



Student Organization Handbook

OFFICE OF STUDENT ENGAGEMENT

Dear Bears,

The Office of Student Engagement (OSE) is glad that you are interested in learning more about student organizations at Missouri State University! Joining a student organization is one of the best ways to get involved on campus! Through direct involvement in organizational activities students are afforded the opportunity to acquire skills in leading groups, event planning, budgeting, and working within a system. Every Bear is afforded the opportunity to get involved and find their sense of belonging at MoState. With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance, and other specific interests, the portfolio of student organizations at MoState offers a large variety of opportunities to get involved!

As a student involved on campus, you are a leader. Your success as a student leader is why we are here and do what we do as the OSE. Involvement in student organizations and university activities is a great way to connect to the campus, your peers, faculty, staff and the Springfield community. Your involvement in a student organization can enhance your leadership skills, interpersonal communication skills and open a network of possibilities. We know employers will look to these skills you develop when they make hiring decisions. We also want to support your education. The OSE believes that involvement in student organizations and campus programs will enrich your MoState educational experience and development. We like to say that OSE wants to see you SMILE.

SERVE, MENTOR, INSPIRE, LEAD, & ENGAGE

The Student Organization Handbook is designed to inform and assist students in various matters that pertain to all student organizations. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being a student organization at the University. It is always important to check with the Office of Student Engagement or the appropriate administrative unit to get clarification. Each year the department evaluates its policies and procedures. This document and overall student organization policies and procedure are subject to change at any time, in addition to the overall annual review.

Best,

Desmond Dunklin, M.Ed.

Director: Office of Student Engagement

desmonddunklin@missouristate.edu

(O) 417-836-4386

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Our Mission

The Office of Student Engagement is dedicated to elevating the college experience to empower individuals to grow, lead, and succeed. Through meaningful experiences and dynamic programming, we cultivate lifelong learning, personal development, and lasting connections that allow students to thrive in their futures.

Our Purpose

To create memorable college experiences for our students while shaping tomorrow's future leaders

Our Values – S.M.I.L.E.

- Serve
- Mentor
- Inspire
- Lead
- Engage

Contact Information

Plaster Student Union 127

417-836-4386

Email

- Office: StudentEngagement@missouristate.edu
 - General office inquiries, SOFAC inquiries, information about other areas of the OSE
- Involvement Ambassadors: OSEIA@missouristate.edu
 - Involvement consultations, BearLink support, general student organization support
- Student Involvement: StudentOrganizations@missouristate.edu
 - Managed by the Graduate Assistant for Student Involvement
 - New student organization registration, involvement fairs, general student organization support

Social Media: @MoStateOSE

Student Organization Tiers - Overview

Registered Student Organization (RSO / Tier 3)

A registered student organization (RSO) is defined as a group of university students who unite to promote or celebrate a common interest. RSOs shall primarily include undergraduate, graduate, and doctoral students at Missouri State University.

Affiliated Student Organization (ASO / Tier 2)

An affiliated student organization (ASO) is a student organization that is overseen by both the Office of Student Engagement and another stakeholder on campus or in the community. Several ASOs meet regularly with University staff members, whose jobs are primarily focused on providing support to these organizations. Examples include Club Sports, Fraternity & Sorority Life chapters, Hall Councils, and Campus Ministries.

Sponsored Student Organization (SSO / Tier 1)

A sponsored student organization (SSO) supports the mission of its aligned University department, promotes departmental and University-wide initiatives, and generally serves a large population or sub-population of MoState students. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization. Sponsored student organizations may receive funding and are subject to the appropriate university and departmental guidelines, policies and protocols. Sponsored Student Organizations do not qualify to receive SOFAC Funding.

New Student Organization (NSO)

A student organization earns NSO status once they have completed the NSO process, as outlined in this Handbook on page 19. A student organization retains NSO status throughout the Spring semester after which they were approved. Once the NSO has retained active status for at least one full semester, the organization becomes a Registered Student Organization (RSO)

Note: As they are going through the process, they have no official 'status' as a student organization, as they have not yet received recognition from the University. These organizations may be referred to as student interest groups, prospective student organizations, etc.

Responsibilities of Student Organizations

It is the responsibility of every student organization and/or its representatives, regardless of organization tier, to:

- Register their student organization with OSE every year;
- Maintain all requirements of student organization recognition established by the OSE
- Attend annual Anti-Hazing Education Training;
- Adhere to all local, state, and federal laws, as well as University regulations and policies, including the Code of Student Rights and Responsibilities;
- Review the organization's constitution on an annual basis, make any necessary edits, and submit the updated document to the OSE for final approval
- Manage itself and carry out its activities as described within its constitution;
- Act in the best interest of its members and the University;
- Take reasonable precautions for the safety and comfort of participants at organization events
- Immediately notify the OSE of any changes in the organization's executive officers, advisor(s), membership, address(es), telephone number(s), or email(s);
- Utilize the OSE for any questions or expert knowledge in all events and activities.

Tier I – Sponsored Student Organizations (SSOs)

What is a Sponsored Student Organization?

A sponsored student organization (SSO) supports the mission of its aligned University department, promotes departmental and University-wide initiatives, and generally serves a large population or sub-population of MoState students. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization. Sponsored student organizations may receive funding and are subject to the appropriate university and departmental guidelines, policies and protocols. Sponsored Student Organizations do not qualify to receive SOFAC Funding.

To be considered an SSO, the student organization must meet the following criteria:

- Must demonstrate campus-wide impact and service to the student body;
- Must have been a recognized student organization for at least five (5) consecutive years on campus;
- Must have the direct support of a University department, office, college, school, etc., with a full-time faculty/staff advisor that is employed within that unit;
- Must serve a broad campus population, through consistent programming, events, or services; and
- Must demonstrate compliance with all Office of Student Engagement processes and University policies

Any student organization that meets the above criteria is welcome to reach out to the Office of Student Engagement to inquire about becoming an SSO for the following academic year.

Sponsored Student Organizations

Student Government Association (SGA)

Student Government Association (SGA) is the primary advocate and sole voice for the student body. Serves as a forum for the expression of the student views concerning life within the university. Committed to understanding the needs of students and enhancing their experience.

Student Activities Council (SAC)

The Student Activities Council (SAC) is a student-run, programming organization dedicated to enhancing the college experience at Missouri State for the entire student body. These events range from educational, social, cultural, and entertaining programs.

Traditions Council (TC)

Traditions Council (TC) is a student-run organization dedicated to promoting and preserving the traditions that shape the Mo State experience. TC connects students to campus and athletics through

major university events, including Week of Welcome, Homecoming, Feast on the Field, and Fountain Day, building school spirit and a lasting sense of belonging.

Residential Hall Association (RHA)

The Residence Hall Association (RHA) at Missouri State University is dedicated to the resident experience by organizing events, advocating for student needs, fostering a sense of community, and ensuring a welcoming environment for all students.

Student Alumni Association (SAA)

Student Alumni Association (SAA) is the vital bridge between campus life and professional networks. Established by the Alumni Association in 1987, this student organization enhances student experience through meaningful connections with established alumni while supporting the Alumni office's mission of lifelong engagement. Students gain valuable career insights and professional relationships through direct alumni mentorship opportunities that extend beyond graduation.

Tier II – Affiliated Student Organizations (ASOs)

(Club Sports, Fraternity & Sorority Life chapters, Hall Councils, Campus Ministries)

What is an Affiliated Student Organization?

An affiliated student organization (ASO) is a student organization that is overseen by both the Office of Student Engagement and another stakeholder on campus or in the community. Several ASOs meet regularly with University staff members, whose jobs are primarily focused on providing support to these organizations. Examples include Club Sports, Fraternity & Sorority Life chapters, Hall Councils, and Campus Ministries.

Club Sports

A Club Sport is defined as a Registered Student Organization (RSO) structured for the purpose of furthering common interests in an activity through participation and competition. Club Sport participation is voluntary. Club Sport organizations are sponsored for competitions through the Campus Recreation office and require the organization be registered as a student organization through the Office of Student Engagement. A Club Sport should have the minimum number to field players in that sport per term to be eligible to be recognized as an active club, in addition to several other requirements.

Criteria to become a Club Sport

- Sport related student organizations are eligible to apply to be a club sport after one year (2 semesters) of being an official student organization in good standing with the Office of Student Engagement. Re-registration with OSE is required annually to remain in good standing as a club sport.
- Registered Student Organizations must submit their application to the Assistant Director of Recreational Sports (Campus Recreation) by April 1st for the Fall semester and October 1st for the Spring semester.
- In addition to the application, clubs must present to the Club Sport Council for consideration in becoming a club sport.
- Once an organization is approved by the Club Sport Council they will be managed by Campus Recreation.
- All Club Sport teams must have a President, Vice President, Treasurer, and Risk Management Officer to be eligible for consideration.

E-Sports

E-Sports, otherwise known as electronic sports, is the term for competitive gaming. E-sports is a global fandom, with millions of gamers and competitors - producing billions in support of professional players and teams. Missouri State University supports the growth and pursuit of esports through community

events such as the MSU Esports Club and competitions. E-Sports organizations are RSOs that seek to provide a safe and fun gaming environment. For more information on E-Sports, visit the E-Sports website.

Fraternity & Sorority Life

Fraternity and Sorority Life at Missouri State University is home to 28 chapters within 3 governing councils at MoState. Membership in Fraternity and Sorority Life provides opportunities to develop valuable leadership skills, serve the Springfield community, and to build friendships that will last a lifetime. There are three councils that make up the FSL Community.

Interfraternity Council (IFC)

- The Interfraternity Council (IFC) is the governing body for active fraternities at MoState
- <https://www.missouristate.edu/StudentEngagement/FSL/interfraternity-council.htm>

National Panhellenic Council (NPHC)

- The National Pan-Hellenic Council (NPHC) serves as the governing body for the entire community of the historically African American Greek letter organizations.
<https://www.missouristate.edu/StudentEngagement/FSL/national-pan-hellenic-council.htm>

Panhellenic Association (PHA)

- The Panhellenic Association (PHA) is the governing body for the [National Panhellenic Conference](#) sororities, including 1 multicultural sorority, and 1 local sorority at Missouri State University.
- <https://www.missouristate.edu/StudentEngagement/FSL/panhellenic-association.htm>

Residence Life Hall Councils

Each residence hall and apartment community has its own hall council. Hall councils provide students that live on campus with opportunities to build community, develop leadership skills, and create engaging experiences for their fellow residents throughout the academic year.

Residents can get involved by serving on the hall council executive board, with leadership positions available each fall, or by representing their floor as a member of the general assembly. Through event-planning and advocating to shape the residential experience, hall council members play an important role in building a vibrant campus community.

Campus Ministries

Religious and spiritual student organizations are an important part of the Mo State community, offering students opportunities to explore their faith and build meaningful connections with others who share similar beliefs and values. Many of these organizations partner with a local church or faith community

that provides guidance, supports the student organization, and helps coordinate the ministry's presence on campus.

Most religious/spiritual student organizations are also members of the [Campus Ministers Association \(CMA\)](#). The CMA is a collaborative association of representatives from local churches and faith communities that partner with recognized affiliated student organizations at Mo State. Through this partnership, the CMA helps support and coordinate the presence of campus ministries while fostering communication and collaboration among religious and spiritual organizations.

Tier III – Registered Student Organizations (RSOs)

What is a Registered Student Organization?

A registered student organization (RSO) is defined as a group of university students who unite to promote or celebrate a common interest. RSOs may include people from schools, faculty, staff, or community members, but most of the organization must be Missouri State University undergraduates, graduate, doctoral, and online students. Additionally, the control, operation, and responsibility of a student organization must reside with the students.

Privileges of Being an RSO

Upon registering, RSOs gain several privileges, including (but not limited to):

- Use of Campus Facilities
 - Use of rooms and space, subject to policies and procedures (contact PSU Events)
 - Use of technology (for more information contact the PSU Events Management)
 - Invite off-campus speakers, performers, and other guests to appear for regularly scheduled meetings and events/programs.
- Financial Support
 - Apply for SOFAC Funding
 - Request funding through SGA
 - Host Fundraisers on campus
- Marketing and Promotion
 - The right to advertise as a student organization at MoState
 - Distribute promotional materials relating to the organization's purpose and activities
 - Be listed as a student organization by OSE in any publications, on the OSE website, and on Mo State's student organization management platform
 - Ability to create a student organization email account, hosted through Microsoft Outlook
- Organizational Support
 - Eligibility for STAR Awards and other recognitions through the University
 - Direct consultation with Involvement Ambassadors
 - Direct organization support from the Office of Student Engagement
 - Leadership development opportunities, available to members of student organizations
- Campus & University Recognition
 - Eligibility to apply to participate and/or compete in Homecoming
 - Access to campus-wide involvement fairs and student org recruitment events
 - Participation in OSE marketing and promotional events, social media campaigns, monthly spotlights, etc.

Basic Requirements for Registered Student Organizations

All student organizations seeking recognition, must have:

- A unique purpose from any existing organizations;
- A minimum of eight (8) members who are currently enrolled students at Missouri State University;
 - *Exceptions can be made by the Director of the Office of Student Engagement or their designee.*
- A full-time MoState faculty/staff member to serve as an advisor;
- A clearly outlined constitution that meets the minimum standards as set by the Office of Student Engagement;
- Three Authorized Representative to serve as officers in the organization
 - *President, Treasurer, Vice President (or similar role) are required*

Once registered with the OSE, the student organization must also re-register each year to maintain 'Active' status as a student organization. For more information on this process, see pg. 14.

Officer Roles

An officer refers to a student member who has been charged with specific responsibilities related to the activities of the organization.

General Officer Requirements

To be an officer of an RSO, the following criteria must be met and maintained:

- Be a currently enrolled, matriculating student (enrolled in a degree program)
- Achieve and maintain a 2.3 grade point average
 - While in office the officer may not have below a 2.3 grade point average for more than one semester
- Be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, etc.

Student officers not fully meeting the eligibility requirements will have to relinquish their office immediately upon notification from their advisor or the Office of Student Engagement that they do not meet the academic standard. Replacement of ineligible officers will be conducted according to the organization's constitution.

Officer Positions & General Responsibilities

All organizations are required to have a president, a vice president (or similar role), and a treasurer but are encouraged to create as many additional officers as they feel their organization needs and should list them on their BearLink page.

President (required)

- Primary contact for the organization and spokesperson of the group
- Expected to interact and communicate with university officials and other student organizations

Treasurer (required)

- Responsible for the organization's finances
- Expected to manage all aspects of financial expenses and receipts

Vice President (or similar role - required)

- Responsible for the internal management of the group
- Expected to interact and communicate with members and guide project(s)
- Secondary contact for the organization
- *Note: if your organization does not have a Vice President, you must have an additional exec member that acts as 'second-in-command' behind the President.*

Student Organization Annual Re-Registration

Once a student organization has been officially recognized by the University and the Office of Student Engagement, the organization must re-register with the OSE every year.

Student organization presidents must complete the Annual Registration process each year to activate their organization for the current academic school year. If the student organization does not meet the necessary requirements before the deadline set by the Office of Student Engagement, the organization will be placed on a two week probation.

During this two week probationary period, student organizations lose all privileges of registered student organizations, including, but not limited to, space reservations and participation in Homecoming activities.

At the conclusion of the probationary period, if no action is taken, the student organization will be considered 'frozen' for the remainder of the academic year and may re-register their organization during the following registration cycle. If the organization does not register for two consecutive years, the organization will be considered inactive and will need to complete the New Organization registration process in order to re-instate their 'registered' status.

Early Re-Registration

The Early Re-Registration period opens in mid-April and closes at the end of May. Every Spring semester, student organizations have the opportunity to complete this re-registration form via BearLink to take care of several important registration steps in advance of the upcoming academic year.

This simple, streamlined process:

- Helps maintain consistent communication between the organization and the Office of Student Engagement (OSE);
- Confirms a faculty/staff advisor for the following academic year (a twelve-month term);
- Allows for OSE staff to collect annual year-end data on the organization; and
- Provides the student organization with the opportunity to RSVP early for the Student Organization Festival during the next Week of Welcome.

This process is completed by the current student organization President after their new organization's officers are elected for the upcoming academic year. That is, the 'outgoing' President should complete this form, listing the 'incoming' president as the primary contact for the organization in the respective field.

If the organization does not submit this form by May 31st the organization is responsible for re-establishing communication with the Office of Student Engagement prior to the upcoming Fall semester.

Fall Re-Registration

Student organizations that did not utilize Early Re-Registration must complete the Fall Re-Registration Process for the upcoming academic year. The process is the exact same as Early Re-Registration, but is instead open from late July to early September each year.

Student Org Leadership Development (SOLD) Retreat

Once an organization completes either Early or Fall Re-Registration, they are invited to attend the mandatory Student Org Leadership Development (SOLD) Retreat in mid-September. This half-day retreat serves as the primary training for all student organization Presidents, and must be attended each year in order for the student org to maintain 'Active' status with the University and the OSE.

The student organization president (or exec board designee, if the President is unavailable) must attend the SOLD Retreat in order to finalize the student organization's registration. During this retreat, the Presidents will be trained on room reservations, BearLink usage, important campus resources, and more.

At the SOLD Retreat, **every student organization must update their BearLink page with their full roster of current members.** If you fail to do so, your organization will not be considered re-registered. Once the roster has been input into BearLink, the organization will assume 'registered' status, so long as all other requirements are met.

Organization Categories

The purpose of Registered Student Organizations at Missouri State University is to provide structures through which students may freely associate in a common purpose or mission that unifies them to form an organization. Categories: Student organizations are divided into thirteen categories according to their purpose. The categories are described below.

- **Academic/Honorary/Professional:** pursue mutual career and/or educational goals and prepare for the professional world
- **Arts & Music:** provide members an opportunity to learn, discuss, display, and perform various art forms including painting, film, theatre, music, and dance
- **Club Sports:** In partnership with Campus Recreation, joining a club sport is the 'sweet spot' between collegiate athletics and intramural sports. Compete against other colleges with your fellow Bears!
- **Community Service:** provide volunteer community service and philanthropy to MoState and Springfield community
- **Culture/International:** celebrate and support the interest of one or many different cultures, regions, or ethnicities
- **Fraternity & Sorority Life:** social chapters organized under one of the FSL Governing Councils (Interfraternity Council, Panhellenic Association, or the National Pan Hellenic Council)
- **Political/Social Concern:** promote affiliation with a political party or support one or many various political issues
- **Recreation/Wellness:** support wellness and wellbeing initiatives for students and alumni
- **Religious:** celebrate and support the interests of one or many different religions or religious studies
- **Residence Life:** directly associated with a specific residence hall(s), or those related to residence hall issues. They provide students with the opportunity to govern their residence hall, provide programming, and offer feedback.
- **Special Interest:** characterized by a specific interest shared among members that is not directly linked with any of the other categories

Student Organization Advisors

Why does a student organization need an advisor?

An advisor can prove to be an asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively.

Who is eligible to serve as an advisor?

An advisor must be either a faculty or staff member at the University. The faculty or staff member must be employed at the University in a full-time capacity. Advisors are expected to be actively involved in the affairs of their organizations. Unless it states otherwise in their position description on file with human resources, faculty and staff may only advise two student organizations.

What is the role of an advisor?

Suggestions of the Advisor's Role: While specific roles should be defined by the organization and the advisor, an advisor should generally...

- provide expert knowledge and advice
- be knowledgeable about activities and programs of the organization
- suggest and encourage new program ideas
- help members apply principles and skills learned in and out of the classroom
- point out new directions and options
- provide insight into the group's problems and successes
- teach leadership techniques and develop new leadership
- assist in maintaining high standards of programming and individual performance
- assist in the development of procedures and plans of action

In return for their support, the advisor should expect that they be consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely but not dominate the program planning process.

If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming *overinvolved* in the day-to-day operations of the student organization. For assistance in defining officer-advisor relationships, contact the OSE for advice and resource materials.

An advisor must complete the Faculty/Staff Advisor Agreement Form each year during registration period(s), and must be listed on the organization's BearLink roster

Advisor Training

In order to fully support our Faculty/Staff Advisors, the Office of Student Engagement hosts optional monthly Advisor Meetings to ensure advisors can learn about student involvement initiatives, deadlines for student organizations, and best practices in the world of student involvement. All Faculty/Staff advisors should receive the OSE's monthly Student Organization Newsletter with more information on these meetings – if you are a current faculty/staff advisor and you do not receive these newsletters, please reach out to a member of the Student Involvement team for assistance.

It is strongly encouraged and recommended that Advisors, on campus-or off campus, attend these training sessions.

- Update on Policies & Procedures
 - Student Organization Handbook
- Student Organization Updates
- OSE Sponsored Events
- Advisor Support & Resources
- Student Organization Conduct Process
- SOFAC Funding Process
- Fall & Spring Re-registration Timelines

Finding a New Faculty/Staff Advisor

In the event that the student organization's advisor is no longer eligible to serve in this capacity (ex. they have left the University, have retired, have moved to part-time status, etc.) **the student organization will have a maximum of thirty (30) days to replace their advisor.** The student organization President (or designee) should alert the Office of Student Engagement when an advisor steps down/steps away. The OSE can assist in finding a new advisor, but the responsibility will ultimately fall to the student leaders to identify and secure a new faculty/staff advisor.

Starting a New Student Organization (NSO)

Missouri State University offers students a wide variety of ways to get involved on campus. Student Organizations are a great way to make connections and find individuals who have similar ideas and goals. Not only can you learn from each other, but you have the opportunity to develop friendships and contacts. If you have an idea for an organization that is not currently developed, we'd love to help you get started.

Please be aware that this process is extensive and requires a substantial commitment from you. From start to finish, it could take several weeks or even months to get a new group officially recognized.

Students interested in starting a new organization should contact any member of the Co-Curricular Involvement team in the Office of Student Engagement. Please review the "Starting a New Organization" flowchart for a step-by-step guide to the process.

Minimum Standards for Recognition

- Each organization must have a minimum of **eight** currently enrolled Missouri State student members.
- The executive offices of President, Vice President (or similar role), and Treasurer are required to be considered an NSO
- All other executive officer positions are optional and left up to the individual organization's discretion.
- All officers must have and maintain at least a 2.0 cumulative GPA.
- All executive positions must be held by Missouri State University students.

The Signed Advisor Agreement Form

- A full-time faculty/staff member is required to fulfill the position of advisor
 - *Note: Graduate Assistants and/or Teaching Assistants do not meet this requirement unless specified in their job description.
- Each organization must develop a constitution document (template provided on page 20), which must be approved by the Office of Student Engagement.
- The President must attend a Student Organization Orientation meeting each Fall semester
- Each organization must comply with university policies and regulations pertaining to student organizations.

New Student Organization Recognition Process

If you are interested in starting a new organization on-campus, please follow the steps below. Please contact the Office of Student Engagement with questions.

Step 1: Meet with a member of the CCI Team

- Contact the Co-Curricular Involvement team in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) to set up a meeting in which the registration process will be discussed.
- In this meeting, the interested student leader will meet with a member of the Involvement Ambassador team, or with another member of the Co-Curricular Involvement staff, to discuss their idea for an NSO. The following topics will be covered by the CCI Staff:
 - NSO Requirements (listed above)
 - Walkthrough of Student Org Constitution template
 - Highlight Articles regarding elections process(es), officer impeachment and removal process(es), and member removal process(es)
 - Benefits of being an RSO on campus
 - Timeline for NSO Process (included below)

Step 2: Select an Advisor and members for student organization

- If the student org leader has not already done so by their initial meeting with the CCI Staff, the student org must identify a full-time faculty or staff advisor.
- Student organizations must have at least one full-time employee of Mo State serve as an advisor to the organization. Each organization must have a minimum of eight currently-enrolled Mo State students as members. Together you will develop a purpose for your organization.

Step 3: Create and submit a Constitution during Annual Review Window

- Students must create a constitution using the template provided. Completed constitutions should be emailed to the Co-Curricular Involvement team in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) for review.
- Constitutions may be submitted via BearLink during the OSE's three-week submission window in late October. During this window, constitution review is the CCI Team's top priority. The team will review constitutions on a first-come, first-served basis, and will connect with student leaders regarding any necessary edits in a timely manner. It is an expectation that the student leaders communicate efficiently in order to move through the process swiftly—failure to do so may result in non-approval of the organization.
- Constitutions will be reviewed and approved based on the following criteria:
 - The proposed NSO has an identified mission/purpose, distinct of other approved student organizations at Mo State
 - The proposed NSO's constitution includes all necessary Articles and required language, and meets University standards.
 - The proposed NSO does not conflict with the University's Public Affairs Mission

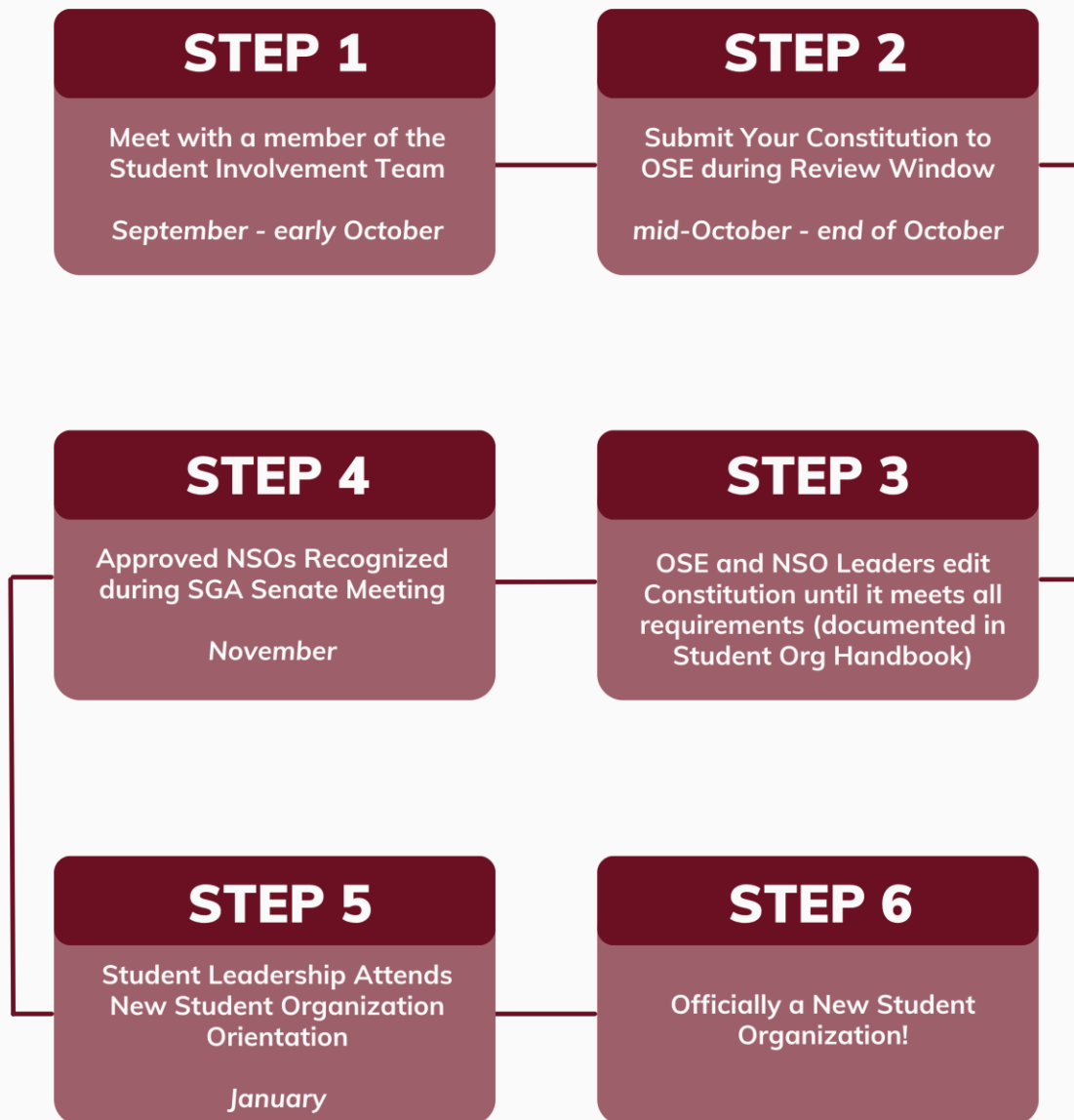
Step 4: Recognition at Student Government Association's Senate Meeting

- Following the approval of the NSO's constitution from the OSE, the NSOs shall be recognized during an SGA Senate session in November. The NSO president-hopefuls shall attend this session and answer any pertinent questions put forth by SGA Senate membership.

Step 5: Attend the OSE's New Student Organization (NSO) Orientation

- After approval from the OSE and recognition through SGA, the NSO president-hopefuls (and other executive board members, as necessary) will be contacted by a member of the Co-Curricular Involvement team with information regarding our annual NSO Orientation, taking place in the early Spring semester after NSOs are approved.
- In this Orientation, we will review:
 - student organization rights and responsibilities;
 - important campus policies for student orgs and their members;
 - hazing definitions and prevention measures;
 - space reservation on campus;
 - trip and event registration procedures and requirements;
 - student org leadership best practices;
 - other topics as necessary
- We will also launch BearLink pages for all approved NSOs in this Orientation. (BearLink is the online community for all registered student organizations on campus.)
- Only *after* the completed NSO Orientation is the NSO officially recognized by the University. After completion of this process, student organizations are eligible to apply for and receive SOFAC funding and to reserve space through Event & Meeting Services. (in addition to the other benefits afforded to student organizations).

NSO RECOGNITION PROCESS



Student Organization Constitution Template

Constitution of Official name of organization

Date Created: Date

Date Modified: Date

PREAMBLE

We, the members of this organization, do ordain this constitution of {organization name}, of Missouri State University, Springfield, Missouri, as the Constitution for the members of the {Organization name}. {Organization name} will operate within the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.

**The Office of Student Engagement may require you to add information about a law that applies specifically to your organization.*

ARTICLE I

Purpose of Organization

Section 1. The name of the organization shall be [NAME OF ORGANIZATION]

Section 2. The purpose of the organization shall be [PURPOSE OF ORGANIZATION]

Section 3. Affiliation with a regional or national association, if applicable

ARTICLE II

Membership

Section 1. Membership open to whom

Section 2. Qualifications for membership {ex: student status, GPA, attendance, etc.}

Section 3. Qualifications for Non-Missouri State or off campus members if applicable

ARTICLE III

The Executive Officers

List every officer of the organization and duties of each officer (Officer positions may vary by organization, but must include a president, vice president [or similar role], and treasurer)

Section 1. President

Section 2. Vice President

Section 3. Treasurer

Section 4. Secretary

Section 5. Other Officers

Section 6. Qualifications of Executive Officers {Must include that GPA must be at least 2.0, although individual organizations may make it higher at their discretion}

Section 7. All officers are required to be enrolled as Missouri State University students.

ARTICLE IV

Elections and Installation of Executive Officers

Section 1. Selection {nomination or application} process for the officers

Section 2. Specific date for the election of officers

Specific date can be explained in one of three ways (choose one):

1. Have a deadline that the organization must have elections by {ex: *must be held by the last meeting in the spring semester*}
2. Have a specific date the organization will hold elections on {ex: *elections will be held on the third Sunday of May each year*}
3. Have a two-week span in which elections can take place {ex: *Elections must be held between the last weekend in April to the second weekend in May*}.

Section 3. How officers are elected. Walk through the election process, what it looks like {Are there speeches given, is the voting by secret ballot, etc.}

1. Include the majority amount needed to win (choose one):
 - a. 2/3 vote of all members
 - b. 3/4 vote of all members
 - c. 51% vote of all members
2. Election proceedings and installation of officers must include this phrase: **Must include participation from and final approval by student members of the organization.**

Section 4. Term of office. Must include two points:

1. Can executive officers serve more than one term?
2. When does the term begin and end

ARTICLE V

Resignation of Executive Officers

Section 1. Process for resignation

Section 2. If on academic or disciplinary probation, the officer must resign from their position

ARTICLE VI

Impeachment and Removal from Office

Section 1. Process for impeachment

Section 2. The process for the removal and/or the impeachment of officers must include participation from and final approval by student members of the organization

ARTICLE VII

Filling Executive Officer Vacancies

Section 1. Process for filling officer vacancies. Include specific procedure for special elections. Examples:

1. Appointment by executive board with final approval by student members via vote
2. Process for how special elections are run
3. Refer back to Article IV (Elections and Installation of Executive Officers: Section 1 and 3)

Section 2. The process for filling vacancies of executive officer positions must include participation from and final approval by student members of the organization

ARTICLE VIII

Meetings

Section 1. Frequency of meetings

Section 2. How to convene meetings if not regularly scheduled, who contacts members if a special meeting is called

ARTICLE IX

Amendments to the Constitution

Section 1. How to propose amendments Examples:

1. Member proposes amendment to Executive Officers; amendment is taken to organization at meeting
2. Member proposes amendment at meeting of organization

Section 2. How amendments are adopted (choose one):

1. 2/3 vote of all members
2. 3/4 vote of all members
3. 51% vote of all members

ARTICLE X

Ratification

Section 1. This constitution shall be fully ratified once approved by a {insert desired majority} majority vote of membership and after its submission to and approval by the Office of Student Engagement.

If the organization has an affiliation external to the University that requires approval of constitution, the organization may include that external affiliation in the enabling clause.

ARTICLE XI

Empowerment

Section 1. This constitution will take effect after it is accepted by the Office of Student Engagement of Missouri State University, and {by specific quorum vote} accepted by the members of {organization's formal name}

ARTICLE XII

Non-Discrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non - discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University and the Organization will not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University or Organization. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity

employer. Inquiries concerning the complaint/grievance procedure related to discrimination on the basis of a protected class, including sexual harassment and sexual assault, or compliance with federal and state laws and guidelines, should be addressed to:

Director, Office for Institutional Compliance

Carrington Hall 205, 901 S. National Ave.

Springfield, Missouri 65897

Compliance@MissouriState.edu, 417-836-4252.

Organization Status & Criteria

Student Organizations must adhere to all policies and procedures set forth by the Office of Student Engagement (OSE), Office of Student Conduct (OSC), and Missouri State University (MSU). The following section specifically addresses OSE Procedures.

Student Organizations at MoState will hold one of the following the three organizational statuses: Active Status, Frozen Status, or Inactive Status. Details regarding student organization statuses, as determined by the OSE, are included below:

Active Status

Active organizations have met all registration requirements (detailed above on pg. 14), are listed on BearLink, and are eligible to reserve space on campus, attend student involvement fairs, host events, and request funding.

Frozen Status

Frozen organizations are previously registered/recognized student organizations that have not met all registration requirements for student organizations. Student organizations that are designated as 'frozen' will retain that status for one (1) academic year, with the opportunity to re-register with the OSE for the following academic year. Organizations with a frozen status are unable to do the following:

- Request Funding
- Access their BearLink Pages
- Request Travel

Inactive Status

Inactive organizations have disbanded or have been suspended from the University

Organizations that have not completed the Re-Registration process in two years will be set to Inactive Status and will need to apply as a New Student Organization (NSO) to become Active again. The NSO approval window takes place every Fall semester—for more details visit page 19 of this Handbook or connect with the OSE to learn more.

Organization Finances

The Office of Student Engagement supports all organizations in their efforts to grow their student organizations. RSOs are permitted to open bank accounts at area banks to hold organization funds.

All RSO are **required** to have a Treasurer position for their organization to oversee organizational banking, and different funding opportunities offered by the University.

Finances play a major role in the life of a student organization. Therefore, it is crucial for organizations to know the basics about finances in a student organization. The following sections will cover student organization banking, tax exempt status, funding resources, organization budgeting, and fundraising.

Tax Exempt Status

While student organizations at Missouri State University are not automatically considered for tax exempt status, since they operate with a social, recreational, charitable or educational purpose, your organization may be eligible for tax-exempt status as a 501 (c)(3) organization with the federal government. There are various exemption requirements based on your category of organization. You need to determine the appropriate requirements for exemption based on your own organization. All tax-exempt/nonprofit status processes are carried out through the state and federal government. Neither Missouri State University nor the Office of Student Engagement are involved with this process, but are happy to provide guidance to organizations that are interested.

Process for Obtaining an EIN Number

RSOs may need to acquire an Employer Identification Number (EIN) in order to conduct business as an organization. The most common reason the RSO requests an EIN number is to open a bank account.

The EIN is a nine-digit number that the Internal Revenue Service (IRS) uses to identify those required to file various business tax returns. EINs are used by a wide variety of employers, sole proprietors and corporations, as well as not-for-profit organizations, which is what your organization at Missouri State University may be considered (Note: this is different from a nonprofit organization—see above ‘Tax Exempt Status’ section for more details on nonprofit organizations). For more information on acquiring an EIN, see Establishing a Federal Identification Number for Bank Accounts or email the Involvement Ambassadors at OSEIA@missouristate.edu.

Applying for an EIN Number

- **Online:** Go to the website (irs.gov) search for “apply EIN online”. Follow the directions outlined on the website to apply on-line for an EIN.
- **Mail:** Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then mail to EIN Operation, Cincinnati, OH 45999. The IRS will send your EIN via mail within four weeks.

- Fax: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then fax it to the EIN Operation (Fax Number: (855) 641-6935. IRS will respond with EIN within five days.

Banking for your Student Organization

You are welcome to maintain a bank account at a financial institution of your choice. Contact your desired financial institution to begin an account. Neither Missouri State University of the Office of Student Engagement are involved in the creation or maintenance of your organizations account.

When choosing a bank to work with, consider the several different requirements that each bank has for opening an account. Some may require a minimum balance in your account, some may require additional documentation, some may require more than two representatives to be listed on the account, etc.

Several student organizations bank with Great Southern Bank or Commerce Bank, but you are welcome to bank wherever is convenient for your student organization. It is best practice to have at least two authorized representatives from the student organization listed on the account at any given time. Note that all parties may need to appear in person to remove, change, or add authorized members to your account. It is not an expectation of the OSE for the student organization advisor to be listed as an authorized representative on your bank account.

Funding Sources

There are a variety of funding resources at Missouri State University. Student organizations may consider partnering with organizations on campus such as Student Activities Council (SAC), Traditions Council (TC), and Residence Hall Association (RHA). Student organizations may also apply annually for SOFAC funding.

Student Activities Council Co-Programming Opportunities

The Student Activities Council's (SAC) purpose is to bring educational, entertaining, cultural, and leisure opportunities via programs and events for the students at Missouri State University. Part of that purpose includes the ability for SAC to work with other student organizations to provide quality programs. A portion of each year's budget is allotted for co-programs, which means that SAC may be able to help student organizations present programs via programmatic and monetary assistance. SAC co-programs are designed to be a working partnership between SAC and other student organizations, offices and departments.

Any registered student organization is eligible to apply to co-program. Co-programming proposals are evaluated on a case-by-case basis. When evaluating proposals, SAC will strongly consider the degree to which the organization's event purpose meets the mission, goals, and objectives of SAC. Other factors SAC may consider in determining support: the organization's participation in university events, the organization's overall contribution to the University, and the organization's demonstrated willingness and ability to assist in the funding and implementation of its proposed program.

An organization may not receive funding from SAC if the organization previously violated SOFAC and/or SAC co-programming guidelines. SAC will not be the sole funding source for an organization's event. Outside funding can include organization funds or fundraising, outside contributions, departmental contributions and local business contributions. For more information contact SACPresident@MissouriState.edu.

Traditions Council

Any registered student organization is eligible to apply to co-program. Co-programming proposals are evaluated on a case-by-case basis and must connect to an established Missouri State University Tradition. Please email TraditionsBearer@missouristate.edu to learn more.

Residence Hall Association

If an organization focuses a program on residence hall students, then the Residence Hall Association may be able to help with funding. Their focus is to develop and sponsor programming for on campus students. For more information visit the Residence Hall Association BearLink page or call 417-836-6880.

Student Government Association

Student Government Association (SGA) maintains several funds that are used to support student initiatives and/or capital projects. Each of these funds has their own proposal processes – more information, including formerly approved proposal documents and proposal templates, can be found [on their website here](#).

Student Initiative Fund

The Student Initiative Fund is a program initiated in 2016 by the students of Missouri State University. It has been created for student led initiatives that do not fall under the Wyrick Fee, the Sustainability Fee, and the Student Experience Fund. Examples of possible proposals range from additions to residence halls, creation of campus programs, scholarships, and building renovations.

Sustainability Fund

The Sustainability Fund uses student fees to advance Missouri State University's efforts to create a more sustainable campus and student experience. Examples of uses of the Sustainability Fund include the placement of solar panels in front of Duane Meyer Library, and placing hydration stations around campus.

Wyrick Fund

The Wyrick Fund is an outlet for students to bring their ideas for capital improvements into reality. This includes improvements/additions to campus buildings or campus grounds. Examples of past projects that utilized the Wyrick Fund include the Bear Head on the side of Hutchens House and the seating plaza in front of Hammons Fountain.

Student Organization Funding Allocation Council (SOFAC)

The Student Organization Funding Allocation Council was established to receive proposals and allocate funding (from a portion of the Student Involvement Fee) to registered student organizations at Missouri State University. SOFAC was established to receive budget proposals and allocate 30% of the Student Involvement Fee to registered student organizations at Missouri State University. The intent of SOFAC is to spread the available funds throughout the academic year to ensure that contingency funds are available and are best used by a variety of organizations. For more information contact SOFAC@MissouriState.edu

SOFAC shall allocate funds to organizations with the following objectives in mind:

- To assist, via funding, registered student organizations' efforts to sponsor services or events that directly contribute to the betterment of the Missouri State student community
- To assist, via funding, registered student organizations' efforts to sponsor events on campus to improve the social, cultural, recreational, and educational offerings to the students and the rest of the University community.

- To assist, via funding, registered student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career focused growth, or to assist in the attainment of the respective organization's mission/purpose.
- To assist, via funding, registered student organizations' efforts to sponsor physical and/or environmental improvements in the quality of the Missouri State University student community.

SOFAC Timeline for Student Organizations

The following timeline is a general outline that SOFAC adheres to every fiscal year. **Exact dates are posted on the SOFAC website for the current fiscal year.** *denotes a required event to receive SOFAC funding

July 1 – Fiscal Year Begins

Student organizations that received SOFAC funding can access their funds for the current fiscal year beginning on this date.

August – Fall Semester Begins

The exact date varies each year. Please check the academic calendar for more information.

****August-September – Student Organization Reregistration Period***

Any student organization awarded SOFAC funding must be registered. If they fail to register or reregister their organization by the final reregistration date, they will lose their SOFAC funding and cannot re-access it.

August-November – SOFAC Council Recruitment

During this time, SOFAC council applications will be live, and active advertising will be done to promote the opportunity for students to be on the SOFAC council. Required groups will be emailed at the beginning of the year to inform them that they must select one member from their group to represent them on the council by a specified date. All other student organizations will be reached via mass emails to inform them of the opportunity to serve on the SOFAC Council.

January – Spring Semester Begins

The exact date varies each year. Please check the academic calendar for more information.

****February – Budget Proposal Workshops***

Student organizations interested in applying for funding must attend one budget proposal workshop before they can apply for funding. This is an annual requirement so organizations must attend each year that they want to apply for funding. It is required that the organization's current or upcoming president or treasurer attend in order for their attendance to be counted.

March – Budget Proposal Review and Approval Process

The SOFAC council will begin reviewing budget proposals and conducting outreach efforts to gain clarity on any questions they have about the proposals. Award letters will be posted on each organization's BearLink page under the Documents tab.

Early April – Appeal Hearings

Any student organization seeking to appeal against the decision made by the SOFAC council may do so during this time.

****April – Payment Meetings***

Student organizations awarded SOFAC funding must attend a payment meeting to be guaranteed the funding they were awarded. This meeting will cover how organizations use their funding. Failure to attend this meeting will result in a loss of the awarded funding.

June 15 – Deadline to Submit SOFAC Requests to be processed for the current fiscal year

This hard deadline is in place to ensure that SOFAC and financial services have ample time to process all final requests.

SOFAC Funding Types

General Funding

- Annual funding for a single organization shall not exceed \$2,000 (subject to change).
- SOFAC reserves the authority to fund an organization at an amount less than the annual maximum.
- No allocation shall be considered a guarantee. Receiving funding should be considered an award. Regardless of if the organization has received funding in the past, they are held to the same guidelines as any other organization.

Interim Funding

- To assist New Student Organizations (NSO) established after the General Budget Proposal timeline, SOFAC shall maintain an Interim Funding budget, which will provide them with the opportunity to receive funds.
- Interim proposals must be submitted at least **one month prior** to the first event for which the organization is seeking funding.
 - Interim Funding amount allocated to NSO in the amount of \$1000.00
 - Registered Student Organizations that received funding through a General Budget Proposal shall only be eligible for Interim Funding after they have exhausted all of their total allocated funds for the current fiscal year.
 - Registered Student Organizations can request up to the maximum amount of \$500.00 in additional funding.
 - The Interim Funding will serve as a one-time request for RSOs
 - Proposal must be submitted to the OSE and will be reviewed and approved by the SOFAC GA, Administrative Assistant, and the Director of the Office of Student Engagement.
- No applications for Interim Funding in the current fiscal year will be accepted after the first Friday of April each year.

Post-Season Funding

- Post-Season funding is intended to provide additional funding to those organizations who qualify for post-season competition which could not have previously planned for at the time of their original
- There will be a maximum allocation of \$1,000 per organization, per fiscal year.
 - There will be a maximum allocation of \$250 per student, per event. A \$500 per person, per fiscal year maximum will also be established.

- Post-Season funding is not guaranteed solely on qualification for post-season competition.
- Organizations will only be eligible after they have utilized the full amount of their general budget allocation.
- Registered Student Organizations that have only received interim funding will not be eligible.

All University rules, regulations and policies are expected to be followed for events or activities funded by SOFAC.

- Should any University rules, regulations and policies not be followed in any way it will result in the organization repaying SOFAC for the allocated amount, and face University sanctions.
- Alcohol is not permitted at any event or activity funded by SOFAC, and it is the funded organization's responsibility to prevent the presence of alcohol at any such event.

SOFAC Guidelines are subject to overall University Fiscal Policy, which may be found on the Financial Services website. Please see the link below for additional resources.

[SOFAC Request](#)

[Apply for Funding](#)

[Funding Standards & Guidelines](#)

University Policies for Student Organizations

The policies included in the following section are subject to change throughout the academic year, at the discretion of various lines of authority that oversee each policy. They are included in this handbook as a reference point and to increase awareness of the policies that pertain directly to student organizations at Mo State.

For the most up-to-date policy verbiage, please reference the [Mo State Policy Library](#), linked here.

Student Organization Name & Acceptable Logo Uses Policy

The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing student organization.

- Registered Student Organizations who choose to use MSU in their title must use the following format: (Name of Organization) at MSU. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations cannot use the University trademarks, seal or logos (including Boomer/mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirts, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission.
- Student organizations may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at Missouri State University (or MSU)”.

The Missouri State University name is a registered trademark and may not be used without consent from the Missouri State University System. The official wordmark, Carrington Hall logo and Bear Head logo also are registered trademarks and must be used according to approved policies.

To ensure protection of its registered rights, the "TM" symbol must appear following the name "Missouri State University" or "Missouri State" when applied to merchandise. Additionally, the "TM" symbol also must appear following the University's name when used as a title/banner, logo or symbol within electronic/web applications, or printed documents, especially on the front, back and inside cover pages.

The "TM" symbol also must accompany reference to Missouri State University-West Plains and Missouri State University-Mountain Grove.

Use of the official Missouri State University wordmark is encouraged to address each of the conditions listed above and will meet the registered trademark requirements.

In addition to the acceptable logos shown throughout this site, the variations included below also are approved Missouri State University logos.

The Missouri State University wordmark may be reversed out of a solid color or dropped out of a photograph. When dropped out or reversed, the words Missouri State University may appear in white.

The wordmark and "M" Missouri State logo may be used in one-color applications for merchandise/apparel to create a tone-on-tone effect.

The Bear Head logo may be used on a dark background as shown. When the dark background is black, use the Bear Head logo specifically developed for a black background. The Bear Head logo may never be reversed to white or another color (see unacceptable uses).

A one-color maroon Bear Head logo is acceptable for print applications as well as merchandise/apparel. A one-color black Bear Head logo is only acceptable in print applications.

The "®" symbol must always appear as shown on all Missouri State University marks.

Organization Name Changes

If your student organization wishes to change the organization name; after completing the Reregistration Process, they must fill out the Organization Name Change document and submit it on BearLink.

The name change will require the old name, the desired name, the signature of 2 authorized representatives, an explanation of why the name is being changed, and the advisor's signature. Once complete, the form should be submitted on BearLink. Authorized Representatives and Advisor must be listed on the Organizations BearLink Profile to be approved After the organization's name change has been approved and changed. It is the organization's responsibility to change the name on the constitution, the organization description/summary on BearLink, EIN numbers, and all bank or cost center accounts.

Non-Discrimination Policy

The following language must be included in all student organization constitutions and cannot be edited in any way.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non -discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University and the Organization will not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University or Organization. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity employer. Inquiries concerning the complaint/grievance procedure related to discrimination on the basis of a protected class, including sexual harassment and sexual assault, or compliance with federal and state laws and guidelines, should be addressed to:

Director, Office for Institutional Compliance

Carrington Hall 205, 901 S. National Ave.

Springfield, Missouri 65897

Compliance@MissouriState.edu, 417-836-4252.

Event Planning & Facility Use

Student organizations must register the following events: **Trips**, **Events with Alcohol**, and **On-Campus Outdoor Events**. It is a requirement that student organizations hold a minimum of two events during the academic year (ex. General meetings, featured speakers, conference travel, games/matches, etc.).

For all event registrations, please utilize the Event Registration form on BearLink, included below:
<https://missouristate.presence.io/form/event-registration>

Organization Events

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- A significant number of attendees are members of an organization.
- The event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization.
- Promotional material associates the event, activity, or gathering with a specific organization.
- The activities can be reasonably associated with a particular organization.

Reserving Campus Facilities

Before any event can take place, you must schedule your event with the appropriate scheduler on campus. Most spaces on campus can be reserved by completing the space request through the [Event Management Services](#) scheduling system, at least 10 business days prior to your event date, but we encourage you to do so much sooner! All space is confirmed on a first-come, first-served basis.

Events & Meeting Services (EMS)

- This site also has a listing of what events are taking place in the Plaster Student Union and other academic spaces reserved. If you are having issues with the system, please contact Event & Meeting Services 417-836-5653 or EventMeetingServices@MissourState.edu

Events with Alcohol & Social Event Risk Management Policy

Language taken from Op5.15 Social Event Risk Management Policy

This Student Organization Event Risk Management Policy applies to all Missouri State University student organizations (recognized, registered and/or university sponsored), and their events/activities; including events at which alcohol may be present. University student organizations are expected to abide by the following list of responsibilities in connection with the scheduling of organizational activities, and specifically those activities that involve alcohol. Failure to comply could result in individual and/or organizational conduct charges under the university's Code of Student Rights and Responsibilities (Code).

- For a complete list of Risk Management Policies and Procedures, and the full language of the policy, please visit the link below on the University Website.
- [Op 5.15 Social Risk Management Policy](#)

Crisis Management

In the event of a crisis or emergency related to the organization, or a member of the organization, the organization is advised to:

- Call 911 immediately for necessary emergency services
- Notify University safety and/or Counseling Center staff
 - Safety: 417-836-8870
 - Counseling Center: 417-836-5116
- Notify the Office of Student Engagement staff and the student organization advisor at your earliest convenience
- Enact any additional crisis management protocol the organization has in place in collaboration with advisor and/or the Office of Student Engagement

In the event of serious injury or death, information must not be shared publicly or privately (within the organization) without consent from the member's family or guardian. Please notify the Dean of Students Office for additional information and guidance.

- [Dean of Students Office](#)
- Phone: 417-836-5527
- Email: DeanofStudentsOffice@missouristate.edu

BIT Team

The [Behavioral Intervention Team's \(BIT\)](#) mission is to identify students exhibiting behaviors detrimental to their or other campus community members' success and provide resources improving opportunities to achieve student success.

Concerns & Resources

If you are concerned about a member of your organization the university has a variety of resources.:

- [Counseling Center Services](#)
- [Office of Student Conduct](#)
- [Bias Response Team](#)
- [Title IX Office](#)

Guidelines for RSO Events with Alcohol

The following regulations must be followed at both off and on-campus events in which alcohol is served

- All student organization on-campus events (regardless of the presence of alcohol) must be scheduled through the University's [Event and Meeting Services](#)
- Any student organization event (on-campus and off-campus) where alcohol will be provided must be approved and registered with the University's Office of Student Engagement.*
 - All student organizations who wish to host an event with alcohol must register the event with the OSE within 10 Business days of the event.
- For all events where alcohol is present, in addition to the other requirements of this policy, guest list must be maintained.
- For all events where alcohol is present, in addition to the other requirements of this policy, the student organization must either:
 - hold the event at a third-party establishment licensed to distribute alcohol; or
 - hire professional security
- Any possession, use, and/or consumption of alcoholic beverages, during any event hosted or advertised by a student organization, must be in compliance with University policy, as well as all applicable laws and ordinances of the state, county and city.
- No student organization can use alcohol in connection with member recruitment, intake, initiation or any element of obtaining or retaining membership in the student organization.
- Alcoholic beverages may not be purchased with student organization funds.
- No student organization member(s), collectively or individually, can purchase for, serve to, or sell alcoholic beverages to any individual under twenty-one (21) years of age.
- No student organization shall permit, encourage, or participate in drinking games, binge drinking, or drinking and driving in any activity related to the student organization.

- No student organization shall permit, encourage or participate in the use or distribution of narcotics, controlled substances or prescription medications used without proper prescription or used counter to the directions of a valid prescription.
- It is the responsibility of the student organization to establish risk management safeguards which comply with University policy and organization policy. Potential violations of University policy are to be reported to the Office of Student Conduct.
- Student organizations must ensure that third-parties and/or guests are aware of, and comply with, all University policies. Student organizations will be held accountable for third-parties and/or guests when their behavior is in violation of University policies.
- Failure to comply with additional guidance and/or policies of any national, regional, or local affiliate of a student organization relating to risk management practices will be interpreted as a failure to abide by this policy.

Social event guidelines for student organizations are available from the Office of Student Engagement.

*Note that the requirements set forth in Sections 1, 2, and 3 above will not apply to a student organization's registered participation in the University's BearFest Village. All other sections of this policy will apply to a student organization's participation in BearFest Village.

Student Organization Travel

Student Organization travel is considered to be any travel that is coordinated, advertised, or otherwise facilitated by the student organization. All RSOs must submit any and all necessary Travel Authorization forms if they are traveling outside a 100-mile Missouri State University, or if traveling overnight. Student Organization travel must follow the appropriate travel procedures to ensure the safety of all involved.

Op5.12-5 Travel

- Event Registration form and all relevant paperwork must be submitted 10 University business days before the departure date to the Office of Student Engagement.
- Student organization's advisor must approve the event
- All Trip/Activity Release forms must be submitted to the Office of Student Engagement at least 5 University Business days before the departure date.

Student organizations are subject to the obligations and expectations of the Code of Student Rights and Responsibilities for all organizational travel contemplated by this policy.

[MSU Travel Guidelines](#)

Anti-Hazing Policy

G5.01.4.5 - Hazing

Any Student found by the University to have committed any of the following misconduct is subject to the Educational Consequences outlined in [Article VII](#). The authority to determine if a specific act is subject to Educational Consequences shall be determined pursuant to the procedures set forth in this Code or University Policy, as applicable. [...]

Hazing, an act that endangers the mental or physical health or safety of a Student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with or as a condition of continued membership in a group or Student Organization. The express or implied consent of the Student will not be a defense to a violation of hazing. The willing participation or acquiescence of the Student subject to the hazing activity is no defense and is still a violation of this policy.

Marketing/Promotional Guidelines for Student Organizations

General Campus Posting Guidelines

- Posting materials must include the name of the organization
- Material must be advertising a specific event or occurrence
- There may be no more than 5 posters, handbills, or flyers displayed by any one student group or student in one area
- All material posted must be removed on day after the event
- Do not use duct tape, packing tape, gummed labels, stickers, or any other pasts or glues to post on any surface.
- Postings are prohibited on glass surfaces, painted surfaces, utility poles, all university buildings, walls, construction walls and materials; signage, trees, open space, paved surfaces, or earth surfaces

Chalking Policy

- Chalking on campus is limited to RSOs, university groups, or registered students
- Chalking is permitted only on horizontal surfaces in open areas directly washed by rain
- Chalking must bear the name of the sponsoring organization
- Messaging must be for a campus-wide event open to all students
- Chalk must be water soluble
- Chalking is not permitted on street pavers
- Chalking offensive content is prohibited