

Registered Student Organization Handbook



Prepared by the
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Student Activities Office
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Office of Student Leadership & Activities Registered Student Organization Handbook
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Student Organizations play an important role in helping Kendall College of Art and Design of Ferris State University achieve the mission of preparing our graduates to become leaders in the world of art and design and promoting in our students an awareness of social responsibility. Student Organizations provide unique learning experiences outside the classroom, and they create opportunities for students’ personal and professional development. Kendall recognizes the positive impact Student Organizations may have on recruitment and retention of students.

All Student Organizations must register with the Coordinator of Student Activities in the Activities & Resource Center in order to function on campus and have access to campus resources, including space reservations. Information provided through the registration process enables the College to maintain communication with student leaders and to provide several special services for student organizations.

Any Kendall Student Organization registered with the College is subject to the policies and procedures as outlined in the Student Handbook and in this Student Organization Handbook.

Registration of a Student Organization constitutes College acknowledgement of the proposed mission, purpose, and programs. Registration may be suspended or terminated according to the disciplinary procedures outlined in this Handbook.

The Coordinator of Student Activities is committed to helping Student Organizations thrive at Kendall. Services include leadership training, office resources, organizational counseling, and advice on activities planning and funding. Don’t hesitate to call 616-451-2787 extension 1140 or visit the Activities & Resource Center for assistance with your student organization needs.

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Registration

All Student Organizations must register with the Coordinator of Student Activities in the Student Services Office in order to function on campus. Information provided through the registration process enables the College to maintain communication with student leaders and provide several special services for Student Organizations.

New Student Organizations register using the *Student Organization Registration* form.

Registration must be maintained each Fall and Spring semester by:

- 1) Submitting the following at the first Student Leadership Meeting of the semester: the *Student Organization Update* form and any changes in officers or advisors.
- 2) Sending a representative to a **minimum of 6** Student Leadership meetings each semester.
- 3) Hosting a meeting each semester that invites new members.
- 4) Ensuring there is an accurate constitution and mission statement on file with the Coordinator of Student Activities.
- 5) Communicating to the Coordinator of Student Activities, a list of electronic communications methods used by your Student Organization.
- 6) Adhering to all College and Student Organization policies as listed in the Student Organization Handbook and the Student Handbook (i.e. Facebook, email, blog, etc).
- 7) 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 Student Organizations

Registered Student Organizations are immediately eligible for the following privileges:

- 1) Access to College facilities for activities and meetings (upon request, pending availability and approval).
- 2) The ability to have mail/packages delivered to the College for the Student Organization's business matters only.
- 3) Eligibility to sponsor campus events.
- 4) Eligibility to advertise and promote sponsored events (according to College policies and procedures).
- 5) Assistance/advisement from the Coordinator of Student Activities.
- 6) Promotion in College presentations and publications, including Student Organization Directories (in print and on the World Wide Web).

Registering a New Organization

- 1) Representative(s) of the Student Organization meet with the Coordinator of Student Activities to discuss the idea and purpose of the organization. In this meeting, the Coordinator will explain the registration process to the representative(s), and will provide a Student Organization Registration form. The new Student Organization must create by laws, name the four (4) founding students, name a faculty or staff advisor, and set up a time and location for the Organization's first meeting.
- 2) The Organization has two months from the date of registration to vote on the Organization's officers (president, vice president, treasurer, and secretary).
- 3) The Organization will fulfill all other Student Organization responsibilities as outlined in the Kendall Student Organization Handbook.

Re-Registering an Inactive Organization

- 1) Students interested in re-registering an inactive student organization will meet with the Coordinator of Student Activities 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 Coordinator will review the former student organization's file to confirm there were no records of violation of College policies. 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.

Student Organization Policies

- 1) Advertising/Campus Postings
 - a. Student organizations 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 Kendall College of Art and Design of Ferris State University. Advertising methods include but are not limited to - the Kendall website, digital monitors, emails, and posters.
 - b. Posters and other forms of advertising must be approved and stamped in the Activities & Resource Center.
- 2) Advisors
 - a. Student Organizations must maintain a faculty or staff advisor at Kendall.
 - b. Off-campus or additional faculty/staff (2nd) advisor information is requested by the Coordinator of Student Activities to maintain communication with these dedicated individuals. Please provide this information as soon as the advisor commits to the organization.

- i. An off-campus advisor may not represent him/herself as a College representative. An off-campus advisor may not endorse College forms and does not replace the function of the campus advisor.
- ii. The College accepts no responsibility or liability for the actions or involvement of the off-campus advisor.

3) Auxillary Groups

- a. No registered student organization 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 registered student organization.

4) Constitution/By Laws

- a. Registered student organizations must have a current copy of their bylaws on file with the Coordinator of Student Activities, in order to be recognized as a registered student organization. They should also create a constitution in order to outline their membership criteria, officer structure, and administrative concerns (meeting schedule, officer selection, etc.).
- b. The constitution should be signed and dated by the officers of the organization.
- c. A sample constitution can be obtained from the Coordinator of Student Activities.

5) 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 contracts must be discussed with the Coordinator of Student Activities and signed by the College’s designated official.
- b. The registered student organization must prove the financial and other means to honor the contract before it will be signed.
- c. Contracts cannot be in effect for more than one calendar year.

6) Off-Campus Events

- a. RSO’s are permitted to sponsor off-campus events as long as they abide by College policies and guidelines, as well as all local, state, and federal laws.
- b. Any location the organization would use to host the event must hold its own event insurance.

7) Disciplinary/Judicial Procedures for RSO’s

- a. The College has the authority to initiate proceedings against groups of students or student organizations in any case involving allegations of misconduct. When an organization violates a policy of the College, the RSO may be held accountable for policy violations.
- b. Please see pages 4-11 of the Kendall Student Handbook for the College's disciplinary/judicial procedures and policies.

8) Discrimination

- a. All Kendall College of Art and Design RSO's must comply with Title IX of federal law regarding sex discrimination, and with the College'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.

9) Financial Management

- a. Student organizations should manage the finances of the organization in a business-like manner.
 - i. RSO's collecting donations, ticket sales 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 bank account should be set up with the organization's advisor and treasurer. Please see the Coordinator of Student Activities for more details.
 - iii. 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.
 - iv. Financial records may be reviewed by the College upon request.
 - v. An agenda and list of attendees must be provided to the Coordinator of Student Activities if an organization uses College funds to purchase food for an event.
- b. Student organizations that maintain a bank account must do so with a bank located in the City of Grand Rapids.

- i. The bank account must be in the name of the organization on file with the College.
- 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 can assist you with this process.
- d. Organization funds CANNOT be used for the purchase of alcohol.

10) Fundraising Activities

- a. All moneymaking activities sponsored by RSO's must be registered with the Coordinator of Student Activities at least 2 weeks prior to the event. All fundraising activities must follow College policies, applicable organization policies/procedures, as well as state, local and federal laws.
- b. Outside vendors are charged a fee to operate on campus to advertise and/or sell goods or services.
- c. The sale of frozen foods or foods requiring pre-heating is prohibited. This also excludes the possibility of baked good sales.
- d. Food sales on campus must be approved by the College. All food sales must comply with all applicable laws, rules or regulations.
- e. RSO's must consult with the Coordinator of Student Activities before selling any food on campus or off campus.
- f. The State of Michigan regulates raffles, which requires registration with the State at least six (6) weeks in advance. Please see the Coordinator of Student Activities for more details.
- g. RSO's must adhere to the University Trademark Policy when producing items using the Kendall name or logo either for sale, advertising, or in-house use.

11) 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.

- 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. Suspected hazing violations may be reported anonymously to (616) 451-2787 extension 1140.

12) Membership

- a. Membership in any Kendall Student Organization must be open to any Kendall student. See section 8) Discrimination.

13) Membership Roster

- a. It is the responsibility of each student organization to keep an up to date membership roster. To maintain membership in a student organization, a student must attend a majority of the student organization's meetings.
- b. Maintaining the roster can be accomplished by taking attendance at each meeting with a sign in sheet. The student organization's secretary should maintain this record.

14) Officers

- a. Officers should be nominated in a meeting, and then voted on by the student organization's membership. All elected officers names and elected positions should be given to the Coordinator of Student Activities for communication purposes.

Kendall Student Organization Recognition Program

This awards program recognizes student organizations for positive progress in furthering the College's mission of preparing our graduates to become leaders in the world of art and design and promoting in our students an awareness of social responsibility.

Four-Star student organizations receive a recognition certificate. **Five-Star** student organizations receive a certificate of recognition and catering for one event (see Coordinator of Student Activities for further information).

Student organizations will be considered for the awards each year based on the following criteria:

- Attending required meetings and submitting required paperwork on time each semester. Remain in good standing with the College.
- Actively participating in and supporting campus-wide events.
- Participating in College leadership development programs.
- Sponsoring campus activities.
- Striving for positive publicity in campus and community news outlets.
- Completing and reporting community service hours to the Coordinator of Student Activities.