



# THE HAND BOOK

This startup guide explains some basic policies and procedures you need to know to start a Registered Student Organization at K-State Salina. The purpose of this handbook is to provide information and policies for the success of your programs and activities.

2023-2024

## Preface

While The Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

1. It is not a complete statement of all procedures, rules and regulations of Kansas State University Salina;
2. The University reserves the right to change, without notice, any procedure, policy, and/or program which appears in The Handbook;
3. Divisions and departments may have their own procedures and policies which apply to student organizations.

### Sources and Adaptations from:

Kansas State University Manhattan.....	The Source
Bucknell University.....	The Source
Linda Eldred.....	ACUI: The Program Planning Workbook Programming Cycle
University of Chicago.....	Student Activities Handbook
University of Connecticut.....	Student Leadership Handbook
University of Notre Dame.....	The Source
Western Illinois University.....	Leadership Resource Center Mission: Possible Student Activities Handbook

# Student Services: Activities & Organizations

## Mission Statement

Student Services promote the educational experience by enhancing the opportunities, learning, safety, and growth of the campus community.

## Principles

- Provide support , foster inclusivity and contribute to personal and professional growth and development
- Strengthen the quality of life within a supportive atmosphere
- Foster student learning and leadership

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## Who's Who in the Office of Student Services

Joshua Doak	Director of Academic and Career Engagement
Julie Rowe	Student Success Coordinator, Aeronautics and Aviation
Lindsay Shupe	Student Success Coordinator
Jack Kuhn	Student Programs Coordinator
Alyssa Wendel	Assistant Director of Student Life
Kyle Chamberlin	Associate Dean of Student Life
Cassy Girard	SGA President
Roxana Linares	SGA Vice President
Miles Gant	SGA Senate Chair
Sydney Friedli	SGA Treasurer/Allocations Chair
Anthony Henke	Attorney General
Heather Thummel	Programming Board Chair
Lupita Gonzalez	Diversity Affairs Director
Keenan Lippert	Secretary
Nathan Weiss	Public Relations Officer

## Services Offered

### For registered student organizations:

- Student Club Advisement
- Student Organization Registration and Renewal
- Leadership Development Programs
- Event Consultation
- Advertisement Approval
- Programming Resources
- Student Judicial System
- SGA and Student Club Accounting

### For individuals:

- Conflict mediation
- Housing needs
- Fitness and health programs
- Counseling
- Student Judicial System
- Student Governing Association
- Health Concerns
- Student Safety issues

For more information visit: <http://Salina.k-state.edu/studentlife/index.html>

# Types of Registered Student Organizations

## How many people do I need to start a club?

A provisional classification is available to student groups with at least three student members. These groups will be provided the same rights and privileges of student groups with the exception of funding. There are a few requirements that groups must adhere to before applying for this status. An official club must have five student members, including officers.

## What are the types of clubs?

Each Registered Student Organization (RSO) is granted recognition by the university and is classified as Sponsored or Affiliated. The Office of Student Services in its sole judgment and discretion, determines an RSO's recognition classification. There are two classifications of RSOs:

Sponsored organizations are those considered congruent with the mission and culture of the university and operate as a part of a university department or unit. These organizations are inherently linked to the university because of their role representing K-State or in presenting events of broad appeal that are considered an integral part of the institution. Sponsored organizations routinely present events for the campus and the broader community, and work in a collaborative relationship with a university department or office. The organization's purpose and effect are to serve a broad segment of the campus community, not just its membership.

Affiliated organizations are those that are, in general, interest groups and provide engagement activities that are primarily for their direct membership. These groups are generally capable of functioning with minimal university support, but may receive support from a parent organization, including but not limited to regional/national/international gov-

erning organizations. While the university recognizes affiliated organizations and provides them with benefits, the university also acknowledges that students may choose to form groups of varying interests that may or may not align with the university's Principles of Community.

**Sponsored:** \*funds must be maintained in university accounts \*100% of membership must be students \*Foundation accounts possible \*Motor pool use possible \*Use of K-State's tax exempt status, tax ID numbers and not-for-profit status

**Affiliated:** \*Eligible for funds maintained by University or in outside accounts\* \*Foundation accounts possible \*50% + of membership must be students \*Motor Pool use possible \*Can request SGA funds \*Can use facilities

## How do I know if my club will be Sponsored or Affiliated?

The classification depends on the level of responsibility of the university for the organizations which depends on their relationship with the university, the K-State Alumni Association or the Kansas State University Foundation. The Office of Student Life and the SGA Vice President will assist with questions.

# Advisors and Your Organization

Each **RSO**, both Sponsored and Affiliated are required to have an advisor who is a full-time member of the faculty, staff or administration of the University. A student organization that does not have an advisor will have its registration revoked until an advisor is confirmed.

# Organizing Your Student Club

Student organizations, like all organizations, involve people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy task, but is essential for the success of your organization. The following are a few basic principles which may assist you in organizing your organization:

1. An organization needs to have a reason for existing. There needs to be a unity of purpose which the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned. Long-range goals would give the members a chance to look at the overall goals for the year. Establishing clear cut goals help to avoid mediocre involvement and accomplishment.
2. Effective leadership is essential to any organization. The officers should meet together between meetings to organize the next meeting's agenda and to brainstorm ideas. A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.
3. Officers should not make decisions for the group. Their job is to do the legwork, find out the information and report it to the group. The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.
4. Appoint members to committees. This way, they feel a part of the organization and also gain valuable experience for future leadership roles.
5. Make it a point to welcome any guest at the beginning of the meeting. Friendliness and openness will encourage people to join and to help you accomplish your task.
6. Enthusiasm is a must. The officers set the tone. Enthusiasm is contagious (so is apathy). Do not be an officer if you don't believe in your group and what it aims to accomplish. Encourage a "doing" atmosphere.
7. Regularity of meeting times and places is critical to the success of your organization.
8. Cooperate with other organizations and their officers. It makes everybody's task more pleasant. For contact information of any registered organization at K-State Salina, please contact the Student Activities Office.

# Constitution

## What is a constitution?

A constitution is a document that describes the organization and how it operates.

## What are bylaws?

These are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

## Reminders and suggestions

With a little time and attention you can write a constitution that will help prevent and/or minimize future problems within the organization. Your group may want to address a few important details when constructing its constitution and by-laws. Be sure to consider the following issues.

**Setting a Quorum.** A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the group as a whole.

**Defining the Duties of Officers.** The duties of officers are self-explanatory in many cases: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The office of vice president is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers.

**Electing Officers.** There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your executive board will do) to recruit a slate of officers. This will ensure that you will have at

least one willing candidate for each office. Nominations can also be taken from the floor.

**Officer Transition.** Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place — officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. If necessary elections can take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should consider the benefits of changing to a spring election.

**Removal of Officers.** Although you might think, "It can never happen to our organization," it can. Officers were elected last semester and have yet to call a meeting, or officers have misspent the group's funds, or officers have not attended a semester's worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly, or ignored. Ask other organizations what their procedure is for such an occurrence.

**Advisor.** Don't forget your club needs an advisor. Each Kansas State student organization must have a full-time Kansas State member of the faculty, staff, or administration who works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember, without an advisor your club will lose its registration status with the Student Activities Office.

# Registering your Student Club

## About Student Services

The K-State Salina Student Governing Association has given the Student Services office the following roles and responsibilities pertaining to campus organizations. They are:

- To act on registration requests by any organization wishing to form on the K-State Salina campus.
- To register fundraising or sponsorship activities of registered organizations and services.
- To advise registered organizations in their day-to-day programming functions.
- To assist potential and existing organizations regarding the establishment of organizational operations and procedures.
- To approve all advertisement materials for student clubs.

## Why Register?

There are numerous advantages and privileges granted to those Sponsored and Affiliated groups who register their organization. They are:

- Holding meetings and functions on campus.
- Free use of most College meeting rooms, facilities and motor pool.
- Opportunity to request funds from SGA.
- Opportunity to participate in Student Services sponsored workshops or programs
- A copy of The Student Organization Handbook available online
- Assistance with fundraising activities.
- Eligible to utilize approved university logos, images, name, and other brand components in accordance with University licensing policies.
- Ability to set up Student Club Financial Accounts.
- Web space and e-mail address (through Information Services) for your organization.

## The Registration Procedure

The process of becoming registered is simple. Organizations must meet college requirements, fill out the appropriate online form through Qualtrics, make sure their RahRah page is up-to-date, and advisors must complete required trainings. There are a few requirements set forth to which group must adhere before applying for registration. They are:

- If you are going to be a Sponsored registered student organization, ensure you talk with the respective department head BEFORE continuing this process. Department Head Approval is an essential step in becoming a Sponsored organization.
- A group must be organized to unite persons with similar

academic, cultural, religious, professional, social, political, or service-oriented interests.

- Organizations must have a minimum of five members. Groups with at least 3 members can register provisionally.
- 100% of members must be K-State students for Sponsored , 50% of members must be K-State students for Affiliated.
- Groups may not discriminate on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities, or sororities which are excluded from the application of Title IX of the Education Amendments of 1972.
- University governing bodies are not required to register (i.e., SGA). However, these groups are subjected to University regulations and policies.
- Groups whose primary purpose is individual instruction, charge fees, or to compensate an instructor will not be eligible for registration.
- Groups whose primary purpose is to function as a business will not be eligible for registration
- A group must abide by all University policies, campus regulations, federal, state, and local laws.
- A group must provide contact information for its primary officers.
- A group must maintain a current copy of the organization's constitution on file on their OrgSync page.
- All registered student organizations must have an advisor who is a full-time member of the Kansas State University faculty, staff or administration.
  - A Sponsor Acknowledgement form is required and reviewed annually by the advisor and department budget manager. (Sponsored Only)
- A group may not at any time have any outstanding debt to any Kansas State University office.
- If a new organization attempts to register and there is currently an existing organization with the same or similar name or purpose, the members trying to create the new organization will be referred to the current organization for membership.

Student Organization Registration Form:

[https://kstate.qualtrics.com/jfe/form/SV\\_0k1YVN9ys3BwZGS](https://kstate.qualtrics.com/jfe/form/SV_0k1YVN9ys3BwZGS)

# *Sample Constitution*

## **ARTICLE I: NAME AND PURPOSE**

Section 1. This organization shall be known as the:

Section 2. The purpose(s) of this organization shall (will) be:

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership shall be open to:

Section 2. Means of selection of members, qualifications, eligibility, etc.

## **ARTICLE III: OFFICERS**

Section 1. The officers of this Organization shall be: (list them)

Section 2. Selection of officers, length of term, etc.

Section 3. Duties of officers

## **ARTICLE IV: DUES (if any)**

Section 1. Include amount, when assessed, etc.

## **ARTICLE V: MEETINGS**

Section 1. Time for regularly scheduled meetings

Section 2. Procedures for calling special meetings

Section 3. Quorum, order of business & disposition of Minutes

## **ARTICLE VI: COMMITTEES**

Section 1. Any standing committees of the organization, including process of appointment, responsibilities, etc.

Section 2. Provisions for forming any special committees, as needed

## **ARTICLE VII: AMENDMENTS TO THE CONSTITUTION (& Bylaws)**

Section 1. The procedure for Amendments, including advance notifications, number of readings and required vote for adoption. In most organizations the bylaws may be changed by a majority vote, while a constitutional revision would require a two-thirds majority vote to change.



# Forms & Resources

Listed below are brief descriptions of necessary forms which are available in the Student Activities Office or online at <https://www.salina.k-state.edu/student-life/clubs-organizations/student-governing-association/documents/>

**Student Organization Registration Form**  
Student organizations need to complete their Qualtrics Survey registration each year in order to be considered an active club. Qualtrics can be accessed here: [https://kstate.qualtrics.com/jfe/form/SV\\_0k1YVN9ys3BwZGS](https://kstate.qualtrics.com/jfe/form/SV_0k1YVN9ys3BwZGS)

## Student Organization Event and Fundraising Form

Student Organizations need to complete this form for every time they wish to have an event or fundraiser. This form should be submitted to the Foundation Office in College Center 202 two weeks prior to the event.  
<https://form.jotform.com/221665997718070>

## Room Request Form

Registered Student Organizations can reserve the rooms at no cost through the Facilities Office online at: <https://form.jotform.com/20102308787>

## Motor Pool Request Form

Registered Student Organizations can reserve motor pool vehicles at: [KSUS Motorpool Transportation Request Form \(jotform.com\)](https://form.jotform.com/KSUS_Motorpool_Transportation_Request_Form)

## Publication/Web Project Request Form

Request a project from the Communications and Marketing department. Projects such as printed materials, information placed on campus webpage, video, or press release. Find the form online at: <https://form.jotform.com/211085023069953>

## Event Sign-In Sheet

Record of attendance to Student Organization events can be tracked through RahRah, if you need more information, please contact Lindsay Shupe at [lrshupe@ksu.edu](mailto:lrshupe@ksu.edu)

## Prizes & Giveaways Form

A record of students who won prizes at a student organization event. Individual students who receive a prize more than \$20 must also complete a W-9 form.  
W-9 Form: <https://www.irs.gov/forms-pubs/about-form-w-9>

## Student Trip/ Out-of-State Travel Form

Student Organizations must complete this form for all off-campus student involved trips. Attach Travel Request forms and any information appropriate to your request. Signatures are required from the Department Head and Director of Fiscal Affairs prior to the Dean's Signature. This is to request travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. <https://form.jotform.com/221663093544052>

## Post Travel Reimbursement Form

Registered Student Organizations can reserve the rooms at no cost through the Facilities Office online at: [Post-Travel Reimbursement \(jotform.com\)](https://form.jotform.com/Post-Travel_Reimbursement)

## Kansas Sales Tax Information & Filing Frequency Chart

Contact Student Activities Office

## Kansas Department of Revenue (Notice of Discontinuation of Business)

Contact Student Activities Office

## SGA Funding

Recognized student organizations can request funds from the Student Governing Association. Learn more about funding opportunities with SGA [here](#).

Learn how clubs can access their money [here](#).

Learn how to set up a financial account [here](#).