628- 5396 for catering requests and questions.

Malloy Hall

Felten-Start Theatre, Hall Palmer Recital Hall, and the Rehearsal Room are available for student organization reservations on a limited basis. If your organization is interested in utilizing these spaces contact the Department of Music in Malloy Hall 134 or 785-628-4533.

Residential Life

Request to utilize spaces inside the residence halls should be directed to the Department of Residential Life, McMIndes Hall 126 or 785-628-4245. The Department of Residential Life also handles reservations for outdoor spaces around the residence halls, including McMIndes Hall lawn and Custer Hall lawn and gazebo.

Academic Buildings and Outdoor Spaces

All requests for the use of classrooms and any outdoor spaces not specified above should be made through the University Facilities Scheduling Officer in the Registrar's Office Picken Hall 302 or 785-628-4334.

State Vehicles

State vehicles may be requisitioned from the University Motor Pool if the travel is for "official state business" only. The student organization advisor must complete the Transportation Requisition on Lotus Notes Workflow to verify that the trip is "official state business" and that the driver has a valid driver's license.

A student organization representative should call the Physical Plant office at 785-628-4424 to reserve a vehicle. The organization must follow up the reservation by completing the appropriate travel authorization forms. Additional motor pool information is available online at: <http://www.fhsu.edu/physicalplant/>.

LICENSING AND COPYRIGHT INFRINGEMENT

FHSU Licensing Program

Students are encouraged to use FHSU identifiers (such as Victor E. Tiger, images, logos, etc.) in their activities. There are, however, specific guidelines on how the identifiers are to be used. Recognized Student Organizations are not required to be licensed, but all student organizations must contact the Office of University Relations, Sheridan Hall 204, for approval, prior to product manufacture, when using Fort Hays State University's name and identity marks. The FHSU Identity Standards Manual can be found online at <http://www.fhsu.edu/is/>.

Movie Screenings

Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. It is important that your organization represents itself well by doing the right thing—getting permission to show the film. As an FHSU organization, the University counts on your organization to behave in a manner consistent with University policies, and state, local, and federal law. When you want to show a movie, you will be asked to provide proof that you have obtained permission (the “rights”) to show the material.

Permission Sources:

- SWANK Motion Pictures, Incorporated – www.swank.com, 1-800-876-5577
- Criterion – www.criterionpic.com, 1-800-890-9494
- Conduct a web search – www.imdb.com (Internet Movie Database)
To perform a search, type the name of your film in the search area, choose your film, and go to “Company Credits” look up “distribution.”
- Call the Reference Library of the Motion Picture Academy, 1-310-247-3020

PUBLICITY

There are many resources available to publicize organizations and events. These resources are free and available to all recognized student organizations.

All Student Email

The all student listserv provides a means of sending University information to all FHSU students. The list is closed, meaning that the ability to post to the list is limited to a few individuals on the campus. A closed list gives the institution the ability to carefully screen notes that are distributed so widely, and also attempts to minimize spam. Requests to have an email sent out to all students can be directed to the Office of Student Affairs, Sheridan 208 or 785-628-5824.

Tiger[Link] Events

Tiger[Link] serves as the central calendar for student life; notably, there is an electronic flyer board where groups can advertise upcoming events and meetings. To register an event visit the Events tab on the left hand side of your host student organization page and click the "Create Event" button. From here, you will be able to provide the details of the event and upload an image to appear on the electronic flyer board.

Tiger Media Network

The Tiger Media Network (TMN) is the converged media hub on the campus of Fort Hays State University. The goal of the Tiger Media Network is to cover campus, local, and national events for the entire Fort Hays family. TMN is located in Hammond Hall 134 and can be reached by phone at 785-628-5240.

University Relations

Staff in the University Relations Office gathers faculty, staff and student, and University news for distribution to the media. The office provides graphic design consultation for University departments and campus organizations and edits numerous campus publications. The Office is located in Sheridan Hall, Room 204 and the phone number is 785-628-4206.

University Website

The FHSU website homepage is a great location to have your announcement and/or event showcased. The homepage has multiple places devoted to highlighting announcements and events including the Homepage Banner, Announcements Scroll, and Spotlights. If interested in posting events and/or announcements on the website homepage, please view the instructions online at www.fhsu.edu/homepage-features.

General Publicity Tips

- Utilize poster route and on campus posting procedures (see CSI Services for more information).
- Have your on-campus advisor send an All Users email on Lotus Notes.
- Upon receiving permission, attend a faculty/staff meeting if there is a department that might be interested in your event.
- Announce your event in your classes.
- Create an event on Facebook.
- Create flyers for posting in the Hays community. Grocery stores, churches, daycare centers, department stores, bars, laundry mats, and other high-traffic establishments are good for advertising. Make sure to receive permission from the establishment before posting.
- See if your presenter has professionally made posters you can use for free.
- Word of mouth is important! Get people excited about your event by talking it up and involving others.

CONCLUSION

The Center for Student Involvement (CSI) is dedicated to helping student organizations be successful at Fort Hays State University. This handbook is a resource for student organizations but students are also encouraged to contact the CSI with any questions. Additional information about student organizations can be found online at www.fhsu.edu/stuorg.

In addition to providing support to student organizations, the CSI provides numerous involvement opportunities to Fort Hays State University students including: Diversity Affairs, Fraternity and Sorority Life, University Activities Board, Encore Performing Arts Series, Sebelius Lecture Series and much more. For details regarding these areas, please visit our website at www.fhsu.edu/csi.

We are also conveniently located in the lower level of the Memorial Union next to the Student Government Association office and we offer a great space for students to study, eat, explore your creativity or just hang-out with the friendly staff.