

RSO Advisor Handbook



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<i>Welcome from Student Organizations & Involvement!</i>	3
<i>About Student Organizations & Involvement</i>	4
<i>Recognized Student Organization Advisors</i>	4
What are Recognized Student Organizations (RSOs)?	4
What is an RSO Advisor?	4
Who are RSO Advisors Responsible for Serving?	5
<i>Recognition</i>	7
Benefits and Privileges of Recognition	8
<i>Note Central</i>	9
<i>RSO Accountability</i>	9
Copyrights and Trademarks	9
Policy Compliance	9
Insurance Clarification	10
Responsibility and Liability	10
Acknowledgement	11
Non-Profit Status/Tax-Exemption	11
Risk Reduction	11
<i>Organization Finances</i>	13
SGA Funding	13
Advisor Role in Finances	13
Association/Co-Sponsorship	14
<i>Expectations of RSOs</i>	14
<i>Student Organization Travel</i>	16
<i>International Experiences</i>	16
<i>Waivers</i>	17
<i>Crisis Response</i>	17
<i>University Policies and Procedures</i>	18
Hazing	18
Medical Amnesty	22
Alcohol Policy	23
Oglesby Union Board Policy	23
Amplified Sound Policy	23
University Posting Policy	24
Market Wednesday Policies	24
<i>Title IX Statement</i>	26
<i>Appendix A: Organization Expectations</i>	27
<i>Appendix B: Officer Transition</i>	28
<i>Appendix C: Campus Resources</i>	29

Welcome from Student Organizations & Involvement!

Dear Advisors,

On behalf of the Student Organizations & Involvement staff, we would like to thank you for taking the time to advise a Recognized Student Organization at Florida State University. Involvement is a central aspect of your FSU student experience; the support that you provide to your student organization will contribute to their leadership and skill development to support them beyond FSU. Serving as an RSO Advisor is a great way to develop personal relationships with students and support their growth and development as a leader. The most effective organization advisors are those who are willing to learn and commit to providing a positive role model for the students.

While this handbook is designed to give you a foundation of knowledge for how to advise a Recognized Student Organization at Florida State University, it is not your only resource for knowledge. All RSO advisors should also become familiar with the SGA Financial Manual. These resources are designed to give you access to the information you need when you need it!

The Student Organizations & Involvement staff excited to work with you and have designed this handbook to address the roles and responsibilities and expectations of RSO advisors. If you have any questions, please feel free to contact our office at 850-644-6673 or soi@fsu.edu.

Best wishes,
Student Organizations & Involvement Staff Florida State University



About Student Organizations & Involvement

The Office of Student Organizations & Involvement serves as a guide for Florida State students in molding and creating their FSU experience. The Office of Student Organizations & Involvement believes that student involvement outside of the classroom contributes to important learning gains and a well-rounded college experience that prepares students for life after graduation.

Student Organizations & Involvement strives to engage students and Recognized Student Organizations by:

- providing advising, training, and development to student leaders and advisors
- educating students on how they can become active members of the campus and community
- creating programs that enhance a sense of belonging for all members of the university community
- developing resources for student-focused initiatives that enrich our campus culture
- designing and supporting programs and resources that cultivate student expression
- engaging student leaders to discover new knowledge that will enable them to critically evaluate evidence, make informed judgments, balance multiple perspectives, and act ethically

Recognized Student Organization Advisors

What are Recognized Student Organizations (RSOs)?

All students are encouraged to enrich the FSU campus and their own college experience by getting involved. One method of involvement is joining a student organization. Recognized Student Organizations “are defined as organizations that have been approved by the [Office of Student Organizations & Involvement], as designee of the Vice President for Student Affairs, to function at Florida State University”¹. RSOs foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences by serving the campus community and cultivating leadership at FSU. Over 700 Recognized Student Organizations currently thrive at FSU and new organizations are continuously being recognized. Recognition of a student organization is a process that must be completed every fall semester by all student organizations to receive and maintain privileges on campus. **“Recognition does not constitute university endorsement, support, or concurrence”¹.**

What is an RSO Advisor?

An RSO advisor is a full-time FSU faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. The purpose of an advisor is to support the students of the organization. Advisors help students to adhere to university policies, support their development as individual student leaders, and provide support to the organization that aligns with both the mission of the RSO and the mission of the university. The role of an advisor based on the needs and purpose of the group, overall the advisor is someone who gives ideas, shares insight, provides a different perspective, and encourages members.

To become an advisor to an organization, you will be required to sign the Advisor Agreement Form and the Recognition Signature Form. Student organizations are required to renew their status as a Recognized Student Organization (RSO) with Student Organizations and Involvement before mid to late September (dates differ each year). If you would like to remain the advisor for a student organization, you will have to sign these forms each year.

Purpose of an Advisor

- Serve as a guide for the student organization and a liaison between the University and the RSO
- Attend executive officer meetings, general meetings, and organization events when possible
- Be knowledgeable about the Florida State University Student Code of Conduct (<https://dsst.fsu.edu/srr/conduct-codes/student-conduct-codes>) and other institutional guidelines that establish expectations for student behavior and activities
- Report any violations of the Student Conduct Code you are made aware of to report.fsu.edu.

Practices of an Effective Advisor

- Know the mission and vision of the organization
- Get to know the leaders of the organization as well as the members
- Assist the group in setting & reaching goals
- Promote ethical and just practices within the organization and campus community
- Establish a consistent working relationship with leaders and members
- Coach officers in principles of good organizational and administrative skills
- Provide continuity to the organization's policies, programs, and traditions
- Encourage organizations to participate in university wide initiatives
- Advise organization's officers on finances and review financial statements periodically
- Assist with officer transition and orientation of new members

Who are RSO Advisors Responsible for Serving?

***Adapted from The University of South Florida and Virginia Commonwealth University*

Faculty and staff serving as student organization advisors should keep the following three sets of responsibilities in mind while working with their organizations:

1. Individual Student Organization Members
2. The Recognized Student Organization
3. The Institution, Florida State University

Responsibility to individual organization members

1. **The advisor should help the students find balance between their academics and their co-curricular activities.** Student leaders often have the tendency to overcommit or overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
2. **The advisor should encourage individuals to participate in and plan group events.** Some students fade into the background if not effectively encouraged. Being a member of a student organization can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.
3. **The advisor should encourage students to accept responsibility for specific roles within the organization.** The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

Responsibility to the student organization

1. **The advisor should assist the organization in developing realistic goals, strategic planning, and training for the academic year.** This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.
2. **The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.** The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of activities.
3. **The advisor should be available to organize officers/members and regularly meet with the organization.** Being visible is one key aspect of being an advisor. An organization benefits from having a visible and present advisor who they are comfortable asking for advice and direction.
4. **The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative.** Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.
5. **The advisor may need to refer students in crisis to campus resources.** During interaction with the group's members, the advisor may encounter students with personal challenges or crises. Become acquainted with campus resources and connect these students to the appropriate FSU departments to help students in need. Students in need often benefit greatly from services provided by the University Counseling Center, the Department of Student Support and Transitions (including Victim Advocate, Case Management, and the Food for Thought Pantry), and FSUPD.
6. **The advisor should provide continuity within the group and should be familiar with the group's history and constitution.** Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the organization's memory and continuity link, the advisor can help new officers.
7. **The advisor should offer ideas for projects and events.** The advisor will perform their greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. The advisor should not dominate the program planning process. However, advisors should ensure that the organization understands a program's complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.
8. **The advisor should assist the organization in evaluation.** This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
9. **The advisor should maintain continuity and tradition of organization as members leave or graduate.** This includes knowing the history and being passionate about teaching the new members about the purpose of the organization. (this is kind of similar to #6 maybe we could put them together)

Responsibility to the institution, Florida State University

1. **The advisor should attend any sponsored training activities and stay current on University policies and protocols.** Although some advisors have previously been advisors, it is important that advisors attend any training sessions developed for them, in order to stay up-to-date on the latest University policies and Recognized Student Organization resources. Information will be communicated to advisors through the Advisor Listserv regularly, but advisors should ask Student Organizations and Involvement staff members about anything that they are unsure of or would like more information about.
2. **The advisor should work with the group, but not direct its activities.** Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur.
3. **An advisor may need to help an organization during an emergency.** Although this type of intervention is rarely necessary, the advisor's good judgment can help the organization in the event of mishaps, internal conflict, or personal crisis. The advisor serves as one of the contacts for the University.
4. **An advisor should provide organization support towards financial literacy and management.** Advisors may advise organizations concerning the management of their bank accounts, however, advisors should not:
 - ◆ Open a bank account in the name of or for the benefit of a Recognized Student Organization
 - ◆ Be included as a signatory on any off-campus bank accounts for any Recognized Student Organization
 - ◆ Have access to funds associated with an off-campus bank account for a Recognized Student Organization

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. Please visit FSU's Policies and Procedures for Cash Management: <http://policies.vpfa.fsu.edu/policies-and-procedures/financial/4-op-d-2-b-cash-management>

Recognition

Each year student organization must complete a recognition process with the Office of Student Organizations & Involvement to be recognized by the university. There are three different tracks for organization, one for new organizations, one for active-returning organizations, and one for inactive-returning organizations. These process and requirements listed below are explained in greater detail in the Student Organization Handbook.

New RSO Recognition

1. **Set-up a New RSO Consultation with Engagement Ambassadors or Student Organizations & Involvement**
 - To do this, fill out the New RSO Consultation Form on the Nole Central home page.
 - In the consultation, the committee member will break down each of the remaining steps of the recognition process, assist with the development of the constitution, review the information covered in an RSO 101 and provide the *New RSO Checklist* which will help with staying organized throughout the process.
2. **Complete and submit the New RSO Application.**
 - Log-in to <https://nolecentral.dsa.fsu.edu/> using your myFSU information.
 - Click the **Organizations** tab
 - Scroll down and click **Register an Organization** on the left-hand side
- A part of the Recognition Application is Hazing Prevention Certification. At least four members of an organization will have to take the Hazing Prevention 101 Course and upload their certificates to the

application. This course must be taken within the current academic year and can be accessed at this link: <https://fsu.prevent.zone/courses/>

Active-Returning: Re-Recognizing an RSO

An Active-Returning RSO can be defined as follows:

- An organization that has previously existed at Florida State University *and successfully obtained recognized status from the Office of Student Organizations & Involvement the previous academic year. (These are commonly referred to as “re-recognizing RSOs.”)*

Inactive-Returning: Reactivating & Recognizing an RSO

An Inactive-Returning RSO can be defined as follows:

- An organization that has previously existed at Florida State University **and had recognized status from the Office of Student Organizations & Involvement, but did not successfully obtain or maintain recognized status during the previous Fall recognition cycle.**
- If you are designated as an inactive RSO, you will have to go through the process of becoming a new RSO.
- Your president (or equivalent) will need to contact Student Organizations & Involvement before you

Benefits and Privileges of Recognition

In order to be eligible to receive privileges and services, student organizations must complete the recognition process with Student Organizations & Involvement each academic year. Below are several examples of benefits for recognized student organizations:

- Recognized student organizations are automatically included in a list of current organizations at <https://nolecentral.dsa.fsu.edu/>
- Campus posting privileges including chalking, distribution of handbills, and posting flyers in compliance with the University Posting Policy (<http://posting.fsu.edu>).
- Eligibility to win awards such as “Student Organization of the Year,” and the “Vires, Artes, Mores” Awards at Leadership Awards Night held each spring – nominations are due in early spring. Visit <http://leadershipawards.fsu.edu>.
- Access to computers in the Student Organizations & Involvement office – usage of these tools should be for organization business **only**.
- Ability to co-sponsor events with Union Productions - contact Union Production’s Co-sponsorship Coordinator at upcosponsor@fsu.edu, for more information.
- Eligibility to apply for a campus mailbox in the Student Organizations & Involvement office. A limited number of mailboxes are available.
- RSO Leaders are added to Leaders Listserv, a newsletter with upcoming events sponsored by RSOs. Organizations can also utilize the Leaders Listserv to promote events and information to other student leaders.
- Access to Engagement Ambassadors to communicate with about issues or concerns: <https://nolecentral.dsa.fsu.edu/organization/soarboard>.
- Tabling during Market Wednesday: <https://union.fsu.edu/market-wednesday>
- RSOs can reserve rooms for meeting and event space on campus through Campus Event Services. Groups can also reserve Union tables and banner space. Campus Event Services is located in the Student Services Building and can be contacted by calling 850-644-6083, emailing guestservices@admin.fsu.edu or by visiting their website <http://union.fsu.edu/ces>.
- Ability to utilize Student Publications with Student Governance & Advocacy. RSOs can print up to for free with Student Publications (RSOs must provide the paper), and can request marketing and logo design help. For more information about Student Publications visit their website:

Nole Central

[Nole Central](#) is a comprehensive online resource tool for our student organizations here at FSU. It provides an external presence for RSOs, as anyone from prospective students to faculty and staff can search a listing of all currently recognized student organizations and find news and information about upcoming events and opportunities on campus on the front page.

Nole Central also has a variety of internal management features for organizations to stay organized and communicate with their group members, including:

- Maintain a roster of all active members
- Upload photos and videos of the organization or documents for easy access to members
- Personalize the organization's page, with the ability to link it to their own social media pages
- Find the organization's official constitution on file with Student Organizations and Involvement
- Create and distribute electronic forms for collecting information
- Post organization announcements to members of the entire student body
- Submit Event Proposals (must be submitted by officers)
- Submit purchase requests for funds allocated through SGA

Advisors should be listed on their organization's profile, as well as roster, and have complete access to their organization's page. An officer of the organization can add the advisor if they are not already listed. If you have any difficulty accessing Nole Central please contact soi@fsu.edu.

RSO Accountability

Copyrights and Trademarks

Recognized Student Organizations may have interest in creating a logo or symbol to visually represent their organization. Specifically, the Office of Trademark Licensing is responsible for the management and marketing of all "trademarks, logos, likeness and branded intellectual property of Florida State University". RSOs should consult the Trademark Licensing Policy, established through the Office of Trademark Licensing. This policy is located at <https://licensing.fsu.edu/campus-use/recognized-student-organizations>.

RSOs are responsible for remaining knowledgeable of all University regulations related to copyrights and trademarks that belong to the University. RSOs are recommended to consult with University Communications in order to remain compliant with such regulations.

Policy Compliance

University policies are designed with the interests of promoting a safe and healthy community for our students to grow as scholars and engaged citizens. Recognized Student Organizations play an important role in committing to such an environment.

The following is explicitly outlined in University policy regarding Recognized Student Organizations:

"(2) Each recognized student organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules and regulations of the Board of Governors, the Florida State University Board of Trustees, Florida State University, and the Florida State University Student Conduct Code, and the purposes set forth in the Student Body Constitution, and the constitution of the student organization. The student organization and its officers are responsible and accountable for all actions of the organization. Any

violation of law, Board of Governors' rules and regulations, Florida State University Board of Trustees rules and regulations, or Florida State University rules shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the Florida State University Student Conduct Code. Any violation by a student organization shall render the organization's recognition subject to review and possible revocation. Benefits of recognition include but are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events" (FSU-3.0015).

RSOs at FSU are responsible for their events and activities, as well as the actions or negligence of the organization membership. Take a moment to thoroughly read the liability information detailed below. Be sure to review the information with your organization at the beginning of each semester and discuss how these issues might affect the group's activities. The president and advisor must initial and sign the RSO Agreement Packet stating they have read and understand the liability information.

All student organizations must comply with the University's Nondiscrimination Policy. 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 Engagement (or designee) 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 at the Florida State University may be consulted as necessary regarding legal issues associated with the request.

If an organization is Title IX exempt (i.e. Social Greek organizations), they do NOT need to submit a request for exemption.

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 their office. Completing the recognition process with the Office of Student Organizations & Involvement 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 Office of Student Organizations & Involvement or the Office of Student Governance & Advocacy 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 members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative 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, members, and possibly advisors.

Acknowledgement

The chief officer and advisor of this organization shall declare in writing by signature on the application for student organization recognition 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 acknowledgement 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 30th**, 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.

Non-Profit Status/Tax-Exemption

Official recognition of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive recognition. If you would like more information on how to register as a tax-exempt organization please visit <http://sga.fsu.edu/accounting.shtml>

Risk Reduction

All members of a student organization, including advisors, are expected to engage with the organization in a manner consistent with common sense and FSU policies and procedures. The University's Student Conduct Code and Student Organization Conduct Code governs procedures for alleged misconduct for students and student organizations. Both documents can be reviewed online at <https://dsst.fsu.edu/srr/conduct-codes/student-conduct-codes>.

Students and advisors take on responsibility for the actions of their respective organizations when they assume a leadership role within these groups. A question often asked is "Can I be held responsible if something happens to my organization?" and the answer can be more complicated than a simple "No". Florida State University expects that all parties involved with a student group or organization engage with said group in a manner consistent with common sense and in congruence with FSU policies and procedures.

Each organization engages in varying degrees of risk through the execution and implementation of its interests. This is often the case due to the various activities associated with the purpose of an organization as well as the execution of its duties. For example, the execution of a boxing match for a Boxing Club at FSU will have different risk factors associated when compared to a panel discussion moderated by the debate club. Advisors are expected to give reasonable and sound advice to your organization about programs, events, procedures, etc.

FSU advisors to student organizations or other institutional agents will generally be protected by the state risk management program from liability claims if it can be established that they were acting within the scope of their authority and they were not intentionally negligent or in violation of the injured party's civil rights. It is important that FSU advisors' position descriptions or statement of duties and responsibilities include reference to a duty to serve as an advisor to a student organization.

Advisors are encouraged to take prudent and careful actions in the execution of their roles to stay abreast of the organization. Some of these actions may include:

- Attending regularly scheduled and special meetings.
- Attendance at organizational functions.
- Meet with organizational officers to discuss goals, directions, policies, and programs.
- Be available to organizations when they need help the most.
- Be familiar with institutional policies and applicable state laws.
- Be generally aware of the activities of the organization.
- Warn participants in activities of the risks involved.
- Be familiar with the constitutional and statutory rights of students.
- Be reasonable, consistent, and use common sense in all aspects of your relationship with the organization.

Advisors may advise organizations concerning the management of their bank accounts, however, advisors should not:

- Open a bank account in the name of or for the benefit of a Recognized Student Organization
- Be included as a signatory on any off-campus bank accounts for any Recognized Student Organization
- Have access to funds associated with an off-campus bank account for a Recognized Student Organization
- Advisors should not allow organizations to have an organization other than a bank hold their funds

Advisors should be aware of the scope of their authority. The university grants student organization advisors the authority to make certain decisions or take certain actions within their stated responsibilities as an advisor. In some instances, the university may also reserve certain rights (for instance, signing contracts). If advisors remain within the designated responsibilities of their position, they will be able to avoid many unnecessary risks.

Here are some other tips in managing liability and risk reduction:

- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (events involving alcohol, minors, or travel).
- Be willing to tell an organization that what it is doing, or planning to do, is wrong, inappropriate, illegal, or risky, and to offer alternative suggestions. For example, if a planned activity may constitute “hazing,” advisors have an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the FSU Dean of Students Department and FSU Police Department, if necessary.
- Ensure the student organization obtains release of liability/hold harmless agreements from members of the organization participating in activities, such as retreats, off-campus trips, etc.
- Provide proper instruction, preparation, or training for participants in an activity.
- Report potentially unsafe facility, grounds, equipment or vehicle conditions to institutional officers and assisting the organization in any decision not to conduct the planned activity in light of those conditions.
- Give special attention to events which involve consumption of [alcoholic beverages](#).
- Educate the executive board of the legal implications of the various risks and liabilities (e.g., alcohol, presence of underage participants, physical dangers, etc.) of planned activities and events.
- If several members from the organization need to travel a long distance for an activity or event, consider contracting buses to transport attendees in order to reduce risk. This is especially a good idea if there will be alcohol served at the activity or event.
- To reduce organizational and personal liability, as a requirement for participation in an organization’s activities and events, the board should have members sign a release/waiver of liability form. Consider having all members complete release/waiver forms at the beginning of each year or when they initially join the organization.

Keep in mind FSU provides resources for advisors to help assess and limit liability:

- Visit <https://union.fsu.edu/ces/eventplanning/event-permit> for more information about event planning
- The *FSU Student Handbook* is the source for university rules and regulations: <https://dos.fsu.edu/resources/student-handbook>
- Visit <http://alerts.fsu.edu> for FSU emergency notification information.
- Visit the Faculty Staff Emergency Guide for crucial information about handling emergencies here: <https://dsst.fsu.edu/resources/faculty-and-staff-emergency-guide>
- Visit <http://hazing.fsu.edu> for comprehensive information regarding hazing. Hazing is NOT permitted by FSU under any circumstances. Hazing is a violation of state law.
- Utilize <http://report.fsu.edu/> to share important information regarding incidents or concerning behavior happening in the FSU community including sexual misconduct and stalking, concerning behavior, ADA/accessibility issues, hazing, conduct violations, on-campus housing incidents, acts of discrimination, and student organization violations (non-hazing).

Organization Finances

SGA Funding

RSOs are eligible to apply and obtain Activity and Service (A&S) fees to help fund their organization. To request A&S funding, an organization must be recognized by the University, have a Treasurer, complete financial literacy training, become financially certified, and submit a funding request through Student Governance & Advocacy (SG&A). All advisors should fully review the [SGA Financial Manual](#) each year.

There are also several funding boards established to allocate funding to student organizations. Please check with the Student Governance & Advocacy Accounting (<http://sga.fsu.edu/accounting.shtml>) or visit them on the 4th Floor of the Thagard Building for more information about the funding boards or any funding opportunities. If you have any questions, you can also contact them at their email sgaaccounting@fsu.edu.

The [SGA Financial Manual](#) includes detailed information about student organization bank accounts, fund collection practices, purchasing, travel, SGA funding processes and more.

Advisor Role in Finances

Prior to providing any financial recommendations to the organization the RSO advisor needs to read the SGA Financial Manual. Advisor responsibilities regarding organizational finances include the following:

- **Be knowledgeable** of organization's finances and financial procedures as well as the University's policies and procedures;
- Review monthly **banking statements** with the Primary Contact/President and Treasurer.
- Challenge students to make budget and expenditure decisions that best **reflect the mission and purpose** of their organization; and
- Hold financial officers as well as the membership of the organization **accountable** for proactive and sound financial management.
- The advisor should **NOT**:
 - Open a bank account on behalf of an organization,
 - Be listed as a signatory on the bank account
 - Have access to the funds in an RSO bank account.

Association/Co-Sponsorship

In instances where an RSO is interested in associating or co-sponsoring with an outside organization, including non-profit organization the organization must consult with the FSU contract staff to determine the appropriate course of action. Prior to an association or co-sponsorship occurring the appropriate Memorandum of Understanding, Agreement, and/or contract must be executed. FSU Advisors and student should consult with Student Organizations & Involvement staff before entering any official or unofficial association or co-sponsorship.

If the Advisor has a relationship with, holds a position with or has connections to the organization the RSO is considering an association or co-sponsorship the advisor must disclose this information to the organization. This information should be shared with the organization through the formal financial report prepared by the treasurer prior to the organization making a final decision. This formal financial report should include considerations for conflicts of interest.

Expectations of RSOs

RSOs are afforded privileges and resources at FSU and, in exchange, are required to adhere to and fulfill the following expectations as conditions of recognition.

RSOs will:

- Complete the annual recognition process with Student Organizations & Involvement by submitting all required information, passing the SG&A Financial Certification Exam, participating in annual RSO workshops, and making timely updates to organization's 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://sccs.fsu.edu/conduct-codes/> and the Recognized Student Organization Handbook, which can be found here <http://union.fsu.edu/sac/involvement/rso-resources>.)
- Remain in good standing with all departments at FSU (Oglesby Union Campus Event Services, SGA, campus departments, etc.) and conduct themselves in a manner that is consistent with the mission of the University.
- Abide by FSU's Alcohol Policy at social events with alcohol present https://registrar.fsu.edu/bulletin/undergraduate/information/university_notices/ (This page contains info about the policy but also has a lot of other things so I'm not sure if it will fit here)
- Adhere to the rules and procedures set forth in the organization's constitution, including the non-discrimination, non-hazing requirements for membership, etc.
- Meet all fiscal obligations incurred by the organization, understand the SG&A Financial Manual, and abide by the SG&A Finance Code when applicable (http://sga.fsu.edu/PDF/sga_financial_manual.pdf).
- Ensure proper planning and execution of organization events, and consult with Student Organizations & Involvement staff for help with event policies and contract management) (<https://union.fsu.edu/ces/eventplanning>)
- Provide adequate training during the officer transition process.
- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits afforded to the organization.

RSO Liability Information

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

Compliance

The purpose 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. 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 Organizations & Involvement (or designee) 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 at the Florida State University may be consulted as necessary regarding legal issues associated with the request.

If an organization is Title IX exempt (i.e. Social Greek organizations), they do NOT need to submit a request for exemption.

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. Completing the recognition process with the Student Organizations & Involvement 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 Student Organizations & Involvement or the Student Governance & Advocacy 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 members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative 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, members, and possibly advisors.

Acknowledgement

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 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 the time of recognition. 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.

Non-Profit Status/Tax-Exemption

Official recognition of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive recognition.

Student Organization Travel

The University is not liable for any student who travels. However, the Office of Student Organizations & Involvement realizes that some RSOs may travel to conferences, competitions, or other events to promote their organization or to convene with other chapters of the large state or national organization. All members of RSOs are expected to conduct themselves in an appropriate manner when they travel and within the Florida State University Student Code of Conduct and in a manner that does not detract from the reputation of the university. Find more information, tips, forms, and resources for student organization travel at <https://union.fsu.edu/sac/eventplanning/tips-for-student-travel/>. ***Please note: FSU does NOT provide insurance coverage for personal vehicles or any individuals in the vehicle.

International Experiences

Florida State University recognizes the importance of preparing students to be successful citizens in the global society of the 21st century, and supports international study and intercultural experiences as an integral part of the academic, social and cultural development process of a university education. The following policy has been developed and adopted to ensure the safety and security of all students participating in international experiences. In addition, the policy attempts to ensure that all international programs are academically and culturally enriching experiences.

The following programs require a [Student International Experience Plan \(SIEP\)](#): international awards funded through Florida State University, international experiences through the Center for Leadership and Social Change, Center for the Advancement of Human Rights and the Career Center, Recognized Student Organization (RSO), university sponsored or other university funded international experiences.

For detailed information on International Experiences and the Student International Experience Plan (SIEP), please go to <http://global.fsu.edu>.

Waivers

Waivers should be used for RSO travel, activities that have liability concerns (5Ks, bringing children on campus, inflatables, etc), and any other events deemed necessary. The Office of Student Organizations & Involvement has worked with the Office of General Counsel at Florida State University to prepare several different types of waivers for student organizations. Please visit <https://union.fsu.edu/sac/student-travel/forms-for-events> to obtain copies of sample waivers, or contact the Office of Student Organizations & Involvement at 850-644-6673 for additional information.

Crisis Response

While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

It is important to understand that crisis can happen to your students and the organization. If this happens, please encourage your students to utilize the resources of Victim Advocate, FSUPD, First Responders, the University Counseling Center, or any other pertinent office to assist you. It is important for students to be aware of their own feelings, perceptions, and issues so that they can monitor their ability to cope with the difficult situation.

General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step by step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update your plan as needed.
- Create emergency cards for the organization that are brought to organization events and/or when traveling.
- If medical attention is needed, attend to those needs before doing anything else. You can call 911 or the FSU First Responders at 644-3349.
- For assistance with event statements and/or reporting events contact FSUPD at 644-1234.
- For assistance with crisis management, call FSU's Victim Advocate office at 644-7161 or 644-2277. The Victim Advocate program provides support to victims of crime. An advocate is on call twenty-four hours a day to respond to FSU students who are victimized, or any other person who is victimized on our campus or in our community. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.
- Contact the Office of Student Organizations & Involvement at 644-6673 to inform them of the situation.

Student Organization Conduct

If a student organization or individuals within a student organization have potentially been in violation of the [student organization conduct code](#) a report must be submitted at report.fsu.edu. A report should be submitted by anyone who witnesses or is made aware of the alleged violation.

Each Student Organization report received through report.fsu.edu is reviewed for potential violations. Involved parties may be contacted directly by staff from the Office of Investigations and Assessment or Student Conduct and Community Standards. If you have questions about a student organization conduct concern please contact soi@fsu.edu or srr@admin.fsu.edu.

report.fsu.edu can be used by advisor and FSU community members to report non-organization concerns as well, including:

- Reporting Sexual Misconduct and Stalking
- Reporting Concerning Behavior
- Reporting ADA/Accessibility Issues
- Reporting Hazing
- Referring for Academic Skills Assistance
- Reporting Non-Academic Conduct Violations
- Reporting Acts of Discrimination
- Reporting a Posting Violation
- Reporting a Zoom Security Violation

University Policies and Procedures

Student Code of Conduct, Codes, and Policies

The Florida State University Student Conduct Code applies the principles found in the Mission Statement and Core Values of Florida State University by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of FSU students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. FSU jurisdiction regarding discipline is generally limited to conduct of any student or Recognized Student Organization that occurs on Florida State University premises. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community and its international programs.

Students and RSOs should be aware of the Student Code of Conduct and the Student Organization Code of Conduct, as they are the documents that should guide their behavior and operations. To view the code in its entirety, please visit <https://dsst.fsu.edu/srr/conduct-codes/student-conduct-codes>

Hazing

Florida State University believes “no student should be harmed, demeaned, and/or put at any safety risk while joining, during membership, or after membership of any student organization, club, group, or university entity” (Hazing Education Initiative). All students involved in social activities at Florida State University should visit <http://hazing.fsu.edu> to learn about our community’s strong stance against hazing behavior.

On the web site, students can hear student leaders discuss the issue, read Florida’s criminal hazing law and FSU’s policy, test their knowledge about hazing information and resources, report incidents they observe in the community, and list their name and organization’s commitment to providing a safe and hazing-free environment.

State of Florida Hazing Law

Florida's hazing law is called the 'Chad Meredith Act'

In 2001, University of Miami student Chad Meredith returned from a concert and began drinking with two officers of Kappa Sigma, a fraternity he wished to join. After several hours of drinking, the group tried to swim across Lake Osceola near campus. Meredith had a blood alcohol level of 0.13. He drowned 34 feet from shore in six feet nine inches of water. Although, the fraternity officers protested that the incident was not a fraternity-sanctioned hazing event, a jury found otherwise, and awarded the deceased student's family a \$12.6 million verdict in a negligence suit based on hazing.



Under Florida's law, "hazing" includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law;
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that which could adversely affect the physical health or safety of the student;
- Any activity that which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that which could result in extreme embarrassment;
- Other forced activity that which could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In 2005, Florida became the first State to designate hazing as a felony

A person commits hazing, a ***third degree felony***, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a ***first degree misdemeanor***, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

In Florida and at Florida State University, you cannot defend hazing behavior by stating:

- ◆ The consent of the victim had been obtained;
- ◆ The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization
- ◆ The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Andrew's Law

Andrew Coffey, a junior undergraduate at Florida State University, was an aspiring new member in the Fall 2017 pledge class for the FSU chapter of Pi Kappa Phi Fraternity. On November 3, 2017, Mr. Coffey participated in an off-campus fraternity event associated with the chapter's "big/little" ritual, which involved the over-consumption of alcohol. Based on a subsequent police investigation and media reports, fraternity members who were present at the event allegedly discovered Mr. Coffey was intoxicated and needed medical attention. These fraternity men feared facing prosecution, and instead of calling for medical attention, members moved Mr. Coffey to a couch. Mr. Coffey died as a result of alcohol poisoning after he was forced to drink a bottle of Wild Turkey bourbon.

Senate Bill 1080, known as "Andrew's Law," expands the crime of hazing, a third-degree felony, to include when a person solicits others to commit or is actively involved in the planning of hazing. It also expands the crime of hazing, a first-degree misdemeanor, to include when a person solicits others to commit or is actively involved in the planning of hazing. Finally, the law provides immunity from prosecution to persons who meet specified requirements.

The following language is directly cited in the 2019 summary of Andrew's Law.

"The bill amends and reorganizes the definition of hazing in s. 1006.63, F.S., to include the perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution.

Currently, s. 1006.63, F.S., protects persons who are members of or applicants to a student organization from hazing. The bill adds a person who is a former member of the organization as a person who is protected under s. 1006.63, F.S.

Persons who solicit others to commit the crime of hazing or who plan any act of hazing may be prosecuted as if they actively participated in the hazing event under the provisions in the bill. If the hazing results in a permanent injury to the victim, the crime is a third-degree felony.

The bill provides that a person who provides aid, before medical assistance, law enforcement, or campus security arrive on the scene or if an individual is the first to call 911 seeking medical attention for a hazing victim, and who otherwise cooperates with and assists first responders may not be prosecuted for the crime of hazing. These provisions are named "Andrew's Law" by the bill" (SB 1080, 2019).

The provisions of this law take effect October 1, 2019.

SOURCE: CS/CS/CS/SB 1080 – Hazing (2019).

http://www.flsenate.gov/PublishedContent/Session/2019/BillSummary/Criminal_CJ1080cj_1080.pdf

Florida State University Hazing Policy

The Student Conduct Code & Student Organization Conduct Code outlines behavior expected of all students.

Hazing is any group or individual action or situation that intentionally, recklessly, or negligently endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing.

Hazing includes, but is not limited to:

- Interference or impeding with a student's academic performance, employment, religious observances, and activities
- Forced or coerced participation and/or exclusion in University-related activities
- Forced or coerced consumption of food, alcohol, drugs, or any other substance
- Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
- Forced or coerced unreasonable financial expenditures
- Forced or coerced exclusion from social contact
- Forced or coerced conduct that could result in extreme embarrassment
- Unreasonable monitoring or invasion of personal privacy
- Branding
- Subjecting a person to extreme stress, such as sleep deprivations, calisthenics, or other forced activity that could adversely affect the mental health or dignity of a reasonable person
- Food deprivation
- Beating, whipping, or paddling in any form
- Line-ups and berating
- Physical and/or psychological shocks
- Personal, organizational, or group servitude
- Kidnapping or abandonment
- Unreasonable exposure to the elements
- Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
- Expectation or forced or coerced participation in activities that are unlawful, lewd, or in violation of University policy as well as local, state and/or federal law.

SOURCE: Florida State University (nd.). Hazing education initiative at Florida State University. Retrieved from <http://hazing.fsu.edu>.

Medical Amnesty



Florida State University (FSU) supports a safe and inclusive environment that enhances academic pursuits and student success. Institutional core values of the Seminole Creed and Responsible Freedom guide our conduct and inform policy and decisions. A Medical Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and drug use.

This policy does not grant “full immunity” to a student who acts under this policy (i.e., seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or drug related emergency) if a determination is made, independent of any information gained as a result of the call for medical attention, that Student Conduct Code charges are appropriate.

Alcohol or other drug consumption (including but not limited to: excessive consumption; consumption of a dangerous or illegal substance; or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption and to call 911 (or FSU Police Department at 850-644-1234, if on campus) for medical attention. Students are also encouraged to seek help for any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person “sleep it off” or having a friend “look after” that person are not reasonable alternatives to getting him/her the necessary medical help.

Under this policy, a student who seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or other drug related emergency will not be subject to disciplinary action under the FSU Student Code of Conduct. Although students who qualify for Medical Amnesty are exempt from the Student Conduct process, they are required to complete educational measures and pay for any incurring costs as described in the Medical Amnesty and Policy Procedures Section.

Florida State University’s full medical amnesty policy, FAQs, and more can be accessed at <https://dos.fsu.edu/srr/policies/medical-amnesty-policy>.

Alcohol Policy

Florida State University recognizes high risk or dangerous alcohol consumption and associated conduct undermine the intellectual climate of the University. Moreover, high risk or dangerous alcohol use inhibits the opportunity for maximum intellectual development, respect for the rights of others, and a sense of community and citizenship. Florida State University neither encourages nor condemns the legal consumption of alcoholic beverages. The university recognizes, however, the majority of undergraduate students are below the legal drinking age and there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environment. Consequently, alcohol will be permitted at Florida State University or programs sponsored by Florida State University or its direct support organizations only in those settings which:

1. Comply with federal or state laws, local ordinances, University regulations, foreign country laws (in the case of study abroad programs conducted by Florida State University International Programs, Inc.), Student Conduct Code, and this policy;
2. Present minimal health and safety risks; and 3. In no way inhibit the full participation of those who choose not to drink alcohol.

Events and activities that encourage excessive drinking and/or lead to the endangerment of individuals will not be permitted. Any person or group in violation of federal or state laws, local ordinances, or of this policy will be reported to the proper federal, state, local or university authorities for appropriate action.

The University's Alcohol Policy can be reviewed in its entirety online at

https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf

Oglesby Union Board Policy

The Union Board was established to develop policy and guidelines for activities, programs, and services in the Oglesby Union. The Union Board represents the university community so that facilities, services, and amenities of the highest standard are offered to meet the needs and interests of this community. Specific responsibilities of the Oglesby Union Board include the following:

- Develop the Union Board Policy Manual
- Administer space assignments in union facilities through the Space Committee
- Participate in the budgetary process for the overall union budget
- Offer input on long range planning issues for the union

For more information on the Oglesby Union, including contact information and a current Union Board Policy Manual, please visit <https://union.fsu.edu/unionboard> or stop by their office on the

Amplified Sound Policy

RSOs that would like to have amplified sound at an outdoor event will need to request approval for amplified sound during the event proposal process. To ensure that amplified sound does not interfere with the academic processes or activities of the University, the Union Board has implemented an Amplified Sound Policy. This policy pertains to areas outside Oglesby Union including and, including but not limited to, the Union Green and Langford Green. The Director of the Oglesby Union can grant exceptions to the Amplified Sound Policy.

Amplified sound will be permitted during the following times:

Monday through Friday 12pm to 1:00pm

Friday from 5 PM to 11:30 PM

Saturday from 12 PM to 11:30 PM

Sunday from 3 PM to 7 PM

For more information about the Amplified Sound Policy, you can refer to the Union Board Manual found at <http://union.fsu.edu/unionboard/union-board-policy-manual/>.

University Posting Policy

It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at <http://posting.fsu.edu>.

Market Wednesday Policies

Market Wednesday is a medley of activities that occurs every Wednesday of the semester on Legacy Walk.. A combination of Recognized Student Organizations, market vendors, and passersby makes Legacy Walk the place to be on Wednesdays. The event occurs every Wednesday during the school year. If you are interested in participating, find more information at <https://union.fsu.edu/market-wednesday> or contact Student Organizations & Involvement at 850-644-6673.

Recognized Student Organizations

RSOs can participate in Market Wednesday by tabling, fundraising, or performing during the amplified sound hour. Student Organizations & Involvement and the Student Organization Advisory and Resource (SOAR) Board encourage all RSOs to join us every Wednesday to help highlight our student organizations and to help get students involved on campus. If you have ideas for Market Wednesday events, questions, or concerns, you can contact SOAR Board at soar@admin.fsu.edu.

Tabling

RSOs can participate in Market Wednesday by reserving a table to promote their events, recruit new members, or just show off their group. All RSO tables will be on the south side of Moore Auditorium.

Table reservations can be made online at Nole Central (<https://nolecentral.dsa.fsu.edu/>) from 12:00 pm on Thursday until 12:00 pm on Tuesday before each Market Wednesday each week. Once registered, check-in and set-up will begin at 9:30 am Wednesday morning.

The following policies must be followed by the RSO when tabling:

- **Check-in begins at 9:30 am.** Someone must be at the RSO's table no later than **10:30 am** or the table may be reassigned to other organizations on the waiting list.
- The RSO member must have a current FSU ID and table reservation confirmation upon check-in and must also present the emailed confirmation page after registering for the table online. Students can print the confirmation or show it on their Smartphone.

- Each student may only reserve a table for **ONE** RSO.
- Each RSO may only reserve **ONE** table.
- Reservations must be made online **EACH WEEK**. Reservations do not roll over each week.
- If no more tables are available online, the organization will be placed on a **waiting list**. Waiting list organizations will be given tables that have been unclaimed after **10:30 am** Wednesday morning.
- To cancel a table registration, you must email soar@admin.fsu.edu PRIOR to that Wednesday.
- If your organization registers for a table and does not show up for Market Wednesday, your table may be reassigned to another Recognized Student Organization who is on the waiting list.
- All materials/set-up must fit within your organization's table space. You may not interfere with another area.
- The **University Posting Policy** (<http://posting.fsu.edu>) must be followed at all times. This means no posters/banners/flyers can be taped to painted surfaces or brick walls, absolutely no balloons can be used outside, and all chalking must be in the pre-approved areas.
- Tables and chairs **CANNOT** be moved for any reason.
- All trash must be discarded into trash cans during Wednesdays and not left at the RSOs table. Consistent violators will be asked not to distribute flyers to promote their organization, event, activity, etc.
- If the organization is planning to do a bake sale, a Food Permit must be completed through the event proposal process (<https://union.fsu.edu/sac/eventplanning>), and receive approval from Environmental Health & Safety. If the organization is planning to sell any other items, they must table as a vendor and not as an RSO. Vendor tables can be reserved through Campus Event Services.
- If the organization wants to perform during the Amplified Sound Hour, they must email SOAR Board at SOAR@admin.fsu.edu to get approval in addition to registering for a table.
- **Any violations of these policies may result in the loss of tabling privileges at Market Wednesday.**

Fundraising

RSOs can also fundraise during Market Wednesday. If the organization would like to do a bake sale, they must complete a food permit as part of the event proposal process and table with the other RSOs. If the organization would like to sell any items other than food, they must register to table with the vendors at Market Wednesday. The vendor forms are online (<https://union.fsu.edu/market-wednesday/>), and a small fee is charged to participate as a vendor.

Amplified Sound Hour

Another way RSOs can utilize Market Wednesday is to perform during the Amplified Sound Hour. This occurs every Wednesday from 12:00 pm – 1:00 pm. RSOs can use the time to choose the music, showcase a band, or show off their own performance skills. Requests to sponsor the hour must be made online, and dates are assigned on a first-come, first-served basis.

Title IX Statement

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU’s [Equal Opportunity and Non-Discrimination Statement](#), which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University’s Title IX Director is responsible for overseeing the development of sexual misconduct policies, insuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging **student** sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by **faculty, staff or visitors**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director and will ensure athletics equity compliance. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director or a Title IX Deputy Coordinator.

Complaints will be addressed following the University’s discrimination complaint procedures, [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy and Procedures](#) and the [Student Conduct Code](#). Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, refer to the University’s [Sex Discrimination and Sexual Misconduct Policy](#) and contact the FSU Police Department at (850) 644-1234. Inquires about the application of Title IX may also be directed to the Office for Civil Rights, US Department of Education.

The University’s Title IX Director is:

Tricia Buchholz
 Title IX Director
 408-H Westcott
 222 Copeland St
 Tallahassee, FL 32306-1310
 Tbuchholz@fsu.edu 850-644-6271

New officers sometimes don’t know where to begin. Encourage your officers to create a quick to-do list for the new officers, including advice and suggestions. See the attached handout for a sample form. It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.

Create a contact sheet

Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with the forwarding of information.

Appendix A: Organization Expectations

When working with an RSO it is important to develop expectations. Expectations are most beneficial when the group sets expectations for themselves as individuals, for the group, and for the leadership of the organization. Established expectations give the group a sense of ownership and provide the advisor and executive board a better idea of how to effectively lead the organization. Below is a recommended activity for establishing expectations.

Summary: This activity is designed to help an organization establish expectations at the beginning of a new year or new leadership term. The facilitator should lead the group through the process of developing expectations that support the purpose and day to day operations of the organization. The group members set expectations for themselves, organization leadership, and the group.

Objectives:

- To create an open, safe, and accountable co-curricular environment
- Empower members by giving them a voice in the organization
- Allow participants to hear what is important to fellow members
- Help the organization to set priorities for the year
- Provide the organization with an additional tool to facilitate conversation in times of conflict

Duration: 30-60 minutes

Materials: Post-It Notes, Chart Paper, Writing Utensils

Individual Reflection

Begin the activity by having each individual member reflect on what they expect of themselves as a member of this organization, what they expect of their peers, student leadership, and their advisor. Participants should write each expectation on a separate post-it note.

Group Collaboration

Once the facilitator has determined that individuals have completed this reflection, invite them to post their expectations on the appropriate chart paper. There should be at least one piece of chart paper for each category of expectation. Organize the post-it notes based on general themes within each category. Open the conversation to the group for each category of expectations, beginning with the expectations of individual members, then the expectations of the group, and finally the expectations of the student leadership & Advisor. There should be a group consensus before moving to the next category.

Follow-Up:

Expectations that have been agreed upon by the organization should be written up and distributed to every member of the organization. It may also be helpful to upload these to the RSOs document on Nole Central.

** This activity can be adapted to be completed virtually. We recommend having the individual participants complete an anonymous submission form with their proposed expectations and having the host of the meeting share a PowerPoint screen for each expectation category.**

Appendix B: Officer Transition

Advising Officers & Officer Transition

The structure of an officer transition retreat can take many forms. The advisor's role in this process is to provide historical background when needed, keep goals specific, attainable and measurable and provide advice on policies and procedures.

One on One Training, Advising with Officers

While it is ideal to have the outgoing officer, the team assists in training the incoming officers, often it is left up to the advisor to educate the incoming officers. Ideally, there should be a joint meeting of the new officers. After that meeting, the advisor should meet individually with each new officer. Ideally, the exiting officers will have left officer manuals for the new officers, in which the advisor can go over with the new officer. If the previous officer did not leave an officer manual, you may try to create one with the officer.

Things to include in a new officer manual:

1. Any forms the officers may need to use
2. Copies of previous meeting agendas
3. A copy of the organization's constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and their goals?

Additional information on officer transition can be found in the RSO Handbook.

***Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University*

Creating an Officer Manual

One of the most helpful tools an advisor can have in transitioning officers are officer manuals from exiting officers. An officer manual is a summation of all the duties the exiting officer fulfilled in the previous year. It can include tips on how to plan annual programs, personal reflections of what went well over the past year, and what could use improvements. It can also include recommendations for areas in new officers should focus on after immediately taking office to help provide direction. Officer manuals are meant to be used as a reference guide for the new officer. When a question or situation arises that the officer does not know how to handle, they have somewhere to look for guidance. While officer manuals are traditionally kept as physical binders given to new officers, it can be enormously beneficial to keep an electronic version that contains additional items such as meeting agendas and may be passed down and edited from year to year.

Appendix C: Campus Resources

Academic Resources

The Academic Center for Excellence (ACE)

Learning Studio

Drop-In and appointment-based peer tutoring in all undergraduate majors.

Ground Floor, William Johnston Building (WJB)

850-645-9151

tutor@fsu.edu

The Center for Academic Retention and Enhancement (C.A.R.E.)

One-on-one, group, email, and telephone tutoring in Math and Science.

Thagard Building

850-645-4928

Care-lab@fsu.edu

Advising First

William Johnston Building, all majors.

Advising services by major:

http://undergrad1.its.fsu.edu/advising_first/advisors-display.php

Resources for exploratory students:

<https://advisingfirst.fsu.edu/exploratory>

College Life Coaches for holistic student success:

<https://advisingfirst.fsu.edu/college-life-coaching>

Resources for current and prospective transfer students: <https://advisingfirst.fsu.edu/transfer-students>

Health and Wellness

Office of Accessibility Services

Collaborates with students to create an accessible and inclusive environment by identifying, minimizing, and where possible, eliminating barriers to equal access while encouraging equal participation for all students.

108 Student Services Building

oas@fsu.edu

Phone (VOICE) 850-644-9566

Phone (VRS for d/Deaf) 850-270-5370

University Counseling Center

By appointment for one-on-one, couple, and group counseling. Walk-in services for urgent situations

Second floor, Askew Student Life Center

After hours and weekend hotline: 850-644-TALK (8255)

Center for Health Advocacy and Wellness (CHAW)

Nutrition services, HIV testing, Smart Choices (alcohol, drug reduction), tobacco cessation, sexual health, sexual violence prevention, healthy relationships, peer health educators. Presentations and consultations are free to all students.

Fourth floor, Health and Wellness Center

Chaw.fsu.edu

Crisis Management

Department of Student Support and Transition, Case Management Services

Emotional support, counseling, advocacy, identifying immediate needs, making appropriate referrals to campus and community resources.

850-644-2428

University Center A, Suite 4100

<https://dsst.fsu.edu/>

Victim Advocate Program

Emotional support, instructor notification, referrals, crisis intervention and assistance in student conduct, legal and medical matters.

24/7 Support Line: 850-644-7161

University Center A, Suite 4100

<https://dsst.fsu.edu/vap>

FSU Food for Thought Pantry

Food is available to all current fsu students.

Students are allowed to take one bag of food at a time but may visit the pantry as often as necessary.

850-644-2428

University Center A

<https://dsst.fsu.edu/resources/food-for-thought-pantry>