

Student Organization Agreement Packet

2017-2018



Recognition Requirements

All groups submitting an application must meet the following criteria to become a Recognized Student Organization (RSO). Change of Officers, Advisor, or constitution during the academic year must be submitted to the Student Activities office for verification and continuation of recognition.

- All Recognized Student Organizations (RSOs) must submit an *Application for Recognized Status* through Nole Central in order to officially become or remain a RSO at Florida State University.
- All Recognized Student Organizations (RSOs) must minimally have four individuals complete the online hazing prevention as a component of the recognition process. These individuals must not have previously completed this module.
- All organizations must have a minimum of 10 members (including the required two officers), and all members must be currently enrolled FSU students.
 - Non-FSU students, who are enrolled in joint FSU programs or participate in partnership programs approved by the University Registrar, shall be eligible for limited membership in recognized student organizations and shall be free to participate in a manner that is consistent with university policies and the constitution and bylaws of the organization.
(<http://www.fsu.edu/genccounsel/notices/full/6c2-3.0015.html>).
- Of the 10 members, a minimum of two officers are required for every organization, one of which must be a President or an equivalent role (i.e. Director, Chair, etc.). If the group will be applying for funding from SGA, a Treasurer is also required.
- All Officers must be currently enrolled in at least 6 credit hours, if an undergraduate student, and 1 credit hour, if a graduate student. They also must be in good academic standing with FSU by maintaining a cumulative 2.0 GPA. However, if an organization's constitution requires a higher cumulative GPA, we will uphold the higher standard.
- All information may be verified by the Student Activities office or by Student Government Association as part of the funds allocation process.
- All organizations must submit a current membership roster at the time of recognition and are expected to maintain current rosters throughout the year.
- All new organizations must draft and submit a current local constitution. Returning organizations may opt to keep the previous year's document only if no changes have been made. Each constitution must include the FSU non-discrimination statement and non-hazing statement as well as other required sections as found in the *Sample Constitution* document online.
 - Greek organizations recognized by a Greek council within the Office of Fraternity & Sorority Life and organizations under Student Government Association will sign a memorandum of understanding in place of a constitution.
- Each organization must have a full-time Advisor from the Faculty or Staff of Florida State University. Graduate or Undergraduate students (including Graduate Assistants and Teaching Assistants) and Adjunct Faculty may not serve as an Advisor to a Recognized Student Organization.
- All Officers and the Advisor must read the Liability Information listed in this Information Guide. The President and Advisor must attest to their understanding of the information by signing the last page of this packet.
- All RSOs must uphold the "Expectations of RSOs" listed below as a condition of recognition.
- RSOs not meeting all Requirements and Expectations are subject to review and non-recognition.

Expectations of RSOs

RSOs are afforded privileges and resources at Florida State University, and in exchange are required to adhere to and fulfill the following expectations as a condition of registration.

Recognized Student Organizations will:

- Complete the annual recognition process with the Student Activities office by submitting all required information, attending training opportunities, and making timely updates to organizations' information (officers, constitution, etc.) as changes occur.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Florida State University, including the *FSU Student Code of Conduct* (<http://srr.fsu.edu/Student-Conduct-Code>) and the *RSO Handbook* (<https://union.fsu.edu/sac/involvement/important-information-policies/>).
- Remain in good standing with all aspects of Florida State University (Oglesby Union Guest Services, Student Government Association, campus departments, etc.) and conduct themselves in a manner that is consistent with the mission of the university.
- Adhere to the rules and procedures set forth in the organization constitution, including the non-discrimination and non-hazing requirements for membership.
- Meet all fiscal obligations incurred by the organization and abide by the Student Government Association Finance Code when applicable.
- Ensure proper planning and execution of organization events, and consult with the Student Activities office staff for help with event policies and contract management.
- Provide adequate training during the officer transition process.
- Establish consistent communication with the organization Advisor and keep Advisor apprised of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other afforded benefits to the organization.

Advisor Guidelines

An advisor is a full time faculty and/or staff member that agrees to be an educational resource and mentor for an organization and its members. The advisor should be an individual with a genuine interest for students, the organization, and their programs and activities.

Expectations include:

- Mentor the organization and serve as a liaison between the University and organization.
- Be familiar with the *Florida State University Student Code of Conduct* (<http://srr.fsu.edu/Student-Conduct-Code>) and other institutional guidelines that establish expectations for student behavior and activities.
- Attend executive officer meetings, general meetings, and events when possible.
- Provide continuity to the organization's polices, programs, and traditions.
- Help develop strong student leaders and challenging them to strive for excellence.
- Advise organization's officers on finances and review financial statements periodically.
- Promote diversity and campus involvement within the organization.
- Establish a consistent working relationship with leaders and members.
- Facilitate in officer transitions and orientation of new members.
- Encourage organization to participate in Leadership Awards Night.

Liability Information for RSOs

Student organizations at FSU are responsible for their events and activities, as well as the actions or negligence of the organization membership. Take a moment to read thoroughly the liability information detailed below. Be sure to review the information with the organization at the beginning of each semester, and discuss how these issues might affect your group's activities. The President (or equivalent) and Advisor must initial and sign the application for recognition stating they have read and understand this information.

Policy Compliance

The purposes and activities of all organizations must be in compliance with the rules and regulations of Florida State University, The Florida State University Board of Trustees, and local, state and federal laws, including the FSU Hazing and Alcohol Policies located in the FSU Student Code of Conduct and Chapter 6C2 of the Florida Administrative Code (<http://www.fsu.edu/genccounsel/notices/full/6c2-3.0015.html>). The policies and practices of the organization pertaining to membership may not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. In cases where the nondiscrimination policy conflicts with the organization's religious beliefs, tenets or doctrines, or an organization's limitation of membership to a particular gender, as allowed by law, the organization may request in writing an exemption from the part of the policy that is in conflict. Requests for exemption will be submitted to the Director of Student Activities who will determine whether the exemption will be granted. Denial of a request for exemption may be appealed to the Vice President for Student Affairs, whose decision shall constitute final University action on the matter. The Office of the General Counsel of Florida State University may be consulted as necessary regarding legal issues associated with the request.

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and The Florida State University Board of Trustees, the university is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of his/her office. Registering with the Student Activities Center as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or The Florida State University Board of Trustees coverage under that Fund. Approval of a student organization or activity by the Student Activities office or the Student Government Association does not establish State of Florida, Florida State University, or The Florida State University Board of Trustees liability coverage for that organization or activity.

Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual member's have both an organizational and individual legal responsibility to adhere to all local, state and federal laws, and Florida State University administrative rules, policies and procedures. It is understood that neither Florida State University, The Florida State University Board of Trustees, nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorneys' fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, The Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the activities of the organization, its officers, and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers, and members.

Acknowledgment

The chief officer and advisor of this organization shall declare in writing by signature on the application for student organization registration that they both fully understand and acknowledge their reliance wholly upon their own judgment, belief, and conscious appreciation of the particular activities and dangers involved in the organization's events, programs, and functions. Further, they acknowledge and understand that the State of Florida, The Florida State University Board of Trustees, and The Florida State University disclaim liability for any and all damage, injury, or loss of life that may occur with respect to the activities, functions, and programs of the organization. By signing the following form, they also acknowledge their responsibility to notify all members of the organization of these terms and conditions, and the provisions stated in Section 6C2-3.0015, Florida Administrative Code, found in the FSU Student Handbook and FSU General Bulletin. The term of registration is valid for one academic school year from October 1st to September 29th, and it is the responsibility of the signing officers to notify any future officers of the terms and conditions of this disclaimer of liability. They understand that signing this form does not relieve FSU from liability for its negligence, as stated in Section 768.28, Florida Statutes.

**Advisors may refer to the *Student Organization Handbook* and the *Student Organization Advising Manual* (<http://union.fsu.edu/sac/involvement/advisor-resources/>) for helpful ideas and expectations. The Student Activities office will also offer other resources, workshops, and trainings for RSOs and advisors as available.

Student organizations seeking recognition status with Florida State University must submit this completed signature form as a part of the *Application for Recognized Status.*

Dual-recognition and advising of special interest RSOs:

- Some organizations have a dual-recognition process, meaning that their application must be reviewed and approved by another office before receiving final approval from Student Activities. These organizations may have additional requirements or special exceptions to certain rules and regulations. In addition, advising for these groups comes primarily from full-time staff in the offices in which these groups are housed. As such, Student Activities reserves the right to deny an application if there are any outstanding issues from a special interest group's respective office or if a special interest group's office denies the application during their review process.
- The organizations that fall under this model are those housed under: **College of Law, College of Medicine, Office of Fraternity & Sorority Life, Sport Club Program Office, and Student Government Association.** If your organization falls under one of these offices and your application is denied, a staff member from that office should contact you. Student Activities will not move forward with reviewing your application until your organization has been cleared by your respective office.

By signing this agreement, I certify that I have reviewed and read the requirements, expectations, and liability information for Recognized Student Organizations. The information provided in this packet and online is true and in compliance with the requirements for recognized status.

Full name of RSO: _____

President Signature: _____ Date: _____

President Name (print): _____

President FSU Email: _____

President Preferred Email (optional): _____

By signing this agreement, you have affirmed that you have reviewed and read the requirements, expectations, and liability information for Recognized Student Organizations, as well as the Advisor Guidelines, and that you are willing to serve as an advisor to the student organization named above.

Advisor Signature: _____ Date: _____

Advisor Name (print): _____

Advisor Department: _____

Advisor FSU Email: _____

Advisor Preferred Email (optional): _____

Advisor Campus Phone: _____

Advisor Campus Address: _____

If you have any questions regarding the information presented in this document, please contact the Student Activities office at 850-644-6673 or sac@admin.fsu.edu.