



Student Organizations Handbook

2017-2018



FSUPCTCStuAct



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OFFICE OF STUDENT ACTIVITIES (OSA)

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[Registered Student Organization Directory](#)

MISSION OF THE OSA

To promote student development through activities that focus on positive social interactions; health and wellness; culture and artistic empowerment; in addition to fostering cohesiveness amongst the student body through the endorsement of student organizations and clubs.

REGISTRATION

AUTHORITY FOR REGISTRATION

1. The OSA reserves the right to register all student organizations. The OSA serves as FSU/PC&TC registrant of all student organizations and maintains current information on each registered student organization, its officers or authorized representatives, its purpose and its advisor.
2. It is the policy of FSU/PC&TC that registered student organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Student organizations registered at FSU/PC&TC will not practice any discrimination on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.
3. The responsibility for establishing and enforcing policy concerning organizations and activities, including the requirement that they function in accordance with their constitutions, is vested in the OSA. All student organizations are subject to the rules and regulations governing FSU/PC&TC, including, but not limited to the [Student Handbook](#) and the [Student Conduct Code](#). Information from the Student Codes are used and referred to throughout this handbook. The OSA strongly recommends that all student leaders and student organizations become familiar with these documents.

4. A student wanting to contact an organization can readily find that information on the Student Organization website by clicking [here](#) or by navigating through the following path:
FSU Homepage→Campus Life→Student Organizations

BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION (RSO)

- Reserving campus facilities
- The right to post signs and other advertisements of organizational activities in compliance with FSU/Pierpont [Flyer Hanging Policy](#). Advertisements must be posted on bulletin boards that are available for the campus community to use. Do not post advertisements on academic/departmental bulletin boards unless permission has been given.
- The right to use an [organizational mailbox](#) for receiving and sending inter-campus communications. These mailboxes are located in the OSA on the 3rd floor of Colebank Hall. Officers of organizations should pick up their mail daily and share the information in announcements with other members of the organization at their next scheduled meeting.
- The right to compete in annual events (**i.e. sponsor a candidate for the Homecoming Court**).
- The right to participate in Student Organization Fairs. (**Highly Recommended**)
- The right to send representatives to leadership retreats and training (**e.g. Falcon Lead – Highly Recommended**)
- The right to apply for conference registration funding (**Subject to other eligibility criteria – Please contact the Student Activities Coordinator for additional information**).
- The right to apply for funding with required documentation from the Student Government Association. (**Subject to other eligibility criteria**).

REGISTRATION PROCESS

All students are free to join and participate in the 50+ Registered Student Organizations (RSO's). Student organizations are encouraged to register in order to take full advantage of available institutional resources (including possible eligibility for funding and priority use of institutional facilities) pursuant to applicable FSU/PC&TC rules, regulations, and guidelines, including the Student Organization Handbook, the Student Conduct Code and the Student Handbook.

REGISTERING A NEW ORGANIZATION

1. Qualifications:
 - a. Potential Student Organizations must register April 15-September 15 (Fall Cycle) or from January 1-January 31 (Spring Cycle) only.
 - b. Must have at least 10 qualifying members with a C.G.P.A. of 2.25 at the time of petitioning, unless stipulated higher by the organizations by-laws (If the RSO's by-laws have already been formulated).
 - c. Must have an advisor who is in a full-time faculty or staff position of FSU/Pierpont. An advisor can serve only (2) student organization at any given time, unless approved by the OSA.
 - d. Part-time students can be members unless stipulated otherwise by the organizations or national's by-laws.
 - e. No student organizations may have the same name/mission/purpose of a currently registered student organization.
2. Procedure:
 - a. Ensure all of the qualifications are met before submitting any forms.
 - b. A representative of the organization must submit a New Organization Start-up Form on-line. (FSU website → Campus Life → Organization → Important Forms → [New Organization Start-up Form](#))
 - c. The Office of Student Activities (OSA) will be in contact to schedule a Student Organization Review where the potential new RSO will be given the opportunity to discuss their purpose, vision and details about their organization.

- d. After the Student Organization Review with the Student Activities Coordinator, a representative of the organization must submit an Organization Registration Form on-line (FSU website → Campus Life → Organization → Important Forms → [Organization Registration Form](#))
- e. The organization shall be recognized by the OSA after it has completed all forms and has submitted the student organizations constitution.
- f. Initial Trial Membership is one semester in length, with Full Membership being granted thereafter.
- g. All student organizations must complete an [Organization Registration Form](#) each semester to remain active on campus.
- h. All student organizations must also maintain a full-time faculty or staff advisor to remain active on campus. ([See Lack of Advisor Policy](#))

HOW TO REMAIN A REGISTERED STUDENT ORGANIZATION (RSO)

- I. Each organization **must** fully complete and resubmit their [Organization Registration Form](#) within each registration cycle. No club/organization is exempt from filling out this registration form.
 - a. Fall Registration Cycle: April 15 – September 15
 - b. Spring Registration Cycle: January 1 – January 30
- II. Attend all **Advisory Council Meetings** by sending (1) representative to each scheduled meeting that will be held twice a semester. (Fall & Spring)
- III. Any changes in leadership positions (e.g. Advisor, President, etc.) the RSO must submit a [Student Organization Leadership Update](#) form.
- IV. RSO's will remain active throughout the summer if they were active in the Spring term.
- V. All organizations that have not completed the registration process for the coming academic year by the closing date will go inactive status. ***(The Student Activities Coordinator or Director has the authority to make exceptions to this policy on a case by case basis.)***
- VI. Organizations that have gone Inactive can regain active status by completing the Organization Registration Form during the next registration cycle.

CONSTITUTION & BY-LAWS

All registered student organizations are required to have a constitution that meets the OSA's requirements. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. The OSA requires all RSO's to submit their updated constitutions when submitting their Organization Registration Form every semester regardless if there are changes or not. (See [Sample Constitution](#).)

CAMPUS ADVISORS

Each student organization must have an advisor who is approved by the OSA. An advisor serves to provide advice and assistance to the organization. An organization can only have one advisor. Each advisor must be a full-time member of the FSU/PC&TC faculty or staff and can only be an advisor to a maximum of (2) student organizations, unless special permission is given by the OSA. If the organization is without an advisor for one full semester, the organization's charter or membership may be suspended and/or revoked.

ROLE OF AN ADVISOR

Advisors serve as a liaison between the organization and the administration, faculty and staff. The OSA should be notified if the organization and the advisor have serious disagreements concerning the organization's activities. Each advisor is responsible for rendering advice, suggestions, and help consistent with college standards and policies.

A chartered organization is responsible for keeping their advisor aware of all the organization's activities. The

organization should also invite the advisor to all its forthcoming events including social activities. The faculty and staff advisors are encouraged to attend all major events of the organization and should attempt to attend other events as time allows.

The organization is responsible for all its activities and is expected to adhere to all policies. In carrying out its responsibilities for planning and executing functions according to policies of the college, it is expected that the organization leadership will consult with its advisor.

******Any full-time faculty or staff member interested in being an RSO Advisor should contact the Coordinator of Student Activities for more information and to receive an Advisors Manual.******

CHANGING ADVISORS

To change advisors, an organization will need to submit a [Student Organization Leadership Updates Form](#). In the regular academic year, no organization may be without an approved advisor for more than one semester without revocation of selected privileges.

LACK OF ADVISOR POLICY

When an organization is without an advisor:

During the first semester:

1. The organization must meet with the Coordinator of Student Activities to develop a plan to select a new advisor.
2. The organization may continue to participate in functions and activities as an organization in good standing is allowed.

After two months:

1. On campus events will be denied,
2. Bulletin board space will be revoked,
3. Participation in the recruitment and intake process will be denied (*Greek Chapters*)
4. Any potential members will not be added to the Official roster. (*Greek Chapters*)

After one full semester:

1. The organization's charter or status will be suspended or inactive.

FINANCIAL

EXTERNAL BANK ACCOUNTS

1. Recognized student organizations may, if they wish, maintain an external checking or savings account in the name of their organization, but such accounts are subject to audit by the business office or the OSA.
2. The name Fairmont State, Fairmont State College, Fairmont State University or Pierpont Community and Technical College may not be used on the bank account of any club or organization. The account name should be the name of the student organization itself.
3. The faculty/staff advisor must have their name listed on the account as the primary. The faculty/staff advisor must receive a copy of the RSO's monthly bank statement. Statements should be mailed directly to the OSA to be placed in the RSO's mailbox. (See [Mailbox](#) for mailing address) The RSO's Advisor, President or the treasurer should also be the **only** people that can withdraw physical money from the account.

Most banks typically require a federal identification number in order to open a bank account. Student organizations may apply for a federal identification number in the same manner that they would apply for a tax-exempt status. Do not attempt to use any federal identification number or tax-exempt number associated with Fairmont State, Fairmont State College, Fairmont State University, or Pierpont Community and Technical College.

OBTAINING AN EIN FOR YOUR STUDENT ORGANIZATION

What is a Federal Tax ID Number/EIN?

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization. Student organizations wishing to open a bank account must apply for an Employee Identification Number (EIN). Organizations should **not** open a checking account using an individual's social security number. The financial burden of that account then rests with that individual and they become responsible for claiming any interest accrued on that account on their own taxes. They also become responsible for the account if there is a problem with it.

Why do I need a Federal Tax ID Number?

If your organization applies for funding through any university granting body or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to receive money or in-kind donations. You will also need this number to open a bank account with the bank. Additionally, obtaining an EIN helps to ensure the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned.

Can we just use the University's EIN?

Recognition by the College does not imply tax-exempt status and student organizations are not allowed to use the University's EIN number or non-profit status. Student organizations are independent entities responsible for their own finances and establishing and maintaining their tax status with the IRS.

Is the Federal Tax ID Number the same as being a non-profit organization?

No. Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, we do not encourage student organizations to file for charitable status.

How do I get a Federal Tax ID Number?

The easiest way to apply is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone.

To apply online:

Go to the **IRS' Apply for an Employer Identification Number (EIN)** Online Web site:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

1. Click the **APPLY ONLINE NOW** link at the bottom of the page.
2. Once you have read the instructions on the page, click the **Begin Application** button.
3. Select the **View Additional Types, Including Tax-Exempt and Governmental Organizations** option for the "What type of legal structure is applying for an EIN?" question and then click the **Continue** button.
4. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the **Continue** button.

5. To confirm your selection click the **Continue** button.
6. Enter your first name, last name, and SSN/ITIN. While the online SS-4 form requires the individual to enter his/her Social Security Number (SSN), it is still the EIN that is used to open a checking account, not any individual's SSN.
7. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the **Continue** button.
8. Enter the address information for your organization and click the **Continue** button when you are done. (See [Mailbox](#) for address)
9. Enter the requested information about your organization and click the **Continue** button when you are done. Repeat this step for the next screen requesting additional organizational information.
10. Select the **Other** option for the question "What does your business or organization do?" and click the **Continue** button.
11. Select the **Organization** option for the question regarding your business activity and click the **Continue** button.
12. From the list of organizational activities select the activity that best describes what your organization does and click the **Continue** button.
13. Select whether you would like to receive your EIN confirmation letter online or by mail and click the **Continue** button.

Once you receive the information, **retain it in your student organization files for current and future leadership. You will also need a copy of this form to open an account at the bank or credit union.**

Who do I contact if I have questions or have trouble filling out the online form

For assistance you should contact the IRS directly. They can be reached at **1-800-829-4933**.

FUNDRAISING ACTIVITIES AND GUIDELINES

RSO's wishing to conduct any fundraising activities must:

- Submit a Fundraiser Request Form no later than (2) week before the request date.
- Be approved by the OSA (An email will be sent back to the requesters email)
- Fully complete and submit a Student Organization Activities Report (SOAR) within (1) week after completing their fundraiser.
- **Failing to submit (3) of your organization Student Organization Activities Report will result in loss of on-campus fundraising and facilities requests.**

REQUESTING FUNDS THROUGH STUDENT GOVERNMENT ASSOCIATION (SGA)

Eligible Student Organizations

Only those student organizations that have been recognized by the Student Government Association and are registered and considered "Active" by the Office of Student Activities are eligible to apply for funding.

Qualifying Student Clubs and Organizations may use the SGA money to:

- Provide an event/item/activity, which benefits/entertains the community and/or student body while maintaining relevance to Club/Organization/Fairmont State University/Pierpont Community and Technical Center mission and purpose.

Qualifying Student Clubs and Organizations may not use the SGA money to:

- Purchase drugs, alcohol, or weapons.
- Purchase foods outside of those provided by Aladdin Food Services for on-campus events.

- Support a partisan political individual, group, and/or event.
- Support or purchase items of a religious nature.
- Pay for items or events that do not comply with State, FSU, and Pierpont policies and procedures.

SOLICITATION

[Solicitation Policy](#)

“All solicitations and selling of products and articles upon property under the jurisdiction of the West Virginia Board of Directors is prohibited except by organizations and groups directly connected with the institution and upon written approval.” (P.B. 55-C)

On-Campus Sales (General)

RSO’s must submit a fundraising request form at least (2) weeks in advance for approval. An email will be sent back to the requester informing them if the request was approved or denied. ([Fundraising Request Forms](#) may be found on the [Student Organizations web page](#) under [Important Forms](#)). Sales are permitted only in approved FSU/Pierpont residence hall lobbies, designated areas in the Falcon Center, academic building lobbies, and approved outdoor locations. **Door-to-door solicitation is prohibited. A facilities request must also be completed with the proper administrator in order to guarantee a location on campus for your fundraiser. (See section [Facility Reservations for Meetings and Events](#) for further information)**

On-Campus Sales (Food Sales)

RSO’s must submit a fundraising request form at least (2) weeks in advance for approval. An email will be sent back to the requester informing them if the request was approved or denied. ([Fundraising Request Forms](#) may be found on the [Student Organizations web page](#) under [Important Forms](#)). Bake sales may be approved simultaneously for different locations on campus and for “multiple day” bake sales with no limit on the number of allowable days so long as there is no conflict with another group in the same location. Bake Sales by two different groups will not be allowed on the same day in the same location. Any student group conducting an unauthorized sale will be subject to disciplinary action or loss of benefits or membership. Bake sales are permitted only in approved FSU/Pierpont residence hall lobbies, designated areas in the Falcon Center, academic building lobbies, and approved outdoor locations. Door-to-door solicitation is prohibited. **A facilities request must also be completed with the proper administrator in order to guarantee a location on campus for your fundraiser. (See section [Facility Reservations for Meetings and Events](#) for further information)**

Off-Campus Sales

Student organizations wishing to solicit off campus must first consult with the Student Activities Coordinator to review their plans to be orientated to local solicitation regulations. The City of Fairmont requires that all groups seeking solicitation permits in the city must file a registration statement giving the group’s name, national and state or local chapter, address, date established, names of officers and director, a copy of the group’s financial statement, and a copy of forms establishing the group’s tax-exempt status. Also, the general purpose of the fundraising, along with the names of the persons in charge of collection and distribution of proceeds need to be provided when applying for a permit.

Funds and Gifts

No individual, firm, group, organization or corporation is permitted to solicit funds through sales, services, or donations on the Fairmont State University/Pierpont Community and Technical College campus for either commercial or charitable purpose without authorization from the [Fairmont State Foundation](#).

No student of Fairmont State University/Pierpont Community and Technical College has the authority to participate in the solicitation of funds by sales or through donations, with the intention stated or implied, that funds so received are to be used for the benefit of Fairmont State University/Pierpont Community and Technical College or the students of

Fairmont State University/Pierpont Community and Technical College without written authorization of the Fairmont State Foundation. This limitation applies to activities, either on or off campus.

No individual, firm, group, organization or other agency has the authority to use the name of Fairmont State University/Pierpont Community and Technical College to secure funds for any purpose, by any means, without the written permission of the Fairmont State Foundation.

Lotteries and Raffles

Raising funds using lotteries, raffles, or any other form of wagering is restricted by West Virginia State Law and the Fairmont State University/Pierpont Community and Technical College Regulations. Any on-campus lottery must first be approved by the Student Activities Office; student organizations contemplating an off-campus lottery should contact the Fairmont State Foundation.

A price charged for an item for sale or admission to the event must entitle the purchaser to something of full value for their money. The practice of offering for sale some item of little value whereby the holder may participate in a lottery drawing or other game of chance is prohibited.

The use of "door prizes" at dances or other social events is legal as long as those paying the price of admission are provided with full value entertainment for the price paid, and as long as the door prize drawing is incidental and uses only as a minor feature of the occasion. "Door prizes" may be solicited from local business firms.

Credit Card Sign-Ups

Credit card companies and cell phone providers periodically contact FSU/Pierpont seeking authorization to sign up students for credit cards and cell phone plans. Requests from credit card and cell phone companies or student organizations to sponsor such solicitation activities will be denied.

USE OF THE FSU OR PIERPONT NAME OR LOGO

1. Student organizations are not permitted to use the Fairmont State University or Pierpont Community and Technical College institution name or logo on any promotional material, clothing item, or club membership memorabilia without the permission of the Associate Vice President of University Relations and Marketing FSU and Pierpont.
2. Student organizations are not permitted to use the Fairmont State University or Pierpont Community and Technical College institution name or logo on any fundraising item for sale by any student organization without the permission of the campus bookstore, and the Associate Vice President of University Relations and Marketing for both FSU and Pierpont.
3. The name Fairmont State, Fairmont State College, Fairmont State University or Pierpont Community and Technical College may not be given to the bank account of any club or organization. The account name should be the name of only the student organization.

SPIRIT STICK COMPETITION

The Office of Student Activities will present the Spirit Stick at the Homecoming Half-Time Game Coronation to one overall student organization who has received the most Spirit Stick points for the entire academic year.

PURPOSE OF THE SPIRIT STICK COMPETITION:

- To represent student organization values to the best of their ability.
- To positively affect programming efforts and initiatives.
- To positively impact Fairmont State University, Pierpont Community & Technical College, and the surrounding communities.
- Development of organization members
- Setting a higher standard for other organizations within FSU/PC&TC and the community.
- To positively influence other students across campus to become active within student activities, student organizations, and Greek Life.

ELIGIBILITY REQUIREMENTS:

- **To be eligible to compete for the FSU/PC&TC Spirit Stick Competition you must comply with the following:**
 - Must be a Registered Student Organization (RSO) through the Office of Student Activities (OSA).
 - Your RSO must be in good standing; meaning that there are no probations or suspensions for the current academic year.
 - Your RSO must be an active FSU/PCTC RSO during the current semester.

POINT SYSTEM:

Attending point qualified campus events (Individual Member) – 10 Points

Entire RSO Attending Events – 100 Bonus Points

- Members must arrive at beginning of events and check in at the Student Activities table. The member must remain for the duration of the event to earn points for his/her RSO.
- Members active in more than one RSO may NOT double dip at an individual event. Only one RSO can be the benefactor of points.

Campus Involvement Event (25 – 50 Points)

- Conduct an event on campus that engages students and/or the community.
- Events must be held on campus and the RSO must contact the Office of Student Activities at StudentActivities@FairmontState.edu before the event so that verification may occur, and points be awarded.
- The Student Organization Activities Report (SOAR) form must be completed within one week after the event has concluded to be eligible for points.

Community Service Event (25 – 50 Points)

- Events co-sponsored with off-campus entities are encouraged. Examples of off-campus entities include the United Way, Habitat for Humanity, and the Boys and Girls Club.
- RSO's must contact the Office of Student Activities at StudentActivities@FairmontState.edu about the event so that verification may occur and points be awarded.
- The Student Organization Activities Report (SOAR) form must be completed within one week after the event has concluded to be eligible for points.

Winning the Spirit Stick

The winning RSO will receive:

- Temporary possession of the Spirit Stick which will be presented to the winning RSO at the Homecoming Half-Time Game Coronation during the Fall semester.
- Extra monies allotted to their budget for the next academic year.
- Receive campus recognition for achievement on FSU/PC&TC website and Student Activities webpage and social medias.
- Other prizes may also be available to winning RSO's.

Point eligible events will be identified by the icon below on flyers posted around campus, emails and social media sites sent out by the Office of Student Activities.



Disclaimer: The Office of Student Activities reserves the right to award or deduct points that may not be defined in the description above.

Additional Information:

- Points can only be recognized by submitting a [Student Organization Activity Report \(SOAR\)](#).
- The OSA will decide how many points will be awarded and deducted for each activity.
- If a certain activity has not been formally specified for points, you must contact the OSA for review.
- Any questions regarding the spirit stick should be directed towards the OSA in Colebank Hall 3rd Floor or via email: StudentActivities@FairmontState.edu

CAMPUS EVENTS & CONFERENCES FOR RSO's

RSO's are given the opportunity throughout the year to attend conferences and special events aimed to support, enhance and increase memberships for their RSO's. The following is a non-comprehensive list of events and conferences that may either be required or highly encouraged for their respective RSO's to attend:

- Welcome Weekend (FALL) – **Highly Encouraged (Effective Fall of 2018)**
- Falcon Lead (FALL) – **E-Boards Highly Encouraged**
- Homecoming Court & Parade – (FALL) **Highly Encouraged**
- Student Organization/Club Fairs (2 per FALL/SPRING semester) – **Highly Encouraged**
- Maroon & White Day – **Highly Encouraged**

- RSO's are encouraged to seek out and attend national conferences that will enhance their respective organizations. **Financial assistance may be available; please contact the Coordinator of Student Activities for additional information.**
- Sending a representative to Student Government Association (SGA) meetings every Thursday at 12:30pm-1:30pm in Hardway Hall 128 is a great way to find out more about what is happening and how to get your RSO more active on campus. Please visit SGA's [website](#) for more information.)

PAINTING THE BELL GUIDELINES

It is the responsibility of all student organizations and groups on campus to adhere to the following guidelines regarding to painting the bell on the Education Quad.

- Any RSO wishing to paint the bell must sign up on the "Paint the Bell Calendar" which is located on the Student Organization Bulletin Board in the Student Activities Office, 3rd Floor Colebank Hall, 24 hours prior to painting the bell. **(Painting the bell without signing up will result in your RSO losing this privilege.)**
- All student organizations and campus groups are welcomed and encouraged to paint the bell in an effort to increase school spirit.
- Painting profanity or rude or inappropriate graffiti on the bell is strictly prohibited.
- Bringing anything to the bell other than spray paint is strictly prohibited (food products, weapons, water guns, buckets of paint, etc.)
- Guarding the bell in any way is not permitted. (Circling around the bell, new members guarding, etc.)
- At least one active member must participate in painting the bell.
- Painting the bell is permitted ONLY between the hours of 8PM-8AM.
- Only one student organization or group can paint the bell in any given 24-hour period.
- If you arrive to paint the bell, and someone else is already painting it, or it is obvious the bell was just painted/the paint is still wet, you must wait until the following evening to paint the bell.
- Any violation can result in multiple sanctions.
- **Excessive violations (3 violations in one academic year) of the bell policy will result in the organization being removed from campus.**

EVENT PLANNING

Any recognized student organizations, committees, boards, or department of FSU/Pierpont may plan an activity and publicize it on campus. In such cases, an FSU/Pierpont facility may be reserved by that organization or department for such activities. Advanced planning and scheduling, therefore, are necessary to avoid several organizations requesting to use a facility at the same time. FSU/Pierpont has established policies and procedures for those wishing to schedule activities on campus.

To schedule an activity or meeting on campus, an e-mail must be submitted to the Coordinator of Student Activities coordinator no later than two weeks before the event. Only Club Presidents and/or Club Advisors of a recognized student organization on campus should make requests for any facilities on campus. There are fees associated with reserving campus facilities. Student Organizations are exempt from some reservations fees. For a complete listing of facility costs for student organizations see [Rooms Descriptions and Pricing](#). There are several "free locations" available on campus for recognized student organizations to host events or set up informational booths/tables.

MEETING AND EVENT ROOM GUIDELINES

1. All organizations using campus facilities for a meeting or event must reserve a time and room with the Coordinator of Student Activities or the proper facility contact. (See [Facility Reservations for Meetings and Events.](#))
2. Only Club/Organization Presidents and/or Club/Organization Advisors of a RSO should make requests for any facilities on campus.
3. All organizations are requested to keep their meeting or event to the scheduled times.
4. It is preferable not to have food or drinks in the classrooms. If you plan to have refreshments for your meeting or event, please reserve space other than a classroom.
5. Because of fire regulations, lighted candles or smoking are not allowed in campus facilities.
6. All furniture and chairs in any campus facility are to be in their proper place after the meeting or event.
7. Organizations that do not clean their meeting or event rooms will be subject to a cleaning fee and possible loss of the room.
8. Meetings or events need to be finished before the campus facility or building closes.
9. Any time you move tables or chairs in any room, you must put them back in their original order when your event is over. Failure to do this creates an inconvenience for the next group or class using that room. You must clean up after your events and keep to the times and dates you specified when reserving the rooms. We also ask that you are courteous with your noise levels.
10. **When emailing a request space, please be prepared to describe room arrangement. For example, be prepared to include the preferred room setup; the number of tables and chairs; request of a podium; audio visual needs; and catering needs for your specific meeting or event. As a reminder, when requesting detailed room setups, your student organization may be assessed a fee. Simple rooms set ups, such as a few tables and chairs, will not incur a fee.**

FACILITY RESERVATIONS FOR MEETINGS AND EVENTS

When submitting your request with the proper facility contact, please include:

- The name of your recognized student organization.
- The desired room, date, and time of your function.
- A complete description of your function and event needs. (Tables, chairs, etc.)
- Name, campus email, phone number in case additional information is needed.

Classrooms on campus, please email schedule@fairmontstate.edu. (You may receive an automatic response after sending but your request will still be reviewed) include the following information to have your request reviewed:

- Name of RSO reserving room
- Name, email & phone number of primary contact
- Building name and room number being requested
- Time of meeting/event (example: 8:00AM-11:30AM)
- Purpose of reserving the room
- **If your reserved classroom is locked upon arrival, please contact campus security at 304.367.4157 to have the room opened for you.**

Library Multi Media A or Multi Media B: Please use the [Learning Commons Scheduling](#) or call 304.367.4733

All Falcon Center / Colebank Gym reservations need to be made through the Office of Student Activities (OSA) by emailing studentactivities@fairmontstate.edu.

These rooms and areas include:

- Colebank Gym
- Falcon Center Conference Rooms
- Falcon Center Board Room
- Falcon Center Main Street areas (plus tables and chairs in the Nickel area),
- Falcon Center 1st Floor Foyer
- Falcon Center Gym 1 & 2
- Falcon Center Pool (Partial Reservation)

Feaster Center or Duvall-Rosier Field, please call **Dalene Horner** at **(304) 367-4220** or email at dhorner@fairmontstate.edu

***Any community or non-FSU/Pierpont groups wishing to reserve a facility on campus, please call the Event-Reservation Line at (304) 333-3777 or email event- reservations@fairmontstate.edu.

ROOM DESCRIPTIONS & PRICING

Classrooms - FREE for Registered Student Organizations

- There are a variety of different class sizes and technological devices in each classroom on campus. Please contact schedule@fairmontstate.edu for more information.

Library Multi Media A & B Rooms in the Library - FREE for Registered Student Organizations

- Both rooms have tiered style lecture rooms with state-of-the-art audio and visual equipment that is easy to use. Multi Media A has a seating capacity of 136, and Multi Media B has a seating capacity of 67.

Colebank Gym: 1/2 – No Fee / Full - \$150

- Equipped with carpet floor and it is located adjacent to the Falcon Center. It is 8,000 square feet and has a banquet style capacity of 450. Student organizations may also be assessed a fee for Room Setup for Colebank Gym.

Falcon Center Conference Rooms:

**(1, 2, or 3) Full Day - \$70.00 / Partial Day - \$50.00 (All 3 Rooms) Full Day - \$200.00 / Partial Day - \$140.00
(Full Day: 4 hours or over / Partial Day: up to 4 hours)**

The Conference Center is comprised of 6,900 total square feet. The conference center can be divided into three separate conference rooms (2,300 sq. ft. per room) with sound proof walls. It can also be opened up as one large room.

- Conference Room 301 – 2,300 square feet, capacity 40
- Conference Room 302 – 2,300 square feet, capacity 40
- Conference Room 303 – 2,300 square feet, capacity 40 Conference Rooms opened as 1 – 6,900 square feet, capacity 140

Falcon Center Board Room: Full Day - \$70.00 / Partial Day - \$50.00

- The Falcon Center Board Room is comprised of 1,042 total square feet and has a seating capacity of 40. The board room is equipped with state-of-the-art audio and visual equipment that is easy to use.

All Falcon Center Main Street areas (plus tables and chairs in Nickel area): FREE for Registered Student Organizations

- The Falcon Center's Main Street is a high traffic area that seems to be one of the most popular areas on campus. Table space can be reserved in the front, middle, or back of the main street area. In general, each area will

accommodate two 8 feet tables with 4 chairs at each table. Setup and take down of the tables are included in the reservation.

Falcon Center 1st Floor Foyer: FREE for Registered Student Organizations

- The Falcon Center 1st Floor Foyer is the area before the help desk of the Falcon Center on the 1st floor. In general, the area will accommodate two 8 feet tables with 4 chairs at each table. Setup and take down of the tables are included in the reservation.

Gym 1 or 2 of the Falcon Center: \$350.00 each

- Each gym is equipped with 2 full basketball courts. Both gyms have rubber flooring for multipurpose use. Gym 1 is in front of the Falcon Center and it is 14,000 square feet. It has a banquet style capacity of 700. Gym 2 is in the back of the Falcon Center and it is 11,000 square feet. It has a banquet style capacity of 500, but there is no covering for the floor. **Student organizations may be assessed a fee for Room Setup for Gym 1 or 2 of the Falcon Center.**

Falcon Center Pool: \$190.00

- The pool is a 4 lane, 25-yard pool with individual lane markers. The pool depth ranges from 3 feet, 6 inches on each end to 4 feet, 6 inches in the middle. The average water temperature of the pool is 81°.
- The maximum capacity allowed is 50 people, which include swimmers and non-swimmers.

Feaster Center or Duvall-Rosier Field

- Due to the number of athletic events on campus, please contact Dalene Horner (304) 367-4220 or the Athletic Department for more information and availability.

TIME PERIODS FOR CAMPUS MEETINGS – THE COMMON HOUR

On Tuesdays and Thursdays, the activity period is from 12:30pm until 1:30pm. There will be no classes, tests or laboratory periods scheduled during this time. These twice-a-week activity periods are for the meetings and activities of both faculty and student organizations, although the meetings and activities may be scheduled at other times at the discretion of the student organization. Student Government meets regularly every Thursday at 12:30pm in 128 Hardway.

SCHEDULING THE USE OF MEETING ROOMS

Recognized student organizations who wish to schedule meeting space on a regular basis, such as every Tuesday at 12:30pm, may do so by requesting this as early as the end of the spring semester for the following year. If there are no conflicts, a tentative hold will be placed on the room for the organization. Confirmation of the scheduling will be made in the fall. Room assignments will be based upon the size of the requesting organization and need for accessibility for disabled members. Campus classrooms are the suggested spaces for regular club meetings.

Because of the limited number of meeting rooms, it is the policy of FSU/Pierpont to limit meeting times to one hour. If an organization finds it no longer requires the use of a room, the organization is requested to notify that facilities reservation point of contact.

CATERING

All refreshments served at your student organization event must be catered through the campus Dining Services Food Provider, Aladdin. **If you would like to file for an exemption to this policy, you must contact Jeff Swaim**, the Food Service Director for Aladdin Food Services on campus. Please view the catering menu at Fairmont State University Dining Services [here](#). For further assistance with refreshments/catering for your event or meeting, please contact Cathy Basagic, the Catering Manager, at (304) 367-4090 or email cbasagic@fairmontstate.edu

ALCOHOL POLICY

Alcohol is strictly prohibited at all on-campus events and functions unless given written permission from the OSA and the President of Fairmont State University.

The advertisement of alcohol for all on/off campus events or activities, whether verbal, electronic or printed, is prohibited on Fairmont State University's property, unless given written permission from the OSA and the President of Fairmont State University.

SECURITY

In the event of an emergency or crisis, you may reach Campus Police officers by calling (304) 367-HELP (4357) or just HELP (4357) from a campus phone. Please use this number for emergencies only. For questions or information, call the Department of Public Safety at (304) 367-4157. If you know of any student who has been involved in a crisis, please refer them to the Office of Student Affairs at (304) 367-4215.

RISK MANAGEMENT PLAN

All student organizations should plan their events carefully in order to minimize the possibility of accidents and injuries during their events. Make sure you inspect the premise before the event begins.

If you are planning an outdoor event, please have a backup plan for bad weather. It would be wise to also reserve a room on campus.

CO-SPONSORSHIPS

The OSA highly encourages RSO's to collaborate with other RSO's, institutional departments, city public services and off campus organizations to enhance their planned events and activities. Collaboration creates a stronger sense of community whether that is on or off campus. RSO's that collaborate with each other will also be rewarded with Spirit Stick Points for their efforts ([Please see Spirit Stick Competition for further details and rules](#))

ADVERTISING

Falcon Center:

1. No material may be posted on glass doors or windows at any entrance.
2. No material may be posted on any painted columns in the building on any floor level due to the damage of the paint to the columns.
3. The bulletin board located on the 2nd floor entrance by the bookstore is for Greek Life only.
4. Material related to (internal) school events, opportunities, information, etc. may be posted on the bulletin boards located directly outside the Bookstore door and next to the elevator on the second floor (Main Street); and across from the Men's & Women's locker room located on the first floor.
5. Any external organization wishing to post materials in the Falcon Center must first get approval from the Falcon Center Director.
6. Persons renting the facility who wish to post directional or location signs need to check with Conference Services for approval and proper location of hanging material.
7. Any material posted inappropriately (incorrectly) will be immediately removed and discarded.

Campus Wide:

1. All flyers and advertising are to be posted on public bulletin boards and designated areas for flyers
2. Do not post on academic or departmental bulletin boards unless permission has been given.

ADDITIONAL IMPORTANT INFO

EMAILING

The OSA will only use a FSU/PC&TC campus email for all communications. Personal emails will not be used. If you need help with setting up **Email Forwarding** on your email account, please stop by the IT Commons located on the 1st floor of the library.

MAILBOXES

Student Organization's Name
1201 Locust Ave.
Suite 300 Colebank Hall
Fairmont, WV 26554

Assign an officer mail box duty. When an organization disbands or no longer requires a mail box, notification should be given to the OSA. Mail delivery continues during the summer semester. Please don't forget to check your box during that time. Boxes are for organization use only and no personal mail should be addressed to the box. Officers should empty the box several times a week. If a box has not been emptied for an extended period of time an email notice will be given to the organization to empty the box within one week. After that time, if no action has been taken by the organization, an email will be sent to the officers and advisor notifying the organization the mail box will be closed in one week if no action is taken by the organization. All mail will be returned to the sender.

RSO'S COMMUNICATIONS

To assist RSO's in communicating with one another, the OSA currently provides two main forms of communications.

ADVISORY COUNCIL MEETINGS:

These meetings will be held (2) times during the Fall and Spring semesters. RSO's are required to send one representative. (2) unexcused absences will result in the RSO going inactive for the duration of the semester and until the RSO reregisters during the next registration period. The times and dates will be posted and sent out in the beginning of the semester. During this meeting information and updates will be provided that RSO's need to be made aware of. RSO's will also have the opportunity to communicate information that they wish to pass onto other RSO's regarding events, activities and co-sponsorship opportunities.

OSA COMMUNITY BULLETIN BOARD:

The OSA has provided RSO's with a bulletin board that is only for them to post notifications or other communications that relate to their organizations. **This bulletin board is located in the OSA, above the RSO mailboxes on the 3rd floor of Colebank Hall.**

CODE OF CONDUCT AND CAMPUS POLICIES

NONDISCRIMINATION POLICY

Fairmont State University and Pierpont Community & Technical College neither affiliates knowingly with nor grants recognition to any individual, group, or organization that has policies in place or takes action that discriminates on the basis of race, color, gender, sex, sexual orientation, gender identity, gender expression/association, national origin, age, height, weight, religion, creed, genetic information, disability or veteran's status, as identified and defined by law in employment, admissions, and educational programs and activities.

WEST VIRGINIA STATE HAZING POLICY

Chapter 18. Education.

Article 16. Antihazing Law.

§18-16-2. Definitions.

(a) "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

§18-16-4. Enforcement by institution.

(a) *Antihazing policy.* -- The University of West Virginia board of trustees created pursuant to article two, chapter eighteen-b of this code and the board of directors of the state college system created pursuant to article three of said chapter shall by the first day of August, one thousand nine hundred ninety-five, promulgate guidelines for antihazing policies.

(b) *Enforcement and penalties.*--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include recession of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Punishment: Misdemeanor

Fine of \$100 - \$1,000 or confinement to jail, not more than 9 months, or both fine and imprisonment. (§18-16-3)

FSU / PC&TC HAZING POLICY

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.

Hazing may be defined as follows:

- To subject to cruel horseplay
- To harass or punish by the imposition of disagreeable tasks
- To frighten, scold, beat, or annoy by playing abusive tricks upon an individual

Fairmont State University prohibits any action, which subjects a new member, initiate, or member of a student organization to activities, which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiations, and informal activities.

Hazing may also include but is not limited to any brutality such as:

- paddling
- whipping
- forced calisthenics
- exposure to the elements
- forced consumption of any food, liquor, or other substance
- or any other forced physical activity which could adversely affect the physical health or safety of the individual

and shall include any activity which would subject the individual to extreme mental stress such as:

- sleep deprivation
- forced exclusion from social contact
- forced conduct which could result in extreme embarrassment or adversely affect

Students involved in hazing activities are subject to institutional disciplinary action and criminal prosecution.

SEXUAL MISCONDUCT POLICY

Notice of Non-Discrimination

FSU/PCTC is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.

The FSU/PCTC Policy for Sexual Misconduct and Harassment (“Sexual Misconduct Policy”) applies to all applicants, students, faculty, administrators’ staff, guests and third parties.

Furthermore, the institutions forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Human Resources Director has been designated to handle discrimination or harassment inquiries concerning the non-discrimination policy.

Title IX of the Educational Amendments of 1972 provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy

Policy Statement – Sexual Misconduct

Discrimination on the basis of sex or gender to include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment is a violation of The Sexual Misconduct Policy and will not be tolerated by the institutions. Furthermore, the institutions forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator.

FAIRMONT STATE UNIVERSITY SEXUAL HARASSMENT POLICY

TITLE: SEXUAL HARASSMENT

SECTION 1.

GENERAL

1. SCOPE

This rule defines sexual harassment and sex and gender discrimination and provides guidelines for filing complaints regarding sexual harassment and sex and gender discrimination.

2. AUTHORITY

This policy complies with federal, state and local laws and regulations. Specifically, this policy upholds: West Virginia Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education’ Office for Civil Rights; Title VII of the Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); Applicable federal court decisions. This policy replaces policies 09, “Sexual Harassment,” and 42, “Consensual Romantic or Sexual Relationships.”

3. INVESTIGATION AND RESOLUTION

All alleged violations of this policy will be promptly, thoroughly and impartially addressed using the Fairmont State University Title IX Investigation and Resolution Procedures.

4. EFFECTIVE DATE May 1, 2017, or upon passage

SECTION 2. POLICY

It is the policy of the Fairmont State University Board of Governors to maintain a work and educational environment free from all forms of sexual harassment and sex or gender discrimination of any employee, applicant for employment, student, guest or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Fairmont State University to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects and prevent its recurrence once the institution receives notice of sexual harassment or sex or gender based discrimination.

SECTION 3. DEFINITIONS

1. SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator, Title IX Investigator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Romantic or sexual relationships between a faculty member and current student, or between a supervisor and employee or between two people where one has authority or power over the other are by their nature discriminatory and are prohibited.

Exceptions are recognized for employees or students in established marriages, partnerships or relationships.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in an employee's office or on the exterior of a residence hall door
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.

- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

any intentional sexual touching, however slight, with any object, by a person upon another person, that is without consent and/or by force¹.

Sexual Contact includes:

- o Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or ¹The use of force is not “worse” than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional assaultive behavior.
- o Any other intentional bodily contact in a sexual manner.

3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse however slight, with any object, by a person upon another person, that is without consent and/or by force².

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual
- Exploitation

5. ADDITIONAL APPLICABLE DEFINITIONS:

Consent:

- Consent is:
 - o clear, and
 - o knowing, and
 - o voluntary, affirmative and conscious,

- words or actions,
- that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy.]
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).
- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
- For reference to the pertinent state statutes on sex offenses, please see Appendix.

6. RELATED MISCONDUCT OFFENSES (WILL FALL UNDER THIS POLICY WHEN SEX OR GENDER-BASED)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
 - Repeated and/or severe
 - Aggressive behavior
 - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other:
 - A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.

- An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
- A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
- Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
- Stalking
 - Repetitive and menacing,
 - Pursuit, following, harassing, and/or interfering with the peace and/or safety of another.
 - Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

7. RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of University policy.

SECTION 4. SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in [as appropriate] the Student Handbook, <http://www.fairmontstate.edu/files/institutionalforms/formrepo/2016-2017%20Student%20Handbook.pdf>; the Faculty Handbook, <http://www.fairmontstate.edu/files/institutionalforms/formrepo/16-17%20Faculty%20Handbook.pdf>; and the Staff Handbook, <https://www.fairmontstate.edu/publications/campushandbooks/employeehandbook.pdf>.

The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

1. STUDENT SANCTIONS (LISTED BELOW AND DEFINED IN STUDENT HANDBOOK)

Warning
 Probation
 Suspension
 Expulsion
 Withholding Diploma
 Revocation of Degree
 Transcript Notation
 Organizational Sanctions
 Other Actions

2. EMPLOYEE SANCTIONS (LISTED BELOW AND DEFINED IN FACULTY AND EMPLOYEE HANDBOOKS)

Warning – Written or Verbal
 Performance Improvement Plan
 Required Counseling
 Required Training or Education
 Demotion
 Loss of/Ineligibility for Raise or Pay Increase
 Suspension without Pay
 Suspension with Pay
 Revocation of Tenure
 Termination

3. SANCTIONING FOR SEXUAL MISCONDUCT

Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging

from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*

Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

SECTION 5. ADDITIONAL POLICY PROVISIONS

1. ATTEMPTED VIOLATIONS

In most circumstances, the University will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

2. FALSE REPORTS

The University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* and the Faculty and Staff handbooks to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

3. AMNESTY FOR VICTIMS AND WITNESSES

The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

3. PARENTAL NOTIFICATION

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or

drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

SECTION 6. REPORTING AND FILING COMPLAINTS

1. REPORTING REQUIREMENTS

All University employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate University officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at the University:

2. CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional psychologists, counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocate
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

3. MANDATORY REPORTING

All University employees have a duty to report sexual harassment or discrimination of which they become aware, unless they fall under the “Confidential Reporting” section below. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal University action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, Title IX Investigator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting

party has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will also be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy

Reports or complaints may be filed with, as appropriate, the Title IX Coordinator or Title IX Investigator. Reports can be made via email, phone, in writing or in person. Reports may also be made online at <https://www.fairmontstate.edu/adminfiscalaffairs/humanresources/title-ix-information-report-sexual-discrimination-assault-or-misconduct>.

TITLE IX COORDINATORS

The Title IX Coordinator oversees the University's compliance with Title IX, including the resolution process described in the *Title IX Investigation and Resolution Process*.

Inquiries about and reports regarding sexual harassment issues and/or these procedures may be made internally to:

Dr. Jack Kirby, Title IX Coordinator for Fairmont State University:

Associate Provost's Office

Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554
304.367.4832

jack.kirby@fairmontstate.edu

or, for Pierpont:

Cindy Curry, Title IX Coordinator for Fairmont State University:

HR Office

324 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554
304.367.4386

cindy.curry@pierpont.edu

Jessica Kropog-Furgason, Chief Title IX Investigator for Pierpont:

Public Safety
Falcon Center
1201 Locust Avenue
Fairmont, WV 26554

Jessica.Kropog@pierpont.edu

Individuals may also contact the Department of Education's Office for Civil Rights, who oversees enforcement of Title IX:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Phone: (877) 521-2172

Fax: (202) 453-6012
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Employees may also contact the Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>
U.S. Equal Employment Opportunity Commission
Pittsburgh Area Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 412-395-5902, Fax: 412-395-5749

SEXUAL MISCONDUCT AND OTHER IMPORTANT DEFINITIONS

FSU/PC&TC reaffirms its commitment to a campus community free from sexual misconduct in all of its forms. This commitment involves continuing efforts to eliminate all forms of harassment, sexual misconduct, and interpersonal violence. These efforts include education and preventative programming, personnel training, establishment of procedures which ensure the protection of individual rights, and resources for those who believe they have experienced such conduct. Sexual misconduct may occur across a broad spectrum and between persons of the same or opposite sex. The institutions prohibits all variations of sexual misconduct.

The following is a non-exhaustive list of prohibited sexual misconduct, as well as important definitions.

Sexual Harassment

Sexual Harassment includes “sex-based harassment” and “gender-based harassment” and is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Unwelcome Conduct

Conduct is considered “unwelcome” if a person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Hostile Environment

Hostile Environment exists when sexual harassment/misconduct is sufficiently serious to deny or limit a person’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in the College’s programs or activities. The College will work to make a reasonable determination if a hostile environment exists.

Quid Pro Quo Harassment

Quid Pro Quo Harassment may occur when anyone in a position of power or authority over another uses any academic or supervisory reward to subject such other person to unwanted sexual attention or subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances,

requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

1. Submission by an individual is made either as an explicit or implicit term of condition of employment or of academic standing; or
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

Sexual Assault

Sexual Assault involves actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which consists of penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault can be committed by persons of the same sex as well as those of the opposite sex.

Students, faculty members and staff members should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault.

Sexual Exploitation and Intimidation

Sexual Exploitation and Intimidation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples could include prostitution, recording and/or distributing and/or viewing of images/audio of another person without their consent, and voyeurism. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Students, faculty members and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be (or may become) a violation of the Sexual Misconduct Policy.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Domestic and Intimate Partner Violence

Domestic and Intimate Partner Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

Dating Violence

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim; and, whereas the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

Consent

Consent is knowing, voluntary, and clear permission to engage in sexual activity or contact. Each party is responsible for making certain consent is given and continued throughout the encounter. A person can withdraw consent at any time, through words or actions. Silence or absence of resistance does not constitute consent. Past consent does not confirm future consent; consent to specific activity does not imply consent to other activity; and consent with one person does not constitute consent with another person. Current or past relationships do not sufficiently constitute consent. Texas State law requires persons be 17 years of age to give consent. Consent cannot be given if force or threat of force has been used to coerce sexual activity or if a party is incapacitated.

Incapacitation

A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Such reasons for incapacitation include the use of drugs or alcohol either voluntarily or involuntarily, being asleep or unconscious, or an intellectual or other disability that prevents a party from having the capacity to consent. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

False Accusations

A false complaint of sexual misconduct can place a permanent stigma on a member of the Fairmont State University and Pierpont Community & Technical College community, regardless of the outcome of an investigation. Therefore, false accusations are prohibited and are violations of College policy. The College reserves the right to redress through appropriate College protocol any complaint, accusation, or testimony found through an investigation to be brought in bad faith or knowingly false. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

Retaliation

Retaliation is defined as any adverse action taken against a person either bringing a complaint of misconduct or accused of misconduct. Retaliation could include, but is not limited to, threats, intimidation, coercion or discriminatory action. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited, and will not be tolerated. Retaliation against those accused of sexual misconduct is also prohibited.

CONFIDENTIALITY

FSU/PCTC is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the institutions to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the institution's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the campus community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

CREATING A CONSTITUTION AND BYLAWS FOR REGISTERED STUDENT ORGANIZATIONS

What is a constitution?

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

Why are RSO's required to have a Constitution?

A student organization constitution:

- Clarifies the purpose of the organization and outlines the basic structure of the organization
- Provides the cornerstone for building an effective organization/group
- Allows members and potential members to have a better understanding of what the organization is all about and how it functions.

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

Why are student organizations required to have Bylaws?

Bylaws, can be helpful in the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the provisions contained in the constitution and can be changed more easily as the needs of the organization change.

Creating a Constitution and Bylaws

A constitution and bylaws typically have the following items. Feel free to use the checklist below and the sample constitution and bylaws that follow to assist you in developing your own.

Constitution Checklist

- ___ Article 1 – Name of organization
- ___ Article 2 – Purpose of organization
- ___ Article 3 – Authority
- ___ Article 4 – Membership
- ___ Article 5 – Officers
- ___ Article 6 – Meetings
- ___ Article 7 – Campus Advisor
- ___ Article 8 – Finances
- ___ Article 9 – Discipline
- ___ Article 10 – Amendments and Ratification

Bylaws Checklist

- ___ Article 1 – Officers
- ___ Article 2 – Powers and duties of officers
- ___ Article 3 – Qualifications to hold office

- __ Article 4 – Elections
- __ Article 5 – Executive Board/Committee
- __ Article 6 – Campus Advisor(s)
- __ Article 7 – Meetings/Voting
- __ Article 8 – Special Committees
- __ Article 9 – Finances
- __ Article 10 – Discipline of Members
- __ Article 11 – Dissolution
- __ Article 12 – Non-Hazing Clause
- __ Article 13 – Impeachment
- __ Article 14 – Vacancy of Office
- __ Article 15 – Amendments

SAMPLE CONSTITUTION

CONSTITUTION

[Name of Organization] at

Fairmont State University and Pierpont Community & Technical College

ARTICLE I NAME

Section 1 The name of this organization shall be the [Name of Organization] at FSU / PC&TC [Optional: Include chapter designation if part of a national organization and/or the organization's founding date]

ARTICE II PURPOSE

Section 1 The purpose of this organization is to [insert organization's mission or purpose statement].

ARTICLE III AUTHORITY

Section 1 This organization is a recognized student organization at FSU / PC&TC and adheres to all campus policies as set forth in the *FSU/PC&TC Code of Student Conduct and the Student Organization Handbook*..

Section 2 [If applicable]: This organization is affiliated with [Name of National or Affiliated Organization] and adheres to the [National of Affiliated Organization Bylaws or Governing Document(s)].

Section 3 This organization will establish bylaws to govern administrative and procedural matters (such as time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

ARTICLE IV MEMBERSHIP

Section 1 Membership in the organization shall be open to those regularly-enrolled FSU / PC&TC students who [State eligibility criteria or qualifications for membership].

Section 2 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age,

gender, gender identity, marital status, citizenship, sexual orientation, or disability.

- Section 3** [Optional]: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated requirements and privileges.
- Section 5** [Optional]: Membership in some organizations is by invitation. If this applies, indicate who is authorized to extend an invitation to join and, the selection process and vote required.
- Section 6** [Optional]: Some organizations have a probationary period for new members before they become full members. If this applies, state the length of the probationary period, privileges and voting rights of probationary members, requirements and process to obtain full membership, the process and vote required to dismiss a probationary member, and the vote required to obtain full membership.

Article V OFFICERS

- Section 1** The officers of the [insert name of student organization] shall be a PRESIDENT, VICEPRESIDENT, SECRETARY AND TREASURER [Optional]: insert the name of additional officer's if there are more or change the name to make them reflect what the organization will call them.
- Section 2** In order to run for office in in the [insert name of student organization], members must have a minimum cumulative grade point average (C.G.P.A) of 2.25.
- Section 3** While in office officers must maintain a 2.0 C.G.P.A. and must not have below 2.0 for more than one semester.
- Section 4** Officers must be a matriculated student and be in good standing with his or her college.
- Section 5** All officers serve for a term of ONE (1) YEAR or until their successors shall be duly elected and qualified.
- Section 6** Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate student maintaining a 2.3 C.G.P.A, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall he elected.

Article VI MEETINGS

- Section 1** Regular meetings shall be held [insert when meeting times; i.e. weekly, bi-weekly, monthly] during the academic year.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- Section 3** [Optional]: Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. [Note: Organizations may choose to have a lower quorum, such as one-third, or a specific number of members.]

Section 4 Members must be present to vote.

Section 5 In order to vote a member must be in good standing. *[State what constitutes "good standing." This may include payment of dues, meeting attendance requirement, academic requirement, etc. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]*

ARTICLE VII CAMPUS ADVISOR(S)

Section 1 The [insert student organization name] shall have a Campus Advisor who will be a full-time FSU / PC&TC faculty, staff, or administration member. The advisor will fulfill the responsibilities specified in the Advisor Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE VIII FINANCES

Section 1 [Optional]: Membership dues shall be [insert amount, i.e. \$XX per semester or year].

Section 2 [Optional]: Dues shall be paid by [Specify due date, such as "second week of each semester."]

Section 3 [Optional]: Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 4 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE IX DISCIPLINE OF MEMBERS

Section 1 All members of the [insert organization name] are expected to uphold the rules and regulations of the FSU/PC&TC Student Code of Conduct and adhere to the policies and procedures set for in the FSU/PC&TC Student Organization Policies.

Section 2 Members that violate the Student Code of Conduct and Student Organization policies may face disciplinary action.

ARTICLE V AMENDMENTS

Section 1 Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional] : The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Constitution amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to this constitution must be submitted to the Office of Student Activities within two weeks after adoption.

Bylaws

[Name of Organization] at

Fairmont State University and Pierpont Community & Technical College

Section I **The officers of the [insert student organization name] shall be the:**

- a. [insert titles of officer]
- b. [insert titles of officer]
- c. [insert titles of officer]
- d. [insert titles of officer]

Section II **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the organization. The President shall participate in the yearly President's Training offered by the Student Life Office.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.
- e. **[Optional]: List duties of any additional elected or appointed officers**

Section III **Qualifications necessary to hold office in the [insert name of the organization] are as follows:**

- a. The Office of Student Activities policies require that to be eligible for office, candidates must be in good academic and disciplinary standing and regularly enrolled students at the FSU/PC&TC. Additionally, students must have at least a 2.25 C.G.P.A. to be eligible to hold an office.
- b. No member may hold more than one office. No member may serve more than two years in the same office.

Section IV **Elections**

- a. Elections are held near the end of spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

- b. Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- c. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.
- d. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

Section V Executive Board/Committee

- a. The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- b. The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- c. The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

Section VI Campus Advisor

- a. The advisor shall fulfill the responsibilities specified in the Advisors Handbook provided by the Office of Student Activities. Advisors shall serve on an academic year basis or until their successor has been selected.

Section VII Meetings and Voting

- a. Regular meetings shall be scheduled [insert day if you know it, otherwise just say during the academic year] during the academic year.
- b. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- c. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.
- d. Members must be present to vote. Absentee or proxy voting is not permitted.
- e. In order to vote a member must be in good standing. [State what constitutes "good standing." This may include payment of dues, meeting attendance requirement, academic requirement, etc. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]

Section VIII Special Committees

a. [OPTIONAL]: IF YOU HAVE SPECIAL COMMITTEES, LIST THEIR NAMES AND DUTIES; OTHERWISE DELETE THE FIRST LINE AND LEAVE THE LAST TWO].

b. Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

c. The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

Section IX Finances

a. [Optional/if applicable]: Membership dues shall be [\$XX per semester or year].

b. [Optional/if applicable]: Dues shall be paid by [Specify due date, such as "second week of each semester."]

c. [Optional/if applicable]: Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

d. Occasionally the [insert name of organization] may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.

e. Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

Section X Discipline of members

a. When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with either the Campus Adviser or the Coordinator of Student Activities.

b. If warranted, a written charge may be filed with the Coordinator of Student Activities. The Coordinator of Student Activities shall review the charge(s) and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Coordinator of Student Activities work with the Executive Committee to determine if any sanctions are warranted. Possible sanctions may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or other corrective remedies.

Section XI Dissolution

a. Upon the dissolution of the [insert student organization name] for any reason, all work, funds, and property controlled by the organization will be (action that will be taken).

Section XII Non-Hazing Clause

a. The laws of the state of West Virginia concerning hazing shall be observed.

b. Hazing shall be defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or

persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

- c. Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:
 - I. Any activity that creates a substantial risk of physical or mental harm.
 - II. Paddling, beating, or hitting individuals.
 - III. Wearing anything designed to be degrading or to cause discomfort.
 - IV. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
 - V. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

Section XIII Impeachment

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

- a. Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
- b. Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- c. Memberships shall be notified at least one week prior to removal vote meeting.
- d. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- e. Removal from office shall require a vote of 2/3 of all voting members.

Section XIII Vacancy of Office

- a. In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- b. The President shall call for an election within fourteen days after vacancy of any office.
- c. Elections shall be conducted as stated in the bylaws.

- d. Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

Section XV Amendments

- a. Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional]: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
- b. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c. A copy of any amendments to these bylaws must be submitted to the Office of Student Activities within two weeks after adoption.

These bylaws were adopted on [insert date that you make edits] and most recently revised on [insert date of latest edits].