

GUIDELINES

The majority of officially recognized student organizations are considered “University Affiliated”. The University does not sponsor or endorse activities associated with these groups, however the use of the University’s name in the organization’s title is possible, (refer to your Student Handbook for the Guidelines for Student Organizations), so long as University sponsorship or endorsement is not implied or stated.

Organizations wishing to use the name and/or facilities of Francis Marion University must have formal approval by the University. Pending official approval, a proposed organization is permitted to meet on campus for the purpose of organizing only. A proposed organization shall not conduct any program or an activity until its charter is duly approved by the Dean of Students. The request for charter approval may be obtained from the Dean of Students Office.

Guidelines for Student Organizations:

1. Each organization must file a list of its officers with the Dean of Students Office at least once a semester. An up-to-date copy of the constitution and bylaws of each approved organization should also be filed. It is the responsibility of each organization to ensure that changes are filed when they occur. Organizations wishing to change their constitutions or effect changes in affiliation must submit these changes to the Student Affairs Office.
2. University recognition or approval of events and activities of student organizations does not indicate endorsement. Each student organization is expected to conduct its activities in such a manner as to reflect credit on the University.
3. Each student organization is expected to conduct its activities in such a manner as to reflect credit on the University. Students not in good standing with the University are not eligible for leadership opportunities, some intake & induction procedures, and selected extracurricular activities.
4. An organization may utilize the University’s name in its title so long as University sponsorship or endorsement is not implied or stated. If used, only the titles Francis Marion University or FMU may be utilized. The use is limited to the following examples: The Francis Marion University Chapter of (Organization Name) or The (Organization Name) Club of Francis Marion University
5. Each organization is responsible to the Dean of Students for observance of all University rules and regulations. *Effective October 1, 2014, all registered student organizations must have seven (7) members to maintain campus registration.*
6. The tax-exempt status of the University does not extend to student organizations. To seek tax-exempt status, organizations must follow local, state, and federal guidelines. Under no circumstances are organizations allowed to utilize the University’s federal tax identification number.
7. Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservation forms may be obtained from the Office of

Student Affairs. Only elected officers or members designated in writing by the President of the organization are eligible to reserve space for an organization.

8. Each student organization shall submit an application for registration to the Dean of Students Office by September 30 for the fall semester and January 31 for the spring semester. If the date falls on a weekend, it must be submitted the Monday immediately following the deadline. This application form is available in the Dean of Students Office and must be completed fully for the organization to continue as officially recognized by the University.
9. It is the responsibility of the chief officer of each student organization to file an updated student organization report with the Dean of Students office immediately after election of new officers, all of whom must have a minimum grade point average of 2.0.
10. Clubs and organizations are required to submit the names of one or two proposed advisers or advisee to the Dean of Students Office with the request for charter. All advisers must be full-time members of the university faculty or staff.
11. Names of proposed off-campus speakers are required on the space request form submitted to the Space Committee. Even though an organization has received blanket approval for space on a regular basis, any off-campus speaker's name must be submitted two weeks in advance of the event on a separate request to the Dean of Students Office.
12. All meetings must be scheduled on the official University calendar, which is maintained in the Office of Financial Services in SAB 107. This calendar is necessary in order to ensure the efficient use of time and space, as well as to provide adequate publicity for activities and events. Forms for reserving time and space on the official University Calendar may be obtained in the Office of Financial Services and should be submitted in triplicate to the same office after approval by the appropriate official.
13. Student organizations may have events occurring within the same timeframe providing that the events are not considered large events, major fund-raisers or conflict with programs sponsored by the **University Programming Board, Student Government Association or any other official University program that requires University community participation. The Dean of Students Office will determine any exceptions.**
14. Because Francis Marion University does not provide financial support for campus organizations, such organizations are expected to rely upon their own membership to meet budgetary requirements. Should an organization determine that a fund-raising project is necessary or desirable, the steps indicated below must be followed:
 - a. All fund-raising events must be approved by the Dean of Students Office if the event is being held on campus.
 - b. A description and adequate justification of the project should be included so that a decision can be made concerning its appropriateness as a campus activity.
 - c. All forms are available in the Dean of Students Office.
 - d. Forms must be submitted 10 business days before the event with a completed space request. Income reports must be returned within 10 business days after the event or future fund-raisers **will not** be approved.
 - e. In accordance with South Carolina law, Francis Marion University prohibits "Raffles" as a form of fund-raising. For more information regarding State law go to <http://www.scstatehouse.gov/code/t16c019.htm>.

15. Student Organizations hosting a Dance/Party on campus, must receive Dance/Party Guidelines from the Dean of Students office before the function will be approved. More information may be found in the Student Handbook.
16. Francis Marion University prohibits hazing of any students. Respect for the rights, dignity, and integrity of others is essential for the well being of an academic community. South Carolina law states: It is unlawful for any person to intentionally or recklessly organize, promote, facilitate or engage in acts which cause or have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any student or fraternal organization. *See Hazing Policy in Rights & Responsibilities section.*
17. Student events designed or anticipated to include non-students must get prior approval from the Dean of Students and meet the University guidelines for facility use. All catering for the event must use FMU Dining Services unless otherwise indicated by the University.
18. Student organizations using FMU facilities must use FMU Dining Services for any catered events.

If these guidelines are not followed, organizations may be placed on probation with possible loss of charter. Additionally, student organizations are subject to the Code of Student Conduct and all other University policies and procedures.