

Student Organization Policy and Related Procedures

Revised July 2023

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Florida State University Student Organizations Policy

The purpose of the Florida State University Student Organization Policy and Related Procedures is to define the relationship between student organizations and Florida State University and to provide a process for students to seek registration of their organizations.

1. A student organization must obtain approval from the Office of Student Organizations & Involvement to be registered by Florida State University.
2. A student organization that is not registered shall not use Florida State University trademarks, use “Florida State” in its name, or imply that it is registered by Florida State University. Student organizations that are registered must gain appropriate approval.
3. The Division of Student Affairs is authorized to establish procedures and requirements for the registration of student organizations consistent with this policy and to implement the same. The procedures and requirements and any amendments thereof must be reviewed by the Office of General Counsel prior to implementation.
4. The following categories for student organizations are established:
 - a) University Supported Student Organizations (USSO) are registered student organizations to which the University has delegated certain limited authority to perform specific tasks aligned with the University’s mission. These groups are advised by Florida State University employees and receive dedicated funding from university departments. (Example: SGA, Homecoming, Student Alumni Association, SGA Agencies)
 - b) Affiliated Student Organizations (ASO) are registered student organizations that are legally independent entities from the University. There are University employees who serve as educational advisors for these entities and ASOs may or may not perform functions on behalf of the University. ASOs may or may not receive dedicated funding from the university. Many ASOs have oversight of certain GSOs, but not in all cases. (Example: Panhellenic Association, Club Sports, Relay for Life, and College Leadership Councils, individual FSL Chapters.)
 - c) General Student Organizations (GSO) are legally independent entities from the University, have no delegated authority from the University, are not under the supervision of the University, and do not perform functions on behalf of the University. Many USSOs and ASOs have a relationship to or oversight of certain GSO’s, but not in all cases. (Example: Azucar Dance Company (GSO) is affiliated with a USSO HLSU, and the Thrift Club (GSO) is not affiliated with either.)

USSO/ASO/GSO Distinction Chart

Florida State University			
	<i>University Supported Student Organizations</i>	<i>Affiliated Student Organizations</i>	<i>General Student Organizations</i>
Defining characteristic	University delegated certain limited authority to perform specific tasks aligned with University mission and receives dedicated funding from the university	Legally separate from Florida State University. May have a relationship to or oversight of GSOs (i.e. a governing board) and defined student populations.	Legally separate from Florida State University but sought to be registered by the University
Membership Criteria	Exclusively Florida State University Students	Exclusively Florida State University Students	Exclusively Florida State University Students
Constitution process	Required. USSOs that are affiliated with SGA may function under the SGA statutes in place of a constitution	Not required- replaced by a constitution addendum	Not required- replaced by a constitution addendum
Responsibility & Liability	Coverage through the University's general liability insurance and worker's compensation plan for members when serving as an USSO volunteer	No university coverage provided for student volunteers. Designated Florida State University Employee Advisors receive coverage.	No university coverage provided
Access to tax exemption	Yes	No	No
Use of University name	Only with permission	Only with permission	Only with permission
Staff support	Advisor required – Florida State University Employee	Designated Florida State University employee at University's discretion	Not required
Registration process	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement
Eligible for shared office space on campus	Based on availability	Based on availability	No private space
Off-campus Bank Accounts	Solely funded through FSU & FSU Foundation funds, not permitted to have an off-campus bank account	Off-campus accounts required for self-generated funds	Off-campus accounts required for self-generated funds
Policies Accountable to	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.

University Supported Student Organizations

Definition

University Supported Student Organizations (USSO) are registered student organizations to which the University has delegated certain limited authority to perform specific tasks aligned with the University's mission. These groups are advised by Florida State University employees and receive dedicated funding from university departments. (Example: SGA, Homecoming, Student Alumni Association, SGA Agencies)

(Examples: SGA, Homecoming, Student Alumni Association, SGA Agencies)

Criteria

A program must meet all of the following criteria to be designated as an USSO:

- Student driven organization with membership comprised exclusively of FSU students
- Minimum membership of 6 Florida State University students
- Delegated limited authority to perform certain tasks aligned with the University's mission
- Advised by a Florida State University employee
- In good conduct and financial standing with Florida State University
- All organization funds held in on-campus accounts

Constitution

The USSO shall be required to maintain a constitution, including purposes, primary officers, and primary functions of the organization with the Office of Student Organizations & Involvement. The USSO constitution is an internal operational document that may not contain clauses that supersede federal, state, local laws, or Florida State University policies or procedures. The constitution shall contain provisions for its own amendment and for approval by the appropriate Florida State University governance body. Any USSO that functions as a part of SGA will use SGA statutes to guide their internal practices.

Funding, Procurement, and Tax Status

USSO's should work with University staff to adhere to contract policies and procedures established by the University when entering into an agreement with a third party.

USSOs will apply for funding from activity and service (A&S) fees through SGA during the yearly budget process but will not be eligible to apply for funding from the Programming Allocation Committee (PAC) and/or the Resource and Travel Allocation Committee (RTAC) throughout the year. USSOs are subject to the Florida State University procurement and other related policies as well as the SGA Financial Manual. All USSO funds are housed in and managed through the SGA Accounting Office or the respective department through which they are supervised.

As agents of Florida State University, USSOs are permitted to use the University's tax identification number and tax status in accordance with established Florida State University policies and procedures. USSOs are not eligible to hold funds in off-campus bank accounts.

Use of University Name

Florida State University permits USSOs to use its names, logos, symbols, or seals with approval from the Office of Trademark and Licensing. Any use of logos, seals, names, etc. shall be in accordance with policies established by Florida State University. You can find more details at <https://licensing.fsu.edu/campus-use/recognized-student-organizations>.

Advisor

Florida State University requires USSOs to maintain an advisor designated by the appropriate department head, dean, Vice President of Student Affairs, or Provost. Advising of the USSO must be included in the University's Position Description.

University Space

USSOs are eligible to reserve University spaces for free and reduced rates (where applicable). Additionally, USSOs may request private space. Space availability will be reviewed and granted through the event proposal process.

Travel Policy

University Supported Student Organizations are required to meet Florida State University standards for travel. Further, USSOs must register all travel in Nole Central.

Registration Procedures

USSOs are required to register annually through the Office of Student Organizations and Involvement. To complete the registration process, USSOs must complete the process as described in Annual Registration Procedures.

Insurance Clarification

General Liability Insurance is provided by the State of Florida as required in accordance with Florida Statute 284. Coverage includes protection of the University, its officers, employees, agents, and designated volunteers while acting within course and scope of employment against any damages resulting from the actions or inactions of the University.

Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures

Affiliated Student Organizations

Definition

Affiliated Student Organizations (ASO) are registered student organizations that are legally independent entities from the University. There are University employees who serve as educational advisors for these entities and ASOs may or may not perform functions on behalf of the University. ASOs may or may not receive dedicated funding from the university. Many ASOs have oversight of certain GSOs, but not in all cases. (Example: Panhellenic Association, Club Sports, Relay for Life, and College Leadership Councils, individual FSL Chapters.)

Criteria

An organization must meet all the following criteria to be designated an ASO:

- Student driven organization with membership comprised exclusively of FSU students
- Minimum membership of 6 Florida State University students
- In good conduct and financial standing with Florida State University
- University Employee dedicated to serve as an educational advisor per their position description
- Does not perform functions on behalf of the university

Fraternity & Sorority Life (FSL):

For the purpose of this policy, FSL organizations refer to the Interfraternity Council (IFC), Panhellenic Association (PH), National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), and individual chapters within each council. FSL Organizations at Florida State University function as Affiliated Student Organizations. There are functional differences for these organizations. The membership criteria are unique to FSL Organizations, as outlined in Appendix D. Additionally, FSL Organizations sign a separate agreement to register at Florida State University.

Constitution

Affiliated Student Organizations are encouraged but not required to maintain a constitution. If an ASO maintains a constitution, Florida State University shall not require knowledge or approval of amendment procedures.

Funding, Procurement, and Tax Status

ASOs do not have authority to enter a contract on behalf of Florida State University. ASOs are eligible to apply for funding allocated by SGA. ASOs are subject to the SGA Student Statutes, like all other student groups at Florida State University. Florida State University is not responsible for any services, equipment, rentals, performers, goods, or other items purchased by ASO self-generated funds

Use of University Name

ASOs shall not represent themselves as agents of Florida State University or use names, logos, symbols, or seals of the University without the expressed consent of Florida State University. Affiliated Student Organizations may not include Florida State University or FSU in front of the group's name. These name changes must be reflected in all future representations of the organization including but not limited to outside bank accounts, Nole Central accounts, apparel, and all printed materials.

University Space

ASOs are eligible to reserve University spaces for free and reduced rates (where applicable). Space availability will be reviewed and granted through the event proposal process. Use of space is a privilege and is not guaranteed for ASOs from year to year.

Travel Policy

University-funded Travel: Affiliated Student Organizations are required to meet Florida State University standards for travel using FSU funding.

Non-University Funded Travel: The decision to travel and the liability incurred during said travel are solely the responsibility of the ASO. Florida State University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in ASO travel, whether occurring on University property or any other location. Each ASO is encouraged to purchase liability insurance to cover the ASO's event with respect to claims by participants or others.

Registration Procedures

ASOs are required to register annually through the Office of Student Organizations and Involvement. To complete the registration process, ASOs must complete the process as described in the appendices.

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of their office. Completing the registration process with the Office of Student Organizations and Involvement as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund.

Approval of a student organization or activity by the Office of Student Organizations & Involvement or the Office of Student Governance & Advocacy does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures. It is understood that neither Florida State University, the Florida State University Board of Trustees, nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorneys' fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, The Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the activities of the organization, its officers, and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers, members, and advisors who are not officially designated by Florida State University.

General Student Organizations

Definition

General Student Organizations (GSO) are student organizations that have sought to be registered by the University. GSOs are independent legal entities from the University, have no delegated authority from the University, are not under the supervision of the University, and do not perform functions on behalf of the University.

GSOs must be comprised exclusively of Florida State University students. GSOs, upon completion of registration requirements, receive certain privileges to include operating, meeting, advertising, and participating in activities at Florida State University. General Student Organizations are also eligible to submit funding requests through SGA. In addition, GSOs are required to register annually and agree to abide by all relevant policies and procedures established by the University regarding General Student Organizations.

(Examples: The Thrift Club, Humans vs. Zombies, Skateboarding Club, etc.)

Criteria

An organization must meet all of the following to be designated as a GSO:

- Student driven organization with membership comprised exclusively of FSU students
- Agrees annually to abide by Florida State University policy via the appropriate agreement
- Minimum membership of 6 Florida State University students
- In good conduct and financial standing with Florida State University

Constitution

General Student Organizations are encouraged but not required to maintain a constitution. If a GSO maintains a constitution, Florida State University shall not require knowledge or approval of amendment procedures.

Funding, Procurement, and Tax Status

GSOs should only enter into contracts on their behalf. GSOs do not have authority to enter into a contract on behalf of Florida State University. GSOs are eligible to apply for funding from SGA. These funds are allocated by the SGA. GSOs are subject to the SGA Student Statutes, like all other student groups at Florida State University. Florida State University is not responsible for any services, equipment, rentals, performers, goods, or other items purchased by GSOs. Any property or good purchased is solely owned and maintained by GSOs not Florida State University.

Use of University Name

GSOs shall not represent themselves as agents of Florida State University or use names, logos, symbols, or seals of the University without the expressed written consent of Florida State University. General Student Organizations may not include Florida State University or FSU in front of the group's name. These name changes must be reflected in all future representations of the organization including but not limited to outside bank accounts, Nole Central accounts, apparel, and all printed materials. You can find more details at <https://licensing.fsu.edu/campus-use/recognized-student-organizations>.

Advisors

Florida State University does not require GSOs to maintain a faculty/staff advisor. Florida State University faculty and staff members who agree to serve as an advisor/coach to an GSO are acting as volunteers and not in their official capacity as employees. GSO advisors are not covered by University liability insurance. GSO Advisors must complete the Advisor Acknowledgement Form.

University Space

GSOs are eligible to reserve University spaces for free and reduced rates (where applicable). Space availability will be reviewed and granted through the event proposal process. Use of space is a privilege and is not guaranteed for GSOs from year to year.

Travel Policy

University-funded Travel: GSOs are required to meet Florida State University standards for travel using University funding.

Non-University Funded Travel: The decision to travel and the liability incurred during said travel are solely the responsibility of the GSO. Florida State University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in GSO travel, whether occurring on University property or any other location. Each GSO is encouraged to purchase liability insurance to cover the GSO's event with respect to claims by participants or others.

Registration

GSOs are required to register annually through the Office of Student Organizations and Involvement. To complete the registration process, GSOs must complete the process as described in the appendices.

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of their office. Completing the registration process with the Office of Student Organizations & Involvement as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund.

Approval of a student organization or activity by the Office of Student Organizations & Involvement or the Office of Student Governance & Advocacy does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures. It is understood that neither Florida State University, the Florida State University Board of Trustees, nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorneys' fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, The Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the activities of the organization, its officers, and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers, members, and advisors.

Florida State University Staff Support Plan

The following section of this guidance outlines the capacity at which FSU faculty/staff serve to support various categories of student organizations:

University Supported Student Organizations (USSOs) - Florida State University requires USSOs to maintain a faculty/staff advisor/coach designated by the appropriate department head, dean, Vice President of Student Affairs, or Provost. All appointed faculty/staff advisors/coaches act on behalf of the University as part of their position descriptions and are therefore protected through Florida State University's liability coverage. Student organization advising responsibilities must be included in the position description of those faculty and staff members who have been appointed or hired to work with USSOs.

University Supported Student Organizations (USSOs) Support Parameters

- USSO advisors/coaches must be employed by Florida State University and, as advisors, are acting in their official capacity.
- USSO advisors/coaches will provide continual education, advising, and direction to the group. This support applies to all programs and includes responsibility for approving/disapproving all expenditures of the group.
- There will be regular contact by the University assigned advisors/coaches with the leaders of the USSO.
- USSOs will be required to meet university standards for event planning. When standards are not met, the advisors/coaches may act in the interest of the University and cancel the event.
- Florida State University will sign contracts on behalf of the organization. This requires the organizations to work with their advisors/coaches in the contracting process, as well as other University officials in the review/approval of all contracts.
- The Business Office of the respective department through which they are advised, or SGA will administer all funds for the organization. USSOs are not eligible to hold funds in off-campus bank accounts. A designated officer of the USSO will submit Purchase Requests in Nole Central to access funding. The advisors/coaches will approve all Purchase Requests before funds are dispensed.
- USSO advisors/coaches support the annual USSO registration process, review mandatory constitutions, and enforce any applicable Florida State University financial procedures. Further, advisors/coaches understand Florida State University policies on Alcohol and Drug use, hazing, and non-discrimination.
- In the event an USSO advisor/coach transitions their role, the sponsoring department is responsible for providing a new advisor/coach. If the sponsoring department cannot assign a new advisor/coach to the USSO, the organization will transition to a different Student Organization category or be dissolved.

Affiliated Student Organizations (ASOs) - At its discretion, Florida State University may designate an employee to support individual Affiliated Student Organizations.

Affiliated Student Organizations (ASOs) Support Parameters

- ASO advisors must be employed by Florida State University and are acting in their official capacity.
- ASO advisors will provide continual education and advisement to the group. This support applies to all programs.
- There will be regular contact by the University assigned advisor/coach with the leaders of the ASO.
- If an ASO receives funding, the Business Office of the respective department through which they are advised, or SGA will administer all funds for the organization. A designated officer of the ASO will submit Purchase Requests in Nole Central to access funding.
- ASO advisors will recommend best practices for financial management and enforce any applicable Florida State University financial procedures. However, ASO liaisons will hold no control over the organization's expenditure decisions.
- ASO advisors support the annual ASO registration process and understand Florida State University policies on Alcohol and Drug use, hazing, and non-discrimination

General Student Organizations (GSOs) - Florida State University does not require GSOs to maintain a faculty/staff advisor. Faculty and staff members who agree to serve as an advisor/coach to an GSO are volunteers and are not protected by Florida State University liability coverage. GSO advisors who are not employees of Florida State University are not covered by University liability insurance. The General Student Organizations Guidance will offer areas of support to GSOs. Details can be found in the appendices.

General Student Organizations (GSOs) Advising Parameters

- Florida State University does not require advisors/coaches for GSOs.
- Florida State University faculty and staff members who agree to serve as an advisor/coach to an GSO are volunteers and are not protected by Florida State University liability coverage.
- GSO advisors are not covered by University liability insurance for causes of action arising out of their affiliation or interaction with the GSO. GSO volunteer advisors/coaches understand Florida State University policies on Alcohol and Drug use, hazing, and non-discrimination.
- As a part of their annual agreement with Florida State University, volunteer advisors for GSOs must be acknowledged. This formal process is completed via the GSO Advisor Acknowledgement Form.

Annual Registration Procedures

Details of the Registration Process

The Office of Student Organizations and Involvement will facilitate an online registration process and facilitate RSO registration information sessions.

Each student organization, regardless of type, will follow a general pattern in their registration process. Each organization must complete all required steps to the online registration form on Nole Central. Then, each group must complete additional requirements as assigned to their organization category. Each category (USSO, ASO, and GSO) is subject and held responsible for different requirements and components based on their classification. The specific registration requirements for each organization type are listed under their unique section below.

Registration Cycles

Annual Registration – annual registration process required for all groups: Returning, Re-activating and New.

- Open by July 1 until the last week of classes.
- Each organization is required to register within a year of their last registration date
- Components active during this time: Online Registration Form, Hazing Prevention Certification, SGA Financial Certification, and RSO Modules.
- Required for all organizations

Description of the Various Components of Registration

Online Registration Form-information gathering tool, hosted on Nole Central, outlines the overall registration process

Completion of the RSO 101 Canvas Module

- Self-Enroll in the training course here: <https://canvas.fsu.edu/enroll/TE6RCG> Instead of attending a live presentation, you'll review materials and complete a quick RSO 101 Review Quiz alongside the SGA Financial Exam on Canvas.
- Review materials and have 2 members complete the RSO 101 Review Quiz (must pass with an 80% or higher to count)
- Review materials and have the President and Treasurer complete the SGA Financial Exam (must pass with an 80% or higher to count)
- Download the new Constitution Addendum, the RSO Agreement Packet, and the SGA Statement of Understanding Form for your President and Advisor to sign (treasurers must also sign the statement of understanding).
 - o You will upload the signed documents to the Nole Central Application

Required for: all USSOs, ASOs, & GSOs

Hazing Prevention Certification

- Four members of your organization should complete the Hazing Prevention Training:
<https://fsu.prevent.zone/courses/>
- Log in using your FSU ID and password
- You will input the names of the individuals who completed the training into the Nole Central Application (if someone has completed the training prior to the current year, please indicate the year it was completed).

Required for: USSOs, ASOs, & GSOs

Required for: USSOs, ASOs, & GSOs unless otherwise specified

- **FSL and Sport Club organizations will complete their own hazing prevention training**

Membership Intake Agreement

- Outlines the approved process for membership intake for student organizations
- President, Vice President, and any additional officers involved in new member education must acknowledge the agreement by uploading the signed agreement to the RSO Application

Required for: USSOs, ASOs, & GSOs

Complete and submit the RSO Application.

- Log into Nole Central nolecentral.dsa.fsu.edu with your FSU ID and password, click the Organizations tab at the top of the page, then click, Register an Organization, on the next page, find your organization and begin the application
- We cannot approve the Nole Central application until the designated members have completed the Canvas training module and Hazing Prevention module.
- Required information varies depending on type:
 - USSO: Organization Constitution/By-Laws
 - ASO + GSO Agreement-essential portion of the registration for those types
 - ASOs + GSOs – Off-Campus Bank Account Best Practices Acknowledgement Agreement

Required for: USSOs, ASOs, and GSOs

Updated constitution- document with purpose, officers, and primary functions of the group.

- Internal operational document that may not contain clauses that supersede federal, state, or local law, or Florida State University policies or procedures.
- The constitution shall contain provisions for its own amendment and for approval by the appropriate Florida State University governance body.
- **Required for: USSOs**

ASO+ GSO Agreement- defines the terms and conditions for Affiliated Student Organizations and General Student Organizations and their relationship to the University

- Formally establishes independence and full self-governance for ASOs and GSOs
- Included in the online registration form on Nole Central and must be downloaded, signed, and uploaded to the registration form on Nole Central.

Required for: ASOs, GSOs

Approved University logo or brand mark for the organization- RSO names, logos or branding symbols, and product/merchandise designs used by the student group that include Florida State University or Florida State symbols must be approved by Florida State University Trademark & Licensing. Trademark & Licensing Guidelines can be found [here](#).

Required for: USSOs, ASOs, and GSOs

Status of Organizations who do not Complete Registration Steps

- Immediate freeze of Nole Central page
- Inability to reserve space on campus as student group
- Ineligible for SGA Funding requests until they complete the registration process.

Travel Resources

Affiliated Student Organizations and General Student Organizations are encouraged to meet Florida State University standards for travel. Further, ASOs and GSOs utilizing SGA funding must register all travel in Nole Central. Groups self-funding travel are highly encouraged to complete the travel form. Florida State University will provide educational travel resources for GSOs and ASOs as outlined below. However, the decision to travel and the liability incurred during said travel are solely the responsibility of the respective organization. Florida State University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in General Student organization travel, whether occurring on University property or any other location. Each ASO and GSO are encouraged to purchase liability insurance to cover all events with respect to claims by participants or others.

Resource #1

Proactive tracking of organization travel tendencies in Nole Central

During the annual registration process in Nole Central, Affiliated Student Organizations and General Student Organizations will be asked about the frequency of their travel. The required travel forms will be available through Nole Central and a link on the Student Organizations & Involvement website.

Resource #2

International travel tracking with Florida State University International Travel, Safety, & Risk

Florida State University Study International Travel, Safety, and Risk will work with USSOs, ASOs, and GSOs that are planning international travel for non-academic purposes. Any student traveling internationally will be required to purchase international insurance.

General Student Organization Guidance

Policy

Florida State University Student Organization Policy states that General Student Organizations are not required to have advisors. Florida State University faculty and staff members who agree to serve as an advisor/coach to an GSO are volunteers and are not protected by Florida State University liability coverage for causes of action arising out of their affiliation on interaction with the GSO. Student Organizations & Involvement will continue to provide educational resources to GSOs.

Educational support provided by the office of Student Organizations & Involvement does not constitute advising or supervision. These interactions are entirely voluntary for GSOs and information provided within does not constitute a mandate.

Topics of Support to General Student Organizations

- Contracts
- Event Planning
- Travel
- Membership Recruitment
- Off-campus Bank Accounts
- Reregistration
- Leadership Development
- Conflict Mediation Mentorship
- Marketing
- Officer Transition
- Meeting Effectiveness
- Budgeting
- Team Building
- Group Communication

Appendix A – GSO Volunteer Advisor Acknowledgement Form

General Student Organizations (GSO) are student organizations that have sought to be registered by the University. GSOs are independent legal entities from the University, have no delegated authority from the University, are not under the supervision of the University, and do not perform functions on behalf of the University. GSOs are held accountable to all Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.

GSOs must be comprised exclusively of Florida State University students. GSOs, upon completion of registration requirements, receive certain privileges to include operating, meeting, advertising, and participating in activities at Florida State University. General Student Organizations are also eligible to submit funding requests through SGA. In addition, GSOs are required to register annually and agree to abide by all relevant policies and procedures established by the University regarding General Student Organizations.

Florida State University does not require advisors/coaches for General Student Organizations. **Florida State University faculty and staff members who agree to serve as an advisor/coach to an GSO are volunteers for the GSO and are not protected by Florida State University liability coverage for any cause of action arising out of their affiliation or interaction with the GSO.** GSO advisors/coaches who are not employees of Florida State University are not covered by university liability insurance. Even when serving as volunteers, Florida State University expects advisors/coaches to understand and support University policies on Alcohol and Drug use, Hazing, and Financial Management.

By signing this form, I acknowledge my role as a volunteer advisor/coach to this General Student Organization. I recognize that I am acting as a volunteer in this capacity, no matter my other association(s) with Florida State University. As a result, I accept all liability and responsibility in this capacity and acknowledge I am not covered under university liability insurance related to this role.

Name of General Student Organization: _____

Printed Name of Advisor (optional): _____

Advisor Signature: _____

Date: _____

Appendix B – Agreement for General Student Organizations (GSOs)

1. Representations and Submissions

The undersigned General Student Organization (GSO) represents that for the duration of this Agreement and as a condition of this Agreement that 100% of its members are Florida State University or FAMU/FSU College of Engineering students and have a minimum of six students as members. The GSO also represents that its activities and the activities of its members, whether sponsored or officially approved by the GSO, do not and will not violate local, state, or federal law or the University Student Conduct Code. Any violations of local, state, or federal law may result in disciplinary action through the Department of Student Conduct and Community Standards for the individual members involved.

The person executing this Agreement on the GSO's behalf represents that:

- (a) They have read the Agreement in full and understands it;
- (b) They have an officer of the GSO and is authorized by the members of the GSO to execute the Agreement on the GSO's behalf; and
- (c) The GSO is entering into the Agreement voluntarily and with the benefit of having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing.

This agreement does not become effective until approved by the Division of Student Affairs. The GSO agrees to provide any information requested by University officials in a timely manner. The GSO further agrees to submit electronically on Nole Central any changes in its officers or their contact information within 48 hours of any change.

2. Relationship between the GSO and the University

The University is an institution of the State of Florida. The GSO is not a part of the University but exists and operates independently of the University. The GSO and the University acknowledge and agree that the GSO is not an agent, servant, or employee of the University, and neither has authority to act for the other or commit the other to any activity, transaction, or agreement. The University does not supervise, direct, or control the GSO's activities; provided, however, the University does control its facilities and property, and to the extent that the GSO seeks to use the University's public facilities or property to conduct its private activities or affairs, the GSO may be subject to additional terms and conditions governing uses of the specific facility or property. Furthermore, all Florida State University students, including members of GSOs, are subject to the University's Office of Student Conduct and Community Standards for any matters that fall within their jurisdiction. **This agreement is subject to termination if Student Conduct and Community Standards determines that the GSO has violated** the University Student Conduct Code and the Student Organization Conduct Code. Further, the agreement may be terminated if the organization falls out of good financial standing with the University.

3. The GSO's Dealings with Third Parties

The GSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The GSO shall take affirmative steps in all recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described in paragraph two of this Agreement. As one of such steps, the GSO shall without exception include

the following statement in the GSO's correspondence, messages, contracts, publications, and other written or internet communications:

Although this organization has members who are Florida State University students and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. It is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions.

The GSO also shall prominently display the preceding statement on the home page of any GSO website and any other web pages (including social media) that describe the structure of the GSO or its relationship to the University.

4. Use of the University's Name and Symbols

GSOs shall not represent themselves as agents of Florida State University or use names, logos, symbols, or seals of the University without the expressed written consent of Florida State University. General Student Organizations may not include Florida State University or FSU in front of the group's name. These name changes must be reflected in all future representations of the organization including but not limited to: Nole Central accounts, apparel, and all printed materials.

The GSO has access to <https://licensing.fsu.edu/campus-use/recognized-student-organizations> which defines proper use of Florida State University's name and logos. Any other uses of the University marks, symbols, logos, mottos, or other indicia of the University are prohibited without the express prior written approval of Florida State University Trademark & Licensing.

5. Taxes

The GSO shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the GSO, any gifts to the GSO, any interest or other income of the GSO, or any activity or purpose of the GSO.

6. Liability, Insurance, Defense, and Notification

The GSO and its individual members agree to release, waive, discharge, and hold harmless Florida State University, its trustees, officers, employees, volunteers, and agents. Further, the GSO and its members acknowledge and understand that Florida State University, its trustees, officers, employees, volunteers, and agents are not liable for injuries or harm caused to anyone in connection with or arising out of the GSO's activities, nor are they liable for any of the GSO's contracts, torts, or other acts or omissions, or those of the GSO's directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the GSO. The GSO understands and agrees that neither it nor its directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the GSO are protected by the University's insurance policies or self-insurance plans, and that the University will not provide any legal defense for the GSO or any such person in the event of any claim against any of them. To ensure that all persons associated with the GSO fully understand these terms, the GSO president is responsible to issue the following notification to all of the GSO's current and prospective directors, officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the GSO or engaged in its activities:

NOTICE: You are either considering or currently participating in activities or affairs of an GSO at Florida State University. Although the GSO has members who are University students and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. The GSO is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not

responsible for the organization's contracts, acts, or omissions. The GSO directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the GSO assumes all responsibility for any such risk. All persons associated with the GSO should ascertain whether they have adequate insurance independently or through the GSO to cover any such risk. Neither the University nor the state of Florida provides insurance coverage or legal defense for any claims resulting from the affairs or activities of an GSO.

7. Funding

The GSO is eligible to apply for funding from activity & service fees, which are allocated by SGA. The SGA processes funding requests based on available funds and in compliance with SGA Statutes. A GSO that receives activity & service fees is required to use the funds as it has requested and as approved by SGA. Consistent with the terms of this Agreement, Florida State University is not responsible for and has no control over the GSOs activities funded with student activity fees. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

8. Use of Facilities

Florida State University will not designate any non-reservable space for General Student Organizations. Reservable space use is a privilege and is not guaranteed for GSOs from one event to another.

If the GSO is hosting an event on University property with minors under the age of 18 who are not University students, the GSO may be required to obtain liability insurance. In addition, if an GSO is hosting an event that University staff determines has potential risk of injury to participants and/or guests, the University reserves the right to require liability insurance if the event is taking place on University property. If liability insurance is required, the user and any co-sponsor shall maintain commercial general liability coverage for their activities with a minimum liability limit of \$1,000,000 per occurrence for bodily injury and property damage. **The certificate of insurance shall name Florida State University as an additional insured.** A certificate evidencing such coverage shall be provided at least 10 days in advance of the event start date to the reservation administrator associated with the reserved venue.

The University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in GSO activities, whether occurring on University property or any other location. Each GSO is encouraged to purchase liability insurance to cover the GSO's event with respect to claims by participants, spectators, or others resulting from GSO activities.

9. Managing Roster

The GSO must submit and maintain an updated roster of GSO members with each member's name and email address. The GSO is responsible to submit any revisions to the GSO roster on Nole Central within 48 hours of any change.

10. Annual Registration Process and Training Requirements

The GSO must complete the annual student organization registration process and follow all the procedures of the registration process as laid out in the GSO Registration policy.

11. Travel Policy

General Student Organizations are encouraged to meet Florida State University standards for travel. Further, GSOs should register all travel in Nole Central. Florida State University will provide resources to support safe travel

by GSOs. However, the decision to travel and the liability incurred during travel are solely the responsibility of the GSO. Florida State University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in GSO travel, whether occurring on university property or any other location. Each GSO is encouraged to purchase liability insurance to cover the GSO's event with respect to claims by participants or others.

12. Advisors

Florida State University does not require advisors/coaches for General Student Organizations. **Florida State University faculty and staff members who agree to serve as an advisor/coach to an GSO are acting as volunteers of the GSO and are not protected by Florida State University liability coverage for causes of action arising out of their affiliation or interaction with the GSO.** GSO advisors/coaches who are not employees of Florida State University are not covered by university liability insurance. Even when serving as volunteers, Florida State University expects advisors/coaches to understand and support University policies on Alcohol and Drug use, hazing, and financial management. Educational support provided by Student Organizations & Involvement does not constitute advising or supervision. Such support is entirely voluntary for GSOs, and the GSO is not required to follow any guidance provided during such consultation. However, nothing in this provision shall be deemed to prohibit the University from enforcing the terms of this agreement.

13. Sexual Harassment, Sexual Violence, and Retaliation

Sexual harassment, sexual violence, and retaliation are prohibited by federal law and University policy. The GSO acknowledges that by signing this agreement, the University has the authority to investigate reports of sexual harassment, sexual violence, and retaliation made against GSO members, and to determine appropriate sanctions which may include suspension or termination of this agreement, restrictions on the rights of the GSO to use University facilities, and access University services and resources. The GSO's student members' failure to comply with the University's policy related to Title IX may result in the University severing all ties with the GSO.

14. Hazing

Hazing is a crime in Florida and is also prohibited by university policy and the University Student Conduct Code. State or local law enforcement agencies investigate allegations of hazing under Florida state law. An appropriate Student Conduct Authority investigates allegations of hazing under university policy. The University hazing policy can be found in the Student Conduct Code online which defines clearly activities which would be qualified as hazing. The hazing policy in the Student Conduct Code can be found digitally here: <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

To ensure that all persons associated with the GSO have access to this information and are aware of these resources, the GSO President is responsible for sending the hazing policy in the Student Conduct Code and reviewing hazing policy procedures with all of the GSOs current and prospective officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the GSO or engaged in its activities. <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

15. Alcohol and Drug Use Policy

Florida State University prohibits the illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University property or as part of any University activity. The University Alcohol and Drug Use Policy can be found in the Student Conduct Code online or by following this link: https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf

16. Terms of Agreement

This Agreement becomes effective on the date it is approved by the Division of Student Affairs and must be renewed annually using the Nole Central platform. The University and the GSO each reserve the right to terminate this Agreement at will upon notice. The University also may issue a warning or suspend this Agreement with or without conditions at will upon written notice. Absent early termination or suspension, this Agreement will automatically terminate one year after the organization was last registered.

17. Waiver

Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of that provision or any later breach.

18. Notices

Any notice under this Agreement shall be deemed given when included in the GSO registration form on Nole Central, which is to be completed by the organization president.

19. Entire Agreement-Amendments

This Agreement incorporates the parties' entire agreement concerning this matter, supersedes any prior contemporaneous understandings regarding its subject matter, and only may be revised by written amendment signed by authorized representatives of both parties. The parties acknowledge that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement. The undersigned further attests that they are bound by the University's Student Conduct Code and is knowledgeable of the responsibilities of the officers of the GSO. The undersigned is responsible for receiving information, announcements, and email from SOI, the Division of Student Affairs, and other University offices or organizations on behalf of the GSO. Further, as the contact person for the GSO, the undersigned is responsible for informing the appropriate individuals within the GSO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as an GSO. The undersigned is also responsible for updating the GSO's information (e.g., officer changes), and for checking all mandatory dates, especially those for SGA's appropriation process and the GSO's registration process. The undersigned hereby acknowledges that the GSO is responsible for adhering to all local, state, and federal laws, as well as the policies, deadlines, and guidelines applicable to the GSOs at Florida State University.

IN WITNESS THEREOF, the parties have executed this Agreement below:

Name of GSO: _____

School Year of Agreement: _____

GSO President Name: _____

President Signature: _____

GSO Treasurer Name: _____

Treasurer Signature: _____

Appendix C – Agreement for Affiliated Student Organizations

1. Representations and Submissions

The undersigned Affiliated Student Organizations (ASO) represents that for the duration of this Agreement and as a condition of this Agreement that 100% of its members are University students and has a minimum of six students as members. The ASO also represents that its activities and the activities of its members, whether sponsored or officially approved by the ASO, do not and will not violate local, state, or federal law or the University Student Conduct Code. Any violations of local, state, or federal law may result in disciplinary action through the Department of Student Conduct and Community Standards for the individual members involved.

The person executing this Agreement on the ASO's behalf represents that:

- (d) They have read the Agreement in full and understands it;
- (e) They are an officer of the ASO and is authorized by the members of the ASO to execute the Agreement on the ASO's behalf; and
- (f) The ASO is entering into the Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing.

This agreement does not become effective until approved by the Division of Student Affairs. The ASO agrees to provide any information requested by University Officials in a timely manner. The ASO further agrees to submit electronically on Nole Central any changes in its officers or their contact information within 48 hours of any change.

2. Relationship between the ASO and the University

The University is an institution of the State of Florida. The ASO is not a part of the University but exists and operates independently of the University. The ASO and the University acknowledge and agree that the ASO is not an agent, servant, or employee of the University, and neither has authority to act for the other or commit the other to any activity, transaction, or agreement. The University does not supervise, direct, or control the ASO's activities; provided, however, the University does control its facilities and property, and to the extent that the ASO seeks to use the University's public facilities or property to conduct its private activities or affairs, the ASO may be subject to additional terms and conditions governing uses of the specific facility or property. Furthermore, all Florida State University students, including members of ASOs, are subject to the University's Office of Student Conduct and Community Standards for any matters that fall within their jurisdiction. **This agreement is subject to termination if Student Conduct and Community Standards determines that the GSO has violated** the University Student Conduct Code. Further, the agreement may be terminated if the organization falls out of good financial standing with the University.

3. The ASO's Dealings with Third Parties

The ASO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The ASO shall take affirmative steps in all its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described in paragraph two of this Agreement. As one of such steps, the ASO shall without exception include the following statement in the IC's correspondence, messages, contracts, publications, and other written or internet communications:

Although this organization has members who are Florida State University students and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. It is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions.

The ASO also shall prominently display the preceding statement on the home page of any ASO website and any other web pages (including social media) that describe the structure of the ASO or its relationship to the University.

4. Use of the University's Name and Symbols

ASOs shall not represent themselves as agents of Florida State University or use names, logos, symbols, or seals of the University without the expressed written consent of Florida State University. Affiliated Student Organizations may not include Florida State University or FSU in front of the group's name. These name changes must be reflected in all future representations of the organization including but not limited to: outside bank accounts, Nole Central accounts, apparel, and all printed materials.

The ASO has access to <https://licensing.fsu.edu/campus-use/recognized-student-organizations>, which defines proper use of Florida State University's name and logos. Any other uses of the University marks, symbols, logos, mottos, or other indicia of the University are prohibited without the express prior written approval of Florida State University Trademark & Licensing.

5. Taxes

The ASO shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the ASO, any gifts to the ASO, any interest or other income of the ASO, or any activity or purpose of the ASO.

6. Liability, Insurance, Defense, and Notification

The ASO and its individual members agree to release, waive, discharge, and hold harmless Florida State University, its trustees, officers, employees, volunteers, and agents. Further, the ASO and its members acknowledge and understand that Florida State University, its trustees, officers, employees, volunteers, and agents are not liable for injuries or harm caused to anyone in connection with or arising out of the ASO's activities, nor are they liable for any of the ASO's contracts, torts, or other acts or omissions, or those of the IC's directors, officers, members, advisors, coaches, staff, activity participants, or any other persons associated with the ASO. The ASO understands and agrees that neither it nor its directors, officers, members, or activity participants are protected by the University's insurance policies or self-insurance plans, and that the University will not provide any legal defense for the ASO or any such person in the event of any claim against any of them. To ensure that all persons associated with the ASO fully understand these terms, the ASO president is responsible to issue the following notification to all of the ASO's current and prospective directors, officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the ASO or engaged in its activities:

NOTICE: You are either considering or currently participating in activities or affairs of an ASO at Florida State University. Although the ASO has members who are University students and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. The ASO is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions. The ASO directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the ASO assumes all responsibility for any such risk. All persons associated with the ASO should ascertain whether they have adequate insurance

independently or through the ASO to cover any such risk. Neither the University nor the state of Florida provides insurance coverage or legal defense for any claims resulting from the affairs or activities of an ASO.

7. Funding

The ASO is eligible to receive activity & service, which are allocated by SGA. The Student Funding Board processes ASO budget requests based on available funds and in compliance with the Student Funding Board Constitution. An ASO that receives student activity fees is required to use the funds as it has requested and as approved by SGA. Consistent with the terms of this Agreement, Florida State University is not responsible for and has no control over the ASOs activities funded with student activity fees. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

8. Use of Facilities

Florida State University will not designate any non-reservable space for General Student Organizations. Reservable space use is a privilege and is not guaranteed for GSOs from one event to another.

If the ASO is hosting an event on University property with minors under the age of 18 who are not University students, the ASO may be required to obtain liability insurance. In addition, if an ASO is hosting an event that University staff determines has potential risk of injury to participants and/or guests, the University reserves the right to require liability insurance if the event is taking place on University property. If liability insurance is required, the user and any co-sponsor shall maintain commercial general liability coverage for their activities with a minimum liability limit of \$1,000,000 per occurrence for bodily injury and property damage. **The certificate of insurance shall name Florida State University as additional insured.** A certificate evidencing such coverage shall be provided at least 10 days in advance of the event start date to the reservation administrator associated with the reserved venue.

The University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in ASO activities, whether occurring on University property or any other location. Each ASO is encouraged to purchase liability insurance to cover the ASO's event with respect to claims by participants, spectators, or others resulting from ASO activities.

9. Managing Roster

The ASO must submit and maintain an updated roster of ASO members with each member's name and email address. The ASO is responsible to submit any revisions to the ASO roster on Nole Central within 48 hours of any change.

10. Annual Registration Process and Training Requirements

The ASO must complete the annual student organization registration process and follow all the procedures of the registration process as laid out in the ASO Registration policy.

11. Travel Policy

Affiliated Student Organizations must meet Florida State University standards for travel. Further, ASOs should register all travel in Nole Central. Florida State University will provide resources to support safe travel by ASOs. However, the decision to travel and the liability incurred during travel are solely the responsibility of the ASO. Florida State University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in ASO travel, whether occurring on University property or any other

location. Each ASO is encouraged to purchase liability insurance to cover the ASO's event with respect to claims by participants or others.

12. Liaisons

At its discretion, Florida State University may designate an employee to support individual Affiliated Student Organizations.

13. Affiliation with General Student Organizations

Affiliated Student Organizations may offer support and/or formally affiliate with General Student Organizations. Advice, guidance, mandates, or any other form of direction from ASOs to GSOs is the policy of the respective ASO. This direction does not emanate from Florida State University, as ASOs are not agents of the University.

14. Sexual Harassment, Sexual Violence, and Retaliation

Sexual harassment, sexual violence, and retaliation are prohibited by federal law and University policy. The ASO acknowledges that by signing this agreement, the University has the authority to investigate reports of sexual harassment, sexual violence, and retaliation made against ASO members, and to determine appropriate sanctions which may include suspension or termination of this agreement, restrictions on the rights of the ASO to use University facilities, and access University services and resources. The ASO's student members' failure to comply with the University's policy related to Title IX may result in the University severing all ties with the ASO.

15. Hazing

Hazing is a crime in Florida and is also prohibited by University policy and the University Student Conduct Code. State or local law enforcement agencies investigate allegations of hazing under Florida state law. The Department of Student Conduct & Community Standards investigates allegations of hazing under University policy. The University hazing policy can be found in the Student Conduct Code which clearly defines activities which would be qualified as hazing.

To ensure that all persons associated with the ASO have access to this information and are aware of these resources, the ASO President is responsible for sending the hazing policy in the Student Conduct Code and reviewing hazing policy procedures with all of the ASOs current and prospective officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the ASO or engaged in its activities.
<https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

16. Alcohol and Drug Use Policy

Florida State University prohibits the illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University property or as part of any University activity. The University Alcohol and Drug Use Policy can be found in the Student Conduct Code online or by following this link:https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf

17. Terms of Agreement

This Agreement becomes effective on the date it is approved by the Division of Student Affairs and must be renewed annually using the Nole Central platform. The University and the ASO each reserve the right to terminate this Agreement at will upon written notice. The University also may issue a warning or suspend this Agreement with or without conditions at will upon written notice. Absent early termination or suspension, this Agreement will automatically terminate in the fall of each year on the day following the close of the registration period.

18. Waiver

Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of that provision or any later breach.

19. Notices

Any notice under this Agreement shall be deemed given when included in the ASO registration form on Nole Central, which is to be completed by the organization president.

20. Entire Agreement-Amendments

This Agreement incorporates the parties' entire agreement concerning this matter, supersedes any prior contemporaneous understandings regarding its subject matter, and only may be revised by written amendment signed by authorized representatives of both parties. The parties acknowledge that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement. The undersigned further attests that they are bound by the University's Student Conduct Code and is knowledgeable of the responsibilities of the officers of the ASO. The undersigned is responsible for receiving information, announcements, and email from SOI, the Division of Student Affairs, and other University offices or organizations on behalf of the ASO. Further, as the contact person for the ASO, the undersigned is responsible for informing the appropriate individuals within the ASO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as an ASO. The undersigned is also responsible for updating the ASO's information (e.g., officer changes, constitutional amendments), and for checking all mandatory dates, especially those for SGA's budget process and the ASO's registration process. The undersigned understands that they are responsible for alerting the ASO's executive members of all mandatory University meetings, and for distributing the annual hazing notice referenced in section 16 of this Agreement. The undersigned hereby acknowledges that the ASO is responsible for adhering to all local, state, and federal laws, as well as the policies, deadlines, and guidelines applicable to the ASOs at Florida State University.

IN WITNESS THEREOF, the parties have executed this Agreement below: _____

Name of ASO: _____

School Year of Agreement: _____

ASO President Name: _____

President Signature: _____

ASO Treasurer Name: _____

Treasurer Signature: _____

Appendix D – Agreement for University Supported Student Organizations

1. Representations and Submissions

The undersigned University Supported Student Organizations (USSO) represents that for the duration of this Agreement and as a condition of this Agreement that 100% of its members are University students and has a minimum of six students as members. The USSO also represents that its activities and the activities of its members, whether sponsored or officially approved by the USSO, do not and will not violate local, state, or federal law or the University Student Conduct Code. Any violations of local, state, or federal law may result in disciplinary action through the Department of Student Conduct and Community Standards for the individual members involved.

The person executing this Agreement on the USSO's behalf represents that:

- (g) They have read the Agreement in full and understands it;
- (h) They are an officer of the USSO and is authorized by the members of the USSO to execute the Agreement on the USSO's behalf; and
- (i) The USSO is entering into the Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing.

This agreement does not become effective until approved by the Division of Student Affairs. The USSO agrees to provide any information requested by University Officials in a timely manner. The USSO further agrees to submit electronically on Nole Central any changes in its officers or their contact information within 48 hours of any change.

2. Relationship between the USSO and the University

The University is an institution of the State of Florida. The USSO exists as a part of the University. The USSO operates with limited delegated authority from the University. Furthermore, all Florida State University students, including members of USSOs, are subject to the University's Office of Student Conduct and Community Standards for any matters that fall within their jurisdiction. This agreement is subject to termination if Student Conduct and Community Standards determines that the USSO has violated the University Student Conduct Code. Further, the agreement may be terminated if the organization falls out of good financial standing with the University.

3. The USSO's Dealings with Third Parties

USSO's should work with University staff to adhere to contract policies and procedures established by the University when entering into an agreement with a third party

4. Use of the University's Name and Symbols

Florida State University permits USSOs to use its names, logos, symbols, or seals with approval from the Office of Trademark and Licensing. Any use of logos, seals, names, etc. shall be in accordance with policies established by Florida State University. You can find more details at <https://licensing.fsu.edu/campus-use/recognized-student-organizations>.

5. Taxes

The USSO may use the University's taxpayer identification number or the University's tax-exempt status because of their relationship with the university. Students should not make purchases without oversight and assistance from the university's designated advisor.

6. Liability, Insurance, Defense, and Notification

General Liability Insurance is provided by the State of Florida as required in accordance with Florida Statute 284. Coverage includes protection of the University, its officers, employees, agents, and designated volunteers while acting within course and scope of employment against any damages resulting from the actions or inactions of the University. In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual members have both an

organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures

7. Funding

USSOs may apply for funding from activity and service (A&S) fees through SGA during the yearly budget process but will not be eligible to apply for funding from the Programming Allocation Committee (PAC) and/or the Resource and Travel Allocation Committee (RTAC) throughout the year. USSOs are subject to the Florida State University procurement and other related policies as well as the SGA Financial Manual. All USSO funds are housed in and managed through the SGA Accounting Office or the respective department through which they are supervised.

8. Use of Facilities

Florida State University will not designate any non-reservable space for General Student Organizations. Reservable space use is a privilege and is not guaranteed for GSOs from one event to another.

9. Managing Roster

The USSO must submit and maintain an updated roster of USSO members with each member's name and email address. The USSO is responsible to submit any revisions to the USSO roster on Nole Central within 48 hours of any change.

10. Annual Registration Process and Training Requirements

The USSO must complete the annual student organization registration process and follow all the procedures of the registration process as laid out in the USSO Registration policy.

11. Travel Policy

University Supported Student Organizations must meet Florida State University standards for travel. Further, USSOs should register all travel in Nole Central. Florida State University will provide resources to support safe travel by USSOs.

12. Sexual Harassment, Sexual Violence, and Retaliation

Sexual harassment, sexual violence, and retaliation are prohibited by federal law and University policy. The USSO acknowledges that by signing this agreement, the University has the authority to investigate reports of sexual harassment, sexual violence, and retaliation made against USSO members, and to determine appropriate sanctions which may include suspension or termination of this agreement, restrictions on the rights of the USSO to use University facilities, and access University services and resources. The USSO's student members' failure to comply with the University's policy related to Title IX may result in the University severing all ties with the USSO.

13. Hazing

Hazing is a crime in Florida and is also prohibited by University policy and the University Student Conduct Code. State or local law enforcement agencies investigate allegations of hazing under Florida state law. The Department of Student Conduct & Community Standards investigates allegations of hazing under University policy. The University hazing policy can be found in the Student Conduct Code which clearly defines activities which would be qualified as hazing.

To ensure that all persons associated with the USSO have access to this information and are aware of these resources, the USSO President is responsible for sending the hazing policy in the Student Conduct Code and reviewing hazing policy procedures with all of the USSOs current and prospective officers, members, advisors, coaches, staff, activity participants, and any other persons associated with the USSO or engaged in its activities. <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

14. Alcohol and Drug Use Policy

Florida State University prohibits the illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University property or as part of any University activity. The University Alcohol and Drug Use Policy can be found in the Student Conduct Code online.

15. Terms of Agreement

This Agreement becomes effective on the date it is approved by the Division of Student Affairs and must be renewed annually using the organization management platform. The University and the USSO each reserve the right to terminate this Agreement at will upon written notice. The University also may issue a warning or suspend this Agreement with or without conditions at will upon written notice. Absent early termination or suspension, this Agreement will automatically terminate in the fall of each year on the day following the close of the registration period.

16. Waiver

Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of that provision or any later breach.

17. Notices

Any notice under this Agreement shall be deemed given when included in the USSO registration form on Nole Central, which is to be completed by the organization president.

18. Entire Agreement-Amendments

This Agreement incorporates the parties' entire agreement concerning this matter, supersedes any prior contemporaneous understandings regarding its subject matter, and only may be revised by written amendment signed by authorized representatives of both parties. The parties acknowledge that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement. The undersigned further attests that they are bound by the University's Student Conduct Code and is knowledgeable of the responsibilities of the officers of the USSO. The undersigned is responsible for receiving information, announcements, and email from SOI, the Division of Student Affairs, and other University offices or organizations on behalf of the USSO. Further, as the contact person for the USSO, the undersigned is responsible for informing the appropriate individuals within the USSO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as an USSO. The undersigned is also responsible for updating the USSO's information (e.g., officer changes, constitutional amendments), and for checking all mandatory dates, especially those for SGA's budget process and the USSO's registration process. The undersigned understands that they are responsible for alerting the USSO's executive members of all mandatory University meetings, and for distributing the annual hazing notice referenced in section 16 of this Agreement. The undersigned hereby acknowledges that the USSO is responsible for adhering to all local, state, and federal laws, as well as the policies, deadlines, and guidelines applicable to the USSOs at Florida State University.

IN WITNESS THEREOF, the parties have executed this Agreement below:

Name of USSO: _____

School Year of Agreement: _____

USSO President Name: _____

President Signature: _____

USSO Treasurer Name: _____

Treasurer Signature: _____

Appendix E – Agreement for Fraternities and Sororities

Minimum Expectations of Fraternities & Sororities

The Department of Fraternity & Sorority Life (FSL) at Florida State University aims to provide a holistic membership experience for all members of our community. Four domains have been determined that represent the pillars of a thriving organization: Operational Excellence, Student Leadership & Learning, Student Wellness, and Belonging. Within each domain, minimum expectations have been created that all organizations must complete to be considered in good standing and in compliance with the [Moving Forward Together Plan](#).

Operational Excellence

Minimum Expectations:

- Salesforce roster updates with due dates as determined by FSL.
- Payment of the Fraternity & Sorority Life Dues each Fall and Spring academic semester. These dues go towards the support of programs and services for fraternity and sorority members. Chapters are charged for each active member each Fall and Spring academic semester.
- Submission of all appropriate New Member Education paperwork, New Member Education Timeline form, and New Member Education plan/framework with due dates as determined by FSL.
- All new members must be initiated and/or presented (*if applicable*) by the FSL designated initiation deadline and must have completed the mandatory hazing prevention module.
- Attain and maintain RSO Recognition. Recognition is completed on a rolling basis and must be completed annually.
- All Chapters with membership above 75 will have an Advisory Board comprised of at least three advisors. One advisor must be local (within a 50-mile radius) and it is recommended Chapters over 75 members have two local advisors (within a 50-mile radius). Chapters below 75 members will have at least one advisor.
- All Chapters must maintain a 2.5 average GPA. Chapters with a membership average below a 2.5 GPA will be subject to appropriate intervention.

Student Leadership & Learning

Minimum Expectations:

- Chapter Presidents and select chapter officers must attend the required FSL provided trainings as outlined by FSL at the beginning of the semester (included but not limited to: Social Event Policy training, Compass, Greek Leadership Summit, New Member Educator training, and Grand Council).
- Select chapter members, as determined by FSL, are required to attend select leadership training experiences (included but not limited to, New Member Institute, Persist, Converge, and the LeaderShape Institute) throughout the year.

Student Wellness

Minimum Expectations:

- New Member Joining Requirements
 - 100% of new members/aspirants must complete the Hazing Prevention Modules and attend required Fraternity & Sorority Life/council-specific orientation.
- Wellness Programming (required each Fall and Spring academic semester.)
 - Chapters must host or attend a pre-approved program(s)/workshop(s) focused on student wellness (topics include hazing prevention, power-based personal violence, alcohol and other drugs, or mental health).
 - 70% of unique membership must be in attendance cumulatively.
- FSL Event Notification
 - All organization events must be registered by submitting an Event Notification Form when any of the following criteria are met:
 - Events where alcohol is present, on or off-campus.
 - Events that take place outside of Tallahassee, FL.
 - Events where large crowds are anticipated.

- Events that are open to non-members (FSU students/faculty/staff/alumni, Tallahassee community members, etc.)
- Events that involve physical activity or a waiver.
- Events involving ...
 - Performers, speakers, or other acts
 - Minors on campus
 - Controversial and/or emotionally charged content
 - National, state, or local appointed or elected officials or candidates (not SGA or RSO officers)
- Fundraisers or events where money is exchanged
- Events in which media will be on campus.
- The Event Notification Form must be submitted in accordance with the expectations set by each council.
- Socials and date functions with alcohol will be limited to four during the Fall Semester and six during the Spring Semester. Additionally, tailgates will be allowed for each home football game.

Belonging

Minimum Expectations:

- Philanthropy & Community Service Events
 - Chapters are required to host one philanthropy or community service project during each academic semester.
 - Philanthropic events require a donation to be made to a nonprofit/charitable organization. Donations can be monetary, goods, or services.
- Community Service Hours
 - Chapters are required to have an average of 5 community service hours per member per semester (a total average of 10 community service hours per member per year). Members must submit service hours through the [FSU ServScript Program](#).
- Belonging Programming (required each Fall and Spring academic semester.)
 - Chapters must host or attend a pre-approved program(s)/workshop(s) focused on belonging topics (ex. Brotherhood/Sisterhood, Cross-Council Collaboration, Immersion).
 - 70% of unique membership must be in attendance cumulatively.

*** Updated 06/2023 by the Department of Fraternity & Sorority Life at*

*FSU***