Guidelines for Registered Student Organizations

Student Engagement Office

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Student Engagement Overview

Student Engagement's Mission Statement

Student Engagement fosters co-curricular learning, leadership development, and personal growth by championing social engagement, cultural enrichment, community service, and intellectual development. We are dedicated to providing opportunities for students to learn, serve, and lead throughout their time at Fort Hays State University. Our ultimate goal is to empower students, cultivate personal growth, and prepare them to emerge as engaged global citizen-leaders. Actively participating not only enriches classroom learning but also equips students with invaluable skills essential for fostering success in both the community and the workplace.

What is Student Engagement?

Student Engagement is the campus department that oversees all campus student organizations, fraternity and sorority life, and many of the leadership programs across campus. Student Engagement serves as a central resource to help guide all student organizations and student leaders through their time being involved at Fort Hays State University.

Student Activity Fee Notice

Every semester, students pay a portion of their enrollment fees to support the Student Activity Fee. The campus activity fee is distributed between campus entities to support their missions in providing for the FHSU community.

For the 2024-25 academic year, Student Engagement receives $2.51 per student from the Student Activity Fee to support its programs and mission. A full breakdown of Student Activity Fee allocation can be found via the Student Fiscal Services website.

Professional Staff

Student Engagement maintains four full-time salaried professional staff members in the department that manage and support various aspects of Student Engagement's programs. The staff directory and bio pages can be found on the Student Engagement Staff webpage.

Student Organization Peer Leaders (SOPL)

The Student Engagement Office employs several part-time student employees to help facilitate our departmental goals and programs. Known as our Student Organization Peer Leaders (SOPL), our SOPL members engage with students – current and prospective – who are looking to get involved, start an organization, or need help managing their student organization via consultations. You may also see a SOPL at Student Engagement Office's front desk or at a table across campus!

The SOLP team can be reached via email at engage@fhsu.edu or by calling 785-628-4664.

What Student Engagement Oversees

Student Engagement oversees a wide array of areas with the Student Affairs division. Our main areas include:

Student Organization Administration & Support

Student Engagement is the main campus department that oversees all student organizations. Student Engagement manages all aspects of student organization administration, including student organization registration, event approvals, TigerLink, and organization training, among others. Student Engagement also provides support to student leaders via consultations, presentations, outreach, and training sessions.

40 Days at the Fort

40 Days at the Fort is organized to provide incoming students the opportunity to interact with a variety of student organizations, departments, and community members. For the first 40 days of the semester students attend an event every day. The kick-off event is the Back-to-School picnic where students can interact with the 150+ student organizations, community partners, and various FHSU departments.

Friends and Family Day

Friends and Family Day is held each fall semester and usually falls in early September. This is a day for you to invite your family and friends to Hays, KS for a day packed full of activities for them to visit your home way from home. For up to date details, visit our website page.

Homecoming

The Student Engagement Office coordinates, with various other entities across campus, FHSU's homecoming each year. We oversee the nomination process for homecoming royalty, activities for students and alumni, and the overall homecoming experience. For more details, check out the Homecoming website.

Tree Lighting

Tree Lighting is hosted the Thursday following Thanksgiving each year. This an event to celebrate the start of the Holidays for all of our students. Tree Lighting is a community of Hays event as well and families can come get photos with Santa and learn about holidays celebrated around the world. For more information, click here.

College Cup

Hosted annually with the other departments in the Student Success Cluster each spring semester is the College Cup. This is an opportunity for you to compete against the other academic colleges here at FHSU and see who can claim the College Cup!

Alternative Spring Break

Alternative Spring Break (ASB) is coordinated by the Student Engagement office each spring break. We take a group of students to engage in service for a portion of the week. Our goal is to make this a completely free opportunity for students, but some cost may be associated with this depending on travel.

Student Organization Awards Recognition

Student Engagement distributes annually its Student Organization Awards Recognition (SOAR) Awards to recognize the contributions of student organizations and their leaders to the FHSU campus and Hays community. SOAR Awards are given to entire organizations, individual organization members, and organization advisors based upon their efforts to better the community, outstanding leadership, and other criteria. SOAR Awards are awarded every spring and must be used during the next academic year.

Tiger Team

This is a group of students who are dedicated to acclimating new students to FHSU. They are responsible for assisting at Orientation Days and Welcome Weekend events. Tiger Team meets throughout the spring semester for leadership development and training for orientations. This is an application based only organization. For more information, please email Director of Student Engagement, Jaden Rahe, at j_rahe@fhsu.edu .

Fraternity and Sorority Life

We oversee the Fraternity and Sorority Life (FSL) community at FHSU. FSL has a long tradition at Fort Hays State University with the first chapters coming to campus in the 1920s. We currently have 9 chapters, 4 fraternities and 5 sororities, each with its own unique culture and traditions. For more information on the community and how to join, click here. For more information on Student Engagement, please visit fhsu.edu/engage to learn more.

Organization Administration

Guidelines, Policy, and Legal

Compliance Clause

All Registered Student Organizations agree to abide by the following Compliance Clause as a condition of registration with Student Engagement:

> "All Registered Student Organizations agree to abide by and comply with all Fort Hays State University policies and procedures, all local, state, and federal laws, and the Guidelines for Registered Student Organizations handbook. Failure to comply with these policies and procedures may result in a variety of disciplinary actions ranging from formal warnings to suspension or a loss of registration. Organizations that lose their registration status must re-apply for registration as a New Student Organization."

Legal Recognition

All Registered Student Organizations (RSOs) registered with the Student Engagement office are registered as a separate legal entity from Fort Hays State University. While RSOs are approved and overseen by a university department, the RSO itself is separate and does not constitute itself as a university department or as a legally bound unit of the University. RSOs are not permitted to speak on behalf of the University or utilize the logos of Fort Hays State University outside of University guidelines. As a separate legal entity, While RSOs are required to comply with all University policies and procedures, the organizations are responsible for their own behavior, policies, finances, and legal issues, and assistance and/or intervention by the University will be granted on a case-by-case basis only. Additionally, no endorsement will be given by the University of an organization in an organization's posts, websites, social media, or other mediums; organizations may not claim endorsement by the University, even if a University department shares an organization material to help promote the organization's activities.

The University does not regulate external organization websites; in the event that an organization utilizes a website outside of TigerLink, the organization must note that FHSU does not endorse or associate with the content posted on that website.

Guiding Documents

In order to assist student leaders with organization administration, the following guiding documents are in place to make all information related to policies, rules, regulations, and best practices readily available in as few places as possible. These guiding documents are:

1. Guidelines for Registered Student Organizations
    a. This document strives to put as much important information for organization leaders as possible into one central location. Any information not located in the Guidelines for Registered Student Organizations can likely be found in one of the other guiding documents.
2. FHSU Policy and Procedures
    a. This website is a repository for the official policies at Fort Hays State University. By having the policies in one location, it becomes easier for all university stakeholders to find and locate the information they need. All university policy revisions and new policies will be published on this website and become official upon publication.
        i. Individual departments and units may have policies which relate to their specific disciplines and procedures. Please review department and unit websites for more specific information, if applicable.
3. Student Handbook
    a. The Student Handbook outlines the rights of students and many of the standards of conduct (responsibilities) and values honored by the Fort Hays State community. The enforcement of community standards allows FHSU to maintain and strengthen the ethical climate on campus and to promote the academic integrity of the University.
4. Student Engagement
    a. The Student Engagement office's website serves as the home of all information student organization related. It includes information related to organization administration, funding guidelines, and resources, among others.

Non-Discrimination

FHSU is committed to creating an inclusive and inviting campus for all students, employees, and community members serves as a critical component of all student organizations and activities. In order to retain recognition with the Student Engagement office, all RSOs at Fort Hays State University must hold members/membership accountable to it:

> "Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other

activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status."

The university's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of the university and its affiliates. It also extends to any retaliatory actions by an individual and associates that may arise as a result of a discrimination complaint.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies and is the Compliance and Title IX Officer: 785-628-4033, Sheridan Hall 312.

For more information, please visit the Civil Rights & Title IX section of this handbook.

Enforcement

All policies, guidelines, procedures, and laws are enforceable by their governing body, including the State of Kansas, Fort Hays State University and its departments, the Student Engagement office, and the FHSU Police Department, among others. Organizations that are involved in a potential act of misconduct regarding a violation of any policies, guidelines, procedures, and laws may be required to meet with the Director of Student Engagement, the Compliance Officer/Title IX Coordinator, and/or other offices. Organizations and activities found to be in violation of these stipulations may face disciplinary action, including suspension and expulsion from the University.

Purpose of Student Organizations

Student organizations exist to give students and community members an outlet to express themselves through various forms of interests and activities. Student organizations also serve as a platform for students to pursue their passions and interests while concurrently developing leadership and teamwork skills. Student organizations have been proven to help students increase their academic achievement levels, create lasting friendships, feel more connected to their peers, and establish a sense of belonging at their school and in the community. For these reasons, FHSU actively promotes involvement in multiple organizations and activities that align with the interests of each student.

Student-Centered, Driven, and Led

Student organizations help students build the skills they need to succeed outside of college, thus making sure students feel empowered to lead and manage their own organizations is critical. All student organizations will be student-centered, student-driven, and student-led. In other words, all organizations at FHSU should be built with a focus around students and their needs, should be driven to meet that purpose, and should be led and operated by student leaders with guidance from an experienced staff or faculty member that understands the purpose and needs of the organization.

Unique Purpose Among Peer Organizations

All student organizations will have a unique purpose when compared to similar organizations registered with the Student Engagement office. While similar and overlapping organizations can exist within FHSU's realm of student organizations, there should not be two organizations with the exact same purpose. The uniqueness of an organization's purpose is at the discretion of Student Engagement office.

Creating a Lasting Organization

Organizations that are registered with Student Engagement office should be designed to last. Organizations being created or revived for the purpose of class credit, marketing and/or selling products for a business or class or designed to last for one academic year or less is strictly prohibited. Organizations that the Student Engagement office determines are not meant to be a lasting organization will be denied registration.

Enhancement of the Student Experience and Expression

Organizations should be designed to enhance the experience of FHSU's student population. All organizations must fit into one or more of the different categories of organizations and should help students foster their academics, social life, leadership, hobbies/interests, and/or community work. Organizations will allow their members the freedom to express themselves in ways that are reflective of the organization's purpose and mission.

Working with Outside Entities

Student organizations often collaborate with outside entities, like local businesses, to create opportunities for their members to develop skills and gain real-world experience. When working with outside entities, both the organization and outside entity must keep in mind the student-centered, student-driven, and student-led principle. Control of a student organization by any outside entity is prohibited. **Organizations are not allowed to register themselves on behalf of a business, front their operations on behalf of a business, or utilize their benefits of being registered to benefit a business.** Organizations partnering with related businesses are not allowed to solicit sales to students on behalf of the business, advertise the business' for-profit products, or use the benefits the organization is awarded from FHSU after registration with Student Engagement office to serve the business without participation by the organization (i.e. using free room reservations to book a room for a business and allow the business to operate an event from the room for free without participation from organization members in hosting the event).

Classification and Categorization of Organizations

Organizations are categorized to make it easier for students to find organizations of interest. Organizations are first assigned to a branch for administration and oversight purposes depending on the organization's purpose and are then assigned to a category that is searchable to make it easy for those browsing TigerLink to locate organizations of interest.

Different Categorizes of Organizations

- Campus Wide Student Organizations –
    - Organizations any student may join.
- Departmental Student Organizations –
    - Organizations associated with an Academic Department.
- Honor Societies –
    - Organizations that recognize student achievement. Typically invitation only.
- Religious/Spiritual Organizations –
    - Organizations that serve a religious or spiritual purpose.
- Residence Halls –
    - Organizations associated with FHSU residential life.
- Social Fraternities and Sororities –
    - Organizations which are single sex fraternities or sororities.
- Pre-Professional Student Organizations—
    - Organizations that are intended to prepare students for a specific profession.
- Online Student Eligible
    - Organizations that online students are eligible to be a part of.

Requirements and Benefits of all Student Organizations

All RSOs at Fort Hays State University receive many benefits after registering with the Student Engagement office. Organizations that meet the requirements for registration will be officially registered with the Student Engagement office on TigerLink and are eligible to receive the benefits that come with registration.

Benefits of Being Registered

Organizations must be registered with the Student Engagement office in order to receive University-granted benefits. Fortunately, there are plenty of benefits for registering, meaning that your organization should always make completing annual registration a priority. Below are many of the benefits organizations get for registering with the Student Engagement office:

1. Event Services- RSOs can reserve rooms and spaces in FHSU-owned and operated buildings and grounds for events they are hosting. Many rooms are available for free to registered organizations, as well as certain services associated with those rooms. RSOs also receive significant discounts on catering for events via Catering & Event Services.
2. Funding- RSOs are eligible to receive funding for events, meetings, and various other things from the University via Student Government Funding, the Foundation, and Student Organization Recognition Awards.
3. Campus events- RSOs are eligible to participate in university events such as the Back-to-School Picnic and other campus events that invite student organizations.
4. TigerLink page- RSOs get their own website via a page on TigerLink. This space can be used to advertise organization events, recruit members, store documents and photos/videos, and administrate forms and elections, among others.
5. Campus mailbox and storage space- RSOs can apply for both a mailbox and storage space on the second floor of the Fischli-Wills Center for Student Success and can be

delivered to the Union and organizations will be notified of its arrival. Storage space comes in the form of storage drawers and shelves.

6. Use of University logos- RSOs have the option to use the Victor E. and FHSU logos on their website and items **so long as they do so according to the FHSU Visual Identity Guidelines.** Visit the Marketing and Imagery section to learn more.
7. Tabling- RSOs are allowed to table across campus both at campus events and on their own. This process is tied to space reservations and requires the same approval as those.

Basic Requirements for Registration

All student organizations, both registered and prospective organizations seeking to be registered, must meet several requirements in order to be eligible for registration consideration with the Student Engagement office:

1. Organization Membership Count- All RSOs must have a minimum of six total people on their TigerLink account for registration, constituting a minimum of five students and one faculty or staff advisor.
2. Officers- RSOs must have a minimum of two officers constituting a president and a treasurer or equivalent positions. Organizations are not limited to these positions.
3. Advisor- All RSOs must have a primary advisor that is a faculty or staff member of Fort Hays State University that meets the requirements to be an advisor as listed herein.
4. Unique and Lasting Purpose- Organizations should have a purpose that is different and unique to that organization from other active organizations. Organizations should be designed to last.
5. Constitution- All RSOs must have a constitution that meets the guidelines set by the Student Engagement office, and the constitution must be approved annually during the registration period.
6. Completion of annual re-registration- All organizations must complete the annual registration process assigned by the Student Engagement office each April. This process contains multiple requirements that must be completed for an organization to be successfully re-registered for the academic year. Re-registration requirements can be found in the RSO Student Handbook.
    a. Note: If you are applying for status as a New Student Organization, your organization will not yet have a page on TigerLink. You will create one during this process.

All RSOs must meet these guidelines to be registered with the Student Engagement office for the academic year. Each of these basic requirements has further guidelines that organizations must meet for that requirement to be fulfilled, and the registration request approved.

Organization Registration

Purpose and Deadlines of Registration

Organization registration is a critical component of managing student organizations. Registration serves as a way to keep student organizations active and up to date every year. Through this process, organizations renew their standing as an official organization with the Student

Engagement office by updating their roster, refreshing their constitution, and keeping organization information up to date.

Pathway to Registration

Completing the registration process on TigerLink is how organizations gain recognition with the Student Engagement office and receive university benefits. There are several basic requirements for registration that all organizations need to meet, the last of which is completing the registration process on TigerLink. the Student Engagement office staff will message organizations throughout the review process to let them know the status of the organization's registration request. Once the Student Engagement office has approved an organization's registration, the organization is successfully registered for the academic year, which lasts from July 1 – June 30.

Registration Process and Calendar

All organizations in the Student Organizations are required to register every academic year. Registration will last a maximum of one year. Registration opens annually on April 1st and closes on April 30th. Organizations that were registered during the previous academic year and remain active on TigerLink will have a limbo period until the initial deadline in which their benefits will remain intact. Organizations that have not had their registration approved by the initial deadline will be frozen and will lose their benefits. Organizations that are frozen will have until September 1 to complete the registration process and be unfrozen; organizations that complete registration between the April and September deadline will receive full benefits until registration status expires. Registration status from the previous academic year will expire on June 30th of every year, at which point all active organizations become unregistered, enter the limbo period, and begin the registration process again.

Re-registration for Current Organizations

Organizations that were active during the previous academic year will go through re-registration. Re-registration is different from registration as it is essentially renewing a previous registration for another year rather than creating a brand-new registration from scratch. Re-registrations will automatically pull the information that was most recently on the organization's page and allow the submitter to edit it before it is submitted for review by the Student Engagement office. The primary components of a re-registration include updating the organization's roster, executive leadership, constitution, and submitting SOAP. Any officer or the organization's advisor can complete the registration process by following the instructions in the Student Handbook document. Any technical help needed to physically complete the process on TigerLink can be found via the Engage Help Center.

Registration for New Student Organizations

Organizations that did not exist during the previous academic year will go through registration. Registration is different from re-registration as it is creating a brand-new organization from scratch rather than simply reactivating a previous organization for another year. Since registrations are created from scratch, the person creating the new organization must input all requested information during the registration request instead of having it auto filled from previous information. Once the submitter has filled out all fields and confirmed the registration request, it is submitted for review by the Student Engagement office. The primary components of a registration include inviting users to join the organization's roster, outlining the executive leadership, establishing the purpose and goals of the organization, and developing a constitution that meets the Student Engagement office's requirements and effectively establishes the new student organization. Any officer or the organization's advisor (if an eligible advisor has been found) can complete the registration process by following the instructions in the Registration How-To document. Any technical help needed to physically complete the process on TigerLink can be found via the Engage Help Center.

Organizations being registered for the first time must meet the basic requirements for registration. Additionally, those completing a new registration must keep in mind the purpose of student organizations. For the reasons listed in this section, no registration request will be approved for a business fronting as an organization.

Reviving a Previously Registered Student Organization

Revival of old organizations that were once active at FHSU is allowed and encouraged. Students are encouraged to inquire about the possibility of reviving an old organization or to see if an organization was previously registered at FHSU. If a registration request is submitted for a new organization when a similar organization previously existed, the Student Engagement office reserves the right to deny a New Student Organization registration request in favor of reviving the old inactive organization. The Student Engagement office will notify the submitter of a registration request if this is the case and will provide the submitter with instructions and support of how to re-register the old inactive organization.

Organization Membership and Advising

RSOs must maintain certain numbers and positions of membership positions within the organization. Below are the thresholds that must be met for each:

Membership Guidelines

Organizations must maintain a minimum of six people on their roster at any given time. Out of these six people, three must be the organization's president, treasurer, and faculty/staff advisor. All members must be a FHSU stakeholder, either as an enrolled student or an employee.

Organizations may have as many general members as they wish provided the above roster minimum condition has been met. The roles of general members in the organization should be outlined in the organization's constitution if any roles are to be had. All general members must be in good standing with the Fort Hays State University, must be a currently enrolled student at the University, and must meet all general membership requirements introduced by the organization in its constitution so long as those requirements meet the guidelines set forth by the Student Engagement office.

Removal of Members

Organizations may remove any member of the organization from the organization if the member violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking membership in the organization and reasons that a member may be removed from the organization must be outlined in the organization's constitution. Reasons that an organization member may be removed must be reasonable as they relate to the organization's purpose and operations.

If a potential violation has occurred and either the member in question wishes to challenge the membership revocation or the organization has issues removing a member, the case may be brought before the Student Engagement office for review.

Membership Restriction

Organizations must be open to all FHSU students that are currently enrolled with the option to be open to faculty and staff members that are not the organization's advisor. Membership in an organization may be restricted to: those in a specific degree program, holding specific interests, a minimum GPA requirement, and/or a minimum number of credit hours as a standard to join and maintain membership. Organizations may not, however, restrict membership on the basis of a protected identity in FHSU's non-discrimination clause. Organizations may market themselves as an organization based upon a specific gender (i.e. Women's Association) or an identity (Asian Student Association) in order to entice membership from those specific groups of people, but potential members cannot be excluded from the organization simply because an organization wishes to restrict a protected identity.

Organization Officers

Organizations must maintain an executive board consisting of a minimum of a president and treasurer. These positions do not have to be called as such (i.e. Director instead of President or Vice President of Finance), but organizations must maintain an equivalent position that performs roughly the same duties that the listed positions commonly oversee. Organizations may create as many officer-level positions as desired so long as the required positions are held. Officers may hold multiple non-required positions or one required position and other non-required positions, however an individual may not hold more than one of the president or treasurer positions.

Roles of Officer Positions

All officer-level positions, whether required or not, must be listed in the organization's constitution and on its TigerLink page. All officer positions must include the official name of the position and a detailed description as to the roles and responsibilities that officer is required to uphold.

If an organization has multiple presidents or directors, there must be an executive president or director that serves as the primary contact for the organization on TigerLink. If there are multiple vice presidents, there does not need to be an executive vice president; there must, however, be a transition plan in place for a vice president to carry out the duties of the president if the president is unable or ineligible to do so for any reason.

Traditional responsibilities of the required positions include:

- President:
    - Set organization's goals and create a plan or schedule
    - Plan meetings for the officer team and organization members
    - Act as point of contact for the organization's advisor and external organizations

    - Respond to external and internal inquiries
    - Re-register the organization with the Student Engagement office
- Vice-President
    - Assist in executing the organization's goals
    - Coordinate meeting dates, times, and locations
    - Communicate with the organization's members
    - Aid in the recruitment of new members
    - Fulfill the President's duties in their absence
- Treasurer
    - Manage the organization's budget and cashflows
    - Apply for funding opportunities, including Student Government Association funding
    - Manage the organization's Student Activities account

Officer Transition

Officers should transition every year. Organizations must include instructions in their constitution for how officer transition will occur as well as how often each position will be filled. Information about officer transition can be found under Leadership Transition.

Removal of Officers

Organizations may remove any executive officer of the organization from their leadership position if the officer violates their role(s) and responsibilities as listed in the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking an officer's leadership position in the organization and reasons that an officer may be removed from their position must be outlined in the organization's constitution. Reasons that an organization officer may be removed must be reasonable as they relate to the organization's purpose and operations. Organizations are allowed to remove an officer from their position but allow the former officer to retain their general membership in the organization. Officers removed from their executive position may also have their membership in the organization revoked provided the officer also meets the requirements for removing a general member of the organization. When an officer is removed or resigns their position, the organization should begin the steps for an officer transition.

If a potential violation has occurred and either the officer in question wishes to challenge the leadership revocation or the organization has issues demoting an officer, the case may be brought before the Student Engagement Office for review.

Organization Advisors

All organizations must have a current benefits-eligible FHSU faculty or staff member serve as an advisor for the organization. Advisors must maintain an active role at the University either through teaching or in a non-academic staff role. **Undergraduate and non-Graduate Assistant students are not allowed to serve as an organization advisor**.

Role of the Advisor

Organization advisors may be as hands-on or hands-off as they wish with organization activities; it is up to the organization's student members to determine what the role of the advisor is. Advisors are expected to actively engage with and be a guide for the organization(s) they are advising. Advisors should be in consistent contact with the executive board and vice versa about the organization's operations. No matter how involved the advisor is with the organization's day-to-day operations, advisors must keep in mind and abide by the student-centered, driven, and led principle. Advisors are prohibited from controlling an organization; instead, advisors should let the student leaders operate their organization and should provide guidance to the officers.

A detailed description of the advisor's duties must be listed in the organization's constitution. Common duties may include: advising organization members on the duties of the executive leadership; answering questions from members; assisting the organization in applying for funding; helping run organization meetings; and serving as a liaison between the organization and an affiliated campus program/department (if there is one), among others.

Advisor Appointment

Unlike officers, advisors do not need to have specified term limits; whereas officers transition every year, advisors typically only transition when an advisor retires, resigns their advisor position, or is removed from the organization. Organizations may require advisory term limits if they wish but do not have to. Organizations must include instructions in their constitution for how the position of advisor will be appointed; the most common ways this is done is through the election of a new advisor by the membership or the executive board appointing a new advisor. When an advisor is needed, the organization should begin the steps of appointing a new advisor.

Advisor Resignation and Retirement

Advisors are allowed to leave their position at any time through either resignation or retirement. When an advisor resigns or retires from their position, the organization must work swiftly to fill the position. Organizations will have a grace period in which to find a new advisor, but the position must be filled by the next registration period. Organizations struggling to find a replacement advisor should contact the Student Involvement and Leadership Center for help. Information about advisor appointment and transition can be found under Leadership Transition.

Advisor Removal

An organization's executive board is responsible for making sure that an advisor is fulfilling their duties as described by the organization's constitution. Should an organization determine that its advisor is not fulfilling their duties as listed in the organization's constitution, the organization may begin the process to remove the advisor. Organizations may remove the advisor of the organization if the advisor violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for removing an advisor from their position in the organization and reasons that an advisor may be removed from the organization must be outlined in the organization's constitution. Reasons that an advisor may be removed must be reasonable as they relate to the organization's purpose and operations.

Should an organization wish to remove an advisor from the organization but find that the advisor is unwilling to cooperate with the organization in the removal process, organization officers may reach out to the Student Engagement office for assistance and to review the situation. The Student Engagement office reserves the right to remove an advisor from an organization if it is determined it is necessary to do so to protect the organization, its members, the organization's reputation, and/or the University. When an advisor is removed, the organization must begin the steps of appointing a new advisor.

Co-advisors

Organizations are allowed to have multiple advisors through a process called co-advising. Organizations may utilize this process to have multiple advisors through FHSU or with a community advisor. Organizations wishing to have co-advisors must designate one advisor as the organization's primary advisor on TigerLink so that the Student Engagement office has a FHSU employee listed as a primary contact should one be needed; the primary advisor must meet the guidelines to serve as an organization advisor. Co-advisors may be another FHSU employee, Emeritus employee, or a community member affiliated with a national or community organization. Co-advisors may not be current students unless they are a Graduate Assistant with a FHSU department.

Constitutions

As part of the annual registration process, organizations must submit a constitution that outlines how the organization will operate and conduct its business.

Purpose

Constitutions serve as the foundation of every student organization. Organization constitutions create the purpose of an organization, list all of the rules and regulations that the organization's executive leadership and members must follow, outline the organization's processes for operating, and establish bylaws that guide the principles behind the organization. Constitutions help to solve problems that may arise, such as how to transition leadership, votes required for elections, membership guidelines, and provide guidance on many more areas of operation.

Section Requirements

Constitutions need to have several sections and requirements located within the body of the constitution. These requirements may change at the discretion of the Student Engagement office. Required components of a constitution are:

1. Name- Establishes the official name of the organization.
2. Purpose- The identity of the organization and the goal of its existence.
3. Membership Guidelines- Description of the requirements to join the organization and what is expected of the organization's members.
4. Executive Leadership- Establishes all officer-level positions, the requirements to hold each position, and the responsibilities/duties of the officer.
5. Role and removal of the Advisor- Establishes the role that the advisor/advisory board has in overseeing the organization as well as the reasons for and process of removing an advisor.

6. Methods and Process for Removing Executive Officers- Process for how officers of the organization may have their leadership position in the organization revoked via impeachment.
7. Methods and Process for Removing Members- Process for how members of the organization may have their membership in the organization revoked.
8. Voting Processes- The process for how general votes are conducted, the percentage needed for a successful vote, and when/how approved votes are implemented.
9. Elections and Transitions- Establishes the method of transition for organization officers, including how officers are elected/appointed, policies and requirements to do so, how officers communicate responsibilities (transition binder, meetings with incoming officers, etc.) and the frequency at which transitions occur.

Exceptions for Nationally Affiliated Organizations

While many organizations are unique to FHSU, several organizations are an affiliate of a national chapter. Organizations may affiliate with a national organization, however, the constitution that is submitted must meet the Student Engagement office section requirements. All requirements set by the Student Engagement office must be met and these take precedence over the requirements of a national organization. Organizations with national constitutions must update the language of the national constitution to make it reflective of FHSU's campus.

Additional Components

Organizations may add additional components to their constitution outside of the section requirements. Additional components may not contradict or overrule University policy, the Student Engagement office guidelines, or local, state, and/or federal law. During the constitution review portion of the registration process, the Student Engagement office will vet constitutions in their entirety, including additional components, to make sure they are compliant with constitution section requirements. Common components that are added to constitutions are:

- Service hour requirement
- Organization annual events
- Unrequired officer positions
- GPA requirements
- Meeting participation requirement
- Campus resources for members

Amendments and Changes

Constitutions may be amended during the middle of the academic year after an organization's constitution has already been approved for the current registration period. Any changes and amendments must follow the organization's policy for amending the constitution, and all amendments must be approved by the Student Engagement office once the constitution is approved for the current registration period.

Constitution Resources

Organizations undergoing a constitution creation or revision process may reach out to the Student Engagement office to request help with creating and/or editing a constitution. The following resources are available to assist organization leaders in constitution creation and editing:

- Consultations- Organizations that need extra help in creating and/or editing their constitution can set up an Organization Consultation with the Student Engagement office.

Departmental Organizations

Organizations may be sponsored by a FHSU department or academic unit. Organizations sponsored by a campus entity are eligible for benefits granted by the sponsor, typically in the form of funding for events and activities and resources to promote the organization's mission.

Registration

Organizations sponsored by a campus entity must complete the Student Engagement office annual registration process to remain as an organization and receive the benefits of being registered. Sponsored organizations may also be required to register with their sponsor, though this process is managed by the department or academic unit. Sponsoring entities are responsible for keeping a roster of the organizations affiliated with the entity; the Student Engagement office does not keep this information.

Funding

Sponsored organizations may receive funding from their sponsor outside of the traditional forms of funding for student organizations. Stipulations for the usage of these funds will be established and marketed by the department or academic unit.

Advising

Sponsored organizations must have a primary advisor like non-sponsored organizations. Sponsors may appoint a FHSU employee to serve as the advisor for a specific sponsored organization; occasionally departments or academic units will appoint one employee of the sponsor to serve as the advisor for all organizations they sponsor. All advisors, whether appointed by a sponsor or selected by the organization, must meet the requirements to serve as an organization advisor.

TigerLink Management

What is TigerLink?

TigerLink is the home of student involvement at FHSU. TigerLink is a database managed by the Student Engagement office that houses all student organization webpages, management functions, and events. All registered student organizations and departments appear on TigerLink after completing the annual registration process. Everyone with a Single Sign On (SSO) ID for FHSU has access to browse TigerLink. Students looking to get involved and find their flock may request to join organizations through their pages on TigerLink.

How to Use Tigerlink

TigerLink is a very complex system with many features for browsing and managing student organizations. For help with utilizing TigerLink, please schedule an Organization Consultation with the Student Engagement office or visit the Engage Help Center.

Organization Page

All organizations that have completed registration for the current registration period are granted a page on TigerLink. Each page includes the name of the organization, updated roster and officer list, contact information, purpose and goals, constitution, and photos of the organization. Each page has a unique URL that organizations can provide prospective members with. Those wishing to join an organization can request to join from the organization's main page.

TigerLink Features

TigerLink includes many features for organization management. Several of the most important features included are:

- Registration
- Roster management
- Document storage
- Elections
- Forms
- Photo storage
- Webpage
- Event management
- Service hours tracking
- News bulletins

Corq App

TigerLink has a mobile companion- introducing the Corq App! Corq allows organizations to take TigerLink on the go. With Corq, users can view all FHSU's organizations, see upcoming events, and connect with organization leaders. While Corq is not a replacement for the web version of TigerLink, it serves as a complementary piece to help students find events and opportunities on the go.

Campus Labs App

Campus Labs is an mobile application that connects with Corq and TigerLink! This is the app that you will use to check-in event attendees. Each event created in TigerLink will have their own unique code to be able to track attendance and then send event feedback to. For more information, please visit here.

Engage Help Center

Student Engagement has a dedicated website for helping figure out how to use the website and address any issues that may arise. Visit the Engage Help Center for more information about using and operating TigerLink!

Financial and Funding Management

Financial management is one of the most important facets of organization management, and it is also one of the biggest areas of risk. Understanding the following aspects of organizational financial management will help organizations at FHSU better position themselves for success.

Money and Asset Management

Financial and asset management is an extremely important area of organizational operation that poses tremendous risk. Organizations should make sure they know who has access to money, bank accounts, payment platforms, and fundraising materials and that frequent internal audits are conducted. No one person from an organization should be responsible for all financial matters; concurrently, custody of assets should be split among several people, meaning that more than one person should be responsible for holding onto/having access to materials (i.e. t-shirts, card readers, promotional materials, props, audio equipment, etc.). Visit [Financial Management Best Practices] for information on protecting your organization's money and assets.

Funding

Receiving funding from a FHSU entity is one of the best ways for organizations to generate income for their activities. There are four primary funding sources available to FHSU registered organizations:

Student Government Association (SGA)

We, the students at Fort Hays State University, come together as the Student Government Association to serve, safeguard, and advocate for the interests and rights of our fellow students at this institution. Our goal is to ensure the well-being of all students collectively. We advocate on behalf of students to the administrators of FHSU, the Kansas Legislature, and the Kansas Board of Regents.

Funding through the Student Government Association is available to student organizations, departments, and other entities at Fort Hays State University. Student Organizations are defined to be any club or organization registered through the office in charge of student involvement and engagement. The Student Government Association controls various funding mechanisms. These funding mechanisms include:

- Allocations Fund
    - The Allocations Budget is comprised of monies collected from the Student Activity Fee. This fee is collected from every on-campus credit hour. The purpose of the Allocations Budget is to fund predetermined events, trips, speakers, etc. for student organizations and waiver groups, during the upcoming fiscal year.
- Appropriations Fund
    - The purpose of the Appropriations Budget is to fund events, speakers, trips, etc. for student organizations or student individuals that did not receive funding through the previous Allocations Budget for the current fiscal year.
- Educational Opportunity Fund
    - Monies collected from the Educational Opportunity Fund Fee. This fee is collected from every on-campus credit hour. The Educational Opportunity Fund provides a student-controlled funding source to fund programs which increase and enhance the educational opportunities of students at Fort Hays State University, during the upcoming fiscal year.
- Equipment Fund
    - The Equipment Fund is comprised of monies set aside from the Allocations Budget. The purpose of the Equipment Fund is to fund student organizations, as they purchase equipment that can be used perpetually, for specific uses and events on campus. The Equipment Fund is managed by the Appropriations Committee.

Guidelines for funding/types are subject to change based on Student Senate proceedings. Please contact the SGA Treasure at sga.treasurer@fhsu.edu with any questions related to SGA funding.

Entity Funding

Student organizations that are sponsored by a FHSU department or academic unit are eligible to be funded directly by their associated FHSU entity. There are no limits to the amount of funding an organization can receive via Entity Funding. Please read Affiliation with a FHSU Entity for more info.

Fundraising

Fundraisers held by student organizations need to complete the fundraising form found on TigerLink. This form is then reviewed and approved by the Student Engagement office. Organizations hosting fundraisers should follow fundraising best practices and should also follow University policy when doing so. Important things to note when fundraising are:

- Fundraisers may not be disruptive to University business such as classes or staff members.
- Branding rules remain in effect during fundraisers.
  - Approval of branding logos must be sent to creative@fhsu.edu
- Pepsi products may not be sold as these violate the University's agreement with Pepsi.
- No form of gambling is not allowed.
  - Raffles require additional approval from the General Counsel office.
- Fundraisers may not sell an item or service that directly competes with a University function as determined by the Student Affairs division.
  - Organizations may request an exemption from the Office of Student Affairs to sell items that may be in direct competition with university services. Please contact the Student Engagement office for additional information.

Dues Collection

Organizations can collect dues from members to fund their operations. Some organizations, such as Sport Clubs and Sororities and Fraternities, may be required by their oversight office to collect dues. Organizations collecting dues should set a reasonable limit that funds the organization but does not take advantage of members.

Foundation Funding

Organizations can apply for additional funding through the FHSU Foundation via Crowdfunding and Campaigning. Crowdfunding is the practice of funding a project or campaign by soliciting relatively small donations of money from many people, typically via the Internet. While Campaigning is a fundraising effort launched on an Approved Platform that is designed to raise a specific sum of money within a defined timeframe to meet an advertised goal or need. The FHSU foundation hosts a campaign specially for RSOs October – December. Apply by the deadline at I Fed the Tiger webpage.

FHSU Financial Office Information

Security Access

A benefit of being an RSO is having access to FHSU financial services, which includes a Student Activities account to manage the financial obligations of your organization. Only your organizations Treasurer, President, and Advisor may have access to your Student Activities account.

You can gain access to your Student Activities account by emailing the Student Fiscal office at sfsmail@fhsu.edu with your name, FHSU ID, RSO name, officer position, and the current account manager.

Student Fiscal Services

Student Fiscal Services is responsible for student billing, financial aid release, tuition and housing refunds, as well as assisting departments and student organizations with deposits. The mission of Student Fiscal Services is to provide quality financial and administrative service to all students, parents, faculty and staff, in compliance with federal and State of Kansas regulatory requirements.

Student Activities Account

As an RSO, you will have access to a Student Activities account. Through this account, you can pay for a variety of items to benefit your RSO. Your treasure is responsible for knowing the balance of your account, submitting deposits and reimbursement of individuals if needed. All information for your account can be found via Workday once access has been provided.

Your Student Activities account is now considered a Cost Center through Workday. To run any of the operations for your account, you will need to know your Cost Center number. You can find this by contacting Student Fiscal Services.

Checking Your Balance

To review the balance in your student activities account, you will need to login to Workday and run a cash by cost center report. To run a cash by cost center you will need to:

1. Login to Workday
2. Enter in the Seach Bar “Cash by Cost Center”
3. Change the company to “SA Student Activities”
    a. If you skip this step, it will not pull the correct information.
4. Chose your FY period.
5. Enter your cost center number into the Worktags section and select it.
6. Click okay.

This is updated and accurate information to the best of our knowledge. If you think there is an error with your account, please contact Student Fiscal Services.

Credit Card Usage

Your RSO can check out a credit card from Student Fiscal Services to make purchases. Using this credit card pulls directly from your Student Activities account, you need to ensure that there are sufficient funds in your student activities account prior to purchase.

To check out the credit card, you must create a spend authorization form via workday. You must submit this at least two business days in advance of your purchase. Only authorized users can pick up the credit card from SFS with a photo id.

Only purchases requested and up to the authorized amount on the spend authorization can be made. Any unauthorized purchases or amounts exceeding the authorized limit will be charged to the activity account. The faculty sponsor will be responsible for taking the appropriate action to reclaim the funds due to the activity account. **Obtain a tax exemption certificate for any items that are not taxable at the time of purchase.** SFS will provide a note indicating if the purchase is taxable or not taxable.

SA Credit Card must be returned to Student Fiscal Services with an itemized receipt and by the End Date on the Spend Authorization. Usually the same day as check-out, and no more than 24 hours later. A credit card slip is not sufficient documentation since it does not list what was purchased. If the vendor cannot provide an itemized receipt, a Lost Receipt Verification form must be completed through Workday.

If returning items after the credit card has been returned to Student Fiscal Services, contact Student Fiscal Services.

Depositing Funds into Your Account

If your organization collects dues, has revenue from fundraising, or a donation all organizational funds are to be deposited in the organization's activity account with Student Fiscal Services (SFS) using the Workday Cash Sales (Deposits) worklet. DO NOT deposit funds in off-campus bank accounts. Student organizations cannot accept credit cards, including Venmo, Go FundMe and Paypal. Adding this funds requires authorized users to follow the Cash Sale process.

Cash Sales

Student Fiscal Services is responsible for receipt of all funds for the University. Checks should be payable to Fort Hays State University and must be deposited with Student Fiscal Services through Workday (Record Cash Sale). For guidance concerning departmental and student organization Cash Sales (deposits) see Record Cash Sale.

Cash Sales (deposits) must be made at **least once a week**. Initiate a Cash Sale in Workday and hand deliver the funds (cash/checks) to Student Fiscal Services, located at 317 Picken Hall, using the secure deposit bags. The secure deposit bags can be obtained from Student Fiscal Services. DO NOT send deposits in campus mail.

Outdated checks (60 days+) will be accepted at the risk of the club, not FHSU.

Requesting Cash Box

Student organizations can check out a cash box from SFS by following the Create Spend Authorization: Request for Cash Box procedure. Amount of cash box is limited to $100, or less depending on account balance. When returning the cash box, the exact amount originally checked out must be returned in any denomination. Excess funds/profits from event must be deposited in the student activity account via cash sale.

Student Activities VS Student Government Allocations

Student Activities Account

This account is where you will deposit your revenue from fundraising, dues collected from members, or donations from other entities. SGA does NOT deposit any money into this account. With this account, you can purchase:

- Food for meetings
- Shirts
- Educational Travel
- Fundraising supplies
- Meals while traveling
- Advisor expenses/pay (if applicable)

Student Government Allocations

Funds in this area must be applied for through the Student Government Association process. This typically starts in November/December and concludes in February. These funds are distributed and voted on by the senators of SGA. Moving funds around in this area requires you to submit a bill through SGA and have it reviewed by the Finance Committee.
What this account can be used for:

- Educational Travel (lodging, airfare, and registration specifically).
- Speakers
- On-Campus events (I would recommend setting up a meeting with SGA to review what you would like to do for your event to ensure SGA funds can be used for it)

Purchasing Office

Purchasing Office

The Purchasing Office assists student organizations on campus with expenditures. This includes submitting registration, airfare, and hotel. The Purchasing Office will submit necessary travel forms for funding through a state account and provide instruction on how Student Organization Treasurers and Presidents can submit expenses for Student Activity accounts.

To Pay by Check

When a student organization needs to pay a person/entity and they do not accept credit card payments, a supplier invoice will need to be submitted in Workday to remit payment by check.

1. First determine if the person/entity to be paid is an existing supplier already set up in Workday
    a. If they need to be added as a new supplier follow this: Find Existing Suppliers and Create Supplier Request.
2. Once the supplier is on Workday, follow the Create Supplier Invoice steps to pay the invoice by check.
3. When paying an individual (not a business), submit the Contractual Services form first to determine if the person should be paid as an independent contractor or as an employee.
    a. Wait for the form to be approved before proceeding

A check is mailed or deposited directly to the person/entity you have requested the check for.

Reimbursements

When an individual (member, advisor, etc) pays a RSO expenses personally and needs reimbursed, a Create Expense Report-SA Company needs to be completed for the individual. There are a few steps your RSO needs to follow to get the payment:

- If the individual to be reimbursed is a FHSU employee (student, faculty, or staff), verify with the Business Office if the employee has a IRS form W-9 on file.
- The payment address for a student/faculty/staff must be on their Workday profile.
  - This address can be in Workday by clicking on the cloud or picture, View Profile and then Contact.
- If the individual is not a FHSU employee, check to see if they are already set up as either a contingent worker or non-worker.
  - If they are not in Workday as any of these types, follow the Complete Candidate/NonWorker Addition Form in Workflow to start the process to have them set up in Workday.
- If the individual is being reimbursed from SGA funds for travel related expenses, prior to the trip a Travel Receipt Form must be started in the Business Office workflow and a Spend Authorization will need to be submitted Create Spend Authorization for Trip Approval. After the trip is complete, finalize and submit the Travel Receipt form and follow the Create Expense Report: FH Company - For Travel Expenses to submit the expense report for reimbursement.

Contracting Services

Organizations frequently use outside vendors for events. Hiring vendors such as speaker, bands, and security are common examples. Organizations should never sign a contract alleviating a vendor of any liability related to the event. Vendors should be held responsible for all aspects of the services you are hiring them for. All contracts proposed to organizations by vendors are required to be sent to the General Counsel's office. Only the President and VP of Administration have the right to sign contacts associate with a FHSU entity.

Financial Management Best Practices

Organizations should follow the following practices to make sure all aspects of their finances are well-managed:

1. Separate asset management (financials and things) so that more than one person is responsible for the organization's assets.
2. Keep track of passwords and account information for all financial tools.
3. Keep record of all deposits and account credits for at least 3 years.
4. Write a receipt for all items sold during fundraising and other events.
5. Conduct frequent audits to keep track of where money and items are at.
6. Budget for expenses for the upcoming year.
7. Educate yourself on processes for different financial matters before your organization undertakes them.

Please be sure to research financial best practices online to educate your organization on ways to successfully manage your organization's financial matters.

For a more information please visit the Purchasing Offices webpage.

Travel

Organizations frequently travel, especially those that are nationally affiliated or are professionally based and travel for competitions or conferences. FHSU has policy related to travel that all organization leaders need to be aware when traveling for organization-affiliated business.

Travel Requests

All organization members traveling for organization- and- University-related business must complete a travel authorization form at the beginning of travel. We suggest travel documents are submitted to the business office **6 – 8 weeks prior to travel**.

For more information visit the Business Office page.

Funding for Travel

Organizations can secure funding for travel in various ways. Organizations will commonly accrue funding via fundraising events specifically designed for the travel to be had and by collecting organization dues and budgeting a percentage of said dues to allocate for travel. Organization members may also fund their own costs if they are affordable, and the student is willing to do so. Funding may also be available for travel via Associated Student Government if the organization meets requirements for it, however funding is not guaranteed and may not be provided during every funding cycle.

Best practices

To have a safe and enjoyable travel experience, here are travel tips and best practices that organizations should follow:

- Complete a travel authorization form- Completing a travel authorization keeps a log of all University-related travel and helps University officials know where organization members are and who to contact should an issue arise.
- Bring multiple forms of ID- Bringing multiple forms of ID, such as a driver's license and a passport, will help solve any issues that may arise at the airport or with government officials.

Event Management

Organizations host all kinds of events, from recruitment events to fundraisers and charity events. Learn about the important information to make your event successful here.

Memorial Union Services

The FHSU Memorial Union is FHSU's team that manages all large-scale events on campus. If you are hosting a large event within the Memorial Union for FWCSS, MU staff ensures events are set up in the proper configuration, technology needs are met, and provide other display needs upon request. Room reservations for Registered Student Organizations are free and part of the benefits of being an RSO. Other departments and outside entities wanting to reserve spaces through the Memorial Union will need to review webpage to determine pricing and set up needs.

Posting Events to TigerLink and the University Calendar

For maximum exposure, events should be posted to both TigerLink and the University Events Calendar if possible. Organizations that are registered are able to post events to TigerLink via an approval process with the Student Engagement office; events submitted to TigerLink will be given the option to be includer in the Student Engagement office's daily Student Announcement. Registered organizations may also submit an event to the FHSU Events Calendar which will show up embedded on certain FHSU webpages. Events including alcohol and/or prohibited substances will be denied from being posted on the TigerLink calendar.

Space Reservations

Reserving a space has several procedures depending on the space required. The following offices are responsible for the following reservable areas:

- FHSU Memorial Union- Fischli-Wills Center for Student Success and Beach/Schmidt Performing Arts Center
    - Union-controlled spaces are reserved through the Memorial Union by contacting them at fhsuunion@fhsu.edu, by calling at 785-628-5305, or by visiting them on the 2nd Floor of the Memorial Union in room 208.
- Academic buildings -
    - Each academic building has their own reservation process and procedures. You will need to speak with an Administrative Specialist for each building to reserve rooms.
- FHSU Housing- Residential buildings
    - Housing-controlled spaces are reserved by contacting FHSU Housing directly.
- Intramural Services- Cunningham Hall and Swimming Pool
    - Intramural-controlled spaces are reserved through contacting the Health and Human Performance Office.

Policies are subject to change and are applicable at all spaces.

Catering and Food Process

University food guidelines requires that any food, snacks, or beverages sold or given away by campus organizations in all University facilities and for all University sponsored events (including fundraisers) must be prepared by and/or obtained from The Union Catering Company (UCC). The UCC is the University's licensed and contracted food service vendor. This includes food distributed at student organization general meetings and events held on campus.

Exceptions to these guidelines may be requested using the Student Organization Catering Exception Form found at https://www.fhsu.edu/union/booking-a-space/. The Exception Form must be submitted at least 7 days before the event or meeting.

Organizations receiving a Catering Exception must follow all University guidelines related to safety and event protocols. Organizations will not receive any access to UCC kitchen spaces or equipment if an exception is granted.

For all food purchases from The Union Catering Company or an approved exception, Organizations will:

1. Have the funds allocated before the event
2. Have the food scheduled from the service you are using.
3. Get the W-9 form
4. Get an Invoice from the service you are using.
    a. Save the invoice for later
    b. Using emails makes this easier
5. Once the service has been concluded, then have the service fill out a W-9 form.
    a. Organizations can have them fill out the form on their own and send the invoice and W-9 form to purchasing office.
6. Once the Organization has received the W-9 and invoice then the Organizations should turn in the forms to the purchasing office.

Storage Space and Mailboxes

A major benefit of registering an organization is the opportunity to receive both storage space and a mailbox on campus. Organizations must be registered and in good standing with the Student Engagement office to use either benefit.

Storage Space Overview

The Student Engagement office offers storage drawers and shelves to registered organizations that have items they are unable to store. Organizations may apply for one or both depending on the needs of the organization. Space is limited and is granted on a first-come, first-serve basis to organizations that are registered.

General Storage Space Guidelines

General Guidelines for Holding and Managing a Storage Space

- Agreements will be reviewed each school year. Organizations may need to reapply for storage space annually.
- The Student Engagement office is not responsible for damage done or loss of student organization materials due to Union infrastructure and other storage room users. Storing materials here is at the risk of the organization.
- The Student Engagement office will contact organizations storing supplies at the beginning of each school year to have them reapply for the space, and failure to respond or remain in communication with Student Engagement Office regarding storage may result in termination of use and removal of items.
- The responsibility of communicating with and receiving communication from the Student Engagement office passed on to new officers when transitions occur. It is the responsibility of outgoing officers to ensure the new officers are aware of their organizations use of this space and the requirements for using it.

Guidelines for All Storage Spaces

- Only members listed on the student organization’s roster are eligible to access storage spaces to receive organization materials.
- All materials or boxes of materials must be clearly labeled with the organization’s name, either in the design or with masking tape provided by the Student Engagement office
- Stored items must not be easily replaceable (forks, plates, etc.). All items stored must be unique to their organization and used semi-frequently for organization-related matters.
- Stored items must be legal to own, non-flammable, and must meet the parameters for approved items on campus by the Student Handbook
- Archive files are prohibited from being stored in the Student Engagement office granted storage spaces.
- Organization members must adequately maintain the items their organization is storing, as well as provide upkeep to the storage space as necessary. Should any damage occur to a space, an organization member must alert a member of the Student Engagement office staff.
- Organization members will treat storage spaces and the items of other organizations with respect. Members will refrain from touching the items of other organizations and will not intentionally damage any property, either that of organizations or of the University.

Failure to abide by these guidelines may result in eviction of the organization's items from the Student Engagement office managed storage spaces and potential restriction from using these spaces in the future.

Storage Shelves

Storage shelves are the largest storage option that the Student Engagement office has available for student organizations. Organizations that are approved for storage closet space(s) must be able to fit all of their items, including containers, in a space

Guidelines for Closet Storage Spaces:

- Organizations will be granted space in one closet only.
- All organizations may have a max of two shelves per organization across all storage racks.
- All items must be self-contained or located in a container if they are loose.
- Items that are too large to be in a container (i.e., drum, cornhole boards, etc.) will be assessed and approved/denied on a case-by-case basis.
- All items, including containers, must be able to fit in a space
- Student Organization Closet Space is available Monday through Friday, 9am-4:30 pm while the office is open. The Student Engagement office will not be available on weekends or university holidays to grant you access to your supplies. Please coordinate pick up and return of supplies for weekend events within the open office hours.

Mailbox Overview

Organizations may use the Student Engagement office front desk as a PO Box for mail. Organizations using this service must be registered, incoming mail must be addressed to the organization, and the organization’s roster must be up to date so that the Student Engagement office can contact the correct person(s) when mail is received. The Student Engagement office will email officers whenever mail is received on behalf of an organization. Organization officers are responsible for picking up mail once notified of its arrival. To pick up mail, an officer must request mail at the Student Engagement office front desk of the Fischli-Wills Center for Student Success requested mail will be picked up from the mail room by the Student Engagement office staff member and given to the officer.

Mail should be sent to the following address:

[Organization Name]

Student Engagement Office

FWCSS Second Floor

600 Park St.

Hays, KS 67601

Solicitation and Tabling

Organizations wish to solicit or table across campus are allowed to do so within the parameters of FHSU solicitation and tabling policy. There are strict guidelines in place for solicitation and tabling that organization leaders need to be aware of:

Policy and Guidelines

The following guidelines apply to all solicitation and tabling opportunities:

- Space used for solicitation and tabling must be reserved in advance.
- Rental fees are to be paid in advance.
- Sound amplification is not permitted as it disrupts classes and university staff.
- A member of the sponsoring organization must be present at the table at all times. Table volunteers/solicitors must remain behind the table.
- Spaces must be cleaned afterwards, and all materials must be removed from the table(s) at the end of each day.
- The Union reserve the right to decline access to registered student/campus organizations and/or departments that facilitate sales, solicitation or promotional activities that conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
- The activity may not include expression that is obscene, defamatory, or constitutes “fighting words”, threats of physical harm or imminent lawless action, to the extent not entitled to protection as expression.
- The activity must be lawful and may not violate or conflict with Union and University policies or local, state and federal laws.
- All sale activities will be reviewed and approved by the appropriate Union department(s) to assure that the sales activities are not in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.

- If you are using the logos in physical materials (printed documents, signs, etc.), please refer to the Brand Standards (PDF).

This is not a full list of solicitation and tabling policies but serves as a starting point of guidelines for organizations wishing to solicit and table. For complete guidelines and regulations regarding solicitation and tabling, please read the Guidelines for Information or Solicitation Policy.

How to Schedule Tabling-The Memorial Student Union

Reserving tables across campus requires knowledge of several administrative platforms. Tabling in the memorial student union requires organizations to reserve tables through emailing: fhsuunion@fhsu.edu. You can also go to room 208 to schedule it in person.

Marketing and Imagery

Posting of Flyers, Materials, and Signs on Campus

Advertising of events at Fort Hays State University is generally limited to events approved by Fort Hays State University, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and University divisions, departments, and offices that are conducting University business, in accordance with separate University policies governing the use of campus facilities. Posting in areas other than designated bulletin boards is prohibited. Prohibited areas include, but are not limited to, walls, doors, chairs, utility poles, bus stops, newspaper distribution boxes, vehicle windshields, trash cans, or other surfaces.

Other forms to advertise across campus are listed below and must follow Campus Posting Policies for all areas.

- Academic and Administrative Boards
- Residence Halls
- Poster Route
- Kiosks
- Interior Displays
- Exterior Displays
- Table Tent Displays
- Indoor Banners
- Outdoor Banners
- Lawn Signs
- Chalking
- Digital Signage

More information regarding posting of materials on campus can be found here.

FHSU Logo Usage Rules

Organizations may not use the Víctor E. Tiger or FHSU logos in logos for their organizations. However, the Víctor E. Tiger or FHSU logos may be used as an organization's profile picture on TigerLink provided that they are not altered in any way. All use of the FHSU marks – the logo, signature logo, and Victor E.– must follow the FHSU Visual Identity Guidelines. See the FHSU Brand Center website for details. For more information about FHSU's trademarked logo usage rules, please visit the University Signature, Logo, and Victor E. webpage.

In order to use any FHSU-trademarked logo, image, or phrase on materials (such as t-shirts, hoodies, blankets, etc.), organizations must follow the brand standards and FHSU Visual Identity Guidelines. All promotional materials featuring FHSU licensed trademarks or the university name must be purchased through an approved vendor, who will submit any item artwork to the University for approval. Organizations are welcome to use FHSU marks on their promotional materials as long as their use adheres to the FHSU Visual Identity Guidelines. Please contact creative@fhsu.edu with questions.

Student Engagement Office Daily Student Announcement

The Student Engagement Office sends out our Daily Student Announcements every morning. Our newsletter is sent out to thousands of FHSU students and is the best way to inform students and community members about upcoming events. All organizations registered with the Student Engagement Office can submit an event to the daily announcements. Events can be submitted by emailing announcement@fhsu.edu, with the organization hosting the event and a link to more information. This link either needs to be a TigerLink event page link or a verified FHSU webpage. Events including alcohol and/or prohibited substances will be denied from being posted.

Chalking on Campus

Members of the campus community shall be permitted to engage in noncommercial chalking in the outdoor areas of campus, subject to the University's ability to prohibit chalking in designated portions of the outdoor areas of campus, provided that members of the campus community are afforded ample alternative areas to engage in non-commercial chalking. As such, using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to and approval has been given by the Memorial Union, but specific areas are generally designated by the University as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area

Learn more about sidewalk chalking.

Utilizing Social Media

In addition to keeping your organization's TigerLink page up to date, we recommend maintaining a social media presence so potential new members can stay connected and get an idea of what your organization is all about. Instagram is currently the most effective social media tool. Follow us on Instagram at @fhsuengage and make sure to tag us in posts or stories you want us to share to our audience. Email engage@fhsu.edu if your organization would like to be promoted on the Student Engagement Office account.

Follow other FHSU organizations and departments with a similar audience to your organization. If you actively support their posts (e.g., liking, commenting, and sharing), they are more than likely to return the favor.

Best Practices for Marketing an Organization

Strategy

Consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes before making your first post. Will you use social media to communicate with potential new members or will you focus on reaching current members? Do you want to promote events or spread a particular message? Who will manage the accounts and what is the process for transitioning ownership as students graduate?

Accuracy

- Be consistent with your handle and brand logo across social media platforms
- List the time, date, and location of an event in the caption of every post pertaining to that event
- Canva is a great resource for ensuring brand consistency in your marketing materials
- Check your facts, spelling, and grammar before posting

Did you list the time, date, and location of your event correctly? Is the statistic you're sharing verified?

Activity

- Focus on being active on just one or two networks instead of spreading yourself too thin
- Choose the platforms that will most effectively help you reach your goals and target audience
- Try to post a set number of times per day or week
- Instagram, Twitter, Facebook, etc.
- Third-party platforms like Hootsuite, Sendible, and Buffer can also help with content scheduling and engagement
- Use calls to action - all content type should lead to an action for your audience!

Interaction

- Schedule posts for peak activity times among students, between 12:00-4:00pm
- Tag people and utilize stories to encourage engagement
- Tag offices to get reposted and spread the reach of your organization even further
- Don't forget to comment on, like, and share other campus events to foster good relationships with those offices!
- Include your organization's contact information in your social media profiles
- Have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.

Education

It is important for organization leaders to make sure all executive officers and organization members are educated about the policies that impact them and have a good understanding of how the organization is run and how to do so. Here are several resources to make sure that all members of an organization are educated:

Student Engagement Office Consultations and Workshops

The Student Engagement Office offers consultations and workshops for student leaders looking for more information across a wide slate of organization-related topics. Organization Consultations with Student Organization Peer Leaders can help officers learn more about managing the organization's TigerLink page, editing the constitution, and transitioning leadership, along with many more subjects. The Student Engagement Office workshops are presentations designed to help give student leaders a more detailed and in-depth guide to many different things, including organization finance, using the Corq app, Risk and Conflict Management, and so much more. Our offerings are always changing, and topics are available upon request.

RSO 101 Training

RSO 101 Training is perhaps the single most important educational opportunity available to student organization leaders. Held every fall in the beginning of September and near the end of every January, RSO 101 training is 2-to-3-hour gathering of student organization leaders to discuss campus policy and procedures related to running a student organization. A presentation is given by members of the Student Engagement Office staff related to many of the topics that are relevant to running a student organization with time for questions at the end. Be on the lookout at the beginning of each semester for information related to RSO 101 Training.

Training Archives

Missed RSO 101 Training or one of Student Engagement Office's workshop offerings? Student Engagement Office's training archives are a great way to catch up on all that you missed!

Leadership Transition

When It Occurs

It is up to individual organizations to decide when their leadership will transition. Traditionally, organizations will follow one of three timelines:

1. Elections held in April, new leadership transitions in May
2. Elections held in January, new leadership transitions in February
3. Elections held in May, new leadership transitions in August

While these are the most popular transition timelines, organizations are free to transition leadership whenever work best to meet the organization's needs. Organizations should discuss with their advisor when is the right time to elect and transition new leadership.

Officer Elections

The process for electing new officers and committee members must be outlined in the organization's constitution, including when elections occur, positions that are elected, how the vote is collected and decided (ex: SGA Elections, 51% of vote required to win), when the transition process will begin, and when elected officials will begin their positions. TigerLink includes an elections feature that is helpful in managing the elections process, however, organizations are not required to use this feature if there is another method the organization wishes to utilize. To use this feature:

1. Log into Tigerlink
2. Click Manage Organization
3. On the left you should see your organization and click the gear button
4. After clicking the gear button scroll down and you should see elections
5. There you will be able to input candidates and share the elections.

Appointment of an Advisor

Organizations may choose to either elect or appoint a new advisor. The process for choosing a new advisor must be outlined in the organization's constitution. The advisor appointment process may be the same as for officer-level positions or it may differ depending on what organizations decide. Advisors – whether elected or appointed – must meet the requirements to serve as an advisor. Advisors need only transition when the current advisor either resigns, retires, or is removed from their position.

Transition Binders

Organizations should create transition binders for incoming leaders. These binders should include things such as account passwords, position responsibilities, important dates and timelines, and important contacts, among other things.

Transition Types

There are three types of transitions:

1. Self-Transition- The newly elected officer reads through a transition binder and organization materials on their own.
2. Individual Transition- The outgoing officer goes over transition materials with the incoming officer, provides advice, and answers any questions.
3. Group Transitions: The outgoing executive board meets with the incoming group of officers to go over transition materials important for the entire group to know.

Organizations are encouraged to include all three types of transitions into their transition process.

Officer Transition Workshop

The Student Engagement office offers an Elections & Transitions Workshop that can help organizations manage their transition process. This workshop includes information on how to go about training new officers and steps to take after elections have concluded. Sign up for the Elections & Transitions workshop!

Risk Management

Basics of Risk Management

Understanding Risk Management

Risk management is the identification, evaluation, limitation, and prioritization of risk via planning and implementation to prevent undesired consequences to one or more people or organizations. There is inherent risk present in every aspect of everyday activity, especially in student organizations and student activities. Risk management is essential to help limit the amount of risk and potential dangers that are present.

It is impossible to completely eliminate risk from an activity or an organization. The goal of risk management is not to entirely remove risk but rather to reduce and mitigate as much of it as possible.

Types of Risk

There are five types of risk that affect everyday activities:

1. Physical- Bodily injury that can occur to a member/participant
   Ex: Broken bones; hospitalization; scraped knees; physical altercations; hazing
2. Reputational- Incidents that can result in negative publicity for student organizations
   Ex: Hazing; appointing a controversial advisor; hosting poorly run events
3. Emotional- Feelings of marginalization, discrimination, and/or trauma due to the content or nature of an organization/event
   Ex: Hazing; appointing a controversial advisor; hosting poorly run events
4. Financial- Financial transactions, both public and private, that impact the financial stability of the organization or individual involved with the event
   Ex: Embezzlement; overpaying a vendor; mismanagement of dues
5. Facilities- Damage caused to the venue or environment used by an organization and the dangers associated with the venue
   Ex: Damage to property; weather; poor upkeep

Each of these types of risk is present in all organizations and activities and can severely hinder an organization and its members should the risk not be mitigated effectively.

Levels of Risk

While there are five types of risk, there are also three possible levels of risk that each type may escalate to, and that organization leaders and event planners should keep in mind:

<u>Low</u>

- Risk likely to be non-catastrophic in nature
- Risk typically universally accepted by all participants
- Low impact or likelihood of occurrence

<u>Moderate</u>

- Risk is not excessive or extreme and likely to be infrequent
- Risk management office or team may get in involved
- Waivers may be required

<u>High</u>

- Involves the possibility of life threatening or debilitating personal injuries, property damage and/or negative financial implications
- Consequences may be severe
- Waivers will be required

When planning an event and carrying out organizational duties and activities, it is important to identify what types of risk may occur as a result of the activity, and then assess what level of risk those types may present due to the actions that are occurring. This is part of a process called Risk Assessment.

Risk Assessment

Risk Assessment is the process of vetting organizations, events, and activities for risk and creating a plan to manage that risk. Organization leaders can utilize the Risk Assessment Process to evaluate and plan for their events:

1. **Identify** types of risk that may occur/are occurring with each activity/scenario
2. **Evaluate** the seriousness of the risk by considering the probability that it occurs and the impact it may have
3. **Plan** for potential risks by laying out the options to address said risk and mitigate it
4. **Limit** the effect of the risk(s) by implementing your plan to reduce the negative effect or probability of said risk
5. **Prioritize** mitigating risk by acknowledging the threat of risk and actively working to keep it at bay in future events/operations
    - Discuss the strengths/weaknesses of your plan and continually adapt it to meet the parameters of future events/group operations
    - Be proactive, not reactive!

Responsibility for Risk

It is important to understand who is responsible for risk in any given situation. All parties involved – organization, individuals, vendors, etc. – all have some liability of risk whenever something happens. Generally speaking, waivers are a way to remove most liability from a host organization should injury occur to a participant. When utilizing contracts with vendors, contractual language should make sure that all risk is placed on the vendor.

Because an organization hosting an event is liable for a large portion of risk through the majority of events, organization leaders should understand their options to manage risk. Steps that an organization should take *before* an event are:

- Risk Acceptance- recognize the risk of an event and choose to proceed with caution.
- Risk Modification- make changes to an event to reduce risk.
- Risk Transfer- shift part or all the liability to another party by not holding sole responsibility for the event. This includes waivers for participants and contractual agreements with vendors and other hosts.
- Risk Elimination- remove as much of the risk associated with an event as possible.

Separate Legal Entity

RSOs are a separate legal entity from the Fort Hays State University. When organizations host events or an incident occurs within an organization's operations, the Fort Hays State University cannot be held responsible. Organizations and their leaders hold the liability for risk in their operations and are responsible for assessing, mitigating, and responding to risk.

Common Areas of Risk

While risk is present in all areas of organization operations, there are several aspects that exponentially increase the potential level of risk that can occur. Organization leaders have a responsibility to understand the following common areas of risk:

Alcohol and Drugs

Alcohol is one of the most prevalent forms of risk inside of student organizations. Alcohol is known to cause cognitive impairment, poor judgement, mood shifts, inability to focus, high blood pressure, as well as many other concerning factors. Increased alcohol consumption can result in severe consequences such as slurred speech, vision impairment, brain damage, and even death. Illicit drugs and substances can cause many of the same affects.

Fort Hays State University prohibits the unlawful possession, use, manufacture, purchase, or distribution of alcohol or drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The consumption of alcoholic liquor on the campus of Fort Hays State University is prohibited by State statute except under special circumstances provided by law. Any alcoholic liquor service must conform to the policies of the Kansas Board of Regents and Fort Hays State University and must be approved by the president.

The University is committed to a program to prevent the illegal or irresponsible use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol, or whose behavior evidences being under the influence of alcohol or controlled substances, in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with policies of the State of Kansas, the Board of Regents, and Fort Hays State University.

Organizations should take precautionary measures to root out alcohol and drugs from the organization's events and organizational leaders should educate their members about alcohol prevention and hold members of their organization accountable for their usage of alcohol and illicit drugs.

Fort Hays State University's Alcohol & Drug Policy outlines the University's official regulations regarding alcohol and drug usage. Resources for alcohol and substance abuse are available via the SAMHSA National Helpline.

Hazing

Hazing is an unfortunate part of global culture that poses a large and detrimental risk to organizations across the globe. Hazing has historically existed in organizations such as fraternities, sororities, athletic clubs/teams, and band. Hazing also exists across all student organizations in addition to the aforementioned ones. Fort Hays State University seeks to provide information, support, and alternatives to these activities to members of these groups.

Hazing is defined at FHSU as"

> "Hazing is defined as any action taken or situation created, whether on or off university premises, as part of initiation to or continued membership in a student, social, or fraternal organization, that endangers the life or health of a member, that has the potential to cause

> bodily or emotional injury or that produces mental or physical discomfort, embarrassment, harassment or ridicule. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological harm and includes activities that demonstrate disregard for another person's dignity or well-being. Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves -- as where the participants appear to engage in them willingly – they may constitute hazing if they are part of an organizations or group's initiation or membership activities or if such activities are a part of the organization's or group's traditions or rituals. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Alcohol consumption, humiliation, isolation, sleep-deprivation, and sex acts are hazing practices common across student groups."

Organizations should take precautionary measures to root out hazing in the organization's culture and organizational leaders should educate their members about hazing prevention and hold members of their organization accountable for their actions.

For more information on this policy, click here.

Hazing is an inexcusable act and will not be tolerated in any form. If you know of any hazing occurring at the Fort Hays State University, please report it by emailing the Director of Student Engagement at engage@fhsu.edu

Proactive Risk Management

It is important for organizations to be *proactive* about managing risk rather than *reactive* to it. Organizations that are proactive about managing and mitigating risk are far more successful at avoiding instances of occurred risk than those that ignore or discredit the amount of risk present in organization programs and activities.

What is Proactive Risk Management?

Proactive risk management is the process of recognizing and preparing for risk *before* it happens. Proactive risk management means that those responsible for the well-being of an organization and its members put an emphasis on understanding risk, recognizing factors associated with it, educating others about the potential for risk, and plan for it so that, should an incident occur, the response is swift.

What differentiates a proactive risk management approach from a reactive approach is the way risks are assessed, reported, and mitigated. It involves carefully analyzing a situation or assessing processes to determine the potential risks, identifying drivers of risks to understand the root cause, assessing probability and impact to prioritize risks and accordingly preparing a contingency plan.

MetricStream provides in-depth analysis about proactive risk management and how to implement it.

Promoting Proactive Risk Management

Promoting proactive risk management can make a huge impact in an organization's emergency preparedness should an incident occur. Below are steps that organization leaders can take to make sure their organization is proactively managing risk:

1. Understand the process for managing risk and learn how the process for managing risk makes an impact and utilize it before every event or function.
2. Consistently analyze the responsibility for risk and practice spreading liability for an event through multiple channels to limit the liability of one organization.
3. Identify common areas for risk that may be present in your organization and work to root them out. Make sure members are prepared for risk factors by educating them on proper procedure to handle an incident and provide resources to do so.
4. Create contingency plans to address situations should certain things happen to your organization. Make sure all members of the organization are aware of the contingency plans in place and how to implement them if needed.
5. Preach the importance of being prepared for risk to members and help educate them on why it is better to be anticipate and be prepared for risk and not have an incident arise than not plan for it and have to scramble should an incident occur.

Crisis Response

In the unfortunate event that an incident should occur, organizations should follow the following steps to report and manage the incident:

1. Don't panic- remain calm and in control
2. Alert EMS if necessary- do this before notifying others. Get help if needed!
3. Notify your advisor- contact your faculty/staff advisor to let them know of a situation.
4. Control the situation- keep others calm, stop others from taking pictures, and don't be afraid to take charge of the situation!
5. Assess the fallout of the situation- consider the following questions:
   - What types of risk are at play?
   - What is an appropriate response?
   - Who needs to know?
6. Manage the fallout- Contact the appropriate parties. Have smart, concise responses ready to go. Don't further instigate the situation. Work with campus resources to resolve the situation
7. Report the situation to the University Compliance and Title IX Officer
   - Laurie Larrick, at 785-628-4175 or lelarrick@fhsu.edu

Title IX

FHSU's Office of Civil Rights and Title IX helps to promote safety and well-being for all members of the FHSU community. Title IX is a federal civil rights law that prohibits sex-based discrimination in any school or other education program that receives federal money. It was passed as part of the Education Amendments of 1972 and states:

> "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."

While most are familiar with Title IX in the context of athletics programs, Title IX also prohibits sex-based discrimination that results from sexual misconduct (including sexual harassment), sexual violence (including sexual assault and domestic/dating/intimate partner violence) and stalking.

Title IX requires institutions of higher education to employ a Title IX Coordinator tasked with ensuring compliance and coordinating the investigative process. In addition, schools are required to have a published complaint resolution process that explains to a student, employee or third-party how to report an allegation of harassment or discrimination, list campus and community-based support resources for the parties involved in the investigation process, offer support measures for the parties involved in the investigation process, and explain possible disciplinary procedures.

Organization leaders should be cognizant of Title IX regulations and work to identify potential violations of Title IX statutes in their organization. Organization leaders are encouraged to file a complaint should they experience or witness sex-based discrimination and should also encourage members to be aware of Title IX protections to limit risk to organization members and promote well-being within the organization and the FHSU community. Additionally, organization leaders should be aware that all Faculty members at Fort Hays State University who instruct and advise students are NOT mandated reporters and are considered a confidential resource to FHSU students. There are, however, exceptions to this rule:

- Faculty members who supervise any university travel experience, both domestic and international, ARE mandatory reporters during the duration of the trip.
- Faculty members who advise student organizations ARE mandatory reporters to their students within that organization.

Issues related to Title IX sexual discrimination can be reported via the Office of Civil Rights and Title IX Reporting Form. Information related to Title IX can be found under the What is Title IX webpage. For information on the Title IX reporting process, please visit the Civil Rights & Title IX Reporting and Enforcement Process section.

Conduct and Judicial Information

Organizations and individuals are bound to follow policies of both academic and non-academic misconduct. Organizations with a potential violation of either policy may be required to meet with the campus offices that oversee judicial processes related to these policies. Student organizations are primarily concerned with matters of non-academic misconduct, although academic misconduct situations may arise with student organization.

Student Code of Conduct

The Office of Student Affairs at Fort Hays State University has the responsibility of responding to and adjudicating reports of alleged student misconduct under the Student Code of Conduct & Student Discipline policies.

Potential issues of non-academic misconduct can be reported via Incident Reporting Form.

Failure to Abide by the Compliance Clause

Organizations and/or organization leaders that fail to abide by the Organization Compliance Clause will be referred to the Office of Student Conduct and Community Standards for case review. Pending review and a judicial conduct process, organizations may face repercussions imposed by the University, including loss of registration benefits, suspension, and up to expulsion.

Civil Rights & Title IX Reporting and Enforcement Process

Fort Hays State University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. Retaliation is also prohibited by university policy.

Outreach will be sent the potential complainants (victims) for reports that the Office of Civil Rights and Title IX receives if contact information is provided for that person. Complaints regarding violations of these types will be vetted through a five-step process conducted by the Office of Civil Rights & Title IX.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses:

Laurie Larrick, Compliance and Equal Employment Opportunity Officer
Fort Hays State University
600 Park Street
Sheridan Hall, Room 314
Hays, KS 67601
785-628-4175
lelarrick@fhsu.edu

Reports of possible Civil Rights violations can also be submitted via the Office of Civil Rights and Title IX Reporting Form. This reporting form also allows for anonymous reports, though we request that you provide as much information as possible so the Office of Civil Rights and Title IX can move forward in addressing any and all potential civil rights violations any and all potential civil rights violations.

Any questions about this document or registered student organizations should be directed to the Student Engagement Office by calling at 785-628-4664, emailing at engage@fhsu.edu, or seeing them in person on the Fischli Wills Center for Student Success Second Floor.