



Registered Student Organization Handbook

Thank you for sharing your time and talents as student organization members, leaders and advisers at Michigan State University!

It has been proven that students who engage with co- and extracurricular activities feel a stronger connection to campus resulting in a higher rate of persistence. (Astin, 1999; Pascarella & Terenzini, 2005) Student leaders and advisers play a key role in building those developmental environments.

The Department of Student Involvement and Leadership and the Office of Spartan Experiences are here to support you in your work with the organization(s) which you are members of. Our staff has worked with student organizations for many years and have personally witnessed the positive impact that well-supported student organizations can have on a campus community and the student experience. It is our hope and expectation, as you engage with your peers and organization members, you will use this handbook as a resource to help you through the operations of your organizations and in creating a great Spartan Experience!

We lean on four (4) key theories to ground our work including how we approach the writing of the RSO Handbook. These theories are Astin's Student Involvement Theory, Tinto's Model of Student Departure, B. Magolda's Theory of Self-Authorship, and S.R. Komives' Social Change Model of Leadership Development. For more information on these check out this resource: [MSU RSO Key Theories](#).

You can use the menu at the right of the page to navigate through the Handbook. Please feel free to refer to the sections that you need, when you need them.

We are so grateful and excited for the work you will do as well as the learning you will experience as you engage in student groups here at Michigan State!

Please do not hesitate to reach out to the RSO Team for any needs, questions or support!

Go Green!



Introduction

The Registered Student Organization Handbook (RSOH) is published by the Office of Spartan Experiences, a unit of the Department of Student Involvement and Leadership (SIL) within the Division of Student Life and Engagement (SLE). The purpose of this document is to assist Registered Student Organizations (RSOs) in operational functions, including but not limited to registering, hosting events and running meetings.

This handbook is divided into a variety of sections to make it as efficient and effective as possible. It can be found on [Involve@State](#) and the [Department of Student Involvement and Leadership website](#).

This RSO Handbook is reviewed and updated annually by the Department of Student Involvement and Leadership and appropriate student groups and campus partners. It is also updated every five years (starting in 1991) to coincide with the review of the Student Group Regulations of Spartan Life Handbook and Resource Guide (Spartan Life).

If you have any questions or concerns, please call or visit the Department of Student Involvement and Leadership:

Email: involve@msu.edu

Phone: 517-355-8286

Address: 101 Student Services Building, 556 E. Circle Drive, East Lansing, MI 48824



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Becoming a RSO

What is a RSO?

- A RSO is a volunteer group of enrolled students organized to obtain certain goals and objectives.
- The goals and objectives of a RSO are met through education, social, cultural, religious, or philanthropic activities. These activities should enhance and support MSU students, the university and the community.
- It is the responsibility of each (RSO) to adhere to the mission of the university and its supporting bylaws and statutes.
- A RSO's goals, objectives and activities are not to deviate from established University policies or regulations

Benefits of Being a RSO

Being a RSO at MSU provides many benefits, including:

- Having an active page on Involve@State.
- Access to participation in Sparticipation and Springticipation.
- Access to on-campus meeting and event spaces.
- Discounted rates for locations on campus for events.
- Discounted rates for campus services.
- Free consulting to support student organizations.
- Access to enhanced training and workshops.
- Access to institutional marketing.
- Access to leadership development opportunities
- Ability to accept institutional funding.
- Ability to have an institutional account.
- Ability to have a MSUFCU off-campus account
- Ability to have a free RSO MSU email and Microsoft Teams account.
- Eligible for the Department of Student Involvement and Leadership Awards

Annual Registration for RETURNING RSOs

A RETURNING RSO is a RSO who was registered in any capacity (returning or new) for the 2021-2022 year.

RSOs must register each year via [Involve@State](#). Registration for returning student organizations can begin as early as August 1*, but dates for registration will be announced no later than 1 May each year. Registration is valid from the date an RSO's registration is APPROVED through the end of the 2nd week of the fall semester of the following academic year.

Requirements:

The following information is required to register:



- Name of the RSO.
- The purpose of the RSO, such as mission, vision, values.
- RSO self-selected categories and interests.
- RSO photo or logo.
 - Please note all logos must abide by MSU licensing rules. Refer to the Marketing section of this handbook for more details on logos.
- Address of any property owned or rented by the RSO.
- The positions and contact information of at least four (4) currently enrolled student members.
- Name, APID, email, and phone number for president, vice-president, treasurer, and secretary.
 - They will be required to accept the Terms & Conditions of their respective roles on Involve@State.
- Name, ZPID, email, and phone number for an MSU adviser
 - RSOs open only to undergraduate students may have an adviser who is a MSU faculty member, staff member, or graduate student.
 - RSOs open to undergraduate and graduate students or only graduate students must have an adviser who is a MSU faculty or staff member.
- Current constitution which contains the following:
 - The purpose of the organization.
 - A clause that indicates that only currently enrolled Michigan State University students are eligible to be members and officers.
 - The full MSU anti-discrimination clause:
 - “The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight”.
 - If you are a single-sex social fraternity or sorority, affiliated fraternity or sorority, or otherwise have Title IX exempt status, see the section related to “Single-Sex Membership Organizations”.
 - Information regarding necessary operating procedures, such as rules of order, officer positions and descriptions, elections, membership removal, and committees.
 - Procedures for amending the constitution.
 - Procedure for disbanding the organization.
 - If you are creating or rewriting a constitution and need a template or sample, visit the “Starting a New RSO” section of the [Registered Student Organization Resources website](#).
- Organization account number (if renewing).
- If applicable, RSOs should submit information about national affiliations.

Process:

- Registration will be based on your organization type:



- Affiliated Organizations will begin on 1 June.
- Returning Organizations will begin on 1 July.
- At the time of registration for your organization, follow the steps below:
 - Be sure to have all required pieces of information listed in the previous paragraphs to ensure an easy and efficient registration submission process.
 - Any of the following officer positions will be able to re-register the RSO:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Primary Contact
 - Log into [Involve@State](#).
 - Go to your RSO Page.
 - You have 2 option to get to your registration form:
 - Select “Manage Organization” button in the upper right corner.
 - Or click the gear icon that appears over laid your club logo on the left side of the menu and then select “Manage Home”
 - Select the blue “Re-Register” button.
 - If there is no blue “Re-Register” button, then you are a currently registered RSO
 - The blue box will indicate when registration will open for your RSO.
 - Read all instructions thoroughly.
 - Use ONLY MSU email addresses throughout the form.
 - All items with a red asterisk (*) are required.
 - Follow up with student officers and adviser(s) to ensure they have created their Involve@State profile and accepted their role(s) in the organization.

New RSOs

A NEW RSO is a RSO who was not registered in any capacity (returning or new) for the 2021-2022 year. This can include groups who have never registered or are reviving a RSO.

Registration for new student organizations can begin as early as August 1*, but dates for registration will be announced no later than May. Registration is valid from the date an RSO’s registration is APPROVED through the end of the 2nd week of the fall semester of the following academic year.

Requirements:

- The following information is required to register:
 - Name of the RSO.
 - The purpose of the RSO, such as mission, vision, values.
 - RSO self-selected categories and interests.
 - RSO photo or logo.



- Please note all logos must abide by MSU licensing rules. Refer to the Marketing section of this handbook for more details on logos.
- Address of any property owned or rented by the RSO.
- The positions and contact information of at least four (4) currently enrolled student members.
- Name, email, and phone number for president, vice-president, treasurer, and secretary.
 - They will be required to accept the Terms & Conditions of their respective roles on Involve@State.
- Name, email, and phone number for an MSU adviser
 - RSOs open only to undergraduate students may have an adviser who is a MSU faculty member, staff member, or graduate student.
 - RSOs open to undergraduate and graduate students or only graduate students must have an adviser who is a MSU faculty or staff member.
- Current constitution which contains the following:
 - The purpose of the organization.
 - A clause that indicates that only currently enrolled Michigan State University students are eligible to be members and officers.
 - The full MSU anti-discrimination clause:
 - “The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight”.
 - If you are a single-sex social fraternity or sorority, affiliated fraternity or sorority, or otherwise have Title IX exempt status, see the section related to “Single-Sex Membership Organizations”.
 - Information regarding necessary operating procedures, such as rules of order, officer positions and descriptions, elections, membership removal, and committees.
 - Procedures for amending the constitution.
 - Procedure for disbanding the organization.
 - If you are creating or rewriting a constitution and need a template or sample, visit the “Starting a New RSO” section of the [Registered Student Organization Resources website](#).
- If applicable, RSOs should submit information about national affiliations.
- Confirmation of having met with the RSO TEam
- Confirm that there is not a similar organization on [Involve@State](#).

Process:

- The RSO is required to meet with the RSO Team prior to registering their new RSO.
- After meeting with the RSO Team and once ready to register, please follow the steps below:



- Be sure to have all required pieces of information listed in the Annual Re-Registration and New Student Organization Registration Requirements section to ensure an easy and efficient registration submission process.
- Log into [Involve@State](#).
- Select “Organizations” in the top horizontal menu bar.
- Select “Register an Organization” in the left vertical menu bar.
- Select the blue “Register a New Organization” option at the bottom of the page.
- Read all instructions thoroughly.
- Use only MSU email addresses for all members on the roster.
- All items with a red asterisk (*) are required.
- Follow up with student officers and advisor(s) to ensure they have created their Involve@State profile and accepted their role(s) in the organization.
- Participate in the RSO New RSO Orientation Workshop

Registering Social Greek Letter Fraternities and Sororities

Social Greek Letter Organizations must meet two additional requirements in order to receive Registered Student Organization Status: (1) Validation of Single-Sex Membership and (2) Validation of 100% chapter membership’s participation in Greeks Take the Lead.

Validation of Single-Sex Membership:

- In accordance with Title IX, the university does not allow affiliated organizations to discriminate based on sex. Title IX allows certain single-sex social sororities and fraternities an exemption from such requirements. To qualify, the sorority/fraternity must meet all of the following criteria:
 - The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
 - Members must be limited to students, staff or faculty at MSU.
 - The organization must be a “social fraternity/sorority” as defined by the Department of Education.
 - The Department of Education defines a “social fraternity/sorority” as a group that can answer “no” to the following questions:
 - Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
 - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
 - Are the members permitted to hold membership in other fraternities or sororities at the university?
 - If a group answers “yes” to any of the questions, it is not a “social fraternity/sorority” and is not exempt from the requirements of Title IX, and therefore must meet all required criteria of a regular RSO.



- If the sorority or fraternity meets the above exemption criteria, it may register as a RSO, even if the sex-discrimination-related clause is not included within its existing constitution.
 - Copy of a chapter constitution with the MSU FSL non-discrimination clause in it or the supplemental chapter constitution provided by the RSO Team
 - Copy of validation of tax exempt status under Section 501 of the Internal Revenue Code

Greeks Take the Lead:

- To maintain status as RSOs, full membership of all sororities and fraternities are required to participate in annual MSU “Greeks Take the Lead” sexual harassment and assault prevention training. Failure to participate in annual training will result in the inability to register as a RSO and/or revocation of RSO status. For information regarding “Greeks Take the Lead” programming and to schedule a training session, contact the MSU Prevention Outreach & Education Coordinator at (517) 355-3865 or gttl@msu.edu.



Involvement@State

Involvement@State Platform

Every registered student organization is expected to maintain their [Involvement@State](#) page. This includes the following:

- Mission and organization description
- What the organization does and what benefits joining will provide to students
- Maintain current content and contact information
- Maintain a current membership roster
- Updating RSO officers and adviser
 - Registration does not coincide with officer elections
 - See below for Officer role expectations
- Storing media and relevant documents that align with RSO and MSU policies and values

Every registered student organization is expected to utilize their [Involvement@State](#) page for the following:

- Reserving space on campus
- Processing their annual registration
- Updating their rosters
- Managing their on-campus account

For information on how to manage or use Involvement@State, visit the Resources section of the Registered Student Organization Resource website.

Updating Your Student Profile

Individuals can adjust profile information within their settings, including name. Steps are as follows:

- Log into [Involvement@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Profile"

Notification Settings

Individuals can adjust notifications within their settings. Steps as follows:

- Log into [Involvement@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Notifications"

We encourage that settings be set as the following:



- Informational Email Notifications:
 - Set for: Campus and Organizations”
- Common Notifications:
 - All set for Email

Privacy Settings

Individuals can adjust privacy within their settings. Steps are as follows:

- Log into [Involve@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Privacy Settings"

We encourage that settings be set as the following:

- Community Directory Settings:
 - Campus Email Address
 - “Show”
 - Preferred Email Address
 - “Hide”
 - Mobile Phone Number
 - “Hide”
- Organization Roster Settings:
 - For RSO leaders:
 - “Show” for all roles including officer or member positions

Managing a RSO Page

RSO must maintain their Involve@State Pages.

- Any of the following positions will be able to manage the RSO Involve@State Page:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Primary Contact
 - Adviser
 - Additional roles created by the RSO who has been given the ability to manage these functions
- To get to your manage functions:
 - Log into [Involve@State](#).
 - Go to your RSO profile page
 - In the menu on the left, select the gear icon that appears overlaid on your profile image
 - In the menu that appears, select:
 - “About” to edit mission, vision, values, contact information, etc



- “Roster” to edit membership, change all roles except President, Vice President, Treasurer, Secretary and Adviser
- “Events” to request space on campus
- “News” to make announcements to your RSO or to the full Involve@State Community
- “Gallery” to add/edit photos and videos to your profile
- “Documents” to add document files to your profile
- “Forms” to create and manage forms for your RSO
- “Elections” to manage elections or voting for your RSO
- “Finance” to see account number or balances for an on-campus account
- “Service Hours” to track and manage any service hours the RSO does

Roster

RSOs are expected to maintain their rosters on Involve@State.

For General Members:

- RSO Actions:
 - You can invite/add members as “Members” at any time.
 - RSOs should invite new members to their page on Involve@State. This makes it easier to invite them to RSO events and message out to your members.
 - Ensure that as members leave you remove them from your roster.
- Student Actions:
 - Students may "Join" the RSO at any time.
 - This requests will sit in your Roster under "Prospective".
 - The RSO should monitor and communicate with these interested students regularly.

For officers, chairs, directors, and advisers:

- **President, Vice President, Treasurer and Secretary must be listed at all times**
 - If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles
 - This is done for multiple reasons including:
 - Ensuring all officers will receive RSO emails from the RSO Team
 - Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers
 - If you have multiple Presidents, ie a co-president model, the roster allows you to have multiple individuals to hold the same position.

Officer Positions

President, Vice President, Treasurer and Secretary must be listed at all times on your roster.

- If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles.
- This is done for multiple reasons including:



- Ensuring all officers will receive RSO emails from the RSO Team
- Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers
- If you have multiple Presidents, ie a co-president model, the roster allows you to have multiple individuals to hold the same position.
- To update your officers after you register for the year please change your roster AND submit the [Updating Officers](#) form on Involve@State



Leadership Transition

Elections

Elections should be held each semester or annually, with special elections when needed. A RSO should abide by its constitution and bylaws for processes and procedures.

If election processes are not laid out in the RSO constitution it should use Robert's Rules of Order for guidance to processes and procedures.

All elections should be recorded in RSO minutes and maintained for future reference.

Transitions

- Update your [Involve@State](#) profile with your new officer(s)/leader(s)
 - You can do this through "Manage Organization."
 - For information on how to manage your roster, visit the [Involve@State](#) Section of this RSO Handbook.
- If there is a new President, Vice President, Secretary, Treasurer, report them through the [Updating Officers](#) form on [Involve@State](#).
 - This will notify us of officer changes and changes to your Authorized Signers, if you have an on-campus account.
 - You will need a copy of minutes, notes, etc to validation the transition.
- Ensure the new officer(s)/leader(s) has a copy of the organization constitution, all passwords to email/social media accounts, etc., key contacts and their information, and other organization documents, such as agendas and meeting minutes. Also ensure any standing reservations, etc are passed along.
 - Consider having these in a MS Teams drive, Google drive, etc.
- Introduce the new officer(s)/leader(s) to the student organization adviser.
- Plan a meeting/retreat to ensure the full leadership team is on the same page with plans, goals, etc.
 - In the cases of special elections or appointments mid-term, you should coordinate smaller meetings/retreats as early as possible after a special election or appointment.
 - This can also be a shadowing previous officers process.
 - Review the duties and responsibilities of the position with the new officer(s)/leader(s).
- Review any budgetary/financial information with the new officer(s)/leader(s).
- Connect the new officer/leader with any resources they may need in order to complete their duties and responsibilities.
 - Include information from the ASMSU RSO Consultants, RSO Team, institutional/department/campus partners, etc.



- Include any current ongoing event planning and where in the process the RSO is with that.

Please feel free to reach out to the RSO Team for any additional assistance or questions about transitioning a leader in your organization at involve@msu.edu.



General Finance Expectations

General Best Practices

- RSOs should practice at minimum a zero sum balance. (Income=Expenses)
- RSOs should create a semesterly and/or annual budget
- RSOs should keep their own ledger to compare with account statements
- RSOs should keep copies of receipts, invoices, etc and have a storing and transition of information process

MSUFCU Off-Campus Accounts

- Registered Student Organizations are allowed off-campus accounts.
- MSU is not responsible for the management or liable for any misuse of these accounts.
- MSUFCU and the Office of Spartan Experiences have a collaborative relationship to provide RSOs non-university accounts. To find out more about getting an MSUFCU account visit: <https://www.msufcu.org/rs>. Please note the following:
 - RSOs must be registered and their officers must match those they list on Involve@State with all MSUFCU paperwork.
 - RSOs must have a tax ID number (EIN).
 - Refer to tax section of handbook.
 - RSOs will utilize the same MSUFCU form to update signers after the account is established.
 - MSU Federal Credit Union (MSUFCU) accounts are off-campus accounts and are separate from your RSO's on-campus account.
- Transfers cannot occur between MSUFCU off-campus accounts and MSU on-campus accounts.

Tax-Exempt State Information

- RSOs do not fall under the Michigan State tax exempt number.
- More information to come on attaining an EIN.

Issuing Gifts and Prizes

- To be released soon.



On-Campus RSO Financial Accounts

Registered Student Organizations have the option to have an on-campus RSO financial account. This account is managed through a partnership of the RSO and the RSO Business and Financial Services (RSOBFS). Upon request any RSO may create an on-campus account. Accounts must be renewed annually. The following sections should be used to help guide the RSO in co-managing the account within the appropriate institutional financial regulations.

Creating an On-Campus Account

- You **MUST** have an on-campus account if:
 - The RSO is generating revenue at on-campus events.
 - The RSO is accepting funds from a campus partner (ASMSU, COGS, Department, Office).
 - If the RSOBFS is purchasing items via Amazon, approved vendor companies (licensed items), websites for general items.
 - If the RSOBFS is paying a vendor on behalf of the RSO (DJ, Speaker, Photographer, entertainment company).
- It is advised RSOs have an account if:
 - The RSO hosts on-campus events.
 - RSO may use their on campus account to pay for on campus services such as rentals, catering, etc.
 - Some departments do not accept cash (Physical Plant, Telephone Charges, Mail Processing, Computer Store, Data Processing Charges, Purchasing).
- Registered Student Organizations, on-campus living unit organizations and major governing groups who need to create an account will request to have an on-campus account through an application process that is approved by both the Division of Student Life and Engagement and the Controller's Office. The process to apply for an account is:
 - Completed Form: Complete the [On-Campus Financial Account Application](#).
 - President, Vice President, Treasurer and Secretary must be listed as Authorized Signers.
 - If you have co-positions of any of these, please indicate one for each position.
 - The adviser is an Authorized Signer in the cases for review and over \$500 ONLY. Please see the RSOAH for more information.
 - After being reviewed and approved by the RSO Team and the Controller's Office, the RSO will receive a "Cash Receipt Cover Sheet" from the Controller's Office.
 - The RSO will then need to either U.S. Postal mail the funds AND Cash Receipt Cover Sheet or physically take the funds (**enclosed in an envelope** with the Cash Receipt Cover Sheet) to the MSU Cashier's Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.



- The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
 - Outside of Hannah Administration Office Building along the left side of the Circle drive or,
 - Inside Hannah Administration Office Building, outside of Room 110.
- The RSO can schedule an appointment with the Cashier's Office to make the deposit by calling 517-355-5023.
- Once the deposit is made, please give at least one (1) week for the account number to be generated and processed. Once created the RSO will receive a final email with account information.
- New RSO accounts are linked to Involve@State on a biweekly basis. Once you receive your AR Number, within two (2) weeks you should be able to regularly track your previous day's account balance in Involve@State.
- The University, through the Division of Student Life and Engagement, reserves the right to review and audit all RSO accounts at any time.
- On Campus accounts do not:
 - Place the organization under the University's tax-exempt umbrella. (See tax exempt section for more information)
 - Make the University liable for any of the organization's actions.
 - Grant the organization the right to use the University's payroll system.

Authorized Signers & Updating Signers

- Authorized Signers for RSOs are those individuals who hold the officer roles of President, VP, Treasurer, and Secretary. Authorized signers must be listed as holding these positions on the RSO roster in Involve@State.
 - Authorized Signers are initially set during the RSO annual registration process.
 - After registration, if you change officers, your Authorized Signers will need to change.
 - To change Officers/Authorized Signers complete the [Update Officers Form](#).
 - Authorized Signers have authority to approve expenses coming out of their on-campus account. When approving expenses, authorized signers are certifying that this payment is appropriate, correct and made in accordance with their RSO's Constitution, the Registered Student Organization Handbook, and MSU Manual of Business Procedures.
 - Authorized signers will have the ability to submit and approve financial forms including:
 - [Deposit Request Form](#)
 - [Reimbursement/Vendor, Speaker, Performer Payments/Donation Form](#)
 - [Credit Card Purchase Request Form](#)
 - [Move Money to Off-Campus Account Form](#)



- The authorized signers are responsible for making sure the on-campus account has enough funds to cover expenses.
- An account balance of \$50 is required at all times.
- If there are not enough funds in the on-campus account, it is the authorized signer's responsibility to correct the overdraft of the account by making a deposit.
- Failure to correct an overdraft of the on-campus account may result in accountability measures to be taken via the Overdraft Policy.
 - Holds may be placed on a student's account on the 15th of the 5th month of consistent overdraft status.
 - Please see overdraft policy in the section below for more details and steps on how to correct.
- Authorized Signers should monitor their balances in the Finance Section of Involve@State.
- Authorized Signers on the account will receive a monthly financial statement from the RSOBFS.
 - If there are any discrepancies it is the responsibility of the authorized signers to be in contact with the RSOBFS for assistance.

Deposit of Funds

Registered Student Organizations may deposit funds into their on-campus account via two different processes: 1) Cash/Check Deposit and 2) Internal Transfer.

To ensure quick and easy processing please note the following:

- Check(s) should be made out to Michigan State University.
- Additional information on check(s) is accurate (i.e. date, amounts align, etc.).
- Any checks are endorsed on the back.
 - No signature is needed.
 - To endorse you must write your "AR" or "AU" account number on the back.

Cash/Check Deposit

You may deposit cash and checks via the following process:

- Complete a [Deposit Request Form](#) on Involve@State.
- Once reviewed and approved by the RSOBFS, the Officer who submitted the form will receive a Cash Receipt Cover Sheet via the "Discussion" area of the Deposit Request Form.
- The RSO will then have **10 DAYS** to either U.S. Postal mail the funds AND Cash Receipt Cover Sheet or physically take the funds (**enclosed in an envelope** with the Cash Receipt Cover Sheet) to the MSU Cashier's Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.



- The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
 - Outside of Hannah Administration Office Building along the left side of the Circle drive or,
 - Inside Hannah Administration Office Building, outside of Room 110.
- The RSO can schedule an appointment with the Cashier's Office to make the deposit by calling 517-355-5023.

Internal Transfer

RSOs may have campus partners transfer funds from a department or office account to their RSO on-campus account. To do this you must provide the department or office your "AR" or "AU" account number.

Spending Funds From an On-Campus Account

Requirements for ALL processes

- Cash may not be directly withdrawn from an on-campus account.
- All transactions require approval by two authorized signers.
 - Authorizer Signer 1 is the submitter of the form.
 - Authorized Signer 2 is the added Authorized Signer that is listed within the form.
 - Advisers cannot submit financial forms on behalf of an RSO nor be the other validating Authorized Signer.
- If a transaction is greater than \$500 approval by two authorized signers AND the Adviser is required.
- If the on-campus account does not have enough funds to cover the request, the request will be denied.

Funds may be spent from an on-campus account in one of the following ways.

1. Reimbursement/Vendor, Speaker, Performer Payments/Donation Form
 - Reimbursement
 - Making a payment to a member who made an out of pocket purchase
 - Examples include: if members purchased supplies for an event or if members paid for food for an event.
 - An itemized receipt showing items purchased is required
 - This is a receipt that shows all items purchased and cost of each item
 - Total amount paid
 - Proof of payment by one of the following:
 - Receipt showing last 4 digits of credit card used.
 - Receipt showing cash was used with zero balance.
 - Credit card statement showing payment was made.
 - If the member is an employee, payment will be processed by direct deposit on the next pay cycle after accounting's approval



- This may take longer in order to align with the individual's assigned payroll cycle.
 - Taxes will not be assessed.
 - If the member is not an employee, payment will be processed via check and mailed.
 - Vendor Payments
 - Payment to an off-campus vendor for product or service
 - Examples include: Custom Ink for shirts, payment for a DJ or a photographer.
 - An invoice will be required for payment.
 - Itemized with individual expenses.
 - Remit Vendor name and address.
 - Date.
 - Total amount owed.
 - Payments will be processed by check and mailed to the remit address.
 - Speaker and Performer Payments
 - Payment for a professional service that is rendered.
 - Examples include: Speaker, Performer, Comedian, etc.
 - One of the follow is required:
 - An invoice for payment.
 - Itemized with individual expenses.
 - Remit Vendor name and address.
 - Date.
 - Total amount owed.
 - A fully executed contract/agreement.
 - Services rendered.
 - Total amount owed.
 - Signatures from all parties.
 - Payments will be processed by check and mailed to the remit address.
 - Donation
 - Donating funds to an MSU affiliated department
 - Examples include: campus departments, programs, other RSOs
 - This donation requires contact information for an individual in the department where the funds are being donated to for the RSOBFS to contact regarding any questions.
 - Account number for the department, program or RSO you are donating to.
 - Donating funds to an outside/non-MSU organizations
 - Examples include: Local community non-profits, national non-profits etc.
 - Business purpose (the explanation for the donation)
- 2. Credit Card Purchase Request Form
 - Payments for online purchases, conference fees, hotel fees, catering



- Allows the RSOBFS to purchase items online on behalf of the RSO
 - This will require one of the following:
 - A wish list
 - A list of items with links and prices
 - A clear screenshot of the cart to be able to process
 - Quote or invoice (only for catering and travel)
 - Quantities and total price amounts are REQUIRED. Either ensure it clearly shows on screenshots or carts, or you can list them in a separate document.
 - You will be required to provide an “in hand” or due date to ensure we have items delivered in time for your event or program or payment made for your travel.
 - All approvals are required before ordering. This means you should notify other authorized signers and adviser (if applicable) to ensure they approve the request in a timely manner to meet your purchasing deadline.
- 3. Move Money to Off-Campus Account Form
 - To cut a check from the RSO’s on-campus account to deposit into the RSO’s off-campus account.
 - Address listed on the form is the address the check will be mailed to.
 - The check will be made out to the RSO.
 - It is the responsibility of the RSO to then deposit the funds into the off-campus account.

Service Fee

- RSO On-Campus Accounts are charged a monthly service fee of \$5.00. This monthly fee covers the costs of services by the University. Such services include, but are not limited to, the monthly preparation of operating statements detailing all transactions (see “Monthly Operating Statements” Section below), account administration and maintenance, the payment of expenses through the University’s payment system, and the ability to use certain University service centers. These monthly service fees are automatically charged to an organization’s account each month even if there has been no activity in the account. ASMSU is covering the \$5 monthly service fee for RSO on-campus accounts for the 2022-2023 academic year.

Overdraft Policy

An overdraft occurs when an RSO’s on-campus account does not have enough funds to cover an expense and becomes negative. When this occurs, the following steps will take place.

- The RSOBFS will email all authorized signers and the advisor in the last week of the month giving until the 10th of the following month to make a deposit.
- The RSOBFS will also email all authorized signers and the advisor the first week of the month with the statement reminding them they have until the 10th to make a deposit.



- The following steps must be completed by the 10th of the month
 - Submit the [Deposit Request Form](#) on the RSOBFS Involve@State page.
 - The RSOBFS office will attach a Cash Receipt Cover Sheet once approved
 - Print the Cash Receipt Cover Sheet
 - The RSO will then need to either U.S. Postal mail the funds AND Cash Receipt Cover Sheet or physically take the funds (**enclosed in an envelope** with the Cash Receipt Cover Sheet) to the MSU Cashier's Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.
 - The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
 - Outside of Hannah Administration Office Building along the left side of the Circle drive or,
 - Inside Hannah Administration Office Building, outside of Room 110.
 - The RSO can schedule an appointment with the Cashier's Office to make the deposit by calling 517-355-5023.
- If these steps are not completed by the 10th of the month the following may happen:
 - If it is the first month the RSO is in overdraft, a \$20 overdraft fee may be charged.
 - If it is the second month the RSO is in overdraft, a \$20 overdraft fee may be charged.
 - If it is the third month the RSO is in overdraft, the on-campus account may be expired, which will not allow for any activity on the account unless it is to make a deposit to correct the overdraft.
 - If it is the fourth month the RSO is in overdraft, a complaint indicating a violation of the RSO fiscal expectations as laid out by this handbook, may be filed with the Office of Student Support and Accountability that may result in the removal of RSO status.
 - If it is the fifth month the RSO is in overdraft, all authorized signers' students accounts may be placed on hold.
 - If it is the sixth month or more that the RSO is in overdraft, it is up to the RSO team if RSO status can be reinstated for the following year(s).

Monthly Financial Statement

Monthly Financial Statements will be emailed to the authorized signers and the advisor of all registered RSO that renewed their on-campus account.

Please see the financial resource section for more information on how to read the monthly financial statements.



Monthly Financial Statements are in accounting number format, numbers in parentheses () are negative. i.e (\$200) is considered a negative amount of \$200.

It is the responsibility of the authorized signers to check the statement against the RSO's records. If there is a discrepancy an authorized signer will need to reach out to the RSOBFS at Stuorgs@msu.edu.

Closing an Account

There are several avenues in which a RSO On-Campus Account may be closed:

RSO Initiated On-Campus Account Closure

If any RSO wishes to close their on-campus account, a letter of intent should be emailed to the RSO Team at involve@msu.edu. Within the letter it should indicate that they wish to voluntarily close the on-campus account and what to do with any remaining balance (donate to another RSO [include account numbers], move to an Off-Campus Account [will need to complete the form on Involve@State], etc).

Merging Multiple RSO On-Campus Accounts

In situations when RSOs are merging their organizations and both have on-campus accounts, they will be required to determine which account to close and which to remain open and email a letter of intent of the "merging" of the accounts to involve@msu.edu. This letter should indicate the decision to merge vote, which account will be closed and which account will remain active. All funds will be transferred into the active account.

RSO Dissolution

If any RSO votes to dissolve the organization, a letter of dissolution should be emailed to the RSO Team at involve@msu.edu. Within the letter it should indicate the dissolution vote results and what to do with any remaining balance (donate to another RSO [include account numbers], move to an Off-Campus Account [will need to complete the form on Involve@State], etc).

University Initiated Account Closure

The University reserves the right to close or expire a RSO On-Campus Account at its discretion. This includes the Overdraft Policy, other RSO Conduct Proceedings and/or other misuse of funds.



Advisers

The Adviser Role

The role of the RSO Adviser is to provide guidance to the student organization(s) they advise in operational functions, continuity between years, and adherence to university policies and procedures. For undergraduate only RSOs, the adviser must be a MSU faculty member, staff member, or graduate student. For graduate student RSOs, the adviser must be either a MSU faculty or staff member. Advisers should approach the work in a way that empowers the students to critically think and work through the management of their organization. All processes, procedures, responsibilities, best practices and resources for Advisers, can be found in the Adviser Handbook.

Finding an advisor

- The RSO can reach out to any faculty member, staff member, or graduate student to be the RSO adviser.
- A RSO should know or be willing to get to know the adviser and create a relationship.
- The adviser should be willing to be involved with the organization and it helps to have an adviser whose interests and passions align with the RSO.
- If you need assistance in identifying an adviser, please contact the RSO Team at involve@msu.edu.

Accepting the Adviser Role on Involve@State

Each year, after the organization's registration is accepted by the RSO Team, each adviser will be notified to log into [Involve@State](#) and accept their roles. In order to accept the role, the adviser will need to accept "Membership" into the organization first. Then, the option to accept the "Adviser Role" will become available. Involve@State considers Advisers as members and therefore must acknowledge both in the acceptance process.

The RSO's Responsibility to the Adviser

- Maintain current Adviser on the RSO roster in [Involve@State](#).
- Notify the adviser of all meetings and events.
- Consult with the adviser in the planning of projects and events.
- Notify the adviser of reimbursements, payments, etc. of over \$500 from an on-campus account.
- Seek advice and guidance on university policy.
- Consult with the adviser before any changes are made in the structure of the RSO or in the policies of the RSO and before major projects and programs are undertaken.
- Understand that while the adviser has no vote, the advisor does have speaking privileges at meetings.



- The responsibility for the success or failure of RSO projects rests ultimately with the RSO, not the adviser.
- Talk over any problems or concerns with the adviser.
- Acknowledge that the adviser's time and energy are donated, and express appreciation.
- Try to be clear and open about your expectations for your adviser's role.
- Periodically, evaluate your adviser and give appropriate feedback. RSO Team members can offer suggestions for feedback forms.



On Campus Events

RSOs are expected to reserve on-campus spaces through the RSO Team. This is done by submitting an Event Request Form on Involve@State. Below are the foundational policies, practices and procedures for hosting on-campus events. It is advised to work with your RSO adviser, the RSO Team and Campus partners to work through the details of your on-campus events and meetings.

General Event Planning Policies

The following policies apply to all student organizations recognized as a RSO for all events on campus, and for inside or outside facilities.

- o In order to hold an on-campus event, an Event Request Planning Form must be completed in Involve@State. All activities and their time, place, and manner cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements. Student organizations are required to have proof of their approval with them at the event. Student organizations can print out a copy, have a copy of the confirmation in their email, or have access to the form through Involve@State.
- o For major events (dances, parties, concerts, etc.), the RSO must submit an Event Planning Form a minimum of 20 business days in advance through Involve@State. It is highly advised that large-scale events be planned two to three months in advance.
 - o A major event is one that meets one or more of the following criteria:
 - 300+ people anticipated at the event
 - An expectation or request for security
 - An event budget of \$750 or more
 - Record-breaking/endurance/marathon event
 - The event is co-hosted by multiple university departments and services
 - All major events must be approved by the manager of the hosting facility, Office of Spartan Experiences, and the Michigan State University Police Department (MSUPD).
 - All major events held on campus that start on a Sunday-Thursday must end no later than midnight.
 - All major events held on campus that start on a Friday or Saturday must end no later than 1:00 a.m.
 - On rare occasions, an exception may be requested. Speak with the Office of Spartan Experiences before you submit your event request about the possible exception.
 - All major event applications and marketing must contain information regarding whether the event is open to MSU students only or to the



- general public, the type of identification that must be shown, and information on tickets if applicable.
- o For other activities and events (meetings, speakers, workshops, etc.), the RSO must submit an Event Planning Form a minimum of five (5) business days in advance through [Involve@State](#).
 - o RSOs should consult with the RSO Advisor and/or the Office of Spartan Experiences in identifying venues that would be conducive to the event being planned, which can include classroom spaces (25Live), events spaces, and outdoor locations (<https://studentlife.msu.edu/rso-s/Resources/events.html>).
 - o RSOs must consult with their RSO advisor on all RSO events and details including logistics, marketing, budget, rain location, accessibility, etc.
 - o RSOs must designate a representative(s) to be responsible for the planning and implementation of the event/activity and who is able to work with the Office of Spartan Experiences and other campus partners on the approval and implementation of the event.
 - o Event venues and campus services may assess fees or there may be sales at the events by the RSO. Therefore, RSOs are required to have a University financial account if any one (1) or more of the following event conditions are present:
 - o Event is revenue producing (admission fees, ticket sales, product sales, etc.).
 - o Please be sure to read through the Financial Section entitled: "Paying Another Campus Department or Organization".
 - o Utilizing university services (catering, MSU bakery, etc.).
 - o Utilizing university facilities (MSU Union Ballroom, etc.).
 - o If a RSO is utilizing tickets, before ordering or selling any tickets, RSO representatives must meet with Office of Spartan Experiences staff to discuss what information should be printed on the tickets and the amount of tickets to be printed. The Office of Spartan Experiences will give final approval for the amount of tickets to be printed.

[How to Request an Event on Involve@State](#)

To request an event on campus a RSO must submit an Event Planning Form, which can be found in [Involve@State](#).

To submit a request:

- o Log onto [Involve@State](#).
- o Locate your RSO and click through to your RSO page.
- o Select the image of three horizontal bars in the upper left corner.
- o Click on the gear icon next to the RSO name.
- o Select "Events" from the vertical menu.
- o Select "+ Create Event" in the upper right corner.
- o Provide Event Title, Theme, Description, Start Date & Time, End Date & Time, Location and Show To.



- o In the “Time and Place” field, RSOs can request one (1) date or several. For recurring events, such as weekly meetings, the requestor must add each date on the form and times must be the same each week. To add additional dates select “+Add Another Date”.
- o For physical locations, you will have the option to provide a map to your event/meeting location by providing a full address.
- o For online locations, you can provide a link (Zoom, Google Hangout, etc). If a password is required, you can provide that information in the “Online Location Instructions for Attendees” section.
- o Please allow a minimum of five (5) business days to process requests for meetings and small-scale events (meetings, information tables, etc.).
- o Please allow a minimum of 20 business days to process requests for large-scale events (catering, outdoor and weekend events, amplified sound, etc.).
- o RSO events can be requested each semester, starting with the first week of classes and ending the week prior to finals.
- o Event requests for fall can begin as early as Aug. 1.
- o Event requests for spring can begin fall finals week and beyond.
- o Event requests for summer can begin spring finals week and beyond.

Event Security

The Michigan State University Police Department (MSUPD) has the sole responsibility for providing the police and security functions on the campus of Michigan State University. All police and security needs must be discussed with the MSUPD and if it is determined a need exists, MSUPD will provide the services. Student Life will include MSUPD in all requests that may need security in the approval process of the request. The following are considerations for when working with MSUPD:

- o A total of two (2) officers per event may be assigned to the RSO event at no cost. Depending on any additional security needs, (Greencoats, additional MSU Police Officers, security equipment, etc.) the organization may incur some security costs.
- o MSUPD requires a minimum of 20 business days to schedule security for a major event.
- o For any event requiring security, the RSO representative, Department of Student Life, facility manager and MSUPD must meet to discuss security.
- o Most events that require MSUPD security will not be allowed in Residence Halls.
- o No money should be collected at the door. All tickets and sales should be presales.
- o Security measures must be approved by MSUPD and the Department of Student Life. These can include but are not limited to:
 - o RSO advisor being present for the duration of the event.
 - o Department of Student Life staff being present for the duration of the event.
 - o MSU Greencoats being present for the duration of the event.
 - o MSUPD being present for the duration of the event.
 - o Major events cannot be held on weekends of home football games.
 - o Friday and Sunday events on weekends of home football games may not be approved due to limited available resources .



- o Major events of 300+ anticipated participants must have MSU PD present during the event.
- o This can be waived with the approval of the Student Life and the facility manager.
- o Photo IDs will be required for admission to all events.
- o For dances and mixers with attendance of 300+ anticipated participants, admission will be only MSU Students with MSU picture ID.
- o For all other events, all participants (students, staff, faculty, public) will be required to show picture ID.
- o Major event marketing must contain information regarding whether the event is open to MSU students only or to the general public, the type of identification that must be shown, and information on tickets if applicable.
- o For dances and mixers, the lights must be turned on and the last song must be played at 15 minutes prior to the scheduled ending time of the event.
- o The RSO may be expected to provide its own security committee for events that require MSUPD. This committee will consist of a minimum of six (6) persons that must be available to assist with the following functions:
 - o Identify and mediate potential conflict situations when needed.
 - o Alert police officers, the Division of Student Affairs and Services staff and/or Department of Student Life staff of potential or active problem situations and/or persons.
 - o The committee will also meet with the police officer, facility personnel Division of Student Affairs staff and/or Department of Student Life staff 30 minutes before the event to identify themselves and review special needs for the event.
 - o Be responsible for all ID checks as part of admission into dances and mixers.
 - o After any event, the facility manager and/or supervisor and, if in attendance, the MSUPD, will file separate reports with the Department of Student Life regarding incidents, including any observed violation of these procedures or university regulations or laws.
- o RSOs are not allowed to contract with an off-campus agency for security at events on campus.

Event Involving Food and/or Alcohol

RSOs that would like food at their event should indicate that on the planning form. Additional details, including but not limited to whether food will be catered or, include store bought snacks, are required in order to assist the RSO Team in supporting the request. Many venues on campus only allow food from on-campus facilities. If you wish to have food at your event or activity, submit your request 20 business days prior to your event in order to work through the details and expectations of your venue.

RSOs that would like alcohol at their event should first read the state and university regulations in this handbook under the heading "[Alcoholic Beverages](#)." If the RSO believes the event meets the requirements as stated in these rules, the RSO representative should visit the Department of Student Life and bring a letter signed by both the RSO president and advisor stating everyone



in attendance at the event will be at least 21 years of age PRIOR TO THE EVENT. The Department of Student Life will not approve events, reimbursements or will not sanction use of alcohol at an event if attendees are under 21 years of age.

Speakers

RSOs hosting a speaker should do the following:

- o Do research on the speaker or presenter.
- o Be aware of the [Speakers Policy](#) and [University Facilities-Use for Political Activities Policy](#)
- o Have a formal written agreement or contract with the speaker.
- o Indicate all event details including compensation in the contract or agreement.
- o Speaker may have a contract they will wish to use.
- o If partnering with a campus department/office, they may need to facilitate executing contracts.
- o Students who are designated as authorized signatories may sign contracts if the organization is solely responsible for the speaker, fees, etc.
- o Advisors are advised not to sign contracts for RSOs.
- o RSO and signatories on contract will be responsible for contracts, fees, etc.
- o RSOs sponsoring a speaker from outside of the university, must indicate on the Event Planning Form the speaker's name and the speaker's topic.
- o Depending on the topic additional offices may be asked to review the event.

Outdoor Events

RSOs requesting an outdoor event must submit an Event Planning form through [Involve@State](#) AND an IPF Event Service Request.

RSOs requesting an outdoor event that involves amplified sound (Bullhorn, DJ, Sound Systems) will be reviewed by a Student Life staff member who will send the request to the Secretary to the Board of Trustees and Classroom Scheduling. The RSO will be notified if the amplified sound request has been approved through [Involve@State](#).

Raffles

RSOs are considered a separate entity from MSU. Therefore, RSOs are required to obtain a valid State of Michigan tax ID number and valid raffle/lotto license, issued in their own name to host a raffle. All appropriate paperwork and approvals are done directly with the State of Michigan. More information regarding obtaining a tax identification number and raffle license can be found in the [Financial Section, General Policy Subsection of this RSO Handbook](#). Please note that MSU will not assist a RSO in obtaining a license or complying with State raffle requirements. A RSO must present a copy of the raffle license with the Event Planning Form when submitted. License presentation is for the sole purpose of confirming the raffle is authorized.



Corporate Sponsorship

RSO receiving assistance from commercial establishments must make it clear on all advertising that the event is sponsored by the RSO with only “assistance from” the outside group. The commercial product or company may not be advertised in a manner greater than the activity and/or the sponsoring RSO. No alcohol related sponsors are allowed. No sales may occur during the sponsorship. Questions should be referred to the Department of Student Life, involve@msu.edu.

RSO Reporting Off-Campus Event and Travel Expectations

If your organization hosted an event off-campus or traveled off-campus as an organization and meets one of the below criteria you must submit the [Clery Non-Campus Property Form](#). This expectation is due to the Clery Act requirements we are expected to follow.

Criteria are:

- o If the RSO is hosting an event, meeting, practice, etc and has a written agreement for use of a building or property (including fields, parks, event venues, etc.).
- o If the RSO is traveling and has a written agreement for use of a building or property (including lodging or event venue, etc.).

Information that you will need to provide is:

- o If there is an MSU faculty or staff in attendance for possible Campus Security Authority (CSA) designation).
- o Address of the location the RSO is renting or owns.
- o Date(s) and time(s) for the event(s), meeting(s), practice(s) or trip(s).



Marketing

Licensing

The following guidelines have been created to assist groups in understanding what is allowed when affiliating with the university. Student groups are able to affiliate with Michigan State University in the following ways:

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

Student Organization Names

- Student organizations should include the word “club” or similar identifier in the naming of the organization. This will identify the club as a student-based organization and not a university department or office. Examples include Club, Society, Association, and/or Chapter.
- Further, to enhance affiliation with MSU, organizations should include the words “at Michigan State University” along with or as part of their organization’s name. Acceptable alternatives include “at Michigan State” or “at MSU”.
 - For example, “Accounting Club at Michigan State University”.
- Student organizations may use the word “Spartans” or “Spartan” in their name, but it must be done in a way that does not construe or imply the university has taken an official position. For example “Spartan Republican Club” is permissible but “Spartans for Nixon” would not be permissible.

Student Organization Logos and Visual Identity

- Option 1: Use the approved design framework, which includes the Spartan helmet combined with the organization name and specified font.
- Option 2: Create a unique visual identity that does not incorporate any registered marks of Michigan State University (Spartan helmet, Block “S”, Michigan State University word mark, Sparty).
- Samples: https://licensing.msu.edu/_assets/documents/rso-identity-guide.pdf.

Ordering Promotional Items

Student organizations and clubs who are interested in ordering any promotional items with Michigan State trademarks or word marks for your group must first complete a licensing authorization form.

- Any word that refers to Michigan State has been registered as a word mark.



- For example, MSU, State, Spartans, Michigan State, Michigan State Spartans, Michigan State University, Go Green, Go Green Go White, and Sparty (just to name a few) are all registered word marks and require prior approval.
- Typical trademarks include Sparty images, the Spartan Helmet, the Block S, and the University Seal.
- Please note: All of the vintage logos are part of the College Vault program and are only available for use at the retail level.
- In addition, use of the Spartan Bold font (the font used on varsity uniforms) will not be approved for student groups.
- The licensing authorization form can be found on the [Licensing Office website](#). University Licensing Programs typically responds to all licensing authorization requests within 1-2 business days. If you do not hear back within that time period, it would be best to reach out to Kaye Blossey directly at karnett@msu.edu. Be sure you plan ahead for any possible issues with your order (2 weeks before you need the items would be wise). All orders must be supplied by a licensee of Michigan State University.
- The licensee lists are also available on the website. Once you receive your licensing authorization approval from Licensing, you may proceed with your order.

Please contact Kaye Blossey (karnett@msu.edu) if you have any questions.

Signage

No sign shall be secured to trees, other natural elements in the landscape, or building identification signs. All signage secured to trees, traffic signs, building signs, light poles, fences or outdoor furniture will be removed at the expense of the responsible organization. The responsible organization could also be charged for any and all damages as a result of unauthorized signage.

Directional Signage

Permission to display directional signage on campus for an event can be requested through the IPF Campus Events Office by submitting an IPF Event Service

Request: <https://apps.ipf.msu.edu/apps/sroipf/Request/Events>.

Requests must specify the signage location(s). If approved, directional signs are to be placed no earlier than the evening before an event and removed immediately following the event. There can be no commercial advertising on directional signage. Signs must be 12 inches away from sidewalks. Ample notice, of at least 2 weeks, must be given for consideration of an exception.

A Frames for General Marketing

A-Frames are not allowed on campus for general marketing per MSU Ordinances. If an RSO would like to submit a request for an exception, the RSO must submit a request through the IPF Campus Events Office by submitting an IPF Event Service

Request: <https://apps.ipf.msu.edu/apps/sroipf/Request/Events>.

If waiver request is approved, the name of the RSO, name of a contact person, and contact person's phone number must be on the inside of any A-frame. There can be no commercial



advertising on signage. Signs must be 12 inches away from sidewalks and in-ground posts are not permitted. A-frame signs may not be kept out overnight.

RSO Email Address

RSOs may obtain a MSU email account. Along with the MSU email account, an MS Teams account will be created for the organization. RSO email addresses will contain "rso" at the beginning of the email address (rso.redcedarducks@msu.edu). To obtain an MSU email account or to update officers, please complete the form on [Involved@State](#) titled, "RSO Request for a RSO MSU Email and MS Teams Account." Creation of an email and MS Team account will be done within two (2) weeks of submission.

To update who has access please complete the form in your annual registration process or submit the form titled "Update Access to a RSO MSU Email" any time throughout the year. Once granted access to the shared email box, for instructions on how to manage it, please visit: itservicedesk.msu.edu/KB/414660

The Rock

No person or group can reserve The Rock. It is first come, first served with an unspoken rule of respect to allow it to sit for 24 hours before painting over it. The area near The Rock and/or Auditorium Field (the open field behind The Rock) can be reserved by submitting the Event Request Form on [Involve@State](#).

Mass Emails

All-Campus/All-Student Emails

It was determined by the university in 2020-21 that RSOs would not be able to send mass emails to students. We are actively working on navigating this as we find alternative marketing resources for RSOs.

RSO Leaders/Advisors Relay Communications

- Student organizations and campus partners can request a relay email to send information to all RSO Leaders and Advisors. A relay email is an email the RSO Team generate that will be sent to the officer positions you identify. The relay email is requested for a specific day. The morning of the day you're RSO plans to send the email you will receive the relay email form the RSO Team. You will use that email address in the "to". The relay email is only good for 24 hours.



Travel

RSO Reporting Off-Campus Event and Travel Expectations

If your organization hosted an event off-campus or traveled off-campus as an organization and meets one of the below criteria you must submit the [Clery Non-Campus Property Form](#). This expectation is due to the Clery Act requirements we are expected to follow.

Criteria are:

- If the RSO is hosting an event, meeting, practice, etc and has a written agreement for use of a building or property (including fields, parks, event venues, etc.).
- If the RSO is traveling and has a written agreement for use of a building or property (including lodging or event venue, etc.).

Information that you will need to provide is:

- If there is a MSU faculty or staff in attendance for possible Campus Security Authority (CSA) designation).
- Address of the location the RSO is renting or owns.
- Date(s) and time(s) for the event(s), meeting(s), practice(s) or trip(s).

MSU Sponsored International Travel

If your international RSO trip is MSU-sponsored, please follow the directions below under “Global Travel Registry” section to register your trip and to activate the relevant benefits. The definition of MSU-sponsored international travel may be found at: globalsafety.msu.edu/sponsored-travel.

Only RSO trips that are MSU-sponsored can be registered in the MSU Global Travel Registry and can access the benefits described below. If you are unsure whether an RSO trip is MSU-sponsored, please contact the Office for Global Health, Safety, and Security at globalsafety@msu.edu or 517-884-2174.

If your trip is not considered MSU-sponsored, your group is encouraged to purchase International SOS membership and international health insurance independently at: internationalsos.com. For coverage comparable to MSU’s, select a plan that includes medical benefits.



Global Travel Registry and Health Insurance for MSU-Sponsored International Travel

MSU RSOs traveling internationally on trips that are MSU-sponsored, but not part of an Office for Education Abroad program, must register their travel in the MSU Global Travel

Registry: travelregistry.msu.edu. It is not necessary to submit a travel request to Concur. Travel registration can be completed by the individual travelers, a group leader, or an RSO advisor. We recommend registering the group together.

Benefits of Registering in the MSU Global Travel Registry:

- Activates free international health, evacuation and repatriation insurance.
- Allows travelers to utilize International SOS 24/7 support for urgent or routine medical and security issues.
- Allows travelers to utilize MSU emergency support services.
- Provides important pre-departure information.
- Serves as a crisis response tool.

MSU does not support registered student organization travel to high-risk destinations unless a waiver is approved in advance of travel. Waivers must be submitted at least three weeks before departure and before flights are purchased. For more information on the waiver process, please refer to globalsafety.msu.edu/student-high-risk.

Travel Safety Tips

- Enroll all US citizens and nationals in the US Department of State's Smart Traveler Enrollment Plan at step.state.gov. Encourage international students to register with their local Embassy.
- Individual travelers should discuss travel plans with their primary care physician and/or International SOS at 1-215-942-8478 or app.internationalsos.com (their pre-travel consultations with a medical professional are free to MSU travelers).
- Consider making an appointment with the MSU Travel Clinic (travelclinic.msu.edu) or another travel health professional if you need immunizations, malaria prophylaxis, etc.
- Maintain a high level of vigilance and avoid traveling alone whenever possible.
- Regularly monitor local and international media to increase awareness of local events and entry restrictions.
- Heed the advice of local authorities.
- Do not participate in protests or demonstrations even those with peaceful intentions.
- Pre-program important contact numbers into your mobile phone.
- Consider purchasing trip cancellation or trip insurance coverage.

Office for Global Health and Safety and Security

The Office for Global Health, Safety and Security (Global Security) supports the health, safety, and security of all MSU-sponsored international travelers. Global Security can offer travel safety guidance and are available 24/7 to respond to a crisis. If you have any questions or concerns, please do not hesitate to contact Global Safety.



Telephone: 517-884-2174

Email: globalsafety@msu.edu

Web: globalsafety.msu.edu

EMERGENCY CONTACTS

24/7 International SOS Medical and Security Assistance: +1-215-942-8478

24/7 MSU International Emergency Assistance Line: +1-517-353-3784

MSU-Sponsored Domestic Travel

International SOS recently extended some of its services to MSU-sponsored domestic travel.

The following is now available to those on MSU-sponsored domestic travel:

- Pre-travel security and medical briefings (contact globalsafety@msu.edu to arrange).
- Medical advice during travel by contacting the International SOS 24/7 Assistance Center: 1-215-942-8478.
- Travel alerts. Download the [International SOS app](#) and enable location sharing (recommended to get more location-specific alerts) or log in to internationalsos.com with MSU membership # 11BCAS798617 and select “Sign Up for Email Alerts”.
- Printable [COVID-19 Pocket Guides](#).

Importantly, these International SOS services do not include medical insurance for MSU-Sponsored domestic travel. Travelers would still need to work through their usual domestic insurance to cover health care costs.

Other Resources

- International SOS: internationalsos.com and download the app (MSU Membership #: 11BCAS765781)
- S. Department of State: travel.state.gov and travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html.
- Centers for Disease Control and Prevention (CDC): cdc.gov/travel and cdc.gov/coronavirus/2019-ncov/travelers/index.html.

Travel During the COVID-19 Pandemic

- For the latest travel policies and travel health resources, please visit: globalsafety.msu.edu/travel-during-covid-19-pandemic/.



Accountability and Conduct

RSOs are members of the MSU community. With this membership come benefits and responsibilities. The [General Student Regulations](#), the [Student Rights and Responsibilities](#), and other student conduct policies form the basis for the behavioral expectations in the MSU community.

Alleged violations of the RSO Handbook by a RSO will be adjudicated by the Department of Student Life (DSL). Greek-letter chapters affiliated with the Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, or Multicultural Greek Council that are registered as a RSO must abide by the conduct policies established by their respective governing body, as well as the RSO Handbook. Alleged conduct violations by individual RSO officers or members will be adjudicated by the Dean of Students Office (DOSO), as prescribed in the Student Rights and Responsibilities.

The extent and terms of disciplinary action against a RSO will depend upon the nature and severity of the infraction, as well as any history of previous violations. A RSO must be in good standing to maintain its registration status.

The primary intent of the RSO disciplinary process is to guide behavior and correct misconduct in a manner consistent with University policies and procedures. Through education and promoting critical decision-making, the disciplinary process seeks to help RSOs avoid future misconduct and repair any harm done. As such, sanctions levied in the disciplinary process will commensurate with the seriousness of the offense, with the understanding that repeat violations may justify increasingly severe sanctions.

Types of Disciplinary Infractions

Alcohol:

RSO members are prohibited from using or possessing any alcoholic beverages, except as permitted by state law or university policy or ordinance. Alcohol infractions include, but are not limited to, providing alcohol to under-age individuals, alcohol permit violations and possession without permission.

Drugs:

RSO members are prohibited from using or possessing any drug prohibited by federal or state law, as well as providing such drugs to others.

Hazing:



In accordance with Michigan state law (M.C.L. 750.411t), hazing is defined as an intentional or reckless act by a person directed against an individual that the person knew or should have known endangers the physical health or safety of the individual. The act is done for the purpose of pledging, being initiated into, participating in or maintaining membership in any organization. Examples of hazing include, but are not limited to, physical brutality, placing a harmful substance on the body, sleep deprivation, exposure to the elements, confinement in a small space, activity involving consumption of food, alcoholic beverages or drugs, and activity that induces or requires an individual to commit a crime or act of hazing.

Failure to Comply with a University Directive

RSO members must not obstruct, disrupt or interfere with the functions, services, or directives of the University, its offices, or its employees.

Student Organization Funds

RSO members must not mishandle or allocate organizational funds in violation of university policies or procedures.

Academic Misconduct

A RSO may be subject to discipline if one or more of its members aids or abets other students to cheat, plagiarize or engage in other forms of academic misconduct.

Property Damage and Vandalism

A RSO will be subject to discipline if any member damages, defaces or destroys the property of another person or the university as a result of reckless behavior or intentional misuse.

Other Prohibited Conduct

Violating other university policies or regulations will subject a RSO to discipline. Disciplinary action may also be taken if an activity of one or more RSO members at an organization-sponsored event threatened any educational process or other legitimate function of the university, or the health

[Disciplinary Process for Alleged Infractions](#)

Any alleged violation of the RSO Handbook by a RSO must be reported to the DSL. Any student, faculty, staff, student organization or other individual may submit a written complaint against a RSO for behavior on- or off-campus. Allegations of misconduct by individual RSO members must be reported to the DOSO. The DSL may handle a complaint against a RSO concurrently with the DOSO adjudicating a complaint for related misconduct by a member(s) of the same RSO.

Any alleged violation of the Policy on Relationship Violence and Sexual Misconduct or the Anti-Discrimination Policy by an RSO or its member(s) must be reported to the MSU Office of Institutional Equity.

Upon receipt of a complaint, the assistant director of the Department of Student Life, or designee (assistant director), will investigate alleged violations of the RSO Handbook. The assistant director may gather information from a variety of sources in adjudicating a complaint against a RSO. Where appropriate, the assistant director may attempt to resolve the issue informally through direct discussions with the parties. If the issue cannot be resolved informally, the assistant director will proceed with formal adjudication of the complaint.

The assistant director will notify the RSO in writing of the complaint, including: (1) the specific policy or infraction that was allegedly violated; (2) the date, place and description of the alleged



violation; (3) the name of the complainant; (4) notice of the opportunity to review the complaint in person; and (5) the deadline by which an RSO officer must meet with the assistant director.

At the required administrative meeting, the assistant director will inform the RSO officer of their rights and responsibilities under this document, review the complaint, and discuss possible resolution options. At that time, the respondent RSO will be provided a copy of the complaint and may admit or deny the alleged violation.

If the RSO fails to meet with the assistant director, or fails to admit or deny the alleged violation within five (5) class days of meeting with the assistant director, the assistant director may take one of the following actions:

Suspend the RSO's status until an RSO officer meets with the assistant director.

Render a decision on the complaint.

If the RSO admits to the violation, the assistant director will work towards a resolution in which the RSO takes responsibility for its actions and agrees to the sanction decided by the assistant director. This is a negotiated process that allows all parties to find solutions that promote accountability and good decision-making in the future by the RSO.

If the RSO denies the violation, the RSO will have the opportunity to submit documents and other relevant evidence to the assistant director and identify witnesses who may have relevant information. The Assistant Director will use a preponderance of the evidence standard to decide whether the RSO committed the alleged policy violation. If it is more likely than not that no policy violation occurred, the complaint will be dismissed. If it is more likely than not that a policy was violated, the assistant director will issue sanctions.

The assistant director shall notify the RSO in writing of the decision, including a rationale for the decision, any sanctions issued and notification of the right to appeal.

Sanctions

Sanctions imposed will be based on a consideration of all circumstances in a particular case, including any prior record of misconduct by the RSO. Failure to comply with a sanction may result in the imposition of more severe sanctions. Sanctions may include one or more of the following:

Reprimand or warning

An official written statement expressing disapproval of the behavior and notifying the RSO that it must not reoccur.

Educational sanction

The RSO may be required to provide an identified service or participate in a particular program, receive specific instruction or complete a designated assignment or activity.

Attainment of Standards

The RSO members may be required to attain a specific standard over the course of a designated time period. Examples include organizational grade point average, organizational arrest and citation rate, organizational member retention or organizational member certifications/trainings.

Probation



An official written statement establishing a period of time for observing and evaluating an RSO's conduct. If the RSO commits additional violations during the probationary period, more severe sanctions may be imposed. The probation may be accompanied by conditions.

Restitution

The RSO may be assessed reasonable expenses related to the misconduct, including the repair/replacement cost for any damage to property.

Revocation of Privileges

A RSO may be denied access to certain university privileges for a definite or indefinite period of time. This may include, but is not limited to, prohibitions on university space usage, bar from receiving and/or expending funds, and suspension from participating in certain student organization and/or university-sponsored events or activities.

Loss of Registration

A RSO may be involuntarily separated from the university for a specified period of time or permanently. Conditions for return may be imposed.

Appeals

Either party may appeal the decision of the assistant director in writing to the Vice President for Student Affairs and Services, or designee (VPSAS), within five class days after the decision has been sent to the parties. The appeal must be on the basis that (a) the information presented does not support the decision reached, (b) the information presented does not support the sanction imposed or (c) the procedures described above for adjudicating the case were not followed. Any sanctions imposed will be held in abeyance while the appeal is pending. On appeal, the decision may be affirmed, reversed, remanded back with instructions for further investigation or modified as deemed appropriate by the VPSAS.

Temporary Restraining Actions

The VPSAS, or designee, may impose a temporary restraining action against a RSO, pending the outcome of a disciplinary complaint if the RSO's continued operation or conduct threatens immediate and irreparable harm to the health or safety of persons or property.

Before deciding to take a temporary restraining action, the VPSAS will make a reasonable attempt to notify the RSO of the potential temporary restraining action and offer the RSO an opportunity to present information that it does not pose such a threat. The VPSAS shall consider the nature and potential extent of the immediate and irreparable harm and other alternatives to remedy the situation. If the VPSAS decides to take a temporary restraining action, the RSO shall be required to immediately halt or withdraw the action in question pending the resolution of the disciplinary complaint.

The temporary restraining action shall not preclude, render irrelevant or predetermine the outcome of the disciplinary complaint relating to conduct on which the temporary restraining action is based. Nor shall a temporary restraining action create a presumption that the RSO violated any policies.



The RSO subject to the temporary restraining action may petition in writing to have the restraining action removed at any time. Such a petition will be considered by the Dean of Students. Within five (5) class days after receipt of the petition, the Dean of Students shall meet with RSO officers for the sole purpose of deciding whether to continue or remove the temporary restraining action.

Relevant University Policies

[Alcoholic Beverages](#)

[All University Events and Activities](#)

[Animals](#)

[Anti-Discrimination Policy and Procedures](#)

[Campaigning, Canvassing, and Petition Drives](#)

[Campus Mail Service](#)

[Disorderly Assemblages](#)

[Distribution of Literature](#)

[Distribution of Materials in Residence Halls](#)

[Drug and Alcohol](#)

[Facilities and Services - Residence Halls](#)

[Food, Public Sale on Campus](#)

[Honoraria, Speaker Fee and Performer Payments](#)

[Ordinances](#)

[Parades, Processions, and Sound Trucks](#)

[Public Address Equipment](#)

[Smoking](#)

[Speakers Policy](#)

[University Facilities-Use for Political Activities Policy](#)

[University Trademarks](#)



University Resources

[Center for Community Engaged Learning](#)

[Controller's Office \(University Accounting\)](#)

[Dean of Students Office](#)

[Global Travel Registry and Health Insurance, Office of Infrastructure Planning and Facilities](#)

[Student Legal Services, ASMSU](#)

[Police Department, Michigan State University](#)

[Recreation Sports and Fitness Services](#)

[Registered Student Organization Advising](#)

[Risk Management and Insurance, Office of](#)

[RSO Consultants](#)

[Student Allocation Board, ASMSU](#)

[Student Government Advising](#)

[University Licensing](#)

[University Ombudsperson, Office of the](#)

[Youth Programs, Michigan State University](#)