Registered Student Organization Binding Agreements

Revised: 10/17/2012

Table of Contents
Section 1 Membership ........................................................................................................................................... 1
Section 2 Leadership & Advisor .......................................................................................................................... 1
Section 3 Meetings .................................................................................................................................................. 2
Section 4 Elections .................................................................................................................................................. 3
Section 5 Duties of the Officers ........................................................................................................................... 3
Section 6 Event & Program Planning ..................................................................................................................... 4
Section 7 Budget .................................................................................................................................................... 4
Section 8 Names, Identifiers and Social Media ...................................................................................................... 5
Section 9 Validation of RSO Registration ................................................................................................................ 5

Section 1 Membership

1.1 Membership must be open to any currently enrolled students regardless of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status.
1.2 RSOs may allow for participation by non-FLC persons; however, non-FLC persons may not be members of RSOs or hold any title connecting them to an RSO.
1.3 Only currently enrolled Fort Lewis College student members are eligible to be members and vote in the RSO.

Section 2 Leadership & Advisor

2.1 There shall be four elected officers for an RSO. Its leadership structure and titles are left to the discretion of the organization members
2.2 All officers must be currently enrolled FLC students in good academic and disciplinary standing (i.e., not on probation). If any current officers become ineligible due to changes in his/her academic or disciplinary standing, it is the responsibility of the officer to notify the Leadership Center Director within five business days. A failure to do so will result in removal of officer and RSO will be provided with two weeks to elect a new officer.

2.3 If for some reason the President cannot be present to preside over a meeting, the Vice President or the equivalent shall take his/her place at the meeting. If the President misses three consecutive meetings, the Vice President shall then become the President for the remainder of the year, and a new Vice President shall be elected at the fourth meeting that the original President has missed. If any of the other officers miss three consecutive meetings, a new officer shall be elected to fill this office at the fourth meeting that the original officer has missed.

2.4 Any changes made in the RSO leadership, specifically changes in faculty/staff advisors and officers or changes in the roles of the existing officers, an Officer Update Form must be filed at The Leadership Center within five business days. Failure to maintain a current, accurate RSO officer list with The Leadership Center may result in sanctioning the RSO.

2.5 RSOs must select an advisor who is a currently employed FLC faculty or staff member. Non-FLC persons are not eligible to be advisors. An advisor shall be selected in the winter term of each year to serve as an advisor for the upcoming/subsequent academic year. Failure to do so may result in sanctioning the RSO.

2.6 Only currently elected officers and current FLC advisor as listed on RSO Registration Form may represent the RSO in working with FLC offices and non-FLC organizations. Any agreement, commitment, or contract made by others on behalf of a RSO will not be honored.

Section 3  Meetings

3.1 All RSOs shall establish frequency of meetings. There must be at least one meeting every thirty calendar days while the college is in session from September to April.

3.2 All meetings must have quorum to conduct official business. A quorum shall consist of one more than half the voting members of the RSO.
3.3 Minutes for every meeting should be submitted to the ASFLC Financial Allocation Board (FAB) Director within five business days of the meeting. Failure to submit a minimum of three RSO minutes per semester will result in revocation of ½ of the FAB allocation for the following semester and forfeiture of the ability to apply for grants. If this requirement is not met for two (2) consecutive semesters, the RSO will be deemed as dissolved.

3.4 RSOs are required to attend six RSO President/Officer meetings during the academic year. The dates of these meetings will be provided by The Leadership Center staff by the end of the second week of class. Failure to attend these required meetings will result in a loss of funding or other sanctions, including the dissolution of the RSO.

Section 4   Elections

4.1 In order to run for an officer position, a person must be nominated by a member of the RSO. The nominee who receives the most votes for that office shall become the officer.

4.2 The terms of office for all officers shall be one year.

4.3 All RSOs shall elect officers in the winter term. New officers shall take office no later than the last day of classes in the winter term for the upcoming academic year. Failure to do so will result in the sanctioning or dissolution of the RSO.

Section 5   Duties of the Officers

5.1 The duties of the President or the equivalent shall be to preside over all regular meetings, to appoint committees and committee members, and to see that all matters concerning the RSO are carried out correctly. In addition, the President will serve as the official representative of the RSO and will have signature authority. This signature authority does not include contracts with non-FLC entities. The President will also be the official point of contact for the RSO.

5.2 The duties of the Vice President shall be to preside over the meetings whenever the President is not present and to serve in any role designated by the President.

5.3 The treasurer is the RSOs official custodian of money and trustee of the account, and must be able to explain the budget to all members. The treasurer has signature authority on behalf of the RSO on FLC documents such as Check Request Forms, etc. This signature authority does not include contracts with non-FLC entities.
5.4 The secretary shall maintain the records of an organization and assist with taking minutes of all meetings. The secretary shall maintain accurate written records and submit as required to the FAB Director.

5.5 The RSO President plus another officer must attend the RSO President/Officer Meetings, to be organized by The Leadership Center and FAB.

5.6 Be knowledgeable of all policies and procedures governing RSOs.

Section 6  Event & Program Planning

6.1 If local businesses will be solicited for a fundraising event, an RSO must submit a Fundraising Authorization Form to the Executive Director of the Fort Lewis College Foundation, 2300 Berndt Hall, for approval prior to solicitation. The form is available on the Leadership Center website.

6.2 FAB grant requests for a past event or program will not be accepted.

6.3 Agreements/contracts for speakers, entertainers, off-campus facility rentals, etc. that require a signature must be reviewed and signed by the Director of the Leadership Center. Student or FLC advisor representatives of an RSO are not authorized to enter a contract or a promise for a contract, whether it is verbal or written, with any parties. Violation of this policy may result in the immediate suspension of the RSO involved. The person(s) who signed the agreement/contract will be personally liable and responsible for the contract.

6.4 The use of any copyrighted or trademarked work without the expressed written permission from the copyright/trademark holder is strictly prohibited. Any materials using unauthorized copyrighted or trademarked work will be immediately confiscated by The Leadership Center and destroyed without exception. The violator will be personally liable for the violation.

Section 7  Budget

7.1 RSOs shall follow the guidelines set forth in the current ASFLC Financial Policies and Procedures, ASFLC Bylaws and Constitution, and FAB Bylaws regarding budgetary procedures.

7.2 RSOs are prohibited to purchase alcohol or tobacco with any non-Foundation funds at all times.
7.3 All of the forms necessary for financial transactions (i.e. purchasing goods, transferring money, etc.) are available via the Leadership Center website.

7.4 RSOs receiving funds from FAB shall budget their spending over a period of two terms.

7.5 Student Activity Fee monies may not be deposited in the Fort Lewis College Foundation account.

7.6 RSOs shall not maintain financial accounts off campus.

Section 8  Names, Identifiers and Social Media

8.1 RSOs shall only use their registered name, as shown on the registration form. If an RSO wishes to change their name, then they must submit a change of name form and receive approval from the director of the Financial Allocation Board with approval of the Leadership Center. RSOs may not have more than one name, and RSO’s may submit a change of name form with an amended name no more than once a semester.

8.2 All official RSO communication must be done using an FLC email account.

Section 9  Validation of RSO Registration

9.1 To confirm validation, it is required that the advisor and the four officers of the registered student organization bear witness to an electronic signature, confirming their acknowledgement of the registration and the binding agreements, and be signed by the FAB Chair, the Director or Assistant Director of the Leadership Center and the ASFLC Vice President.