

Guidelines for Registered Student Organizations



Student Engagement & Belonging
Fischli Wills Center for Student Success Second Floor
785-628-4664 engage@fhsu.edu
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Student Engagement Overview

Student Engagement & Belonging's Mission Statement

Student Engagement & Belonging 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 & Belonging?

Student Engagement & Belonging 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 guide all student organizations and student leaders through their involvement 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 2025-2026 academic year, Student Engagement receives \$2.01 per student per credit hour from the Student Activity Fee to support its programs and mission

Professional Staff

Student Engagement & Belonging maintains four full-time salaried professional staff members in the department who manage and support various aspects of Student Engagement & Belonging'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 the Student Engagement & Belonging 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 within the Student Affairs division. Our main areas include:

- ***Student Organization Administration & Support***
 - Student Engagement & Belonging is the main campus department that oversees all student organizations. Student Engagement & Belonging manages all aspects of student organization administration, including student organization registration, event approvals, TigerLink, and organization training, among others. Student Engagement & Belonging 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 away from home. For up-to-date details, [Family and Friends website](#).
- ***Homecoming***
 - The Student Engagement & Belonging 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 information, please visit the [Homecoming website](#).
- ***Tree Lighting***
 - Tree Lighting is hosted on the Thursday following Thanksgiving each year. This is an event to celebrate the start of the Holidays for all of our students. The Tree Lighting is a community event in Hays, as well, and families can come to 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 & Belonging 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 costs may be associated with this, depending on travel.
- ***Student Organization Awards Recognition***
 - Student Engagement & Belonging 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 presented to entire organizations, individual organization members, and organizational advisors based on their efforts to improve the community, outstanding leadership, and other criteria. SOAR Awards are presented annually in the spring.

- ***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 nine chapters (four fraternities and five 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 & Belonging, 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 & Belonging:

“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 & Belonging office are considered separate legal entities 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. Assistance and/or intervention by the University will be granted on a case-by-case basis only. Additionally, the University will not endorse any organization in its posts, websites, social media, or other media. Organizations may not claim endorsement by the University, even if a University department shares an organization's material to 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

To assist student leaders with organizational 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 locations as possible. These guiding documents are:

Guidelines for Registered Student Organizations

- 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.

FHSU Policy and Procedures

- This website (<https://www.fhsu.edu/policies/>) 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.
 - Individual departments and units may have policies that relate to their specific disciplines and procedures. Please review department and unit websites for more specific information, if applicable.

Student Handbook

- The Student Handbook (<https://www.fhsu.edu/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.

Student Engagement & Belonging

- The Student Engagement & Belonging office's website (<https://www.fhsu.edu/engage/>) serves as the home of all information related to student organizations. 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 & Belonging 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 applies to all aspects of employment practices, including conditions of employment, personnel actions, and 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 serve as the Compliance and Title IX Officer: 785-628-4033, Sheridan Hall, Room 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 respective governing bodies, including the State of Kansas, Fort Hays State University, its departments, the Student Engagement & Belonging office, and the FHSU Police Department, among others. Organizations that are involved in a potential act of misconduct, including a violation of any policies, guidelines, procedures, or laws, may be required to meet with the Director of Student Engagement & Belonging, the Compliance Officer/Title IX Coordinator, and/or other relevant 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 provide students and community members with an outlet to express themselves through various forms of interest and activities. Student organizations also serve as a platform for students to pursue their passions and interests while developing leadership and teamwork skills concurrently. 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 each student's interests.

Student-Centered, Driven, and Led

Student organizations help students develop the skills they need to succeed beyond college; therefore, ensuring that 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 on students and their needs, driven to meet that purpose, and led and operated by student leaders with guidance from an experienced staff or faculty member who understands the organization's purpose and needs.

Unique Purpose Among Peer Organizations

All student organizations will have a unique purpose when compared to similar organizations registered with the Student Engagement & Belonging 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 the Student Engagement & Belonging office.

Creating a Lasting Organization

Organizations that are registered with the Student Engagement & Belonging 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, are strictly prohibited. Organizations that the Student Engagement & Belonging 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 various categories and should help students develop their academic skills, social life, leadership abilities, hobbies/interests, and/or community involvement. Organizations will allow their members the freedom to express themselves in ways that reflect the organization's purpose and mission.

Working with Outside Entities

Student organizations frequently collaborate with external entities, such as local businesses, to provide their members with opportunities to develop skills and gain practical 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 & Belonging 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 administrative and oversight purposes, depending on the organization's purpose, and are then assigned to a category that is searchable, making it easy for those browsing TigerLink to locate organizations of interest.

Different Categories of Organizations

- **Campus-Wide Student Organizations –**
 - Organizations that any student may join.
- **Departmental Student Organizations –**
 - Organizations associated with an Academic Department.
- **Honor Societies –**
 - Organizations that recognize student achievement. Typically, by 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 that 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.

Benefits and Requirements of all Student Organizations

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

Benefits of Being Registered

Organizations must be registered with the Student Engagement & Belonging office in order to receive University-granted benefits. Fortunately, there are numerous benefits to registering, which means that your organization should always prioritize completing annual registration. Below are many of the benefits organizations get for registering with the Student Engagement & Belonging office:

- **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 at no cost to registered organizations, along with certain services associated with those rooms. RSOs also receive significant discounts on catering for events via Catering & Event Services.

- **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.
- **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.
- **TigerLink page-** RSOs get their own website via a page on TigerLink. This space can be used to advertise organizational events, recruit members, store documents and photos/videos, and administer forms and elections, among other purposes.
- **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 the mailbox and storage space 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.
- **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.
- **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 & Belonging 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 who is a faculty or staff member of Fort Hays State University who 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 & Belonging office, and the constitution must be approved annually during the registration period.
6. **Completion of annual renewal-** All organizations must complete the annual registration process assigned by the Student Engagement & Belonging office each April. This process contains multiple requirements that must be completed for an organization to be successfully re-registered for the academic year. Renewal requirements can be found in the [RSO Student Handbook](#).

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 & Belonging office for the academic year. Each of these basic requirements has further guidelines that organizations must meet for that requirement to be fulfilled, and for the registration request to be approved.

Organization Registration

Purpose and Deadlines of Registration

Registration of organizations 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 & Belonging 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 & Belonging 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 & Belonging office staff will contact organizations throughout the review process to inform them of the status of their registration request. Once the Student Engagement & Belonging office has approved an organization's registration, the organization is considered successfully registered for the academic year, which spans from July 1 to June 30.

Registration Process and Calendar

All organizations in the Student Organizations are required to register annually. Registration will be valid for 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, during 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 deadlines will receive full benefits until their registration status expires. Registration status from the previous academic year expires on June 30th of each year, at which point all active organizations become unregistered, enter a limbo period, and must restart the registration process.

Re-registration for Current Organizations

Organizations that were active during the previous academic year will go through re-registration. Re-registration differs from registration in that it essentially renews a previous registration for an additional year, rather than creating a 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 & Belonging 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. For any technical assistance needed to complete the process physically on TigerLink, please visit the [Engage Help Center](#).

Registration for New Student Organizations

Organizations that did not exist during the previous academic year will go through registration. Registration differs from re-registration in that it creates 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 the requested information during the registration request, rather

than 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 & Belonging 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 & Belonging 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. For any technical assistance needed to complete the process physically on TigerLink, please visit the [Engage Help Center](#).

Organizations registering for the first time must meet the [basic registration requirements](#). Additionally, those completing a new registration must keep in mind the [purpose of student organizations](#). For the reasons outlined in this section, no registration request will be approved for a business operating under an organization's name.

Reviving a Previously Registered Student Organization

Revival of previously registered student 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 & Belonging office reserves the right to deny a New Student Organization registration request in favor of reviving the old inactive organization. The Student Engagement & Belonging office will notify the submitter of a registration request if this is the case and will provide the submitter with instructions and support on how to re-register the old inactive organization.

Organization Membership and Advising

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

Membership Guidelines

Organizations must maintain a roster of at least six people 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 defined. All general members must be in good standing with 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 & Belonging 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 the reasons for removing a member 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 concerns about removing a member, the case may be referred to the Student Engagement & Belonging office for review.

Membership Restriction

Organizations must be open to all FHSU students who are currently enrolled, with the option to be open to faculty and staff members who are not the organization's advisor. Membership in an organization may be restricted to those in a specific degree program, those with a particular interest, individuals with a minimum GPA requirement, and/or those who have completed a minimum number of credit hours as a standard for joining and maintaining 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 a treasurer. These positions do not have to be called by their traditional titles (i.e., Director instead of President or Vice President of Finance), but organizations must maintain an equivalent position that performs roughly the same duties as the listed positions commonly oversee. Organizations may create as many officer-level positions as desired, provided that the required positions are filled. 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 of the roles and responsibilities that the officer is required to uphold.

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

Traditional responsibilities of the required positions include:

- President:
 - Set the organization's goals and create a plan or schedule
 - Plan meetings for the officer team and organization members
 - Act as a 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 & Belonging 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 cash flows
 - 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, as well as the reasons 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 they also meet the requirements for removing a general member of the organization. When an officer is removed or resigns from 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 & Belonging Office for review.

Organization Advisors

All organizations must have a current benefits-eligible FHSU faculty or staff members who 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 organizational activities; it is up to the organization's student members to determine the role of the advisor. Advisors are expected to actively engage with and be a guide for the organization(s) they are advising. Advisors should maintain consistent contact with the executive board, and vice versa, regarding 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 principle of being student-centered, driven, and led. Advisors are prohibited from controlling an organization; instead, they should allow student leaders to operate their organization and 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 responsibilities of executive leadership, answering questions from members, assisting the organization in applying for funding, helping to run organization meetings, and serving as a liaison between the organization and an affiliated campus program/department (if applicable), among others.

Advisor Appointment

Unlike officers, advisors do not have specified term limits; whereas officers transition every year, advisors typically only transition when an advisor retires, resigns from their position, or is removed from the organization. Organizations may impose advisory term limits if they wish but are not required to do so.

Organizations must include instructions in their constitution for how the position of advisor will be appointed; the most common ways this is done are through the election of a new advisor by 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 permitted to leave their position at any time, either through 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 Engagement and Belonging office for help.

Information about the advisor's 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 within the organization, as well as the reasons for such removal, must be outlined in the organization's constitution. Reasons for removing an advisor must be reasonable in relation 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 & Belonging office for assistance and to review the situation. The Student Engagement & Belonging office reserves the right to remove an advisor from an organization if it is determined that 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 permitted to have multiple advisors through a process known as 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. This ensures that the Student Engagement & Belonging office has an FHSU employee listed as the 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, an 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 an FHSU department.

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 at any time that best meets their needs. Organizations should discuss with their advisor(s) when the right time is to elect and transition to 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 election process; however, organizations are not required to use this feature if they prefer another method. 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 items such as account passwords, job responsibilities, key dates and timelines, and important contacts, among other relevant information.

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.

- 4.

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

Officer Transition Workshop

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

Constitutions

As part of the annual registration process, organizations must submit a constitution that outlines their operating procedures and business practices.

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, the votes required for elections, membership guidelines, and provide guidance on many more areas of operation.

Section Requirements

Constitutions typically have several sections and requirements outlined within their body. These requirements are subject to change at the discretion of the Student Engagement & Belonging 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 at FHSU are unique, several are affiliates of national chapters. Organizations may affiliate with a national organization; however, the submitted constitution must meet the requirements of the Student Engagement & Belonging Office section. All requirements set by the Student Engagement & Belonging 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 & Belonging

office guidelines, or local, state, and/or federal law. During the constitution review portion of the registration process, the Student Engagement & Belonging office will vet constitutions in their entirety, including any additional components, to ensure they comply with the requirements outlined in the constitution section. Common components that are added to constitutions are:

- Service hour requirement
- Organization's 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. All amendments must be approved by the Student Engagement & Belonging 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 & Belonging 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 & Belonging office.

Departmental Organizations

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

Registration

Organizations sponsored by a campus entity must complete the Student Engagement & Belonging Office's annual registration process to remain registered and receive the associated benefits. Sponsored organizations may also be required to register with their sponsor; however, this process is typically managed by the department or academic unit. Sponsoring entities are responsible for maintaining a roster of organizations affiliated with the entity; the Student Engagement & Belonging office does not maintain this information.

Funding

Sponsored organizations may receive funding from their sponsor in addition to 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 an 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 & Belonging 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 & Belonging 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 offers numerous features for effective 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 a 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 its own unique code, allowing for the tracking of attendance and the subsequent sending of event feedback. For more information, [please visit here](#).

Engage Help Center

Student Engagement & Belonging 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 crucial aspects of organizational management, and it is also one of the largest 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 ensure that they know who has access to funds, bank accounts, payment platforms, and fundraising materials, and that regular internal audits are conducted to verify this access. 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 an 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 is available through the Student Government Association to student organizations, departments, and other entities at Fort Hays State University. Student Organizations are defined as any club or organization registered through the office responsible for 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 individual students 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 that 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 support student organizations as they purchase equipment that can be used repeatedly for specific purposes 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 Treasurer 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

Student organizations must complete the fundraising form found on TigerLink to hold fundraisers. This form is then reviewed and approved by the Student Engagement & Belonging 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 allowed.
 - Raffles require additional approval from the General Counsel's 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 & Belonging office for additional information.

Dues Collection

Organizations can collect dues from members to fund their operations. Some organizations, such as Sport Clubs, 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 without taking advantage of its 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. 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 from October to December. Apply by the deadline on the [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 organization's 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 high-quality financial and administrative services to all students, parents, faculty, and staff, in compliance with federal and state regulatory requirements of the State of Kansas.

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 reimbursing individuals if needed. All account information can be accessed via Workday once access has been granted.

Your Student Activities account is now classified as a Cost Center in 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, log in to Workday and run a "Cash by Cost Center" report. To run a cash by cost center, you will need to:

1. Log in to Workday
2. Enter in the Search 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. Choose 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 directly pulls funds from your Student Activities account; therefore, ensure that there are sufficient funds in your account prior to making a 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 prior to 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 necessary action to reclaim the funds from 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 whether the purchase is taxable or not.

The SA Credit Card must be returned to Student Fiscal Services, accompanied by an itemized receipt, by the End Date specified on the Spend Authorization. Usually, on the same day as check-out, and no later than 24 hours. A credit card slip is insufficient documentation since it does not specify 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 receives donations, 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 are not permitted to accept credit cards, including Venmo, GoFundMe, and PayPal. Adding these funds requires authorized users to follow the Cash Sale process.

Cash Sales

Student Fiscal Services is responsible for receiving all funds on behalf of 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 or older) 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. The amount in the cash box is limited to \$100 or less, depending on the

account balance. When returning the cash box, the exact amount originally checked out must be returned in any denomination. Excess funds/profits from the 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 SGA senators. Moving funds in this area requires submitting a bill through SGA and having 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 instructions 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 must 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 RSO expenses personally and needs to be 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 an FHSU employee (student, faculty, or staff), verify with the Business Office if the employee has an 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 an 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 then follow the steps outlined in 'Create Expense Report: FH Company - For Travel Expenses' to submit the expense report for reimbursement.

Contracting Services

Organizations often utilize outside vendors for their events. Hiring vendors such as speakers, bands, and security is a common example. 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 for which you are hiring them. All contracts proposed to organizations by vendors must be sent to the General Counsel's office. Only the President and the VP of Administration have the right to sign contracts associated with an 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 a 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 research the best financial practices online to educate your organization on effective ways to manage its financial matters.

For more information, please visit the [Purchasing Offices webpage](#).

Travel

Organizations frequently travel, especially those that are nationally affiliated or professionally based, for competitions or conferences. FHSU has a travel policy that all organization leaders need to be aware of 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 be 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 through fundraising events specifically designed for the travel expenses and by collecting organizational dues, budgeting a percentage of these 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 the Student Government Association 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 a wide range of events, including recruitment events, fundraisers, and charity events. Discover essential information to ensure your event's success here.

Memorial Union Services

The FHSU Memorial Union is the team responsible for managing all large-scale events on campus. If you are hosting a large event within the Memorial Union or Fischli Wills Center for Student Success, the Memorial Union staff ensures events are set up in the proper configuration, technology needs are met, and provides other display needs upon request. Room reservations for Registered Student Organizations are complimentary and included as 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 the Memorial Union [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. Registered organizations can post events to TigerLink through an approval process with the Student Engagement & Belonging office. Events submitted to TigerLink will have the option to be included in the Student Engagement & Belonging office's daily Student Announcement. Registered organizations may also [submit an event](#) to the FHSU Events Calendar, which will be embedded on select 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.
- [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 by contacting the Health and Human Performance Office.
- Academic buildings -
 - All requests for the use of classrooms and any outdoor spaces not specified above should be made through the University Facilities Scheduling Officer in the Registrar's Office, Picken Hall 302, or 785-628-4334.

Policies are subject to change and apply to all spaces.

Catering and Food Processes

University food guidelines require 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 seven days prior to 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, 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 [the purchasing office](#).
6. Once the Organization has received the W-9 and invoice, then the Organization should turn in the forms to the purchasing office.

Solicitation and Tabling

Organizations wishing 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.

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 afterward, and all materials must be removed from the table(s) at the end of each day.
- The Union reserves the right to decline access to registered student/campus organizations and/or departments that facilitate sales, solicitation, or promotional activities that conflict with the Union's mission, and/or are detrimental to the Union's 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 sales activities will be reviewed and approved by the appropriate Union department(s) to ensure that the sales activities are not in conflict with the Union's mission, and/or are detrimental to the Union's 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 for 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 Union

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

Storage Space and Mailboxes

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

Storage Space Overview

The Student Engagement & Belonging 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 their specific needs. Space is limited and granted on a first-come, first-served basis to registered organizations.

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 on an annual basis.
- The Student Engagement & Belonging 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 poses a risk to the organization.
- The Student Engagement & Belonging 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 the Student Engagement & Belonging 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 & Belonging office is passed on to new officers when transitions occur. It is the responsibility of outgoing officers to ensure the new officers are aware of their organization's 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 & Belonging 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 & Belonging 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 & Belonging 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 the eviction of the organization's items from the Student Engagement & Belonging office-managed storage spaces and potential restriction from using these spaces in the future.

Storage Shelves

Storage shelves are the largest storage option available to student organizations through the Student Engagement & Belonging office. 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 maximum 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, 9 am-4:30 pm while the office is open. The Student Engagement & Belonging office will be unavailable on weekends and 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 & Belonging 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 & Belonging office can contact the correct person(s) when mail is received. The Student Engagement & Belonging 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 & Belonging 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 & Belonging office staff member and given to the officer.

Mail should be sent to the following address:

[Organization Name]
Student Engagement & Belonging Office
FWCSS Second Floor
600 Park St.
Hays, KS 67601

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 of advertising across campus are listed below and must follow the [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

For more information on posting materials on campus, please visit this [link](#).

FHSU Logo Usage Rules

Organizations may not use the Víctor E. Tiger or FHSU logos in their own logos. 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.

To use any FHSU-trademarked logo, image, or phrase on materials (such as t-shirts, hoodies, blankets, etc.), organizations must adhere to 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, provided their use adheres to the FHSU Visual Identity Guidelines. Please contact creative@fhsu.edu with questions.

Student Engagement & Belonging Office Daily Student Announcement

The Student Engagement & Belonging 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 & Belonging 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 obtained from the Memorial Union. However, specific areas are generally designated by the University as no-chalking areas. These areas include walls, trash cans, building landings, steps, bricks, and all other 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 with our audience. Email engage@fhsu.edu if your organization would like to be promoted on the Student Engagement & Belonging Office account.

Follow other FHSU organizations and departments that have a similar audience to your own. 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 developing a strategy that outlines your organization's social media goals, target audience, tone of voice, preferred platforms, and management processes before creating 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 an event or spread a specific 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 accurately list the time, date, and location of your event? Are the statistics that 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 types should lead to an action for your audience!

Interaction

- Schedule posts for peak activity times among students, between 12:00 pm to 4:00 pm
- 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 essential for organizational leaders to ensure that all executive officers and organizational members are informed about the policies that affect them and have a clear understanding of how the organization operates and how to do so effectively. Here are several resources to make sure that all members of an organization are educated:

Student Engagement & Belonging Office Consultations and Workshops

The Student Engagement & Belonging Office offers consultations and workshops for student leaders seeking more information on a wide range 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, among other subjects. The Student Engagement & Belonging Office workshops are presentations designed to provide student leaders with a more detailed and in-depth guide to various topics, including organizational finance, using the Corq app, Risk and Conflict Management, and 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 at the beginning of September and near the end of every January, RSO 101 training is a 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 & Belonging 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 the Student Engagement & Belonging Office's workshop offerings? Student Engagement & Belonging Office's training archives are a great way to catch up on all that you missed!

Risk Management

Basics of Risk Management

Understanding Risk Management

Risk management involves the identification, evaluation, mitigation, and prioritization of risks through planning and implementation to prevent undesired consequences for one or more individuals 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, or poor upkeep

Each of these types of risks 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:

Low

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

Moderate

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

High

- 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 essential to identify the types of risks that may occur as a result of the activity and then assess the level of risk each type presents due to the actions being taken. This is part of a process known as risk assessment.

Risk Assessment

Risk Assessment is the process of evaluating organizations, events, and activities for potential risks and developing a plan to manage those risks. 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 – including organizations, individuals, and vendors – all have some liability for risk whenever something happens. Generally speaking, waivers are a means to mitigate most liability for a host organization in the event of an injury to a participant. When utilizing contracts with vendors, the contractual language should clearly allocate all risk to the vendor.

Because an organization hosting an event is liable for a significant portion of the risk in most events, organization leaders should understand their options for managing 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 Fort Hays State University. When organizations host events or an incident occurs within an organization's operations, 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 organizational 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 within student organizations. Alcohol is known to cause cognitive impairment, poor judgment, 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 effects.

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 service of alcoholic liquor must conform to the policies of the Kansas Board of Regents and Fort Hays State University and 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 aspect of global culture that poses a significant and detrimental risk to organizations worldwide. Hazing has historically been a practice in organizations such as fraternities, sororities, athletic clubs/teams, and bands. 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 the intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate. Acts that are committed as part of an organization or group's initiation or membership activities or if such activities are part of the

organization's traditions or rituals and place another person in danger of physical or psychological harm are considered hazing..

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 Fort Hays State University, please report it by emailing the Director of Student Engagement & Belonging 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 occurring risk than those that ignore or discredit the amount of risk present in organizational programs and activities.

What is Proactive Risk Management?

Proactive risk management is the process of identifying and preparing for potential risks before they occur. Proactive risk management means that those responsible for the well-being of an organization and its members prioritize understanding risk, recognizing associated factors, educating others about potential risks, and planning for them so that, should an incident occur, a swift response is possible.

What differentiates a proactive risk management approach from a reactive approach is the manner in which 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 of 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 confidential resources 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 by policies regarding both academic and non-academic misconduct. Organizations that may have potentially violated 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 within student organizations.

Student Code of Conduct

The Office of Student Affairs at Fort Hays State University is responsible for responding to and adjudicating reports of alleged student misconduct in accordance with 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 to potential complainants (victims) who report incidents to the Office of Civil Rights and Title IX, provided that contact information is available for that person. Complaints regarding these types of violations 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 potential civil rights violations.

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