



# **RECOGNIZED STUDENT ORGANIZATION HANDBOOK**

**FLORIDA STATE UNIVERSITY  
PANAMA CITY**

Updated: Fall 2018

# Table of Contents

<b>Student Government Association .....</b>	<b>5</b>
Mission .....	5
Student Government Council .....	5
<i>Seminole-Commodore Alliance .....</i>	<i>5</i>
<b>Recognized Student Organizations .....</b>	<b>7</b>
Recognition.....	7
<i>Authority .....</i>	<i>7</i>
<i>Requirements .....</i>	<i>7</i>
<i>New Organizations.....</i>	<i>8</i>
<i>Process.....</i>	<i>8</i>
<i>Approval .....</i>	<i>9</i>
Expectations.....	9
Benefits and Privileges.....	10
Student Organization Conduct Code .....	11
<i>Group Responsibility .....</i>	<i>11</i>
<i>Hazing.....</i>	<i>11</i>
<i>Alcohol.....</i>	<i>12</i>
<i>Violations.....</i>	<i>14</i>
Governing Documents .....	14
<i>Constitution .....</i>	<i>14</i>
<i>By-Laws.....</i>	<i>16</i>
Advisors .....	17
<i>Selection.....</i>	<i>17</i>
<i>Guidelines.....</i>	<i>17</i>
<b>Relationship to the University .....</b>	<b>19</b>
Liability .....	19
<i>Compliance .....</i>	<i>19</i>
<i>Insurance Clarification .....</i>	<i>19</i>
<i>Responsibility and Liability .....</i>	<i>19</i>
<i>Acknowledgement .....</i>	<i>20</i>
<i>Non-Profit Status and Tax-Exemption .....</i>	<i>20</i>
Using the Name of the University .....	20
Copyrights and Trademarks .....	20

Representing the University in an Official Capacity ..... 21

**Finances ..... 22**

    Off-Campus Accounts..... 22

    Obtaining a Non-Profit 501(c)3 Status ..... 22

    Activity and Service Fees..... 23

*Requirements* ..... 23

*Process*..... 23

*Guidelines*..... 24

    SABA Funding ..... 25

**Programs and Events..... 26**

    Co-Sponsorships ..... 26

    Event Registration ..... 26

    Facility Use Request ..... 26

*Equipment Requests* ..... 27

*Cancellations* ..... 27

    Contracts ..... 27

*For Events Using Activity and Service Fee Funding* ..... 28

*For Events Using Off-Campus Funding or No Charge Contracts* ..... 28

    Marketing..... 28

*Posting Policy* ..... 28

*Student Affairs Weekly Newsletter*..... 29

    Financing..... 29

*With Activity and Service Fees or SABA Funding* ..... 29

*With Organization Funds in an Off-Campus Account* ..... 29

    Food and Beverages ..... 30

*Closed Food Events* ..... 30

*Open Food Events and Sales* ..... 30

*Other Food Events* ..... 30

    Fundraising ..... 30

*Events* ..... 31

    Gambling..... 31

*State of Florida Law* ..... 31

*Drawings*..... 32

*Date Auctions* ..... 33

*Hosing a Gambling Event* ..... 34

Travel.....	34
Waivers.....	34
Crisis Response .....	34
<i>Considerations</i> .....	35
<b>Campus Resources .....</b>	<b>36</b>

# Student Government Association

## Mission

The mission of the Student Government Association (SGA) is to provide Florida State University students with representation, services, and advocacy within the university structure. The SGA provides quality leadership for, and accountability to, its constituency by recognizing that strength arises from diversity, engagement, and dialogue.

## Student Government Council

The Student Government Council (SGC) provides representation for FSU Panama City students within the university structure as well as serves as a liaison between the student body, SGA, and administration. The SGC is a recognized organization within the SGA to provide FSU Panama City students an opportunity to participate in creating a well-rounded university experience.

The SGC believes that student engagement and involvement outside of the classroom contributes to important learning and growth that enhances student success throughout their lives. The SGC serves as a catalyst for this by:

- Providing advising, training, and mentoring to Advisors and student leaders
- Inspiring students to become active members of the campus and greater community
- Creating programs that foster interactions among the diverse members of the campus community
- Maintaining lively spaces and resources for student-focused initiatives that enrich the campus culture
- Designing and supporting programs, venues, and resources that cultivate student expression
- Supporting student leaders to discover new knowledge that will enable them to critically evaluate evidence, make informed judgements, balance multiple perspectives, and act in an ethical manner

For more information, questions, or concerns regarding the SGC, please contact the office at 850-770-2194.

## Seminole-Commodore Alliance

The Seminole-Commodore Alliance (SCA) is a collaboration between FSU Panama City and Gulf Coast State College that provides opportunities to enhance student engagement at both campuses. The campuses are across the street from one another and students will benefit from an array of activities and services to create a total experience.

As a developing partnership, students enrolled at either campus may participate at both campuses in:

- Student organizations
- Community service activities
- Intramural and club sports
- Student leadership events
- Student government
- Cultural events
- Student travel
- Fitness and wellness centers
- Counseling services
- Library services
- Career development
- Testing services

Recognized Student Organizations on either campus may have student officers and members enrolled in either institution. While policies and procedures vary between campuses, the RSO will abide by those put forth by the institution in which the primary Advisor is employed.

### **Student Activities Board Alliance**

As a part of the SCA, the Student Activities Board Alliance (SABA) fosters student unity by providing a number of student activities for the students at FSU Panama City and Gulf Coast State College (GCSC). By hosting these activities, the SABA strives to bring students together from both campuses to enhance student involvement and create a collaborative campus atmosphere that addresses student needs outside of the classroom. In addition, student members seek to provide opportunities for campus collaborations between existing organizations at FSU Panama City and GCSC, as well as provide opportunities to create new joint organizations and activities.

## Recognized Student Organizations

All students are encouraged to enrich the FSU Panama City campus and their own university experience by engaging with the institution. One method of involvement is participating in a Recognized Student Organization (RSO), which fosters interpersonal relationships, educational opportunities, professional skills, and academic experiences. RSOs are continually being created and adapted at FSU Panama City to meet the interests and needs of the student population and include academic, professional, social, service, faith-based, and recreational missions, but the possibilities are limitless.

### Recognition

Recognition of student organizations is a process that is renewed annually by all student organizations in which they agree to the Student Organization Conduct Code, understand university expectations, and meet the requirements set forth to receive and maintain privileges on campus.

### Authority

The Florida Administrative Code states, “the Vice President for Student Affairs or designee” will be responsible for the annual recognition process of student organizations at Florida State University. The Vice President for Student Affairs has designated the SGC at FSU Panama City to oversee this process for the campus. All new student organizations are approved for recognition by the SGC Advisor as the designee for the Vice President of Student Affairs.

### Requirements

All student organizations submitting an application for recognition at FSU Panama City, including renewal, must meet the following criteria to be approved as a Recognized Student Organization.

#### General

- All RSOs must complete the recognition process on an annual basis to become and/or remain a RSO at FSU Panama City.
- All RSOs must have and abide by their local constitution as submitted in the recognition process.
  - If an RSO has By-Laws, the RSO must also submit and abide by the working rules of the organization.
- All RSOs must have an Advisor who is employed as a full-time faculty or staff member of FSU Panama City.
  - Graduate or undergraduate students, including graduate assistants and teaching assistants, may not serve as Advisors.
- All RSOs must uphold the Student Organization Conduct Code and the “Expectations of RSOs” as outlined in this handbook.
  - Any RSO that violates the Student Organization Conduct Code is subject to the FSU Panama City judicial system and may lose recognition status.
  - Any RSO that does not meet all requirements and expectations are subject to review and removal of recognition status.

#### Members

- All RSOs must have a minimum of six (6) student members at the time of recognition or renewal.

- Student members must be currently enrolled and in good standing at either FSU Panama City or Gulf Coast State College (see “Seminole-Commodore Alliance”).

### Officers

- All RSOs must have a minimum of two (2) officers that includes a president (or similarly titled executive leader) and a secondary officer.
  - If the RSO would like to apply for funding through the SGC or the SABA, the RSO must have an officer designated as the treasurer, finance officer, accountant, or similarly titled leader with significant responsibility overseeing the RSO’s funds.
- An officer of a RSO must be:
  - A currently enrolled student at either FSU Panama City or Gulf Coast State College
  - Maintain a 2.0 GPA
  - Be registered for a minimum of 6 credit hours for undergraduate students or 1 credit hour for graduate students
  - Be free of any obligation of fees or payments to the university in which they are enrolled
- All RSO officers will be verified with the institution of enrollment to verify student status.

### Training

- All RSOs must have a minimum of two (2) officers, including the president (or otherwise titled executive officer), participate in the RSO leadership training session hosted by the SGC at the beginning of each semester.
  - RSO Advisors are not required, but are encouraged to attend a RSO leadership training session at least once a year.
  - If RSO officers are unable to attend the scheduled training at the beginning of the semester, the officers must contact the SGC at least two (2) weeks prior to the scheduled training date to arrange a private training within the first four (4) weeks of the semester.
- All RSO officers and Advisors must complete a hazing prevention training annually.

### New Organizations

FSU Panama City and the SGC welcome and encourage the formation of new student organizations as they meet the ever-changing interests and needs of the campus. New student organizations can form at any time, including the summer semester.

To form a new student organization, potential officers must first meet with the SGC Advisor to review the requirements, expectations, and procedures for recognition. Following this meeting, the new student organization must submit all required documents for the recognition process as listed in the section below.

### Reactivating an Organization

A student organization previous recognized at FSU Panama City that has been inactive for at least one calendar year, must reactivate with the SGC. To do so, organizations must follow the process as a new student organization including meeting with the SGC Advisor and the completion of all required documentation of recognition.

### Process

To begin or maintain a recognized status at FSU Panama City, all student organizations must provide specific documentation that demonstrates the purpose, interest, and elements of a successful organization. The recognition and renewal process is in place to educate organizations about the



responsibilities of receiving university recognition, to hold organization accountable for violations of university policies and procedures, and to protect the rights of RSOs and their members.

As part of the process all RSOs must submit the following to the SGC each year:

- Registration Application
- A current local constitution that includes the required elements as found in the section titled “Constitution,” subsection “Requirements.”
  - While By-Laws are not required for student organizations, any student organization with By-Laws must also submit this document.
- Completion of a hazing prevention training for all officers and the Advisor
- RSO Advisor Agreement
- RSO Officer Agreement
- RSO Membership Agreement

The annual renewal process at FSU Panama City occurs between the months of April and September each year. Specific dates and deadlines will be announced by the SGC to all listed RSO officers and Advisors.

## Approval

Student organizations applying for recognition or renewal are approved only when all recognition requirements and documentation are submitted to the SGC and the requesting organization receives an email confirmation of approval.

Approval often occurs within three (3) weeks following the submission of all documentation. For questions regarding approval, contact the SGC Advisor at 850-770-7194.

## Expectations

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

All RSOs will:

- Complete the annual recognition process with the SGC by submitting all required information, participating in annual RSO trainings, and making timely updates to the SGC as changes occur (for example: officers, constitution, etc.).
- Submit required documentation including all meeting minutes and budget reports to the SGC by the 15<sup>th</sup> of each following month.
  - If the RSO does not meet or have any budgetary changes in the previous month, the RSO must submit documentation stating “No meeting in the month of...” and/or “No change in budget in the month of...” as applicable.
- Follow and abide by all federal, state, and local laws and regulations as well as all policies and procedures of FSU Panama City, including the FSU Student Code of Conduct and the FSU Student Organization Conduct Code.
- Remain in good standing with all departments at FSU Panama City and conduct themselves in a manner that is consistent with the mission of the university.
- Adhere to the policies and procedures set forth in the organization’s constitution, including the university’s non-discrimination and non-hazing requirements for membership.
- Meet all fiscal obligations incurred by the organization and abide by FSU SGA Statute VI.603.3 (<http://sga.fsu.edu/statutes/statutes.pdf>) when applicable.
- Register all RSO events with the SGC at least three (3) week prior to the event.
  - Regular RSO business meetings do not need to be registered.
- Reserve campus spaces including, but not limited to, meeting rooms, event spaces, tables, and banners through the Facility Use Request (FUR) form at least three (3) weeks prior to the event.
- Ensure proper planning, execution, and follow-up of organization events and consult with the SGC Advisor for assistance regarding event policies and contract management.
- Provide adequate training during the officer transition process.
- Establish consistent communication with the organization Advisor and keep the Advisor informed of organization activities and decisions.
- Ensure proper use of campus resources including meeting and event space, office space, and other benefits afforded to the organization.

## Benefits and Privileges

To promote the success of RSOs, FSU Panama City, the SGC, and the SCA offer all RSOs a variety of benefits and privileges on campus. These benefits include, but are not limited to:

- Support and assistance with recruitment, marketing, event planning, and development through the SGC and SABA.
- Access and use of work space and equipment in the SGC suite including computers, copy and fax machines, and an organization mailbox on campus.
  - Use of equipment and supplies must be for RSO business purposes only.
- Marketing privileges on campus including posting flyers, distribution of handbills, chalking, and calendar announcements.
- Ability to apply for funding through the SGC and SABA.
- Ability to co-sponsor events with the SGC, SABA, Office of Student Affairs, or other campus organizations and departments.
- Eligibility to win RSO awards given each year including “RSO of the Year” and “Advisor of the Year.”
- Access to additional campus spaces and resources as outlined in the Seminole-Commodore Alliance.

## Student Organization Conduct Code

The Student Organization Conduct Code emphasizes Florida State University's commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenants of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behaviors on themselves and others.

Moreover, the code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. FSU Panama City jurisdiction regarding discipline is generally limited to conduct of any student or RSO that occurs on the FSU Panama City premises; however, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community and its international programs.

The Student Organization Conduct Code can be read in full at <https://dos.fsu.edu/sites/g/files/upcbnu1476/files/Student%20Organization%20Conduct%20Code%20June%202018-c.pdf>. It is encouraged that all RSO officers and Advisors read and understand the code as they are documents that should guide behavior and operations.

## Group Responsibility

Any student organization can be held responsible for its actions or the actions of those affiliated with the organization, including but not limited to: one or more of its members (active or inactive), former members, alumni, guests, contractors, and agents. Every student organization has the duty to take all reasonable steps to prevent violations of University regulations and state laws growing out of or related to the activities of the organization. To this end, each organization is expected to educate its members regarding their risk management policy and all applicable University policies and state laws.

## Hazing

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

Hazing includes but is not limited to:

- Unreasonable interference with a student's academic performance, employment, or religious observances and activities
- Forced or coerced participation or forced or coerced exclusion from participation in other University-related events
- Forced or coerced consumption of food, alcohol, drugs, or any other substance
- Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
- Forced or coerced unreasonable financial expenditures
- Forced or coerced exclusion from social contact
- Unreasonable monitoring or invasion of personal privacy
- Branding

- Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and sleep deprivation)
- Food deprivation
- Beating, whipping, or paddling in any form
- Line-ups and berating
- Physical and/or psychological shocks
- Personal, organizational, or group servitude
- Kidnapping or abandonment
- Unreasonable exposure to the elements
- Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
- Expectation or forced or coerced participation in activities that are unlawful, lewd, or in violation of University policy.

### State of Florida Law

Florida Statute 1006.63 prohibits hazing and is also known as the “Chad Meredith Act.” In 2001, a University of Miami student, Chad Meredith, returned from a concert and began drinking with two officers of Kappa Sigma, a fraternity he wished to join. After several hours of drinking, the group tried to swim across Lake Osceola near campus. Meredith had a blood alcohol level of 0.13 and drowned 34-feet from shore in 6’9” of water. Although the fraternity officers protested that the incident was not a fraternity-sanctioned hazing event, a jury found otherwise and awarded the deceased student’s family a \$12.5 million verdict in a negligence suite based on hazing.

In the State of Florida and at Florida State University, hazing behavior cannot be defended by stating the consent of the victim was obtained, the conduct was not part of an official organization event or approved by the organization, or the conduct was not done as a condition membership to the organization.

In the State of Florida, hazing is a third degree felony when the intentional or reckless act results in serious bodily injury or death of an individual. Hazing is a first degree misdemeanor when the intentional or reckless act creates substantial risk of physical injury or death to an individual.

It is noted that “hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.”

### Hazing-Free Community Pledge

All students are encouraged to submit their name and organization at <http://hazing.fsu.edu> to let others know that they are committed to creating a safe community for all Seminoles.

The pledge states, “I have read FSU’s Hazing Policy and agree that hazing is harmful for students and our community and contrary to the values of Florida State University. By signing this pledge, I commit to lead by example and will not support, condone, or participate in any hazing activities throughout my involved in student organizations, sports clubs, or athletic teams.”

### Alcohol

Florida State University affirms the guiding ethical principle of responsible freedom. Students, staff and faculty are expected to show respect for order, ethical conduct, and the rights of others, and to model in daily living a high sense of personal honor and integrity. Florida State University neither encourages nor condemns the legal consumption of alcoholic beverages. The University recognizes, however, that the majority of undergraduate students are below the legal drinking age and that there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environment. Consequently, alcohol will be permitted at FSU Panama City or programs sponsored by FSU Panama City or its direct support organizations only in those settings which:

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

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

For more information regarding Florida State University's Alcohol Policy, see the fully policy at [https://registrar.fsu.edu/bulletin/undergraduate/information/university\\_notices/](https://registrar.fsu.edu/bulletin/undergraduate/information/university_notices/)

### Guidelines for Organizations

- No individual under the legal drinking age (minimum of 21 years of age) may serve, sell, consume or possess alcohol on University properties, except to the extent allowed by law within licensed premises or designated areas of the University.
- Alcohol must be served by a licensed and insured third party vendor. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.
- The sale of alcohol on campus must be approved by the Dean or designee. Although the Dean or designee may approve the sale of alcohol on campus, only the Division of Alcoholic Beverages and Tobacco can issue the permit required to sell alcohol in the state of Florida.
- The promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for University Relations.
- Florida State University Panama City Police shall be notified of all on campus events that plan to serve alcohol.
- All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable federal or state laws, local ordinances, and University regulations related to the sale and use of alcohol. They include, but are not limited to the following:
  - It is unlawful for any person to aid or abet an underage person, as defined by Section 1 (a), in the purchase or attempt to obtain alcoholic beverages.
  - It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
  - It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
  - No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages out of the licensed facility or area.
  - Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.
  - Damage to or destruction of property, or injury to person(s), which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

### Guidelines for University Related Events.

All University Related Events, on or off campus, are subject to the guidelines outlined above and in Section I of the Florida State University Alcohol Policy. In addition, the following apply;

- Sponsors are required to provide one or more alternative non-alcoholic beverage available in sufficient quantity throughout the event.
- Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

- If the alcoholic beverage is being sold, the alternative beverage should be available at a price equal to or less than the price of the alcohol being provided.
- Wherever alcohol is present, food must also be in sufficient quantity throughout the event.
- The cost of admission to an event may not include or cover the cost of alcoholic beverages.
- No state appropriated, federal funds or A & S fees may be used to purchase or sell alcohol.
- The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented. Those of legal age and consuming alcohol will be identified by wrist bands, hand stamps, etc.
- It is the responsibility of the serving establishment, at the time that an alcoholic beverage is requested, to check the picture ID. If, for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.
- At social functions where alcoholic beverages are served, direct access should be limited to a person(s) designated as the server(s) by a licensed insured vendor. Servers must not consume alcohol during the event.
- The server shall refuse to serve anyone who seems to be in danger of over consumption will be reserved and used.

Any organization found not to be in compliance with the University alcohol policy at their event may be subject to University disciplinary action and may forfeit its right to any fee support from the University.

## Violations

Recognized Student Organizations are held to the Student Organization Conduct Code and will be held accountable for violations of University policy. Lack of familiarity with the Student Organization Conduct Code, lack of intent for violation, and intoxication or impairment are not justification to any violations of the code.

Students, faculty, staff, and community members can report any RSO who violates any laws, University policies, Code of Conduct, or established protocols and procedures related to student organizations through the Student Organization Violation (Non-Hazing) Report or the Hazing Violation Report.

Recognized Student Organizations are afforded due process rights throughout the student organization conduct process. Any and all rights afforded to a responding student organization during any conduct action will also be afforded to a reporting individual(s) as appropriate. These rights will be executed in a fair and impartial manner with respect to all reporting individuals and responding student organizations involved in a conduct action. Information regarding the judicial process can be found within the conduct code at <https://dos.fsu.edu/sites/g/files/upcbnu1476/files/Student%20Organization%20Conduct%20Code%20June%202018-c.pdf>.

## Governing Documents

### Constitution

A constitution is a set of rules for the organization. Constitutions may be any length but must contain the required components as indicated in the section below, RSO officers should tailor a constitution specific to their organization, but may choose to use the RSO Constitution Resource.

Nationally affiliated organizations must draft a local constitution for their organization to include FSU Panama City requirements and policies for the organization. National constitutions will not be

accepted as part of the recognition process but may be used as a guide in developing a local constitution.

A well-written constitution can be a great asset to the organization, but it is only helpful if it is used. All RSO officers, Advisors, and members should refer to it for clarification and use it as a basis for decision-making and organization processes. All RSO members should receive a copy of the organization's constitution at the beginning of each academic year in order to be familiar with the rules of the organizations.

Constitutions are reviewed and submitted to the SGC annually as part of the recognition and renewal process. RSO Advisors, the SGC, and the SGC Advisor are helpful resources in drafting, reviewing, and updating constitutions.

## Requirements

All RSOs are required to have specific components and statements within their constitution, however they may be listed in any order that best serves the organization. Required sections and statements are outlined below:

- Article I – Organization Name
- Article II – Organization Purpose
- Article III – Membership
  - Section 1: Requirements
    - Recognized student organizations shall be limited to currently enrolled students at Florida State University Panama City or Gulf Coast State College as set forth by the Florida Administrative Code 6C2-3.0015 and the Seminole-Commodore Alliance.
    - No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>.
    - This organization agrees to adhere to the University Non-Discrimination Statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.
    - \*Note that organizations exempt under Title IX are not required to include "gender" in their Non-Discrimination Statement. Those organizations must be entitled to single-gender membership under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972.
    - Subsection a: Active Membership Status
  - Section 2: Revocation of Membership
  - Section 3: Appeals Process
- Article IV – Officers
  - Section 1: Eligibility
  - Section 2: Titles and Duties
- Article V – Selection of Officers
  - Section 1: Eligibility to Vote
  - Section 2: Nomination Process
  - Section 3: Election Process
  - Section 4: Term of Office
- Article VI – Officer Vacancies
  - Section 1: Removal of Officers
  - Section 2: Resignation
  - Section 3: Filling Vacant Officer Positions

- Article VII – Advisor
  - Section 1: Advisor Responsibilities
    - The Advisor will be employed by Florida State University Panama City on a full-time basis.
    - The Advisor does not have any voting rights within the organization.
  - Section 2: Nomination and Role
  - Section 3: Removal and Replacement
- Article VIII – Finances
  - Section 1: Description
    - Inability to pay dues statement: No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
  - Section 2: Spending Organization Money
  - Section 3: Dissolution of the Organization
- Article IX – Publications
  - Section 1: Compliance
    - University Posting Policy Compliance: All advertisements of the organization must comply with the University Posting Policy.
  - Section 2: Approval
- Article X – Amendments

## By-Laws

By-Laws are not required for RSOs, but often accompany a constitution as “working rules” of the organization. If By-Laws are drafted, the RSO must submit a copy of the document to the SGC Advisor for approval and must be included in all recognition and renewal applications.

Common topics included in By-Laws are:

- Rules of order
- Elections policies and procedures
- Committees within the organization
- Procedures for officer vacancies
- Meeting parameters



## Advisors

A RSO Advisor is a faculty or staff member employed full-time by FSU Panama City that agrees to be an educational resource and consultant for the organization and its officers and members. Adjunct faculty, graduate assistants, and teaching assistants are not eligible to be a RSO Advisor. Also note that faculty and staff members that manage student conduct may be ineligible to be a RSO Advisor.

### Selection

When selecting an Advisor for a RSO, there are many factors the organization should consider. The Advisor should be a caring individual with a genuine interest for students, the organization, their purpose, and their programs and activities. Advisors should be knowledgeable about the University, the policies and procedures related to the organization, and organizational development. Additionally, Advisors should be individuals that the organization feels comfortable and confident with working on a regular basis.

Individuals the organization may consider:

- Full-time faculty or staff members of the University that are former members of the RSO
- Full-time faculty or staff members that serve in the University department that relates to the RSO
- Full-time faculty or staff members of the University that are also members of the local/national community organization related to the RSO

The selection of a RSO Advisor should be a mutual agreement between the organization and the faculty or staff member. RSO Advisors are responsible for the professional guidance of the organization and its relation to the University and greater community.

### Guidelines

A RSO Advisor serves as a mentor for the organization and as a liaison between the University and the organization. As such, the Advisor needs to be familiar with the Florida State University Student Code of Conduct, the Florida State University Student Organization Conduct Code, and other institutional guidelines that establish expectations for student behavior and activities.

To serve effectively, the Advisor is expected to attend officer meetings, member meetings, and organization programs and events whenever possible. The Advisor should be aware of all organization activities and finances and should be able to answer any questions or concerns that may arise.

RSO Advisors do not have voting rights within the organization. Rather, the Advisor's role is to support officers and members through decision-making processes and counsel the organization on University, local, state, and federal policies that may impact the organization.

### Principles and Practices of an Effective Advisor

- Develop leaders by challenging the students to strive for excellence
- Encourage and assist the organization in setting and reaching goals
- Promote diversity within the organization and campus involvement
- Establish a consistent working relationship with officers and members
- Coach officers in principles of good organizational and administrative skills
- Provide continuity to the organization's policies, programs, and traditions
- Advise organization officers on finances and review financial statements monthly
- Facilitate officer transition and orientation of new members

# Relationship to the University

## Liability

Recognized Student Organizations at FSU Panama City are responsible for their events and activities, as well as the actions or negligence of the organization membership. Take a moment to thoroughly read the liability information detailed below. Be sure to review the information with the organization at the beginning of each semester and discuss how these issues might affect the group's activities. The president and Advisor must initial and sign the Recognition Application stating that they have read and understand the liability information as part of the recognition and renewal process.

## Compliance

The purpose and activities of all organizations must be in compliance with the rules and regulations of Florida State University, the Florida State University Board of Trustees, and local, state, and federal laws, including the FSU Hazing and Alcohol Policies located in the FSU Student Code of Conduct, FSU Student Organization Conduct Code, and Chapter 6C2 of the Florida Administrative Code.

The policies and practices of the organization pertaining to membership may not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

In cases where the nondiscrimination policy conflicts with the organization's religious beliefs, tenets, or doctrines, or an organization's limitation of membership to a particular gender, as allowed by law, the organization may request in writing an exemption from the part of the policy that is in conflict. Requests for exemption will be submitted to the SGC Advisor who will determine whether the exemption will be granted. Denial of a request for exemption may be appealed to the FSU Panama City Associate Director of Student Affairs, whose decision shall constitute final University action on the matter. The Office of General Counsel at Florida State University Tallahassee may be consulted as necessary regarding legal issues associated with the request.

## Insurance Clarification

Florida State University Panama City has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. Completing the recognition process with the SGC as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund. Approval of a student organization or activity by the SGC does not establish the State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

## Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the year, the organization's officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University Panama City administrative policies and procedures. It is understood that neither Florida State University, the Florida State University Board of Trustees,

nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorney's fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, the Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the activities of the organization, its officers and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers and members.

## Acknowledgement

The student organization president and Advisor shall declare in writing by signature on the application for recognition that they both fully understand and acknowledge their reliance wholly upon their own judgement, belief, and conscious appreciation of the particular activities and dangers involved in the organization's events, programs, and functions. Further, they acknowledge and understand that the State of Florida, the Florida State University Board of Trustees, and Florida State University disclaim liability for any and all damage, injury, or loss of life that may occur with respect to the activities, functions, and programs of the organization. By signing the form, they also acknowledge their responsibility to notify all members of the organization of these terms and conditions, and the provisions stated in Section 6C2-3.0015, Florida Administrative Code, found in the FSU Student Handbook and FSU General Bulletin. The term of recognition is valid for one academic school year from October 1<sup>st</sup> to September 30<sup>th</sup>, and it is the responsibility of the signing officers to notify any future officers of the terms and conditions of this disclaimer of liability. They understand that signing this form does not relieve FSU Panama City from liability for its negligence, as stated in Section 768.28, Florida Statutes.

## Non-Profit Status and Tax-Exemption

Recognition of any organization does not constitute University endorsement or grant University-specific privileges. As a result, non-profit and tax-exempt status is not granted when an organization receives recognition.

## Using the Name of the University

Recognized Student Organizations that wish to use the University's name as part of their organization's name may do so as long as sponsorship or endorsement by the University is not implied or stated. If used, organizations are restricted to the following:

- The University's name may only appear at the end of the organization's name and show be followed by the statement, "a Recognized Student Organization." For example, Involvement Club at Florida State University Panama City, a Recognized Student Organization.
- The title should follow one of these forms: (1) Florida State University Panama City, (2) FSU Panama City, or (3) FSU Panama City.

## Copyrights and Trademarks

Where permission is necessary, the use of any registered University symbol or logo shall be by written agreement between the University and the user. Any individual, group, or organization desiring to use registered University symbols or logos, for commercial or non-commercial purposes, should contact the Director of University Trademark Licensing at Florida State University Tallahassee, who shall be responsible for determining the appropriateness of such use and the execution of any necessary written agreement extending permission for use. All requests received by

other University offices for permission to use the University's name, symbols, or logos should be referred to the Director of University Trademark Licensing at FSU Tallahassee.

Proceeds derived from the use of University symbols or logos by third parties shall accrue to the Seminole Boosters, Inc. or other departments as determined by the President or designee.

The Director of Trademark Licensing at FSU Tallahassee shall be responsible for general monitoring of the use of the University's registered symbols or logos and shall report to the Office of the University Attorney all uses which may constitute infringement of the University's registration.

## Representing the University in an Official Capacity

According to the Florida Administrative Code, the only person(s) who can represent the University in an "official" capacity are University faculty, staff, administrators, and the Student Body President. No student aside from the Student Body President is ever considered an official representative of the University. This is especially important to understand when working with outside vendors, agents, etc. Please refer to the section titled "Contracts" for more information regarding working with outside vendors, agents, etc.

## Finances

### Off-Campus Accounts

Recognized Student Organizations may choose to open a bank account outside of the University. Organizations should consider the cost of checking accounts, cost of ordering checks, any costs associated with a debit/credit card, number of signers on the account, number of debit/credit cards issued, minimum balances, fees for overdrawing, etc. Additionally, the organization should consider the process for transitioning new officers onto the account and the removal of past officers.

To open an off-campus account, the RSO must:

1. Establish a permanent on-campus address.
  - a. This address can be through the Office of Student Affairs, the SGC, the Advisor's office, or the address of the University department the organization is advised under, etc.
  - b. This should not be a member's personal address.
2. Request a Federal Employers' ID Number (EIN), also referred to as a Tax ID Number (TIN or FEID). This number is similar to a person's social security number, only for an organization. This number is used to identify the organization for tax purposes with the Internal Revenue Services (IRS).
  - a. Begin the application at <https://sa.www4.irs.gov/modiein/individual/index.jsp>.
  - b. Click "View Additional Types, Including Tax-Exempt and Governmental Organizations" and click continue.
  - c. Click "PTA/PTO or School Organization" and click continue.
  - d. Choose "I am responsible and duly authorized officer or member of this organization."
  - e. Type the permanent address the organization is using (see step 1).
  - f. The legal name of the PTA/PTO/School Organization is the organization's name and the county is Bay County.
    - i. Remember! Organizations cannot have Florida State University or FSU at the beginning of the organization name. It may only appear at the end (for example, Involvement Club at FSU).
  - g. Select "No" for all of the options.
  - h. Click "Other" and click continue.
  - i. Click "Organization."
  - j. Select the category that best describes the organization and specify the organization's purpose.
  - k. Click "Receive letter online."
  - l. Review all information and submit.
  - m. Update the address and/or individuals' names on the account as changes occur.
3. Visit a local bank or credit union to establish the account.
  - a. Bring a printed copy of the organization's IRS EIN letter.
  - b. It is recommended that at least two (2) members and the Advisor are signatures on the account.

### Obtaining a Non-Profit 501(c)3 Status

It is recommended that if the RSO is connected to a non-profit organization that their 501(c)3 status is used. For example, Dance Marathon at FSU does not have 501(c)3 status, but the organization can use the status of the Children's Hospital they are connected with to be exempt and to share with

potential sponsors for tax purposes. Sharing of 501(c)3 status must be done in agreement with the non-profit organization that maintains the status.

If an RSO wants to obtain a non-profit status, a helpful third-party guide can be found at <http://nonprofitsupportservices.net/a-step-by-step-guide-for-starting-a-501-c-3-nonprofit-organization/>.

## Activity and Service Fees

All FSU Panama City students pay an Activity and Service (A&S) fee as part of their tuition. These fees provide funding specifically designated to support student services and student organizations. All RSOs are eligible to apply and obtain A&S funding to support their organization.

### Requirements

All RSOs seeking A&S funding through the SGC must meet the following requirements:

- Be recognized and in good standing with the SGC, the Office of Student Affairs, and all departments at FSU Panama City. This includes having all paperwork and other requirements completed and up to date.
- Be open for membership to all FSU Panama City students and Gulf Coast State College students.
- Have a minimum of six (6) student members, including a minimum of three (3) officers, currently enrolled at either FSU Panama City or Gulf Coast State College.
- Have an officer designated as the treasurer, finance officer, accountant, or similarly titled leader with significant responsibility overseeing the RSO's funds.
- Officers must attend an orientation each semester regarding policies and procedures for expenditures and activities.
- Have a non-voting full-time faculty or staff Advisor employed at FSU Panama City.
- Match at least 10% of the A&S Fee Funding received over the course of the fiscal year through fund raising. In the event a RSO is unable to match the 10% requirement, an in-kind contribution may be accepted at the discretion of the SGC based on the intended use of the contribution per the organization's mission statement.
- Submit an annual "Off Campus" account report to the SGC Finance Chair on or before May 15<sup>th</sup> to be used to help determine if the 10% requirement has been met.
- Sponsor no less than three (3) on-campus activities each year to directly benefit FSU Panama City students and submit a post-event evaluation form to the SGC Finance Committee within three (3) weeks of each event.
- Submit meeting minutes to the SGC President Pro Tempore on or before the 15<sup>th</sup> of the following month.
- Attend at least one (1) SGC meeting or event per month.

### Process

To request A&S funding through the SGC, all RSOs must submit a funding request by:

1. Hold a legal, member meeting with quorum in which a proposed budget is presented, voted, and passed.
  - a. Any changes to the proposed budget must be voted and passed by members.
2. Have the Advisor sign the passed budget.
3. Meet with the SGC Finance Chair to ensure the budget request meets guidelines. Contact the SGC at 850-770-2194 to schedule a meeting.

4. Present the budget request in person to the SGC at budget hearings held in accordance with the A&S Fee Guidelines.
  - a. The budget hearing date will be determined and advertised by the SGC Finance Chair.
  - b. If questions arise at the hearing during the presentation, they will be directed to the SGC Finance Chair. If there are unanswered concerns, the budget request will be tabled and the SGC Finance Chair will work with the RSO to correct issues for the presentation at the next SGC budget hearing.
  - c. Failure of an RSO to appear before the SGC budget hearing may result in the budget request being delayed until the RSO can appear at a SGC budget hearing. Failure to show up to the hearing may forfeit funding.
5. The RSO requesting funding will receive official documentation via email of approval or denial following the budget hearing.

## Guidelines

According to the SGC by laws, RSOs receiving approval for A&S Fee Funding shall abide by the following guidelines:

- Budget Revisions:
  - A revision to the original budget totaling less than \$100 per line item may be made without prior approval of the SGC. However, the revision is not effective until signature approval of the SGC President and the SGC Advisor is obtained. The revision shall be reported to the SGC by submitting a Budget Revision/Transfer Form at the next regularly scheduled SGC meeting for inclusion in the minutes.
  - A revision to the original budget of \$100 or more, with the exception of transfers for contractual services and travel expenses, shall require prior joint approval by signature of the SGC President and the SGC Finance Chair on a Budget Revision/Transfer Form. This form shall be submitted at the next regularly scheduled SGC meeting for inclusion in the minutes; however, the revision is not effective until signature approval of the SGC Advisor is obtained.
  - Any revision to the original budget concerning travel or contractual services shall be brought to the next regularly scheduled SGC meeting and shall require a majority vote to pass.
- Funding for Travel:
  - RSOs requesting A&S Fee Funding to be used in conjunction with travel must request such funds at a regularly scheduled SGC Finance Committee meeting. The deadline for requesting reimbursement of funds must be made a minimum of six (6) weeks prior to travel.
  - A&S Fees may be allocated by SGC to fund up to 100% of actual travel expenses for each FSU Panama City student traveling to a conference or workshop with a RSO.
    - When less than 100% of actual travel expenses is allocated, all travelers must sign the University provided form for seeking reimbursement for travel expenses less than entitled to per Florida Statute.
  - Any remaining amount of travel expense shall be the responsibility of the RSO and/or the travelers.
  - Receipts for all travel expenses (off campus as well as A&S Fees) must be provided to the SGC for documentation within one (1) week of return.
  - Following any travel involving A&S Fee Funding, the RSO is required to make a presentation to the SGC about the benefit received from the travel within four (4) weeks of return. Such presentation will be in a format that can be used to disseminate information to students (for example, tri-boards, PowerPoint presentations, handouts, etc.).
  - Students may only be funded for travel twice per fiscal year, excluding SGC related business.



- Funding for Contractual Services:
  - RSOs requesting A&S Fee Funding to be used for contractual services must request such funds at a regularly scheduled SGC meeting. The deadline for such requests is as follows:
    - For contracts with “Day-Of” payment: a minimum of 12 weeks prior to the date of service.
    - For contracts without “Day-Of” payment: a minimum of 10 weeks prior to the date of service.
- All advertisements for events and activities paid for in whole or in part with A&S Fee Funding must include the wording “funded by A&S Fees,” “co-sponsored by SGC,” or the SGC logo.
- RSOs must have prior approval from the SGC to charge admission fees to students prior to any event paid for in whole or in part by A&S Fees.
- No individual memberships or scholarships may be allocated from A&S Fee Funding to RSOs.
- RSOs must keep the SGC updated with a current officer roster.
- Any violation of the SGC Finance Code 603.3 of the Student Body Statutes, Section IX of the SGC By Laws, or the applicable part of Section X of the SGC By Laws may result in freezing or revocation of A&S Fee Funding.

## SABA Funding

All RSOs at FSU Panama City and Gulf Coast State College may request funding from the Student Activities Board Alliance as part of the Seminole-Commodore Alliance. Special funding is available to RSOs seeking to host programs and events that connect the two institutions.

To request funding from the SABA, all RSOs must:

- Complete all required paperwork from the institution in which the Advisor is employed.
- Have a minimum of a 70/30 ratio of membership between FSU Panama City and GCSC.
- Submit a SCA Budget Request Form to the SABA President at least one (1) week in advance of the request being heard.

## Programs and Events

Anyone can plan an event, but it takes hard work and preparation to host a GREAT event! Even a simple meeting can involve advertising and promotion, coordinating the event agenda, contracting speakers, planning engaging activities, keeping up with committees and special projects, and providing and registering refreshments. Just imagine what is involved with bringing a big-name speaker, comedian, or performance to campus! The purpose of hosting events can vary (to communicate ideas, promote the organization, build community, etc.) so it is important to know both the purpose of the event and how to plan and execute the event successfully.

The SGC is available to assist RSOs in hosting successful campus and community events. From setting event goals and conceptualizing the program to evaluation of the event afterwards, the SGC is happy to work with you and your organization to make your event a success. Contact the SGC at 850-770-2194 or the SGC Advisor at 850-770-2194 to make an appointment to review your event plans, obtain assistance with event planning and/or event registration, and complete all required documents as needed.

For additional resources regarding event planning, see the Event Planning Guide.

## Co-Sponsorships

Co-sponsorships are a great way to combine ideas and resources to plan an event. Why compete when you can collaborate? RSOs may choose to co-sponsor programs with the SGC, other RSOs at FSU Panama City or Gulf Coast State College, or community organizations. Contact the organization about event co-sponsorship well in advance of the event date to allow for ample planning time.

## Event Registration

Any RSO event outside of regular business meetings must have an Event Registration form completed and approved by the SGC. Events require registration due to possible concerns with security, food, money, liability, or other potential risk factors. The Event Registration process was created to assist student organizations with event planning to ensure that all stakeholders are informed and receive adequate support to make the event both safe and successful. Once the Event Registration is completed and all subsequent paperwork has been submitted, it is sent to relevant campus departments for review and approval. After all approvals are received, an official notification of the Event Registration Approval will be sent to the organization.

The Event Registration process is a more in-depth version of the space reservation and should be completed in conjunction with the Facility Use Request (FUR) form if being held on campus. Event Registration should take place at least three (3) weeks prior to the event date for small scale events and at least four (4) weeks prior for large scale events and 5K runs.

## Facility Use Request

All RSOs may reserve space for meetings and events, reserve tables, and the ability to have banners hung on campus. There are a variety of spaces across campus available for student organization use. In order to use a specific space on campus, including outdoor space, it must be reserved ahead of time. RSOs seeking to make a reservation must complete a Facility Use Request (FUR) form through the SGC office (Barron 309). FURs are required for any space utilization on campus.

Facility Use Request forms are also needed if the organization is bringing in someone or something from off-campus to provide a service at the event (for example, a DJ, speaker, inflatables, or rented equipment). This form is also required if the vendor is unpaid. Companies provided rented equipment or services for on-campus events also must provide proof of insurance. Contact the SGC for current guidelines regarding this process.

Please note: A FUR is a request for space and does not guarantee the space is reserved until the organization receives a confirmation email for events. Make sure the space is reserved and the organization has received the confirmation email before any event advertisements are made.

Only officers listed on the RSO's Signature page may request space from the University. If the person requesting space is not an office listed with the RSO, the space request will not be granted. RSOs are strongly encouraged to keep their organization's information (including list of officers) current so as not to delay any pending space reservation requests.

## Equipment Requests

All audio, visual, and furniture needs must be reserved ahead of time through the FUR form. Last minute requests are granted at the discretion of the building manager on duty. Equipment is only guaranteed if it is on the approved FUR. RSOs are liable for all equipment used during the event.

## Cancellations

Cancellations of reserved space must be received by the SGC no later than two (2) business days prior to the event date. RSOs that do not properly cancel an event will be charged with a No-Show for that event. RSOs charged with three (3) No-Shows will lose reservation privileges and any future space reservations by the RSO will be cancelled.

## Contracts

Any event hosted by a RSO that brings any non-FSU person, group, or organization to campus must be officially contracted by the university. This includes, but is not limited to, DJs, speakers, bands, vendors, entertainment, and conferences. Regardless of cost, including free services, a contract must be signed by the FSU Panama City Dean or the SGC Advisor (when appropriate). Contracts must be signed at least 15 business days in advance of the event and should be submitted to the FSU Panama City Dean or the SGC Advisor (when appropriate) at least 20 business days in advance of the event.

Contracts are legal documents on behalf of FSU Panama City and must always be signed by the Dean or the SGC Advisor. Never sign a contract yourself as you or your organization could be responsible for paying fees or fulfilling legal requirements on your own.

Verbal commitments are legally binding in the state of Florida. When inquiring about a non-FSU entity coming to campus, never verbally or in written documentation (for example, emails, messaging, etc.) commit a date, price, or services. Instead, language that can be used include:

- Can you give me a price quote for this service?
- Is the individual available on a certain date if the organization is also available?
- This information will be passed on to the planning committee and the organization will respond back shortly.
- Please send a contract with the quoted fees and the organization will seek the necessary approvals.
- Please send an artist rider with the quoted fees and the organization will seek the necessary approvals.

Contact the SGC Advisor at 850-770-2194 for more information and for assistance in working with non-FSU entities.

### For Events Using Activity and Service Fee Funding

Contracts using Activity and Service (A&S) fee funding are official legal documents on behalf of FSU Panama City and therefore must always be signed by the Dean or the SGC Advisor (when appropriate). The SGC will ensure all contracts are routed and signed by the appropriate individual(s) and that the organization has the appropriate funds available in their account. Never sign a contract yourself as you could be responsible for paying the entire fee on your own.

### For Events Using Off-Campus Funding or No Charge Contracts

Off-campus funded (private bank) contracts or contracts without charge have two components: (1) a Facilities Use Agreement with the University, and (2) verification of insurance coverage if applicable. In some cases, such as for most rentals and performing artists, the outside party will send a contract to be signed. It is important to ask for one to make sure the organization has everything well in advance. If the vendor does not have a contract, it is encouraged to work one up on your own so all expectations are clearly outlined and agreed upon.

The University cannot sign the contract portion of off-campus funded contracts since the University does not have any way to verify that the organization does indeed have the funds to pay the outside party. Thus, the University goes into an agreement with the organization for the space and the organization goes into an agreement with the outside party binding them to the event. In other words, the organization will sign the contract portion. However, the University can assist the organization with contract negotiation for the outside party and will review contracts for the organization to ensure the outside party is not transferring undue liability to the organization or the University.

To complete an off-campus funded or no charge (\$0) contract, the organization will need to complete a Facilities Use Agreement, attach the outside party's insurance coverage verification (if applicable and in adherence with current University guidelines), and turn all documents in to the SGC Advisor for processing. Forms are located in the SGC Office (Barron 309).

## Marketing

### Posting Policy

The Florida State University Policy for Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses (4-OP-B-9) was established to support the creation of an educational campus culture; provide information and a means for FSU to promote activities, events, and services; regulate commercial materials; maintain and improve the physical campus environment; and cultivate a sustainable environment. As such, the University's posting policies as they relate to RSOs include, but are not limited to the following. For the complete policy, go to <http://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/university-policy-posting-promotions-advertising-chalking-and-distribution-materials-fsu-campuses>

- The University reserves the right to deny or remove any advertisement not in adherence with the official policy.
- All materials must be clear and legible.
- All materials must include the name of the sponsoring organization and current contact information (such as an email or phone number).

- Materials posted or distributed may not: glorify, edify, promote, or support the use or sale of alcohol and illegal drugs; display trademarks and/or brand names of alcohol or illegal drug products; contain material that is obscene or defamatory; be directed to incite or produce imminent lawless action.
- Permission to post materials on University boards and elevators must be obtained through the Office of Finance and Administration.
- The placement of any material and/or free-standing signs on vehicles, sidewalks, walkways, or any paved areas is prohibited.
- Chalking on campus must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.
- The placement of free-standing signs on campus is limited to the promotion of events or activities for up to seven (7) days prior to the event date and must be removed within 24-hours of the end of the event.
- The placement of free-standing signs must be in accordance with terms of the Americans with Disabilities Act (ADA) and are not to block sidewalks, entrance ramps, or walkways.
- Any organization that posts, chawks, displays, or distributes materials in a manner that damages University property will be financially responsible for the damage caused.
- Any organization who postings, promotions, or actions violate any terms of the University's policies are subject to sanctions that may include, but are not limited to, warnings, restitution, loss or suspension of privileges, and/or disciplinary action.

### Student Affairs Weekly Newsletter

The Office of Student Affairs sends an electronic newsletter to all FSU Panama City students and RSO Advisors each week with student involvement opportunities and upcoming events as well as relevant news from the SGC and the Office of Student Affairs.

All RSOs have the opportunity to advertise their events in this weekly newsletter. To request an event to be advertised, a RSO officer or Advisor should complete an OSA Newsletter Request for Submission form at <https://form.jotform.com/amoonFSU/osa-newsletter>.

## Financing

Often, there are costs associated with hosting an event, including but not limited to refreshments, marketing, decorations, and contracts with outside vendors, agents, etc. Registered Student Organizations can apply for funding through the SGC (see the Finances section) or utilize off-campus private funding to pay for event costs.

### With Activity and Service Fees or SABA Funding

Events funded through the SGC or SABA must use approved methods of purchasing and payments. Students cannot purchase an item and be reimbursed from the University. A purchase order (P.O.) must be generated in advance with specific purchase details provided. For more information, contact the SGC at 850-770-2194 or visit the SGC office in Barron 309.

Important Note: After the event for which funding was received has been completed, check with the SGC to make sure all invoices have been paid and there are no outstanding balances for the organization.

### With Organization Funds in an Off-Campus Account

Organizations using an off-campus account to manage funds should ensure that there is an adequate amount of funds in the organization's account to pay for the event. It is important not to overdraw

the account or bounce any checks. After funds are verified, items can be purchased for the event using cash, check, or debit/credit card associated with the account.

## Food and Beverages

### Closed Food Events

Events restricted to an individual RSO can prepare and supply food without providing any information on where and how food was prepared. Access to leftover food from the event cannot be shared with other students, faculty, staff, or the general public.

### Open Food Events and Sales

A Temporary Food Permit is required for on-campus events in which one or more of the following criteria are met:

- The event is open to non-members of the hosting organization (for example, the general public),
- Food is not pre-packaged by a manufacturer, or
- Baked goods will be served or sold.

Examples of these events include a bake sale, information sessions, open meetings, or community events even when popular food choices (such as pizza delivery or pot-luck meetings) are served. Food Permit requests collect specific information about the food that will be served as well as vendor and serving information. The Department of Environmental Health and Safety (EH&S) at FSU Tallahassee review each Food Permit request and provides guidance in order to ensure that the event is both safe and successful.

EH&S requires Food Permits for events in order to meet the standards set forth by Florida Administrative Code Chapter 64E-11 regarding food hygiene, specifically referencing “temporary food service events.” In addition to the requirements of 64E-11.009, temporary food service events must abide by the specific policies found in the Food Service and Safety Manual ([https://www.safety.fsu.edu/safety\\_manual/Food%20Service%20and%20Safety.pdf](https://www.safety.fsu.edu/safety_manual/Food%20Service%20and%20Safety.pdf)).

Why is food such a big deal? Though rare, food borne illness can happen and FSU Panama City wants to make sure everyone enjoys a safe environment on campus. If someone does get sick from food at a campus event, EH&S has a record of what was serviced and how it was prepared to track down the source of illness and reach others who might have shared the food.

### Other Food Events

If the organization is hosting an event with food that does not fit into either category listed above, contact the FSU Panama City Director of Finance and Administration at 850-770-2111.

## Fundraising

Fundraisers are allowed at FSU Panama City and can be a huge benefit to the organization and the greater community. However, it is important to remember that at no point should the organization or its members misrepresent the cause for which funds are being raised and the organization must be ethical in its representation and its affiliation with the University.

## Events

Fundraising events are required to adhere to all expectations and requirements for RSO events stated in this handbook and in the Student Organization Conduct Code. Additionally, fundraising events are required to submit an Event Permit and events may not charge admission into a reservable space, including a 5K run, as the organization is privileged to reserve campus space free of charge. However, the organization is permitted to ask for optional donations to attend the on-campus event. If the organization wants to charge admission for an on-campus event, the organization will be charged to reserve the space.

## Examples

There are many different ways in which organizations may raise funds for a cause. Some examples include:

- Car wash
- Bake sale (see Food and Beverages above for requirements)
- Working concession stands for events such as at Seminole Football games
- Craft and hobby sales
- Corporate donations with the support and assistance of the FSU Foundation
- Carnival events where attendees can pay for participation in certain booths or activities
- Coin war competitions between organizations, groups, or departments

Please note that it is not encouraged to use online platforms such as GoFundMe to fundraise for the organization.

## Gambling

All Recognized Student Organizations are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser or fun activity is not acceptable for any RSO. This includes, but is not limited to, raffles where tickets are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; and betting on, wagering on, or selling pools on any University athletic event.

Types of gambling are as follows:

- Gaming where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- Betting or wagering on the outcome of a future event. Examples include horse racing, sports betting, and internet betting.
- Speculation such as gambling on the stock market.

If a RSO is planning an event that may be considered gambling (such as a casino night, poker tournament, or raffle drawing), the organization must first meet with the SGC Advisor.

## State of Florida Law

### 849.08 Gambling

Whoever plays or engages in any game at cards, keno, roulette, faro, or other game of chance, at any place, by any device whatever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in Section 775.085 or Section 775.083.

**849.085 Certain penny-ante games not crimes; restrictions**

(1) Notwithstanding any other provision of law, it is not a crime for a person to participate in a game described in this section if such game is conducted strictly in accordance with this section.

(2) As used in this section:

(a) "Penny-ante game" means a game or series of poker, pinochle, bridge, rummy, canasta, hearts, dominoes, or mah-jongg in which the winnings of any player in a single round, hand, or game do not exceed \$10 in value.

(b) "Dwelling" means residential premises owned or rented by a participant in a penny-ante game and occupied by such participant or the common elements of common areas of a condominium, cooperative, residential subdivision, or mobile home park of which a participant in a penny-ante game is a unit owner, or the facilities of an organization which is tax exempt under Section 501(c)7 of the Internal Revenue Code. The term "dwelling" also includes a college dormitory room or the common recreational area of a college dormitory or a publicly owned community center owned by a municipality or county.

(3) A penny-ante game is subject to the following restrictions:

(a) The game must be conducted in a dwelling.

(b) A person may not receive any consideration or commission for allowing a penny-ante game to occur in his or her dwelling.

(c) A person may not directly or indirectly charge admission or any other fee for participation in the game.

(d) A person may not solicit participants by means of advertising in any form, advertise the time or place of any penny-ante game, or advertise the fact that he or she will be a participant in any penny-ante game.

(e) A penny-ante game may not be conducted in which any participant is under 18 years of age.

(4) A debt created or owed as a consequence of any penny-ante game is not legally enforceable.

(5) The conduct of any penny-ante game within the common elements or common area of a condominium, cooperative, residential subdivision, or mobile home park or the conduct of any penny-ante game within the dwelling of an eligible organization as defined in subsection (2) or within a publicly owned community center owned by a municipality or county creates no civil liability for damages arising from the penny-ante game on the part of a condominium association, cooperative association, a homeowner's association as defined in Section 720.301, mobile homeowner's association, dwelling owner, or municipality or county or on the part of a unit owner who was not a participant in the game.

**Drawings**

Section 849.0935, Florida Statutes, authorizes qualified non-profit organizations and their officers, employees, and agents to conduct drawings by chance provided certain conditions are met. All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

- The rules governing the conduct and operation of the drawing
- The full name of the organization and its principal place of business
- The source of the funds used to award cash prizes or to purchase prizes



- The date, hour, and place where the winner will be chosen and the prizes will be awarded unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than three (3) days prior to the drawing
- That no purchase or contribution is necessary

It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize. Therefore, the organization distributing the raffle tickets may not require a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not. It is also unlawful to fail to notify the person whose entry is selected to win that they have won or to fail to award the prize(s) in the manner and at the time stated.

### Date Auctions

A variety of opinions have been expressed regarding whether date auctions are appropriate activities for RSOs at FSU Panama City. The purpose of this section is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the SGC. It is not our belief that RSOs that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

The SGC believes RSOs have very good intentions in sponsoring date auctions; however, the concerns below may expose the potential for persons and/or groups either to be offended or hurt (physically or otherwise). Date auctions may be perceived to be an ill-conceived way in which to raise funds. With the many positive and imaginative alternatives that organizations have for raising funds, the SGC and FSU Panama City believes that date auctions should be avoided.

### Racial Insensitivity

Date auctions tend to have the appearance of and the “trappings” of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person “bidding” for the services of another person. Whether the services consist of work, time, or other benefit, an auction of this type consists of one person paying a second person or organization for the services of a third person. The bidding process invariably involves a comparison of the relative “value” of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one person’s services to another is inappropriate.

### Gender Insensitivity

An extension of the issues above is the need for everyone to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of “whoever pays is entitled.” Many date rapes result from the assumption on the part of the individual that whoever pays for the “date” is entitled to more than the other person may want or willingly agree to. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other individuals.

### Personal Safety

A date auction often involves a “well known” person spending time with a stranger that they otherwise might not have chosen to spend time with at all. The organization sponsoring the date auction has no way of knowing the motivations of the person(s) doing the bidding. A “fatal attraction” circumstance is possible where the date auction becomes a very convenient means by which a person has the opportunity to “buy” some time with the person to whom they are attracted.

Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

*Adapted from the Texas A&M University Statement on Date Auctions.*

## Hosing a Gambling Event

Recognized Student Organizations may host an event which involves gambling and games of chance provided the organization adheres to all state laws and the event has been approved by the SGC Advisor. The FSU Panama City staff, SGC Advisor, and SGC members reserve the right to attend the event and failure to follow policies and procedures can result in the loss of privileges and benefits of being a RSO and can be referred to the FSU Panama City judicial system for a conduct violation.

### Process

To host an event in which gambling and/or games of chance will occur, the organization must complete the following steps in chronological order to be approved:

1. Read the section of the FSU Panama City Student Organization Handbook on Gambling.
2. Complete an Event Registration form including a very detailed description of the gambling or game(s) of chance (including what games will be played, how it will be played, how prizes will be awarded, etc.)
3. Schedule a meeting with the SGC Advisor to discuss the details of the event. Call 850-770-2194 to schedule a meeting.

The organization will be contacted with documented approval if and when the event has been approved. The event is not approved until this document has been received by the organization from the SGC.

## Travel

The SGC realizes that some RSOs may travel to conferences, competition, or other events to promote their organization or to convene with other chapters of the larger state and/or national organization. All members of RSOs are expected to conduct themselves in an appropriate manner and within the FSU Student Code of Conduct when they travel.

Please note that the University is not liable for any student who travels (other than the Student Body President) and does not provide insurance coverage for personal vehicles or any individuals in the vehicle.

## Waivers

Waivers should be used for RSO travel, activities that have liability concerns (for example, 5K runs, inflatables, or bringing minors to campus), and any other events deemed necessary. Please visit <http://union.fsu.edu/sac/eventplanning/> to obtain copies of sample waivers.

## Crisis Response

While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members should know who is

in charge and be prepared to follow the plan in place. The following information is indented to assist organizations in the development of a crisis response plan and should not be considered a complete plan, but rather a guide for designing protocol that fits the organization's needs.

As a student leader, it is important to understand that crisis can happen to you or the organization. If this happens, know that you are not alone. Call on resources of FSU's Victim Advocate, the FSU Police Department, Counseling Services, and/or any other pertinent office to assist you and the organization. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation at hand.

## Considerations

- Develop a crisis response strategy for the organization prior to the event or activity.
- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge in the event of a crisis situation.
- Review the crisis response plan on a regular basis and update the plan as needed.
- If medical attention is needed, attend to those needs before doing anything else. Call 911 or FSU Panama City Police at 850-774-2705.
- For assistance with event statements and/or reporting events contact FSU Panama City Police at 850-774-2705.
- For assistance with crisis management, call FSU Tallahassee's Victim Advocate Office at 850-644-7161 or 850-644-2277. The Victim Advocate program provides support to victims of crime. An advocate is on call 24-hours a day to respond to FSU students who are victimized or any other person who is victimized on our campus or in our community.
- Contact the Associate Director of Office of Student Affairs at 850-770-2171 to inform them of the situation.

## Campus Resources

Department	Phone	Location
Academic Advising	850-770-2127	Holley Center C-117
Admissions and Records	850-770-2160	Barron Building 108
Advancement Office	850-770-2150	Holley Center A-313
Bookstore	850-770-2290	Barron Building Commons
Campus Hotline	850-770-2000	Holley Center Rotunda
Campus Tours	850-770-2160	Barron Building
Cashier's Office	850-770-2121	Barron Building 114
Center for Autism & Related Disabilities	850-215-4330	Technology Building 157
College of Applied Studies	850-770-2178	Office Building 108
Contracts & Grants Office	850-770-2200	Technology Building 151
Dean's Office	850-770-2100	Holley Center A-311
Digital Design Studio	850-770-2181	Holley Center Atrium
Dive Locker	850-770-2206	Barron Building 132
Employee Assistance Program	877-264-4679	N/A
Financial Aid	850-770-2170	Barron Building 210
Finance & Administration	850-770-2110	Holley Center A-312
Library & Learning Center	850-770-2140	Holley Center A-110
Mail Center	850-770-2115	Administrative Services Center 116
Military & Veterans Benefits	850-770-2173	Barron Building 210
Physical Plant	850-770-2180	Administrative Services Center 115
Public Safety	850-774-2705	Administrative Services Center 101
Student Affairs	850-770-2170	Barron Building 210
Student Government Council	850-770-2194	Barron Building 309
Technical Services	850-770-2136	Technology Building 142