

# FERRIS STATE UNIVERSITY

## RSO HANDBOOK AND EVENTS & TRAVEL MANUAL

Registered Student Organizations (RSOs) play an important role in helping Ferris State University achieve the mission of innovative teaching and learning. RSOs provide unique learning experiences outside the classroom and create opportunities for students' personal and professional development. CSI recognizes the positive impact student organizations have on recruitment and retention of students.

All student organizations must register with the Ferris State University, Center for Student Involvement to function on campus and to have access to campus resources.

All Ferris State University student organizations registered with the University are subject to the policies and procedures as outlined in the Code of Student Community Standards and in this Registered Student Organization Handbook. Organizations must also follow all National, State, and local laws including rules of a National Governing Entity, when one is affiliated.

### RSO Handbook

#### INTRODUCTION AND RELATIONSHIP STATEMENT

#### DEFINITION OF A RSO

#### RSO OPERATIONAL STATUS

#### FORMING A NEW RSO

#### AUXILIARY GROUPS

#### PRIVILEGES FOR RSOS

Registered Student Organizations are eligible for the following privileges:

1. Access to reserve University facilities and outdoor space for activities, practice, games, and meetings (upon request, pending availability and approval).
2. Opportunity for a campus mailbox located in the CSI Office in the David L. Eisler Center for regular and campus mail/package delivery.
3. Participation in campus events such as Bulldog Bonanza and Homecoming.
4. A portal in Bulldog Connect for organization documentation, member communication, surveys, promotional opportunities, and to receive information from CSI.
5. Eligibility to sponsor and co-sponsor campus events, fundraising projects, and off campus travel

#### CENTER FOR STUDENT INVOLVEMENT

Bulldog Connect

Events

Registered Student Organizations

RSO Handbook/Events & Travel

Traditions

CSI Home

#### STUDENT LIFE OFFICE

Dean of Student Life Office

Student Life Departments

Be A Bulldog

Mission & Goals

Student Complaint Policy

#### Contact CSI

Center for Student Involvement  
805 Campus Dr., Suite 120  
Big Rapids MI

(231) 591-2606  
[CSI@Ferris.edu](mailto:CSI@Ferris.edu)



or engaging to sponsor and co-sponsor campus events, fundraising projects, and on-campus events.

6. Promotion in University presentations and publications, including the Student Organization Directories in Bulldog Connect.
7. Eligibility to advertise and promote sponsored events (according to University policies and procedures), including campus-wide email as approved by the RSO advisor.
8. Use of RSO resources in the CSI Office including button maker, paper cutters, leadership resources, and more.

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2. Keep an updated list of officers (President, Vice-President, Secretary, Treasurer) and advisor in the RSO's Bulldog Connect Portal.
3. For groups with a national/international affiliation, groups must stay within good standing of their national/international headquarters.
4. Maintain an updated and regularly reviewed Constitution in Bulldog Connect, that meets RSO Constitution Requirements.
5. Register all events and abide by the Events and Travel Manual published by the Center for Student Involvement.
6. Be aware of all university procedures pertaining to the organization's activities. Each organization shall be responsible for the individual and collective conduct of its members in all organization sponsored activities and functions.

## HAZING

## RSO CONSTITUTION REQUIREMENTS

All Registered Student Organizations are required to maintain in Bulldog Connect a constitution (or similarly named governing document) that has been reviewed within the last two years.  contain the following components:

1. The Name of the RSO.
2. The mission/purpose of the organization.
3. The requirements for membership.
4. Method for officer election, appointment, and removal
5. A non-discrimination clause stating that RSO will comply with Title IX of federal law regarding sex discrimination, and with the University's policy of providing equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, handicap, or other characteristics that cannot lawfully be the basis for educational opportunities.
  - a. Designated national fraternal organizations are exempt from Title IX by federal law and may lawfully maintain single-sex/single-gender status.
6. A procedure for amending constitution.
7. For groups that manage funds, there must be financial procedures including a statement about the disbursement of organizational funds should the organization be dissolved.

## ADVISORS

## FINANCIAL MANAGEMENT

## VISUAL IDENTITY AND BRAND STANDARDS

Handbook last updated on August 22, 2022.

# RSO Event & Travel Manual

## INTRODUCTION

Registered Student Organizations (RSOs) play an important role in helping Ferris State University achieve the mission of innovative teaching and learning. RSOs provide unique learning experiences outside the classroom and create opportunities for students' personal and professional development. Ferris State University recognizes the positive impact student organizations have on recruitment and retention of students.

All student organizations must register and have their events approved with the Ferris State University, Center for Student Involvement (CSI). To help RSOs host, attend, and travel to events safely and responsibly, CSI has outlined in this manual the requirements for events. RSOs are encouraged to work closely with CSI throughout the event planning process in order to have a successful event and minimize risk to participants, campus, and the organization.

All Ferris State University student organizations registered with the University are subject to the policies and procedures as outlined in the Code of Student Community Standards and in the Registered Student Organization Handbook. Organizations must also follow all national, state, and local laws including rules of a National Governing Entity, when one is affiliated.

Participation in any given RSO by a student is voluntary, and any risk associated with participation is assumed by the student alone. Ferris State University does not assume liabilities for an RSO's financial transactions, group activities, or the actions of an individual or its group members, unless the RSO is deemed by us to be performing services or engaged in activities on our behalf or under our direction.

## DEFINITIONS

### Event

A planned activity on campus or in the Big Rapids area where non-members are allowed to attend and/or would be perceived as sponsored by the RSO, excluding information tables or a general business meeting.

### Event with Alcohol

Any activity (not an informal gathering or members only event) where alcohol is present and there are twenty individuals present.

### Fundraiser

A type of an event held to generate financial or material support for a charity, the RSO, and/or another

A type of an event held to generate financial or material support for a charity, the RSO, and/or another enterprise.

## Registered Student Organization

A Registered Student Organization (RSO) at Ferris State University is an independent and selfgoverned group, consisting primarily of students enrolled at Ferris, formed to contribute to those students' educational growth, recreation, and/or personal development, and who have been approved to function on campus. RSO leaders and members assume the responsibility for the organization's activities and conduct.

## Travel

A type of an event where an RSO is attending, coordinating, hosting, operating, and/or participating in an activity or fundraiser outside of the Big Rapids area that would be perceived as sponsored by the RSO.

### RSO EVENT REGISTRATION REQUIREMENTS

All RSO events must be submitted and receive approval from the RSO advisor and CSI prior to the event taking place. Generally, events need to be submitted at least 3 business days prior to the start of the event. Events that require safety and risk assessment, contract negotiations, travel, and other complex events may require additional notice.

RSOs are responsible for making any necessary space reservations with the proper department on campus.

RSO events that do not need to be registered include:

- Regular business meetings of the RSO on campus or in the Big Rapids area.
- An activity that is strictly for members of the RSO in a private residence that does not include the use of alcohol or any high-risk activities.
- RSO information tables in the David L. Eisler Center or IRC (information tables that are fundraising or on the University grounds do need to be registered).
- Club Sports competition that follows the Club Sports Handbook.



### CONTRACTS

### EVENTS WITH ENTERTAINMENT SPEAKERS

### EVENTS WITH FOOD

### FUNDRAISER

### EVENTS WITH ALCOHOL

### RSO EVENT SAFETY AND LIABILITY

For safety and liability reasons, RSOs must commit to planning safe events. If an injury or property is

damaged, the RSO, its members and advisor, and/or Ferris State University, may be liable to repair or pay for damages. The University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

## Safety Plans

When an event or travel has potential for injury or hazards to a person or property, a Safety Plan is required. A safety plan takes into account the health, safety, and property hazards the common person would be aware of and explains how the organization will take steps to minimize the occurrence of any hazard. All travel has potential for injury and therefore all travels require a safety plan.

Sample safety plans are available on Bulldog Connect.

## Participant Waivers

For events and travel that include a high-risk activity where significant injury may happen, a Participant Waiver is required. A participant waiver advises participants of potential harm and releases liability against the RSO and Ferris State University if an injury occurs. All travel is deemed high risk and therefore requires a Travel Waiver.

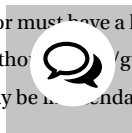
RSOs must upload any Waivers and Safety Plans into the Event Registration Form in Bulldog Connect. The completed Participant Waivers, signed by both the participant and the witness, must be turned in to the CSI Office within five days after the event or prior to departure if it is a travel event.

Organizations who hold a high-risk event that involves participant waivers will be required to have their advisor or another University professional employee as designated by the advisor be present at the event.

Sample waivers are available on Bulldog Connect.

## Events with Minors

For events where minors (participants under the age of 18) may be present, the minor must have a legal parent/guardian in attendance. At no time shall an RSO member be with a minor without a parent/guardian present. Additionally, the RSO advisor must be present at an event where minors may be in attendance.



## International Travel

For international travel, an advisor or professional University representative is required to attend with the students. The Office of International Education must also be notified and approve of international travel.

## Incident Reports

An incident report is expected to be submitted if an injury or damage takes place at an event, a full description of the incident should be documented and submitted to CSI immediately. The documentation should include names and contact information of the individuals involved, a complete description of what happened and the extent of the damage, and any action taken by the organization to resolve the incident.

## Additional RSO Requirements

RSOs affiliated with an RSO Council and/or national organization, events must comply with the risk management policies of the University, the applicable governing council, and the affiliated national

organization's risk management policy. Where multiple policies are in force, the strictest of the rules will apply.

## ADVERTISING

RSOs are required to follow and meet all the requirements in the University's Posting and Quad Sign Policy as well as any building/location specific requirements.

## General Campus Postings Requirements

1. All postings intended to be advertised on campus must be approved by CSI prior to distribution.
2. Events open to the public must include an Americans with Disabilities Accommodations Contact on all printed advertisements. The most commonly used statement is, "Anyone with a disability who needs accommodations to attend this event should contact (telephone number and contact email) at least 72 hours in advance."
3. Events open to the public must include the University's non-discrimination statement, "Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit [ferris.edu/non-discrimination](http://ferris.edu/non-discrimination)." on all printed advertisements.
4. Events funded by Student Activity Fund Allocation Committee must include the Student Activity Fund logo and be approved by the Student Activity Fund Allocation Committee Fund Administrator before distribution.
5. Advertisements must list sponsoring group's name and contact information.
6. Postings for fundraisers must include the benefactor(s) of the fundraiser.

## Campus-Wide Email Announcements

RSO advisors or CSI staff may send campus-wide email announcements to Bulldog News on behalf of Registered Student Organizations. CSI may post on the RSO's behalf with approval from the RSO advisor. Requests must be sent via email, the text must be free of errors, and a graphic is recommended to add the post to Bulldog News.

## Chalking Requirements



Chalking is defined as using a temporary and nondestructive material on most outdoor horizontal surfaces, typically sidewalks on campus. The University has no responsibility for maintaining chalk placed on sidewalks. General chalking requirements:

1. Use only "environmentally friendly" (nontoxic) and fully washable chalk. No paintbased chalk even if the packaging states it is washable.
2. Chalk must not leave a color residue after general exposure to the natural elements.
3. The RSO's name must appear within all chalk messages.
4. Chalking must be limited to outside horizontal surfaces where the natural elements have full exposure.
5. Chalking on buildings, walls, and the University Seal is not permitted.
6. Editing or manipulating another organization's chalk is not allowed.

## Rock Painting

The rock outside of The Rock Dining Facility has been designated for painting by the public. No other painting of any sort is permitted on any other University property.

### *General rock painting requirements*

1. Painting of the rock is on a first-come, first-serve basis. All organizations have equal access to the rock, registration or approval is not required.
  2. Clubs and organizations may not cover or “guard” the rock after painting it and thus may not prevent other organizations from painting over their work.
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Manual last updated on August 13, 2020.

