

# POLICY MANUAL AND GUIDE

to running Student Organizations  
at Central Michigan University



Office of  
Student Activities  
& Involvement

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## RSO Manual

This Registered Student Organization Manual is a guide, and resource to help students involved in co-curricular activities get the most out of those activities. The information contained within this Student Organization Manual applies to facets of the participation in, and the leadership of, Registered Student Organizations, clubs and other organizations that constitute a large part of the co-curricular programs at Central Michigan University. As a means of experiencing the opportunities and benefits of co-curricular activities students are encouraged to form or join student organizations. An organization requesting status as a Registered Student Organization agrees to abide by all policies and conditions outlined in the Student Organization Manual. Central Michigan University provides benefits to student organizations (referred to as "Student Orgs") to assist them in conducting these activities; however, the provision of University benefits to Student Organizations should not be misinterpreted as meaning Student Organizations are part of, or controlled by the University, (exceptions: CMU Student Government Association; CMU Residence Hall Assembly; and CMU Program Board) that the University is responsible for the RSO's contracts or other acts or omissions, or that the University approves of the RSO's goals or activities. The Student Organizations are free to exist and operate either with or without University benefits.

This Student Organization manual describes the entire relationship between the University and Student Organizations, including all of the University benefits Student Organizations may receive, and all of the conditions for their receipt. This RSO manual is the only source of any control the University may have over the RSO or its activities, except to the extent, if any, the University chooses to exercise control over activities occurring on its property, or over matters covered by the University's Code of Student Rights, Responsibilities and Disciplinary Procedures. The Office of Student Activities and Involvement reserves the right to grant or deny RSO status.

As part of its organizational process, an RSO shall identify officers. These officers shall participate and cooperate in any investigations involving the RSO or its members. Officers shall also ensure that any of the RSO's members shall participate and cooperate in any investigations. Failure to cooperate or participate, or to ensure cooperation and participation, may result in the organization's loss of recognition as a Registered Student Organization.

All RSO members agree to abide by any and all rules and/or regulations of any national organizations to which they belong. Failure to do so may result in loss of recognized status.

## Registered Student Organizations

A Registered Student Organization at Central Michigan University is any group consisting primarily of students enrolled at CMU, and formed to contribute to those students' educational growth, recreation, and/or personal development. Most importantly, a Registered Student Organization is registered with the Office of Student Activities and Involvement.

### Privileges of Registered Student Organizations

Registration of student groups is a privilege and is not intended to restrict the free association of students in non-registered groups. Upon registering, student organizations gain several privileges, including:

1. The use of University facilities and services for meetings and approved activities when available.
2. The opportunity to conduct approved fundraising projects on campus.
3. The opportunity to participate in and coordinate activities with other Registered Student Organizations.
4. The right to apply for a University mailbox when available and the use of a mailing address at Central Michigan University.
5. The opportunity to apply for funding through the Student Budget Allocation Committee (SBAC) for all campus projects, programs, and conferences.
6. The opportunity for participation in new student orientation and the annual Student Activities Fairs (MainStage & The Student Org Spotlight) as well as events like Get Organized and the Student Organization Achievement and Recognition (SOAR) banquet.
7. The opportunity to nominate candidates for Homecoming Gold Ambassadors.
8. The opportunity to participate in the student organizational leadership programs.

### The Registration Process

In order to be eligible for the privileges and services available to student organizations, an organization must register with the Office of Student Activities and Involvement and have a minimum of three current

Central Michigan University student members (University Center 101, 989.774.3016). Organization Re-registration must be completed by September 15th each year. Student Organizations will not be allowed to book space until this process is complete.

The Registration of Organizations is done online using Engage:

1. The President of the Organization must log in to Engage to complete the registration
2. Student Organizations must have 3 current student members, including a president, vice president, and treasurer
3. Student Organizations must have an advisor and the advisor must complete "Advisor Approval Form".
4. Upload an up-to-date constitution and bylaws. A sample constitution can be found [HERE](#). The local constitution must contain the following information:
  - The name of the organization
  - The purpose(s) of the organization
  - Requirements for membership
  - Method of officer selection
  - Impeachment proceedings
  - A statement about the disbursement of organizational funds should the organization be dissolved
  - A non-discrimination clause (see example in Article II Section B.1 of the sample constitution)
5. The president must complete the risk management form in Engage Central
6. The officers (President, Treasurer, and Vice President or their designee must attend 1 training session at the beginning of the year hosted by the Office of Student Activities and involvement.
7. The officers (Treasurer, and Vice President) must complete an officer agreement form.
8. Officers of Student Organizations must be in good academic standing (minimum 2.0 cumulative GPA required), free of disciplinary probation, and be registered for at least six semester hours of credit at CMU during their term in office. The Office of Student Activities and Involvement can access these records at any time. It is recommended that minimum standards for the membership of the Student Organizations should require that members have at least a 2.0 cumulative grade point average and be free of disciplinary probation.

Organizations are encouraged to set membership standards higher than 2.0 in an effort to strive for academic excellence.

In the event any of the requirements above for registration are not completed/met the student organization will not obtain "Registered" status. Other conditions for losing "Registered" status include, but are not limited to:

- a. Organizations with outstanding university debt will lose recognition by the university until all debts have been resolved.
- b. Campus Conduct issues may result in a loss of "Registered" status.
- c. Failing to follow the organization's constitution.

## Fraternity and Sorority Life

Fraternities and Sororities will be held to the same standards as all other student organization except in the situations that follow:

In order to be eligible for the privileges and services available to student organizations, the fraternity or sorority must be registered with the Office of Student Activities and Involvement and have a minimum of three (3) student members currently enrolled at Central Michigan University. In the event that the organization falls below the membership minimum, the organization will be given a probationary period of one (1) semester to increase to at least three (3) members. If the chapter fails to meet the membership minimum after the probationary period, the chapter will no longer be a recognized student organization. The organization will be considered "inactive" and will need to complete the registration process with the Office of Student Activities and Involvement.

Each chapter is required to achieve at least a 2.50 GPA each semester. The minimum standard for membership in fraternities and sororities is at least a 2.5 cumulative grade point average.

Learn more about FSL policies and procedures [HERE](#).

## Services provided through Engage Central

Through Engage, Student Organizations have the ability to:

- **Manage Email lists**

- **Swipe and check students into meetings and events**

(Card Swipers available for check out through the Office of Student Activities and Involvement or through the Corq App)

- **Store unlimited file and photos**

- **Create unlimited forms and elections**

Upon registration, all student organizations receive an Engage portal with these benefits. The Office of Student Activities and Involvement can assist if your organization is interested in learning more about how to use this.

## Student Involvement Center (SIC)

The SIC is a space for all organizations to gather and meet in a community like environment. Students should be respectful of other organizations utilizing this space. At no time may an organization reserve this space or ask another group to leave to accommodate their meeting. Student Organizations may not leave stuff in the SIC unless it is contained to an assigned storage cabinet.

### Use of Student Involvement Center Mailboxes

If you would like to request a mailbox, please contact the Office of Student Activities and Involvement. Student Organizations should pick up their mail at least twice a week. To have mail sent to your mailbox, use the following address format:

**Organization's Name**

**Box #**

**Bovee UC**

**Mount Pleasant, MI 48859**

## Storage Cabinets

Storage Cabinets are available to student organization on a first come, first served basis. A wait list will be maintained when no cabinets are available through the Office of Student Activities and Involvement. Student Organizations may not store flammable materials, paint, aerosol cans, food, or other dangerous/risky objects in these cabinets.

## The Student Budget Allocation Committee (SBAC)

The Student Budget Allocation Committee (SBAC) is a constitutional committee of the Student Government Association. Each year the SBAC is responsible for allocating funds, generated from the CMU promise and administered through the Campus Programming Fund, to Registered Student Organizations who request funds for programming and conferences. The committee is made up of student representatives representing the various types of student organizations (Greek Life, professional, multicultural, academic, etc.).

Learn more about SBAC policies and procedures [HERE](#).

## SBAC/Office of Student Activities and Involvement On-Campus Accounts

In order to comply with the policies and regulations of Central Michigan University, all funds and allocations received by student organizations from the Student Budget Allocation Committee (SBAC) will be issued as a reimbursement.

For further information on procedures and guidelines for using an On-Campus Account maintained by SBAC/ Office of Student Activities and Involvement, contact the Administrative Clerk in the Office of Student Activities and Involvement (101 Bovee University Center, 774-3016).

## Financial Accounts

### Managing Organizational Accounts

With different types of funds available to organizations also comes the need to manage those funds. Depending on the funding source, the organization may have an off-campus checking account at a local bank, an on-campus account for a specific event maintained by SBAC and the Office of Student Activities and Involvement, or an on-campus account maintained by an academic/ administrative department outside the Office of Student Activities and Involvement.

## Off-Campus Accounts

For RSO monies that are not from SBAC (University), it is recommended that Student Organizations open off-campus banking accounts. While the University does not regulate these accounts, it does make the following strong recommendations to student organization officers:

- Each Registered Student Organization must have two members counter-sign checks from off-campus accounts. Two counter-signers is a good check and balance system to develop for accounting, and it is for the protection of all members and officers.
- It is recommended that organization request an EIN# through through IRS and register the bank account through the organization in this way.
- It is very important to have the signature cards at local banks changed each time a new officer takes over the accounting, and it is a procedure that the banks expect to be completed. It will be beneficial to provide documentation when verifying executive board changes to the bank.
- Treasurers must give receipts to all members for monies received (including dues) and provide members with an accounting of expenditures on a weekly or monthly basis.
- It is a good idea to have someone outside of your organization audit off-campus accounts on a semester or annual basis. This is especially true when there is a change in officers. Your RSO must require someone other than the check signer(s) to open the bank statements each month and review them for reasonableness. Performing regular audits on your accounts frees your officers from any suspicion and limits their liability.

Tax Information: For more information please click [HERE](#).

Many student organizations believe that because they are essentially non-profit and are comprised primarily of students, that they are automatically tax-exempt. Registering your organization with the Office of Student Activities and Involvement does not cover you under Central Michigan University's tax-exempt number. Your organization is not "Tax-Exempt" unless you have applied for-and been granted that status from the Internal Revenue Service (IRS). If you think your organization may qualify for exemption from income taxes, visit the IRS at [irs.gov/charities-non-profits/applying-for-tax-exempt-status](http://irs.gov/charities-non-profits/applying-for-tax-exempt-status)

# SECTION 2: ADVISOR INFORMATION

## Advisor Responsibility Statement

This statement outlines the University's expectations of the role and responsibilities of University advisors for Registered Student Organizations. This statement also clarifies acts for which the University will provide indemnification for University advisors.

The University advisor's primary role is to provide overall guidance and assistance to the Registered Student Organization. Advisors should encourage and advise the organization in carrying on an active and significant program, and work with the officers to promote the effective administration of the organization. This guidance will include assistance in compliance with the University's policies and procedures that govern the use of University facilities and the University's name and logos. Advisors should assist with the formulation and revision of the organizations' constitutions and by-laws. Advisors should alert the Registered Student Organizations to the risks of injury and liability in connection with their activities and warn the club or its officers when they suspect that something is not right in the way the club is operating. They should meet with the club or its officers at least twice each semester.

The University recognizes that the extent of involvement of University advisors with their Registered Student Organizations varies widely. This statement sets down minimum expectations, but the University appreciates that many advisors provide advice and assistance far beyond the minimum. For example, many advisors assist in scheduling organization meetings, attend executive committee and regular organization meetings, and attend the functions of the organization.

They also assist the organization in formulating an annual budget, as well as budgets for individual activities, and in setting up reliable controls over income and expenditures. They also may assist the treasurer in maintaining accurate accounting and inquire to see if controls are operating.

The University advisor generally will be indemnified by the University against claims and liabilities to which the advisor is subject because of fulfilling the role described above. The indemnification will apply according to the University rules and procedures governing the indemnification of University employees; performing the required and suggested functions described earlier will usually be seen as acts taken within the scope of a University advisor's employment. Indemnification means that the University will, in case of a lawsuit, provide a legal defense to the advisor and any money damages if the advisor is found by the court or administrative agency to be at fault. (The University does not indemnify the Registered Student Organization itself.)

The University recommends that the University advisor NOT accept certain responsibilities for the Registered Student Organization.

The University advisor should not:

- **Purchase alcohol for the Registered Student Organization or its members**
- **Sign contracts for the Registered Student Organization**
- **Sign or co-sign checks or other means of committing Registered Student Organization funds**



- **Make travel plans for the Registered Student Organization or directly supervise trips taken by the club's members**
- **Pledge his/her financial backing for the debts of the Registered Student Organization; for example, by using his/her credit card to guarantee hotel reservations**
- **Run the organization, by reserving the right to approve or control its decision and activity**
- **Serve as the Registered Student Organization's treasurer, bookkeeper, accountant or auditor**

Finally, it is not the advisor's responsibility to assure the success of the Registered Student Organization. The University generally will not indemnify the University advisor for these activities because they will be seen as acts taken outside the scope of the advisor's University employment. Examples of some other situations where the University will usually NOT indemnify a University advisor are listed below:

- **Alcohol related activity if the University advisor provided the alcohol and/or was aware of it being consumed at a Registered Student Organization activity**
- **Violation of motor vehicle laws; i.e., speeding, driving while intoxicated**
- **Assaults**
- **Defamation**
- **Misappropriation of Registered Student Organization funds by the University advisor**

- **Injuries to members or guests of Registered Student Organizations while riding in advisor's automobile**
- **Injuries to members or guests of Registered Student Organizations on property of advisor (e.g., student falls and breaks leg because of a hole in the yard during game at home of advisor)**

It is important that the University advisor have a clear understanding with the Registered Student Organization regarding what tasks and responsibilities the advisor will undertake and what the advisor will not take responsibility for. The advisor should be careful to take on only those responsibilities, which he/she is willing to do well.

University advisors for Registered Student Organizations must be employees of Central Michigan University. If an organization would like to select a non-CMU employee as their advisor, the President of the organization must submit a letter of intent to the Office of Student Activities and Involvement requesting an exception. If an exception is made to allow someone not a University employee to serve as University advisor for a Registered Student Organization, the University will provide no indemnification for that advisor.

If it is necessary for an advisor to resign his or her position as advisor, he or she should notify the organization as well as the Office of Student Activities and Involvement in writing.

# FAQ For Advisors

## 1. What is my liability as an advisor when taking student trips?

An Advisor's liability is minimal if the Advisor's involvement is limited to providing guidance and assistance to an RSO. Advisors can and should also alert an RSO to risks of injury and liability in connection with its activities. Advisors should NOT make travel plans for an RSO or directly supervise trips taken by RSO members.

## 2. Can an Advisor rent a car for Registered Student Organizations?

No, an RSO is not considered a part of CMU. Therefore, an Advisor should never use a CMU Credit Card to rent a car for an RSO. Furthermore, an Advisor should not use a personal credit card to rent a car for an RSO. In the event of an incident or mishap an Advisor could be held personally liable for the actions or wrongdoing of an RSO. An RSO member should make car rental arrangements on behalf of the RSO.

## 3. Can an Advisor make travel arrangements for Registered Student Organizations?

No, an Advisor should not make travel arrangements for a RSO. Instead an Advisor should limit his/her involvement to providing overall guidance, information and resources. An RSO member should make travel arrangements on behalf of the RSO.

## 4. Can an Advisor drive students to a conference?

No, CMU generally will not indemnify an Advisor for this activity because it is seen as an act taken outside the scope of the Advisor's University employment. In the event an Advisor drives RSO members to a conference and RSO member injuries or damages occur, CMU will usually not indemnify that Advisor. If an Advisor drives RSO members to a conference in the Advisor's own vehicle and RSO member injuries or damages occur, CMU will provide no indemnification for that Advisor.

## 5. Am I responsible for any misbehavior or problems caused by the group?

Assuming you have not accepted certain responsibilities for the RSO, including signing contracts; signing or co-signing checks; making travel plans; pledging financial backing; providing direct supervision; providing financial services (as an accountant or auditor), etc. – No.

## 6. Can I have students at my home for meetings, etc? Am I liable if anything happens at my home?

Meetings at the home of the Advisor are seen as acts taken outside the scope of the advisor's University

employment. CMU will NOT indemnify an Advisor if injuries to RSO members or guests occur on the property of the Advisor.

## 7. What is the Advisor role with off campus banking?

Advisors are encouraged to be very involved in the banking operations of the RSO. Advisors should be on the bank account for consistency purposes (you will probably be involved in the group longer than the officers). You should not have the ability to sign checks. You should never sign checks for the organization. You could be putting yourself at risk. You should review the monthly statements with the organizations treasurer and president and be aware of how money is being spent. You should also make sure the account is set up so there must be 2 signatures on every check (The President & the Treasurer).

## 8. What should my role as advisor be with the RSO?

Your role with the RSO should be that of resource and advisor. You do not run the organization. This is a Registered Student Organization and not a Registered Advisor Organization. Picture the RSO as a commercial airline and you are the air traffic controller for that airplane. You can answer the pilot's questions, point out inclement weather and suggest alternate routes, but ultimately it is up to the pilot and crew to determine where the plane goes. If the plane has a rough flight you can have follow up discussions with the crew to show them how they might make a better flight next time. How involved you will be with the RSO will depend upon conversations you will have with the President and executive board of the RSO and can vary from group to group.

## 9. As an Advisor can I sign a contract for the RSO?

No, you do not have contract signing authority. Contact the Office of Student Activities and Involvement for guidance in this area.

## 10. How much time does it take to be an advisor?

It is up to you as to how much time you wish to spend as an advisor. We have some advisors who attend all executive board meetings, general assembly meetings, and events of the RSO. We have other advisors who are only consulted when the group needs some help. The most efficient group is that whose advisor has a working relationship with the members of the group, and is well aware of the plans and activities of the organization.

# FAQ For Advisors Cont.

## 11. What are my duties/responsibilities as an advisor?

Duties and responsibilities of the advisor should be discussed with the officers of the RSO each year. It may be helpful to put these expectations in writing. Duties can vary from group to group. Remember you do not run the organization that is what the students do. You provide advice, assistance, guidance, and are someone who will listen.

## 12. How many meetings of my group am I required to attend?

This is to be worked out between you and the RSO. The university does not mandate any number of meetings. To be an effective advisor you may wish to attend some meetings.

## 13. What's the best way to support/assist the group?

The best way to support/assist a group is to be available for the students and show an interest in what the organization is doing. The key to being a good advisor is being available for students in your organization.

## 14. Do I have to renew my advisor position on a regular basis?

No. You do not have to renew your advisor position. When you first become the advisor of a group you must confirm you are the advisor, but after that there is no renewal process.

## 15. How do I resign my position as an Advisor?

Contact the Office of Student Activities and Involvement (sai@cmich.edu). An email from you will be sufficient.

## 16. What are possible options for a RSO to receive funding from CMU?

Options for RSO funding include: SBAC (Student Budget Allocation Committee), Vending Machine Funds (See Department Chairs), and RSO Fundraisers.

## 17. Where can I go or whom do I call for resources to assist my group?

The Office of Student Activities and Involvement.

## 18. Shouldn't I be able to change information on the Reggie system?

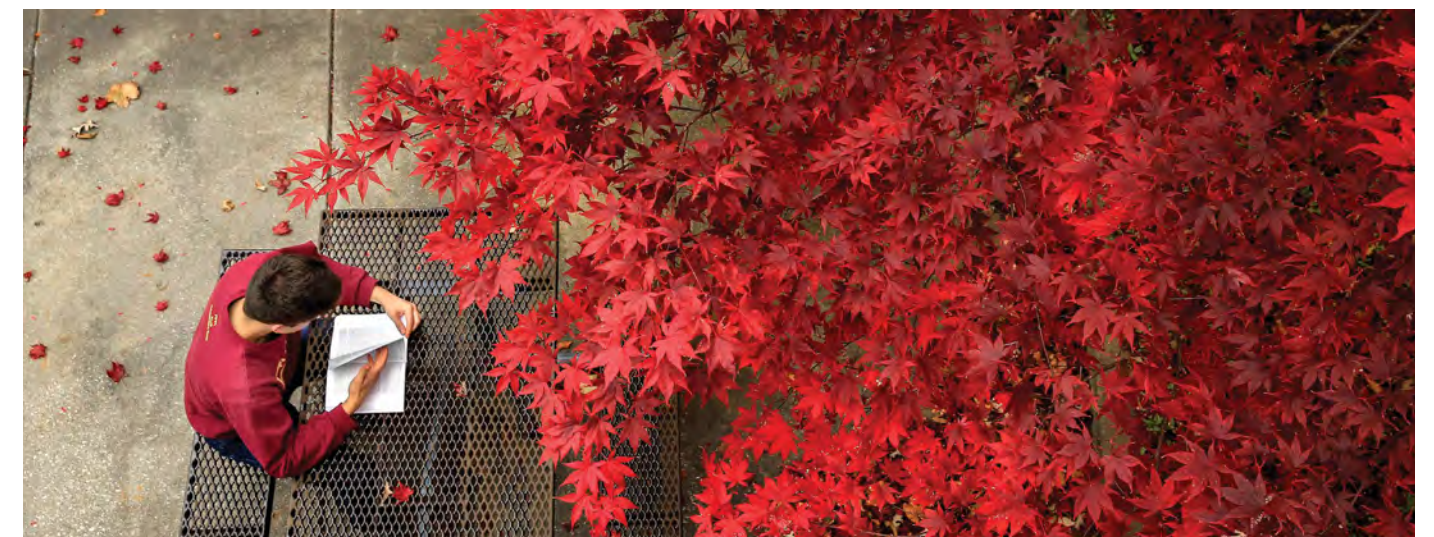
No. Once again this is a Student Organization run by students. It is their responsibility to keep the information in Reggie up to date.

## 19. Is it my responsibility to keep my group registered on the Engage system?

No. You can remind your students to keep the RSO information in Reggie updated, but it is ultimately their responsibility to do so.

## 20. Who should I call when I have a question about being an advisor or the RSO?

Contact the Office of Student Activities and Involvement at sai@cmich.edu or 989.774.3016 and we would be happy to assist you.



# SECTION 3: POLICIES FOR RSO's

## Interactive Links

### A. Advocacy Policy

University Policies and Procedures Affecting Political Campaigning and Advocacy Activities on Campus

### B. Alcohol Policy

### C. Chalking Policy

### D. Club Sports Policy

Sport Clubs must maintain an updated participant's roster and comply with the rules set forth in the "Sports Club Handbook."

### E. Computer Policy

Acceptable use of CMU computing facilities

### F. Dance Policy

### G. Family Educational Rights & Privacy Act (FERPA)

### H. Fundraising Policy

Fundraising, Solicitation and Sales on the CMU Campus

### I. Hazing Policy

## J. Liability, Insurance, & Defense

The student organization understands and agrees that the University and the employees and agents of the University will not be liable for any of the RSO's contracts, torts, or other acts or omissions, or those by the RSO's directors, officers, members, staff or activity participants. The RSO understands and agrees that neither it nor its directors, officers, members, staff, 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 RSO or any such person in the event of any claim against any of them. Advisors to RSO's generally will be indemnified by the University against claims and liabilities to which the advisor is subject because of fulfilling the role of advisor as described in the document, "Advisor Responsibility Statement". The indemnification will be subject to University rules and procedures governing the indemnification of University employees; performing the required and suggested functions described in the previously mentioned document will usually be seen as taken within the scope of a University Advisor's employment. Indemnification means that the University will, in the case of a lawsuit, provide a legal defense to the advisor.

## K. Movie Copyright/Licensing Issues

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges and universities regardless of whether or not an admission fee is charged. The movie studios own the copyrights and their agents are the only parties who are authorized to license sites such as colleges and universities.

Under no circumstances should a RSO show a movie on campus without first purchasing and securing the rights to show a movie on campus. Please plan accordingly as the cost of obtaining these rights will vary and will take some time to secure the proper licensing.

Please be advised that the motion picture companies can take legal action against the RSO and/or its officers if they feel their copyrights are being violated. To avoid the possibility of embarrassing publicity and fines, obtain legal advice and counsel if your group is uncertain about your responsibilities under copyright law.

More information may be found at [swank.com/college/copyright.html](http://swank.com/college/copyright.html)

## L. Registered Student Organization Non-discrimination Policies

The RSO agrees to follow and to include in its bylaws or constitution CMU's Non-Discrimination policy, which states:

In addition, even if not illegal, acts are prohibited if they discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight. However,

- a) **Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Educational Amendments of 1972).**
- b) **As long as no student is excluded from participation, separate club sports may be offered based on gender where selection for such teams is based upon competitive skill or the activity involved is a contact sport. (See Regulations under Title IX of the Educational Amendments of 1972).**
- c) **As long as no student is excluded from participation, music organizations may make requirements based on vocal range or quality, which may result in a chorus or choruses of one or predominately one gender.**

A registered student organization whose mission is to support a particular set of beliefs may use its mission as a criterion for selection of membership or leadership. The beliefs on which membership or leadership will be limited must be set forth in the constitution of the RSO. No student who affirms support for the mission can be denied membership or leadership. If a belief-based RSO exercises this provision, it may not discriminate on the basis of, nor inquire about the beliefs of individuals in order to limit participation of others in its open meetings and activities.

## Guidelines for Registered Student Organizations Related to Non-Discrimination Policies

**Question: Why does the University allow RSOs to limit membership on the basis of beliefs?**

**Answer:** The University believes that students have the right to define the purposes of a group they wish to form. They have a right to operate that RSO consistent with

those purposes. RSOs should not be limited to those that express a majority point of view. For example, an RSO for students committed to Muslim beliefs should not be at risk of being taken over by a group of students opposed to Muslim beliefs. The Gay Straight Alliance should not be at risk of being taken over by a group of students who believe that gay, lesbian and bisexual conduct is sinful. The College Republicans should not be at risk of being taken over by a group of students whose political views are directly opposed to those of the College Republicans.

**Question: Does the University expect that many RSOs will choose to restrict membership or leadership in their Constitutions?**

**Answer:** No. The overwhelming majority of RSOs do not have, as the central purpose, a set of beliefs that would limit membership. An RSO organized around a particular sport or recreational activity is very unlikely to feel the need to limit its membership to persons who enjoy and support that sport or activity. Other RSOs will be unwilling to state that the purpose of their organization is exclusionary.

**Question: Can an RSO restrict membership only to persons of a particular race, gender or sexual orientation?**

**Answer:** No. RSOs may limit membership based on beliefs, not status. For example, if an African American expresses beliefs consistent with the belief system of a "skin head" group, he/she must be allowed to join. If a woman affirms her beliefs that women must be subservient to men, and she wants to join a male supremacy group, she must be allowed to join. Since membership may be limited only on the basis of beliefs, persons may not be excluded from membership based on assumptions about identity (e.g. race, gender, sexual orientation, national origin, political persuasion, religion).

**Question: Can an RSO refuse membership to a person on the basis of that person's conduct?**

**Answer:** Sometimes. The RSO could look at conduct inconsistent with the beliefs of the individual and the RSO. For example, if the woman described above spoke at a rally for women's rights (advocating that women were not subservient to men), the RSO would have the right to exclude her from membership. If the conduct is clearly inconsistent with the beliefs of the RSO, a person could be refused membership or a leadership position.

**Question: How does an RSO state in its constitution the beliefs on which its membership or leadership will be limited?**

**Answer:** An RSO that wishes to restrict membership or leadership on the basis of certain beliefs must state what those beliefs are. The beliefs may be stated in the Constitution of the RSO. If the belief statement is long, the RSO Constitution may refer to the beliefs document and attach a copy to it.

**Question: How general may the belief statement be?**

**Answer:** The statement must be quite specific in describing the mission or central purpose of the RSO, so that the connection between the mission and the restriction of membership or leadership is clear. It is the actual, expressed beliefs of the RSO that are the criterion, not the personal preferences of members. For example, many religions condemn sexual activity outside of marriage, whether between persons of the same sex or opposite sexes. However, many of those same religions allow, or encourage, gays and lesbians, or sexually active heterosexuals, as members. An RSO could discriminate in its membership on the basis of actual beliefs and requirements of the religion, and not on their preferences or the personal views and attitudes of current members.

### M. Open Meetings Act

An organizational meeting is defined as "any scheduled or non-scheduled gathering, formal or informal, of an organization, including gatherings of standing ad-hoc committees, for the purpose of discussing or deciding upon any issue." Because some groups receiving University funds are considered public organizations, it is recommended that meetings remain open to the media. Concerns and written regulations pertaining to the Open Meetings Act should be referred to the Office of Student Activities and Involvement (101 Bovee University Center, 774-3016).

### N. Student Organization Center Rules of Conduct

Individual and organizational conduct is supervised by the Office of Student Activities and Involvement, utilizing the SOC Rules of Conduct, university policies, and generally accepted community standards of conduct. It is the responsibility of organizations to inform their membership of the rules of conduct in the SOC. In order to maintain an attractive work/meeting area and businesslike atmosphere for all student organizations, as well as support service to students visiting the Center, the following guidelines must be followed:

1. Organizations are required to maintain 10 office hours per week. Utilize the space provided your organization because there are other student organizations that do not have the "luxury of having office space. Encourage members to use the office and take pride in it. If a organization is not utilizing the space effectively, they will be removed (i.e., lose their office space). The organization's office hours must be posted and a copy of the schedule must be submitted to the Office of Student Activities and Involvement, Bovee U.C. 101.

2. Each organization is responsible for maintaining a neat and organized office. Food items, trays, trash, boxes, etc., must be removed after they are used. Should this become problematic, the organization may lose its office space.
3. Notify the Office of Student Activities Involvement's Administrative Clerk at 774-3016 in writing if there is a problem with the facility or if University services are needed (repairs, equipment, locks, etc.).
4. Respect and communicate with other organizations, with regard to any problems that may occur. If repeated problems exist, individuals and organizations may be referred to the Office of Student Activities and Involvement for possible discipline and sanctions.
5. No posters, bumper stickers, or flyers may be attached to painted surfaces or public area walls or on doors leading to or from the SOC because it may damage the furniture or painted surfaces. No posters, bumper stickers, or flyers may be posted on the outside of the doors for the offices of Program Board, Residence Hall Assembly, and Student Government Association. When posting items to painted cabinet spaces in the work station, use soft magnets designed for such surfaces. You may also use poster putty. No tape may be used on these surfaces. On fabric surfaces, you may use tacks or pins; tape should not be used on these surfaces either.
6. Cabinet and drawer space should not be overfilled. If the door of the cabinet can not shut, it is overfilled and items should be removed from the cabinet. When not accessing items from the cabinet or working at the station, cabinet/file drawers must be closed; keeping doors closed will ensure better security for items and help extend the life of the furniture.
7. Windows are not to be covered up. Windows were placed in the offices of Program Board, Residence Hall Assembly, and Student Government Association for security purposes. Covering windows presents an unnecessary and unacceptable security risk for students and visitors to these offices and the SOC.
8. Organizations with new office spaces or who have been moved to different work stations may obtain keys for their work stations from the Administrative Clerk in the Office of Student Activities and Involvement.
9. For fire safety, Americans With Disability Act compliance, and general respect, all aisle ways should be kept free of chairs, cabinets, and other equipment. Please be respectful and keep your area and the SOC conducive to user-friendly and safe conditions.
10. No furniture should be brought into the SOC. Likewise; furniture located within the SOC is not to be removed from the SOC. Please respect other organizations by not removing furniture from their workstations. The Office of Student Activities and Involvement provides furniture needed

in the SOC; if you have questions, comments, or suggestions regarding furniture in the SOC contact the Office of Student Activities and Involvement Administrative Clerk.

11. A conference area is provided for student organization use in the center area of the SOC. This space is offered to all organizations, without regard to whether they have workstations in the Center.
12. Discipline for violations of the Rules of Conduct for the SOC will be enforced by the Director of Student Activities and Involvement or designee.

### O. Summary of Policies for RSO Use of Space

All spaces must be booked by using your organization's Engage Central Portal. You must be completely re-registered to book space on campus.

University Center- For information about RSO use of the Bovee University Center please call the Reservations Desk at 774-7477 or visit Events and Conference Services (PLAN).

Student Activity Center - For information about RSO use of the SAC please call 774-3686 or click on URec.

McGuirk Arena and Multipurpose Room East & West are scheduled for athletic practice and contests by the Athletics Department. Student organizations may reserve space at unscheduled times through Plan.

Student organizations may request a responsible amount of meeting space. Any questions with this policy should be directed to events and conference services.

### P. Tailgating Policy

Prior written permission is needed from the licensing program for any use of the University name or marks for anything other than official University business. This also applies to student groups and organizations that wish to use the University's name in conjunction with their group or activity. The licensing waiver is available online [HERE](#)



# Registered Student Organization Identity Guidelines

There are more than 350 student organizations at Central Michigan University. The following have been created to assist groups in understanding the allowable ways to affiliate with the university.

Student groups can affiliate with CMU in so much as:

1. The student group identifies as a student-based organization not to be confused with a University department, program or initiative;
2. The student group identity conforms to the guidelines herein and does not infringe on Central Michigan University registered marks, athletic brand or intellectual property.

## Student Organization Names

Student organizations may include an identifier in the name of their organization to help associate the group as a student-based organization and not a university department or office. Identifiers may include Club, Society, Association and Chapter, etc.

### Examples:

- International Student Organization
- Pre-Dental Society
- Cyber Security Club
- Nonprofit Leadership Student Alliance

Further, to clearly define affiliation with CMU, organizations must include the words “at Central Michigan University” along with or as part of their organization’s name. Acceptable alternatives include “at Central Michigan” or “at CMU.” For example “Accounting Club at Central Michigan University.”

## Creating Your Logo

The Action C can be used only in its entirety and should not be defaced, rotated, distorted or altered in any way. The Action C is available for download from the University Communications website.

- Student organizations may NOT use the word “Chippewas” or “Chips” in their name.
- The Action C MAY NOT be combined with any other graphic elements to form a new logo.
- If you use any CMU protected marks or verbiage, you must use maroon and gold.

# Registered Student Organization Logos and Visual Identity

Student organizations may identify with CMU in two ways.

**Option 1:** Create a unique visual identity that does not use any of the registered CMU marks of Central Michigan University. You may choose to include an identifier such as club, society, association etc. followed by “at CMU” in the title or “Central Michigan University” below the graphic.

### Appropriate use



**Option 2:** Use the official CMU Action C with the organization name below in Myriad Pro.

- Organization name and an identifier should be included underneath the Action C.
- If an identifier is not used, “at CMU” should be included in the title.

### Appropriate use



# When using any CMU protected marks (see list below), you must use a licensed vendor to apply them to your uniforms, apparel, giveaways for promo items.

Blank items may be purchased from any vendor and taken to a licensed vendor for printing/embroidery.

### Verbiage:

- CMU™
- Central™
- Central Michigan™
- Central Michigan University™
- Chippewas™
- Fire Up Chips!™

### Protected CMU marks:

- CMU wordmark™
- Action C®

### Appropriate use



When using the Action C on a black or gray background, the Action C must be maroon with a gold drop shadow.



### Local licensed vendors:

**Central Michigan University Bookstore**  
989-774-7497  
#202 Bovee University Center  
Mount Pleasant, MI 48859

### Total Lee Sports, Inc.

989-772-6121  
1575 S. Airway Drive Mt Pleasant, MI 48858  
tlssportsinc@yahoo.com

### Logos Galore

989-772-0566  
2135 E Remus Rd  
Mount Pleasant, Michigan 48858  
logos@mordica.net

### Online licensed vendors:

**A1 Screenprinting**  
734-665-2692  
260 Metty Drive Suite G Ann Arbor, MI 48103  
www.undergroundshirts.com

### CustomInk LLC

www.customink.com

### Kollege Town Sports

http://kollegetown.com/

This is not a complete list. If you would like to see if your vendor is licensed, a current report can be pulled from [clc.com/license-search/](http://clc.com/license-search/)

# RSO MANUAL: RESOURCES FOR RSO'S

## Interactive Links

Central Michigan University has registered its marks with the State of Michigan and the United States Patent and Trademark Office. This protects the integrity and identity of the University. At the same time, royalties collected through the licensing program help to support the athletics program and scholarships. By ensuring that the products bearing CMU marks are of high quality and good taste, we further promote the reputation of Central Michigan University. Proper use of the university's name also stimulates public awareness and support.

Prior written permission is needed from the licensing program for any use of the University name or marks for anything other than official University business. This also applies to student groups and organizations that wish

to use the University's name in conjunction with their group or activity. The licensing waiver is available online at <http://www.cmich.edu/licensing>.

The Office of Student Conduct conducts disciplinary proceedings related to Central Michigan University, "Central Michigan" or "CMU" or anything that makes reference to the University as part of their official name or title. Any use of the University's name in disciplinary proceedings must be in the form of a judicial hearing and its process to determine if a student should be sanctioned. If you wish to change your appointment with one of our Conduct Proceedings Officers please call the Office of Conduct at 774-1345.

- **Volunteer Center**
- **8 Steps to Re-registration**

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>). 19-057 MGX 1/20