



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 Registered Student Organizations (RSOs) at Missouri State University (MSU)! Joining an RSO 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 MSU. With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance, and other specific interests, the portfolio of student organizations at the Missouri State University 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 also want to support your education. The OSE believes that involvement in student organizations and campus programs will enrich your MSU 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 RSOs. 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 an RSO 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 RSO 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

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

- Location
 - Plaster Student Union 127
 - 901 S. National Ave Springfield, MO 65897
- Phone Number
 - 417-836-4386
- Email
 - Office: StudentEngagement@missouristate.edu
 - Involvement Ambassadors: OSEIA@missouristate.edu
 - Co-Curricular Involvement: StudentOrganizations@missouristate.edu
- Hours of Operations
 - Monday-Friday 8:00am-5:00pm

Social Media: @MOStateOSE



Table of Contents

<i>Dear Bears,</i>	2
SERVE, MENTOR, INSPIRE, LEAD, & ENGAGE	2
Mission	3
Our Purpose	3
Our Values – S.M.I.L.E.	3
Contact Information	3
Social Media	3
<i>Student Organization Tiers - Overview</i>	7
Registered Student Organization (RSO / Tier 3)	7
Affiliated Student Organization (ASO / Tier 2)	7
Sponsored Student Organization (SSO / Tier 1)	7
New Student Organization (NSO)	8
Responsibilities of Student Organizations	8
<i>Tier 1 – Sponsored Student Organizations (SSOs)</i>	9
What is a Sponsored Student Organization?	9
Sponsored Student Organizations	9
Student Government Association (SGA)	9
Student Activities Council (SAC)	9
Traditions Council (TC)	9
Residence Hall Association (RHA)	9
Student Alumni Association (SAA)	9
University Ambassadors (UA)	10
<i>Tier 2 – Affiliated Student Organizations (ASOs)</i>	10
What is an Affiliated Student Organization?	10
Club Sports	10
E-Sports	11
Fraternity & Sorority Life	11
<i>Tier 3 – Registered Student Organizations (RSOs)</i>	11
What is a Registered Student Organization?	12
Privileges of Being an RSO	12
Basic Requirements for Registered Student Organizations	13
Officer Roles	13
General Officer Requirements	13
Officer Positions & General Responsibilities	13
<i>Organization Categories</i>	14
<i>Student Organization Advisors</i>	16
<i>Starting a New Student Organization (NSO)</i>	18

Minimum Standards for Recognition	18
The Signed Advisor Agreement Form	18
New Student Organization Recognition Process	19
<i>Student Organization Constitution Template</i>	21
<i>Student Organization Annual Registration Process</i>	27
<i>Organization Registration Status & Criteria</i>	28
Active Status	28
Frozen Status	28
Inactive Status	28
<i>Organization Finances</i>	29
Tax Exempt Status	29
Process for Obtaining an EIN Number	29
<i>Funding Sources</i>	31
Student Activities Council Co-Programming Opportunities	31
Residence Hall Association	31
Student Organization Funding Allocation Council (SOFAC)	32
<i>SOFAC Timeline for Student Organizations</i>	33
<i>Funding Types</i>	35
Annual Funding	35
Interim Funding	35
Post-Season Funding	35
<i>Student Organization Name & Acceptable Logo Uses Policy</i>	37
Organization Name Changes	38
<i>Event Planning & Facility Use</i>	39
Organization Events	39
Reserving Campus Facilities	39
Events & Meeting Services (EMS)	39
<i>Student Organization Accounts & Delinquency Procedures</i>	40
<i>Events with Alcohol & Social Event Risk Management Policy</i>	41
Crisis Management	41
BIT Team	42
Concerns & Resources	42
Title IX Office	42
Guidelines/Procedures for RSO Events with Alcohol	42
<i>Student Organization Travel</i>	44
<i>Hazing Policy</i>	45

Op 5.25 Hazing Prevention & Programming	45
Hazing Policy Statement	45
Reporting Acts of Hazing	46
Related Laws 46	
Campus Prevention Programs	46
<i>Advertisement & Solicitation</i>	<i>47</i>
Advertising on university campus or through university owned and controlled distribution	47
Commercial sales and solicitations	48
No prohibition for registered student organizations and university departments	49
Limited commercial solicitations with non-university commercial entities	50
Facilities usage	51

Student Organization Tiers – Overview

What are Student Organization Tiers?


Missouri State University believes involvement in co-curricular activities is paramount to a student's success. The University, under the direction of the Office of Student Engagement, has created three tiers of student organizations: Registered Student Organizations, Affiliated Student Organizations, and Sponsored Student Organizations.

All student organization tiers provide leadership opportunities, foster connections with peers, and increase access to a variety of resources and experiences. Further, each tier plays a vital role in creating engaging experiences and networking opportunities for students, faculty, staff, and community members. As such, it is critical to define and set policies and expectations regarding student organizations and their relationship with the University.


Registered Student Organization (RSO / Tier 3)

A registered student organization (RSO) is defined as a group of university students united to promote or celebrate a common interest that have followed all MSU requirements for recognition. RSOs shall primarily include undergraduate, graduate, and doctoral students at Missouri State University (MSU).

Affiliated Student Organization (ASO / Tier 2)

An affiliated student organization (ASO) is an RSO that is tangentially linked to Missouri State University's facilities and operations. Several ASOs meet regularly with University staff members, whose  job duties include supporting these organizations. Examples include Club Sports, Fraternity & Sorority Life Chapters, and E-Sports.

Sponsored Student Organization (SSO / Tier 1)

A sponsored student organization supports the mission of its aligned University department and promotes departmental initiatives. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization.  Sponsored student organizations may receive funding from the University department/unit in which they are housed (through departmental budgets or student fee 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. 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 NSOs 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, or prospective student organizations. Regardless, NSOs are expected to conduct themselves at all times as an RSO and will be subject to all policies relevant to RSO conduct, including but not limited to the Code of Student Rights and Responsibilities.

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;
- Meet and maintain all requirements of recognition established by MSU
- Attend hazing training, as required by University policy and state/federal law;
- Manage itself and carry out its activities listed within its constitution
- Adhere to all local, state, and federal laws, as well as University regulations and policies, including the Code of Student Rights & Responsibilities
- Anticipate, provide for, and meet all legitimate financial obligations
- Act in the best interest of its members and the University
- Comply with all distributed organization information
- Take reasonable precautions for the safety and comfort of participants at organization events
- Immediately notify the OSE of any changes in the organization's representatives, advisors changes, addresses, telephone numbers, emails, or constitution
- Utilize the OSE for any questions or expert knowledge in all events and activities.

Tier 1 – Sponsored Student Organizations (SSOs)

What is a Sponsored Student Organization?

A sponsored student organization supports the mission of its aligned University department and promotes departmental initiatives. 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.

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)

TC provide an opportunity for students to connect with campus through different university programs and initiatives by showing school spirit at several of the university's major events. Including: Weekend of Welcome, Homecoming, Rave in the Cave, Fountain Day, and many other athletic events

Residence Hall Association (RHA)

The Residence Hall Association (RHA) at Missouri State University is dedicated to the student experience by organizing events, advocating for student needs, fostering a sense of community, and ensuring an inclusive 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

University Ambassadors (UA)

University Ambassadors is both an exciting organization of students motivated to represent Missouri State University, as well as an on-campus job! As an Ambassador, you will be responsible for giving tours of campus to prospective high school and transfer students. You will also have the opportunity to represent the university at other on- and off-campus events which showcase Missouri State. Being a member of University Ambassadors is rewarding and a great way to enhance your college experience!

Tier 2 – Affiliated Student Organizations (ASOs)

(Club Sports, E-Sports, Fraternity & Sorority Life Chapters, Hall Councils)

What is an Affiliated Student Organization?

An affiliated student organization (ASO) is an RSO that is tangentially linked to Missouri State University's facilities and operations. 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, and E-Sports.

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 a registered 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 MSU. 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 MSU
- <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>

Tier 3 – 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 achieving a 'registered' status, 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 MSU
 - 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 MSU'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 official recognition/RSO status, 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 MSU 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 are **required**
 - President, Treasurer, Vice President

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 minimum 2.0 grade point average to remain in good standing with the University
- 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, and a treasurer but are encouraged to create as many additional officers as they feel their organization needs and should list them on their Bear Link 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 o Expected to manage all aspects of financial expenses and receipts

Vice President (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

Organization Categories

The purpose of 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. Student organizations are currently divided into thirteen categories according to their purpose. A list of current categories is included below.

- **Academic/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:** Club sports are student organizations made up of participants who share common interests and desires to participate and compete in a particular sport. Many club sports will compete locally, regionally, and nationally. Club sports provide opportunities to participate in organized, competitive sports and represent the University during practice and competition.
- **Community Service:** provide volunteer community service and philanthropy to the MSU 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
- **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 is 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 current faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. 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?

While specific roles should be defined by the organization and the advisor, an advisor should generally...

- Advisors are required to be listed as an advisor on the organization's Bear Link Page
- 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 involved in clearing or approving every detail. For assistance in defining officer-advisor relationships, contact the OSE for advice and resource materials.

***An advisor must sign the Advisor Agreement Form each year during registration periods

Advisor Training

In order to fully support our Faculty/Staff Advisors, the Office of Student Engagement will host two Advisors Training Sessions Annually. One Advisors Training Session will be held in the Spring Semester and the other Advisors Training Session will be held in the Fall Semester.


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 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, retired, moved to part-time status, are on sabbatical, etc.), **the 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 on the student leaders to identify and secure a new RSO advisor.

Starting a New Student Organization (NSO)

 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.
 - *Exceptions can be made by the Director of the Office of Student Engagement or their designee.*
- The executive offices of President, Vice President & 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, which must be approved by the Office of Student Engagement and Student Government Association.
- 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.

Step 2: Select an Advisor and members for student organization

- Student organizations must have at least one MSU full-time staff or faculty member serve as an advisor to the organization. Each organization must have a minimum of eight MSU students as members.
- Together you will develop a purpose for your organization.

Step 3: Create and submit a Constitution

- 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.
- Once approved by our team, NSO constitutions will be presented to the Missouri State University's Student Government Association (SGA) for final review and approval. SGA will look to ensure that a prospective organization does not heavily overlap with other organizations, there isn't a large amount of risk associated with the organization, and the group's proposed constitution meets University standards. SGA will then approve the student organization for recognition by Missouri State University.

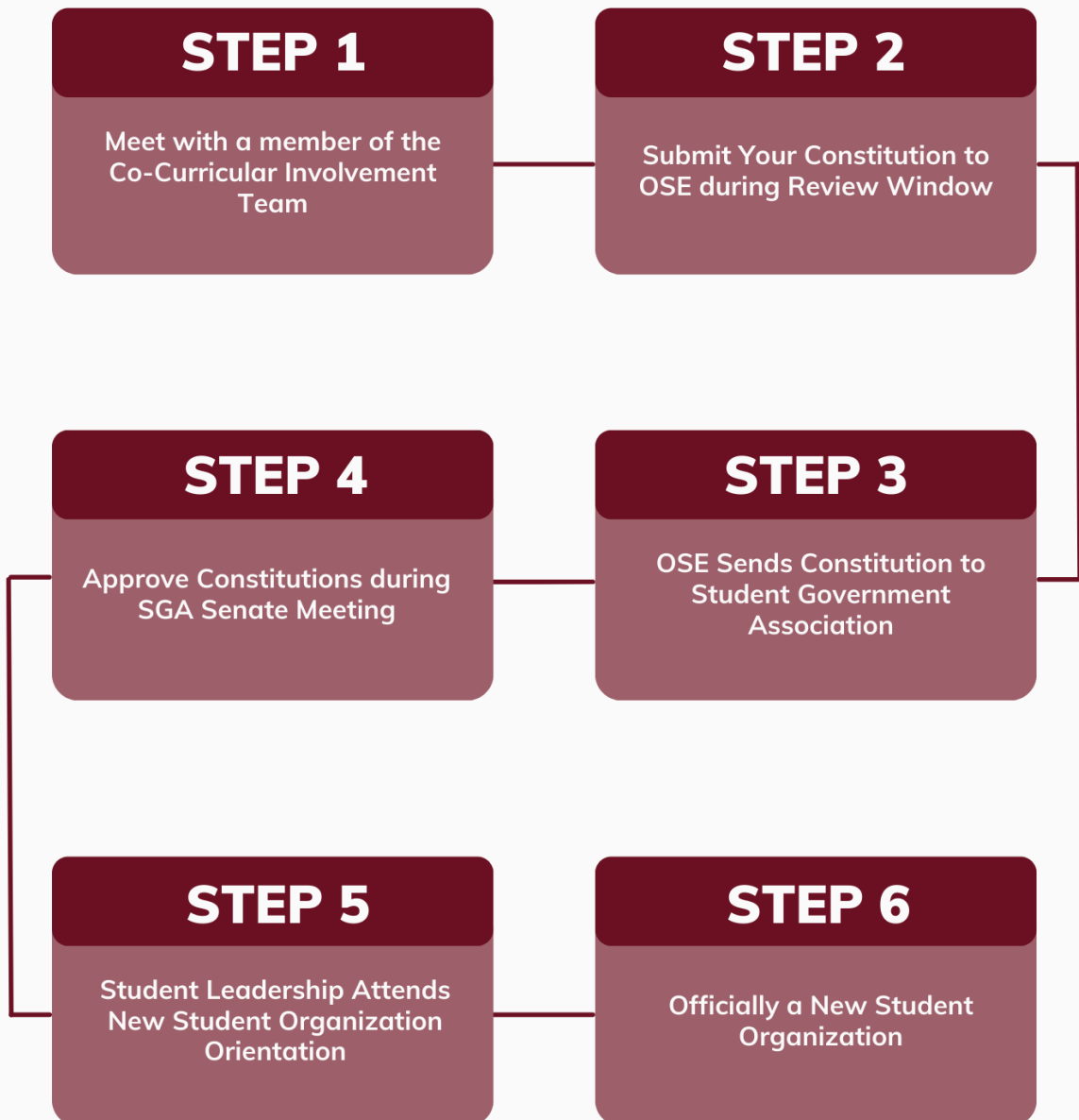
Step 4: Attend NSO Training

- When approved by SGA, you will be contacted by a member of the Co-Curricular Involvement team for information to set up a BearLink page for your student organization.
- BearLink is the online community for all registered student organizations on campus.
- Only after final review and approval of the Constitution document and the completed BearLink Training is the new organization officially recognized by the University. After completion of this process, student organizations are eligible to receive SOFAC funding and to reserve space through Event & Meeting Services.

Step 5: Complete and submit registration paperwork

- Students will receive the Faculty/Staff Agreement Form at the New Student Organization Meeting. All paperwork must be submitted to the OSE in order to progress through the recognition process.

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

Section 2. Purpose of the 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}

Section 1. President

Section 2. Vice President

Section 3. Secretary

Section 4. Treasurer

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, after its submission to and approval by the Office of Student Engagement, and after its submission to and approval by the Student Government Association.

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 both the Office of Student Engagement and Student Government Association 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 does 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. 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.

Student Organization Annual Registration Process

Spring Re-registration Window: Mid-April through the end of May

Late Registration: Late July through early September

All  Student Organization recognized at MSU must re-register annually each Spring semester starting April 15th and Ending May 31st (dates are subject to change). This process is administered through Bear Link. To re-register, organizations must complete the following steps:

- Sign into Bear Link using university login information
- Navigate to the Forms tab.
- Find the 'Early Registration' form for the designated year
- Complete and submit the Early Re-Registration form, ensuring to add the following:
 - Updated advisor contact information
 - Most up-to-date constitution
 - Updated organization officer contacts and membership roster
 - Updated general organization contact information
 - Any other information that needs to be updated

Following your completion and submission of the form, await email notification regarding if your submission is approved or denied for revisions. If denied for revisions, the form will need to be updated and re-submitted in a timely manner.

Early Re-Registration submissions are due May 31 each year. Due to an increase in the volume of submissions during that time, it may take up to 30 days to process your registration.

If an RSO does not successfully complete early re-registration, the RSO must complete registration in the early Fall semester before census date (normally mid-September). Failure to submit your re-registration by either the early deadline or the final fall deadline may result in your organization losing all benefits afforded by the University as RSOs.

Organization Registration 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 MSU 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), are listed on BearLink, and are eligible to reserve space on campus, attend student organization fairs, host events, and request funding.

Frozen Status

- Frozen organizations are previously registered/recognized student organizations that have not met all registration requirements for RSOs. RSOs 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 Bear Link Pages
 - Request Travel

Inactive Status

Inactive organizations have voluntarily disbanded or have been suspended from the University through the Student Organization Conduct process.

- 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—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 RSOs 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 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. Missouri State University and the Office of Student Engagement are not involved with this process.

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 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](https://www.irs.gov)) do a search for “apply EIN online”. Follow the directions outlined on the website to apply on-line for an EIN.

- Telephone (option available to international applicants only): Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then call (267) 941 – 1099 (not a toll-free number). They will walk through the remaining steps in the process.
- 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.

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 organization's 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.

Organizations are not eligible to receive funding from SOFAC and SAC for the same event. Furthermore, 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.

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 Bear Link page or call 417-836-6880.

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, as part of the Memorandum of Agreement, 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.

June 30 – Fiscal year ends

All unused allocated funds will be put back into the SOFAC budget to be used for the next fiscal year. Unused allocated funds cannot be accessed or reallocated after the deadline.

Funding Types

Annual 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 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.

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](#)

[25-26 Funding Standards & Guidelines](#)

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's name; after completing the Reregistration Process, they must fill out the Organization Name Change form and submit it on BearLink.

The name change will require the old name, the desired name, and an explanation of why the name is being changed. 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.

Event Planning & Facility Use

RSOs must register the following events: Trips, Events with Alcohol, and Outdoor Events. The registration process helps RSOs in event planning and can be used as a helpful marketing tool.

For more information on where to go to register events, please utilize this link: <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 office 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

Student Organization Accounts & Delinquency Procedures

All invoices for student organization events/reservations shall be sent out one week after the event. Student organizations are notified monthly of outstanding charges to their University account. It is an expectation that student organization account balances be paid down in a timely manner, within 30 days from the date of notice.

If charges accrued by a student organization are not paid in full within **90 days** the organization will be placed on probation and the following will occur:

- **The student organization's university account will be locked until the account is paid in full -Event & Meeting Services, Missouri State Dining Services, SOFAC, and the Office of Student Conduct will be notified.**
- **It is encouraged that the student organization's President and Advisor will meet with the Coordinator, Co-Curricular Involvement, within the Office of Student Engagement to discuss a plan of action.**
- **Payments need to be made by the 1st business day of the month.**
- Appeals on charges can be made to the Office of Student Engagement.

Events with Alcohol & Social Event Risk Management Policy

Language taken from Op5.15 Social Event Risk Management Policy

This Social Event Risk Management Policy applies to all Missouri State University student organizations (recognized, registered and/or university sponsored), and their events, and 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.
- [Op5.15 Social Event 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
 - Safety: 417-836-8870
- Notify the Office of Student Engagement staff and the student organization advisor immediately following notification to University Safety
- 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, guidance, and resources.

- [Dean of Students Office](#)
- [Phone: 417-836-5527](#)
- [Email: DeanofStudentsOffice@missouristate.edu](mailto: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 including but not limited to:

- [Counseling Center Services](#)
- [Office of Student Conduct](#)
- [Dean on Students Office](#)
- [Bias Response Team](#)

[Title IX Office](#)

Guidelines/Procedures 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](#).
- All RSOs 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, guests must be limited to organization members, or a guest list must be maintained.
- For all events where alcohol is present, RSO must hire a third-party establishment licensed to distribute alcohol hire, or hire professional security.
- Student organizations cannot use alcohol in connection with member recruitment, intake, initiation or any element of obtaining or retaining membership in the student organization.
- No student organization (or individual member) shall permit, tolerate, encourage, or participate in drinking games, binge drinking, or drinking and driving in any activity related to the student organization.
- Failure to comply with any similar or additional guidance of any national, regional or local affiliate of a student organization (e.g., a National Fraternity) relating to risk management practices, especially risk management practices relating to alcohol will be interpreted as a failure to abide by this policy.

This policy applies to all university Registered Student Organizations. Fraternity and sorority student organizations are also subject to the Fraternity & Sorority Relationship Statement of Missouri State University.

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](#)

Hazing Policy

Op 5.25 Hazing Prevention & Programming

Hazing Policy Statement

A. Students

The University prohibits acts of hazing in its Code of Student Rights and Responsibilities (“Code”). Hazing is defined as any act committed by a Student member, or Student members, of a Student Organization against another Student or Students that is (1) committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a Student Organization; and (2) causes or creates an unreasonable risk of physical or psychological injury including, but not limited to – (i) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity; (ii) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activities; (iii) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; (iv) causing, coercing, or otherwise inducing another person to perform sexual acts; (v) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; (vi) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law, and (vii) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Failure by a group’s or organization’s executive officers to intervene to prevent, discourage, and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

Participation, cooperation, or willingness of the Students to participate in the act subject to this provision is not an excuse for the violation.

Activities that can be reasonably expected to be encountered in the course of participation in the Student Organization (such as the physical preparation necessary for participation in an athletic team) are not in and of themselves acts of hazing.

B. Faculty/Staff

Faculty and Staff found to have condoned, supported, encouraged, or to have otherwise tolerated Hazing as defined by the Code will be subject to disciplinary action under the Faculty Handbook or Employee Handbook, as appropriate.

Reporting Acts of Hazing

Individuals may report hazing to local law enforcement. For a University response to suspected hazing, allegations of hazing should be reported to the Office of Student Conduct or University Safety. The University's Office of Student Conduct will investigate allegations of hazing involving students. Such University investigation may include interviewing participants, reviewing materials provided, and other acts necessary to ascertain whether a violation of hazing has occurred.

As set forth in the Code, the University intends to minimize any hesitation that students might have in obtaining help due to concern that their own behavior might be a violation of University policy. The University pursues a Good Citizen policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the University, to the extent possible, will consider the positive impact of reporting an incident on the welfare of students when determining the appropriate response for University policy violations.

Related Laws

In addition to being a violation of University policy, hazing is also prohibited under Missouri law. Missouri Revised Statute Section 578.365 establishes Hazing as a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony. Finally, The Stop Campus Hazing Act (20 U.S.C. §1092), requires university's to undertake certain actions to address the risk of hazing on university campuses.

Campus Prevention Programs

The University has partnered with StopHazing.org to generate research-informed prevention programs for University stakeholders. The University engages students, faculty, and staff affiliated with Student Organizations, as defined by the Code of Student Rights and Responsibilities, with hazing prevention program throughout the Student Organization experience. The University makes this program available to all members of the campus community through its Office of Student Conduct website.

Additional programming may be required of student organizations as a consequence of a finding of responsibility through the University's Office of Student Conduct.

Advertisement & Solicitation

Op1.01 Commercial Advertising, Sales, Solicitation and Facilities Usage Policy

Missouri State University recognizes the importance of its campuses as locations for the advertisement of events, products, and services. In order to balance the interests of the university in maintaining a campus environment that is aesthetically pleasing, free from rampant commercial activity, and consistent with the university's public affairs mission, the university has established this policy detailing the permissible nature in which advertising, sales, solicitations and facilities may be used for commercial purposes.

- Note: This policy does not apply to non-commercial expressive activity, which is instead subject to [G5.02 Expressive Activity Policy](#).

Advertising on university campus or through university owned and controlled distribution

For the purpose of this policy, advertising is defined as the dissemination of commercial informational or promotional materials regardless of the medium or method. The university retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. The university reserves the right to prohibit or remove advertising from campus which violates university policy or the procedures adopted pursuant to this policy. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University.

Physical advertisements

The tangible display of advertisements within university facilities or affixed to university structures shall be done in a manner consistent with this policy and the procedures set forth herein. Administration and Finance will coordinate with university facilities that contain bulletin boards designated for the dissemination of information to adopt procedures for the posting of material to such bulletin boards. Such procedures will be content neutral and will be limited to a time, place and manner regulation consistent with university policy and applicable law.

Bulletin boards

Designated bulletin boards are the primary means for displaying printed material on campus. Bulletin boards in university buildings are reserved for the purpose of notices and other materials related to the programs and goals of the university. While there are numerous open bulletin boards across campus, there are also Departmental Bulletin Boards solely for the use of the designated department. With the exception of the Plaster Student Union, commercial advertisements and publicity may not be displayed on bulletin boards. Only university

departments and recognized student, faculty, and staff organizations are authorized to post materials on bulletin boards in university buildings other than the Plaster Student Union.

Sidewalk chalking

Chalk advertisements by members of the university community are permitted on concrete horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters, benches, or similar locations. Only washable sidewalk chalk may be used. The university reserves the right to wash off any and all chalk advertisements and messages within six (6) hours of any event held.

Electronic advertisements

The electronic dissemination of advertisements through the university's electronic resources (e.g. email system, network or other information services infrastructure), shall be done in a manner consistent with this policy and the procedures set forth herein.

- Use of the mainframe computer, web pages or electronic mail resources for paid consulting, for business purposes or for political gain is prohibited.
- Electronic "mass mailings" or the sending of large files through the university's network for commercial purposes is not permitted.

For additional information regarding the university's computers and networks, please read the [Computer and Information Services Policies](#).

Non-university businesses, agencies and individuals may advertise their products or events on campus through paid advertisements on *The Standard* newsstands and in student publications such as *The Standard*, athletics brochures or similar publications. Such publications have established policies for advertising standards, and inquiries should be made directly with personnel responsible for those publications.

All advertisements must be otherwise consistent with university policy.

Commercial sales and solicitations

Except as set forth in this policy, the university prohibits all direct sales, solicitations, and distribution of commercial sales and solicitation materials in university facilities, or on university owned and/or controlled property, as well as all uses of the university for the commercial or promotional purpose of an independent third-party.

As used in this policy, solicitation means the i) attempted sale, lease or rental of any property, product, merchandise, publication, membership, or service, whether for immediate or future

delivery; ii) request for any gift or contribution; or iii) the distribution of information in support of the activities described in (i) and (ii).

As used in this policy, sales means the transfer by any person of tangible goods to a purchaser for use or consumption for the exchange of payment or the promise of payment (including in-kind payment).

Except as provided below, all individuals engaged in business for any product, service, or location whatsoever are prohibited from soliciting members of the faculty, staff or student body in any premises owned or controlled by the university, or by any electronic means, except as provided herein.

Plaster Student Union provides for limited space for sales and solicitation; however, such space must be reserved through the event and meeting services office, 417-836-5653.

Events otherwise approved according to the university's policies that commonly sell merchandise, such as BearFest Village, Tent Theater, approved fundraising activities and camps/conferences may be permitted to do so if approved according to an underlying contract or other arrangements for the event.

No prohibition for registered student organizations and university departments

The university's prohibition on solicitation does not apply to registered student organizations, university organization, and university colleges and departments. Registered student organizations, university organization, and university colleges and departments may solicit on campus. All solicitation activities on campus of registered student organizations, university organization, and university colleges and departments must comply with the procedures outlined in this policy. Solicitation activities on behalf of registered student organizations, university organization, and university colleges and departments are acceptable so long as the solicitation activities:

- do not violate or conflict with university policies or local, state or federal law;
- do not conflict with the educational purposes of the university;
- do not negatively impact other university development activities;
- do not infringe upon the university's trademarks or other intellectual property rights;
- do not disrupt traffic, either vehicular or pedestrian;
- do not result in a breach of university contracts or university-contracted operations;
- do not jeopardize public or individual safety;
- are conducted by members of the student organization, university organization, or university college and department;
- are approved by the Food Services Director if food products are under consideration;

- are facilitated in an approved, designated location;
- are conducted as a fundraiser and not as independent commercial activity;
- are covered by such insurance as may be deemed necessary;
- are related to official university business if facilitated through telephone or electronic communication systems; other solicitations through the university telephone or computer/electronic systems are prohibited;
- are through paid United States Postal Service and delivered to the university, if by mail; or as permitted by the campus mail system.

Limited commercial solicitations with non-university commercial entities

Registered student organizations, university organization, and university colleges and departments may, pursuant to a written agreement, partner with a non-university commercial entity to engage in product, promotion, advertisement, and engagement on the university campus. Such action must be consistent with this policy and cannot include any direct sales on behalf of the third-party entity.

Prior to any activity described in this section, an appropriate administrator must approve the proposed solicitation activity in writing. The appropriate administrator will vary based on the particular organization submitting the request. The appropriate administrator for a registered student organization is the faculty/staff advisor for that organization and the director of student engagement. The appropriate administrator for a non-academic university department/organization (e.g., *The Standard*) is the vice president responsible for the department / organization, or designee. The appropriate administrator for an academic department or college is the dean of the college, or designee.

If the non-university commercial entity in which the university student organization, university organization, or university college or department wants to partner with directly competes with a university commercial enterprise, or an enterprise with which the university has entered into a contractual arrangement then an additional level of approval is required. In such case, the vice president for marketing and communications and the vice president for student affairs must both approve prior to the proposed activity. For purposes of this policy, a university commercial enterprise includes, without limitation, the following activities: student housing; campus catering; textbook sales; and university licensed apparel.

The requirements of [Section 2](#) of this policy do not apply to the traditional advertising (e.g. print, radio and television) of the university's various news and/or publications outlets, including but not limited to: *The Standard*, OPT -- Ozarks Public Television, KSMU -- Ozarks Public Radio and The Black Bear.

Charitable organizations

The university retains the exclusive right to determine the appropriateness of allowing a charitable solicitation on a case-by-case basis. Inquiries for charitable solicitations can be made through the office of university advancement (417-836-6666). The office of university advancement will then collaborate with the appropriate vice president related to the proposed charitable solicitation. The university acknowledges the appropriateness of solicitations, such as the support of the annual solicitation by the United Way, sponsored by the President's Office, the frequent blood drives on campus, sponsored by the division of student affairs; the American Cancer Society Relay for Life sponsored by the Student Government Association; and the Denim Day sponsored by the staff senate.

Facilities usage

Arrangements for the use of university facilities, including both buildings and grounds consistent with this and other university policies, must be made in advance through event and meeting services office in Plaster Student Union 302, phone 417-836-5653.

For press conferences on university-owned property contact strategic communication in Alumni Center 600, phone 417-836-6397.