

Registered Student Organization Packet 2016-2017

University of Arkansas

Instructions/Checklist for New RSOs

1. Create an entry for your organization in the RSO online database at <https://rsodatabase.uark.edu/Create>. Your officers must be registered full-time for classes before you can update them in the system. In addition they must meet the other co-curricular requirements (2.25 cumulative GPA and no conduct record). If you attempt to add an officer and receive a message that the person is not eligible, make a note on your paperwork. We will check the person's status and notify him or her if there is anything further we need.
2. Email your RSO's constitution to rso@uark.edu. Guidelines and a sample constitution can be found at <http://osa.uark.edu/rso>.
3. Fill out this registration packet and return it to the Office of Student Activities (ARKU A665). Packet may be submitted at any time in the year for new RSOs.
4. Complete Officer Orientation within four weeks of submitting your RSO paperwork.
 - a. Contact the Office of Student Activities to schedule an Officer Orientation with one of our RSO staff. You can email rso@uark.edu, visit the OSA Office, Union A-665 or call (479)575-5255 to schedule this meeting.
 - b. Two officers must attend the Officer Orientation.
 - c. Officer Orientation is a mandatory component of your registration
5. If you need to edit your RSO after creating it, the link will be <https://rsodatabase.uark.edu/Manage>.
6. Remember to re-register your organization during the April 15-September 15, 2017 window to be active for the 2017-2018 academic year

Please note: If any officers or advisors change after you submit the registration packet, simply update your RSO's online database and submit an Officer Update Form at any time with signatures of the updated officers. Your RSO will be in "Officer Change Pending" status until the update form is received and processed.

BENEFITS OF REGISTRATION

According to University policy, student groups must be registered in order to:

- Use University facilities
- Be listed in University publications, websites and newsletters
- Use the University name in publicity and press releases
- Use University logos and trademarks (limited, with prior approval)
- Apply for and expend University funds as distributed through the Associated Student Government
- Apply for and occupy office space in a University building
- Participate in university programs as an organization
- Participate in any information fairs
- Apply for University recognition for organizational achievement
- Conduct fundraisers on campus (with prior approval)
- Reserve meeting space on campus
- Utilize organizational emails, websites and listservs
- Obtain locker or mailbox space through the Office of Student Activities

Additionally, the Office of Student Activities works closely with our Registered Student Organizations, offering trainings, workshops, event consultations, a resource room, an RSO meeting space, informational listservs, and other helpful tools.

RSO Requirements 2016-2017

A Registered Student Organization must:

- Have a President and a Treasurer
- Have a total of at least 6 members (may include officers)
- Have a faculty or staff advisor from the University of Arkansas
- Be comprised entirely of University of Arkansas students
- Follow the Code of Student Life located at handbook.uark.edu
- Adhere to the RSO Compliance and Non-Discrimination Policy
- Re-register every year during the April 15-September 15 Registration Window

RSO Officers must:

- Maintain at least a 2.25 cumulative GPA
- Be enrolled full-time (12 credits for undergraduates, 6 credits for graduate students)
- Not be on academic or disciplinary probation
- Have 2 officers per year complete Online Officer Orientation and earn a score of at least 80% each on the online quiz

For purposes of co-curricular eligibility requirements, an *officer* is defined as anyone in an elected or appointed position. See <http://handbook.uark.edu/code-of-student-life/student-organizations/cc-participation.php> for more information.

RSO Members must:

- Be enrolled in at least one class at the University of Arkansas

I have read and understand these requirements for Registered Student Organizations at the University of Arkansas.

RSO President Signature

Date

Name of Your RSO (please no abbreviations)

*Please note: If any officers or advisors change after you submit the registration packet, simply update your RSO's online database and submit an Officer Update Form at any time with signatures of the updated personnel. Your RSO will be in "Officer Change Pending" status until the update form is received and processed. ** Please note: The Officer Update Form is not a substitute for the yearly registration packet you must complete!*

RSO Compliance and Non-Discrimination Statement

As President and authorized representative, acting for and on behalf of the registered student organization listed below:

- I acknowledge that this organization is responsible for conducting its activities in accordance with all applicable federal, state, and local laws and University policies, and that failure to do so may lead to sanctions against the organization, including but not limited to suspension or termination of my organization's recognition by the University and/or loss of University benefits.
- I acknowledge that it is the policy of the University of Arkansas, Fayetteville to promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.
- I further acknowledge that it is the policy of the University of Arkansas, Fayetteville, to prohibit discrimination on the basis of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation, or any other grounds prohibited by federal or state law or University policy. Accordingly, no student may be excluded from membership or leadership in a registered student organization on the basis of his or her age, disability, ethnic origin, marital status, race, gender (unless exempt under Title IX), religion, or sexual orientation, provided, however, that registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.
- I acknowledge that all events funded from University sources must provide equal participation opportunity to all students.
- Except as otherwise permitted by the United States Constitution, the Arkansas Constitution, or other applicable law, I acknowledge that any actions of my student organization that violate the University's non-discrimination policy may lead to sanctions against the organization, including but not limited to suspension or termination of my organization's recognition by the University and/or loss of University benefits.
- I have read and understand the obligations and responsibilities for registered student organizations outlined in the Student Handbook.

Registered Student Organization Name

Date

President's Signature

President's Printed Name

New RSO Advisor Information 2016-2017

Faculty and staff members at the University of Arkansas may serve as RSO advisors, with the exception of graduate assistants. Graduate Assistants can serve as advisors, if their job description requires them to do so. A full description of expectations and resources for advisors may be found at osa.uark.edu/rso.

- **New RSOs** may register at any time and have **four weeks from the date they submit paperwork to complete the registration process including two officers completing officer orientation with an OSA staff member.**

RSO Name (please no abbreviations): _____

Primary Advisor Name: _____ Department: _____

UARK Email Address: _____ Office Phone: _____

Primary Advisor Signature: _____ Date: _____

Secondary Advisor Name: _____ UARK Email: _____

Secondary Advisor Signature: _____ Date: _____

(Secondary advisor is optional, but if you have one he or she must sign above in order to be listed in the RSO database.)

What leadership/ presentation topics would you like us to offer through the Advisor Development Series?

Questions, Comments, and Suggestions for the Office of Student Activities:

Thank you for your service as an RSO Advisor!

New RSO Information 2016-2017

Name of RSO (as listed in the online database): _____

Please add this information in the RSO database when you create the organization prior to turning in your paperwork.

By signing below, you give permission to the Office of Student Activities to use your student ID number to check your GPA, hours, and disciplinary status for eligibility.

Please list your RSO officers/members. You must have a minimum of six people listed (this can include officers and members). Every officer needs to be listed and must sign this form. If you need additional space use the back of this page or another sheet of paper. (All officers must sign, but the only required positions are president and treasurer. If someone is not an officer, simply list "member" in the "position" field.)

*** Signatures required on this form: All officers, and enough members to total 6 signatures. ***

For purposes of co-curricular eligibility requirements, an *officer* is defined as anyone in an **elected or appointed position**. See <http://handbook.uark.edu/code-of-student-life/student-organizations/cc-participation.php> for more information.

Required positions:

President (required): _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

Treasurer (required): _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

Additional officers/members (minimum 4 additional individuals; must include all officers; continue on back if needed)

Name: _____
 Position: _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

Name: _____
 Position: _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

Name: _____
 Position: _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

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Name: _____
 Position: _____
 UARK Email: _____@uark.edu
 Student ID Number: _____
 Signature: _____

For Office Use Only:				
Completed Officer Info Sheet	<input type="checkbox"/>	Signed Compliance and Non-Discrimination Statement		
Officer Orientation: 1	2	Constitution	Advisor Info Sheet	Added to Listserv