

**FLORIDA STATE UNIVERSITY
PANAMA CITY**

STUDENT ORGANIZATION REGISTRATION CHECKLIST

Organization Name: _____

Semester / Year: _____

- Organization Registration Application
- Constitution & Bylaws (local)
- Constitution & Bylaws (national, if applicable)
- RSO Officer Form
- Membership Roster
- Statement of Compliance & Advisor Signature Form
- Insurance Clarification Statement
- Release from Liability & Statement of Voluntary Consent
- Hazing Policy Statement of Compliance

**FLORIDA STATE UNIVERSITY
PANAMA CITY**

REGISTRATION FORM

Organization Name _____

Mailing Address _____

Email/URL (optional) _____

OFFICERS

President _____

Vice President _____

Secretary _____

Treasurer _____

Advisor _____ Phone _____

TOTAL NUMBER OF MEMBERS (at time of registration/re-registration) _____

1. What is the purpose of your organization?

2. What are the membership requirements? On what basis are members selected? (e.g., grades, interest, vote of members major, etc.)

3. GPA required: _____

4. When are officers elected? _____

5. What is their term of office? _____

6. Type of Organization (check one):

- Academic Honorary Recreational Social
 Departmental Leadership Religious Professional
 Fraternal Other (specify) _____

6. This organization is: Local State National

7. Meetings: Day _____ Time: _____

Place: _____ How Often: _____

8. Will this organization regularly or annually sponsor any activities? Please note the month(s) in which you plan to schedule these activities?

9. a) Are dues assessed? _____
b) If yes, how much is charged annually? _____
c) How much benefits the local campus organization? _____
d) Where are the dues deposited? _____
e) State purpose of such dues: _____

10. a) Does the organization receive money from any source other than dues? _____
b) If yes, name the source(s) _____
c) State the annual amount(s) _____
d) Where are the funds deposited? _____
e) State the purpose of such funds: _____

Signed: _____

Date: _____

Title: _____

Semester/Year _____

SAMPLE CONSTITUTION OUTLINE

This Constitution outline may help you in organizing your own Constitution.

GUIDELINES FOR A CONSTITUTION

PREAMBLE (if desired) ARTICLE I

The name of this organization shall be _____

ARTICLE II Purpose

List the purposes of the organization.

ARTICLE III

The membership section must include a statement similar to the statement of non-discrimination in the registration material. No university student may be denied membership on the basis of race, creed, sex, age, national origin, handicap or the inability to pay dues.

ARTICLE IV

In sections under this article, list the offices to be established, qualifications for the offices, and the method of selection and term of office. Please describe the selection process and term of office of the faculty/staff advisor.

ARTICLE V

In this section list separately the duties of the following or corresponding offices: president, vice president, secretary, treasurer, and such other officers or standing committees as may be established for the administration of the group.

The statement concerning the treasurer should include “the treasurer shall keep accounts, deposit the organization’s funds and make expenditures.” If the organization receives student activity/service fees Student Activities Accounting located in 347 Union must approve all expenditures.

ARTICLE VI Amendments

This section should contain a statement as to how amendments to the Constitution are to be made. Any amendments must be approved by the Director. Changes in the name and/or purposes of the organization must be submitted in writing to the student Activities and Organizations Office, 323 Union.

Your RSO constitution must include the following nondiscrimination statement:

“No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.”

GUIDELINES FOR BY-LAWS

BY-LAWS

Sections in the By-laws should contain how your RSO will handle most of the following:

1. **Definitions of a quorum**
2. **Committees**
3. **Election process**
4. **Officer Vacancies**
5. **Reports**
6. **Dues and assessments**
7. **Rules of order**
8. **Amendments to By-Laws**
9. **Time and place of meetings**

Signatures of the president and faculty/staff advisor, along with the date of adoption, should appear at the end of the constitution as such:

Signature of the President

Date of Adoption

Signature of the Advisor

**Do not sign this page,
only at the end of your RSO constitution.**

RSO Officer Form

To be completed at the beginning of EACH semester

Total # of Members: _____

Total # FSU PC Students: _____

PRESIDENT:

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

VICE PRESIDENT:

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

SECRETARY:

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

TREASURER:

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

ADVISOR:

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

President Signature: _____	Date: _____
Advisor Signature: _____	Date: _____

Florida State University Panama City
Statement of Compliance
(Have all officers sign)

No organization shall discriminate in membership or activities on the basis of race, creed, sex, age, national origin, handicap or the inability to pay dues.

Purposes and activities of registered student organizations must not conflict with the purposes and regulations of Florida State University, Board of Regents policies or with state or federal laws.

A majority of the members of a registered student organization must be registered Florida State University students. Participation of faculty and staff is encouraged.

I certify all of this information to be true and that this organization complies in policy and practice with the rules governing registered student organizations.

Signature _____ Date _____

Title _____

Signature _____ Date _____

Title _____

Signature _____ Date _____

Title _____

Signature _____ Date _____

Title _____

FACULTY/STAFF ADVISOR INFORMATION

Name _____ Dept. _____

Position _____ Phone _____

I have agreed to serve as Advisor to _____
(Name of Student Organization)

Signature _____ Date _____

FLORIDA STATE UNIVERSITY PANAMA CITY CAMPUS

INSURANCE CLARIFICATION STATEMENT

(To be signed by each officer)

In accordance with State law and policy, Florida State University is unable to provide insurance covering any student organization or activity, other than for officers of the Student Government within the scope of his/her office. Approval by the Student Government of a student organization or activity does not establish State or University liability coverage for that organization or activity. Funding from Student Activity & Service Fees does not establish State or University liability coverage for that organization or activity. Registering with Student Government and becoming a Registered Student Organization is not recognized by the State of Florida Self Insurance Trust Fund and does not establish State or University coverage under the University's coverage with that Fund.

I, _____, of
(Name & Office Held)

(Student organization)

fully understand that Florida State University has no insurance covering the activities of my organization. If my organization chooses not to purchase commercial insurance coverage for its activities, I fully understand that my organization will be held fully liable for its activities and any claims, which may result, will be against my organization, its officers and members. I understand that Florida State University cannot defend the activities of my organization under its present insurance coverage or defray the costs of defending any lawsuit or claim against my organizations, its officers or members.

Understanding fully the above, I, on behalf of _____
(Student organization)

hold the State of Florida, Florida state University, the Florida Board of Regents, their officers and employees harmless for any claims caused by the activities of my organization.

Furthermore, I fully understand that it is my responsibility to inform the members of my organization regarding the content of this document.

Signature of Organization President: _____ Date _____

Approved for Florida State University: _____ Date _____
(Director of Student Affairs)

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FSU INITIATION AND HAZING POLICY

Pledge-education or new-member programs and activities must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the university community as a whole. Initiation week activities should not interfere with or be detrimental to organization members' or prospective members academic performance. Initiation week activities, therefore shall not be scheduled during the week prior to or the week of final exams and shall no be referred to as "hell week."

The University strictly forbids hazing. Hazing for the purposes of this policy shall mean **any action, activity, or situation which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University, hereinafter referred to as "university organization."**

Hazing shall include, but not be limited to forcing, requiring, or expecting pledges, associate members or prospective members (hereinafter referred to as "pledges") or initiated members of university organizations to participate in any of the following actions or activities:

1. Drinking alcohol or any other substances.
2. Using any drug, narcotic, or controlled substance.
3. Eating spoiled foods, raw onions, goldfish, or anything a reasonable person would not eat.
4. Dropping food or other substances (e.g., eggs, grapes, liver) into another person's mouth.
5. Tying a person to a chair, pole, anchor, tree, or any other object or to another person.
6. Causing Excessive fatigue through physical exercise or psychological shock.
7. Branding.
8. Paddling, whipping, or beating of any nature.
9. Performing calisthenics (e.g., sit-ups, push-ups, runs).
10. Pushing, shoving, tackling, or any other physical abuse.
11. Throwing anything (e.g., whipped cream, garbage, water, paint, eggs) at a person or group of people.
12. Exposing oneself indecently or appearing nude or in a way that is considered offensive by a reasonable person.
13. Subjecting a person or group of people to verbal harassment.
14. Calling people demeaning names.
15. Misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity that would cause extreme mental stress.
16. Carrying items (e.g., shields, paddles, bricks) that serve no constructive purpose or that is designed to punish or embarrass the carrier.

17. Waking pledges, or initiated members at odd intervals or permitting fewer than six continuous hours of sleep each night.
18. Conducting activities that do not allow adequate time for study.
19. Wearing apparel or accessories that are demeaning and not normally in good taste or wearing items that cause discomfort.
20. Defacing property (e.g., trees, grounds, buildings, cars, or other university or private property).
21. Stealing any property (e.g., trophies, composites).
22. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (e.g., road trips, kidnappings).
23. Assigning or endorsing pranks (e.g., stealing, panty raids, harassing another organization).
24. Engaging in public stunts, buffoonery, or other embarrassing activities.
25. Yelling when entering, traveling through, or leaving any public building.
26. Intentionally “trashing” any area for the purpose of annoying others or for having others clean the “trashed” area.
27. Preventing pledges from talking for an extended period of time for no constructive purpose.
28. Having pledges perform personal chores or errands.
29. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.
30. Answering telephones or doors with a prescribed chant, riddle, song, or rhyme.
31. Allowing pledges to use only a particular door when entering or leaving any building or to use only a certain stairway within a building.
32. Conducting “interrogations” or any other non-constructive questioning.

For the purpose of this code, any activity as described above upon which the initiation or admission into or affiliation with a university organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Any person suffering or witnessing a hazing activity is encouraged to report the incident to appropriate university officials in the Office of the Dean.

The principal officer of each university organization shall be responsible for informing pledges and initiated members of the University Hazing Policy.

FLORIDA STATE UNIVERSITY PANAMA CITY CAMPUS

HAZING POLICY STATEMENT OF COMPLIANCE

As part of registration or re-registration requirement, all student organizations must submit a signed Hazing Policy Compliance Form to the Student Government Council offices in room 309 Barron Building, **by September 1** of each year. In addition, a **new form must be submitted after each presidential election or appointment**. Failure to do so may result in withdrawal of University recognition.

HAZING POLICY AGREEMENT

I, _____, have read and understand the University Hazing Policy and assume responsibility for informing members and initiates/pledges about the policy. All activities sponsored or required by our organization are in compliance with this policy.

Signature of President

Date

Name of Registered Student Organization