

**EASTERN
ILLINOIS
UNIVERSITY**



**RSO
Informational
Booklet**

EASTERN ILLINOIS UNIVERSITY

REGISTERED STUDENT ORGANIZATION BOOKLET

Registration of a student organization results from compliance with the requirements and conditions as outlined in this ***RSO Registration Booklet***. Student Organizations that choose to register must complete the registration process with the Student Life Office, in order to exercise the privileges accorded student organizations by the University.

WANT TO FORM A STUDENT ORGANIZATION?

WHO NEEDS TO “REGISTER”?

Yes, annually all student organizations must register with the Student Life Office to maintain active status at EIU. Student organizations seeking *re-registration* must complete the registration materials. EIU students interested in forming a “new” student organization must contact the **Student Life Office, Room 3065, MLK Jr. Union, 581-3829** and pick-up the necessary registration materials. Registration forms, policies and procedures are available on-line at www.slo~eiu.edu

HOW TO REGISTER OR RE- REGISTER

An EIU student interested in registering a new student organization will need to complete and return the *Registered Student Organization Form*. The annual registration process takes place August 30 – September 30. However, student organizations can register anytime throughout the academic year.

REQUIREMENTS TO REGISTER AS A STUDENT ORGANIZATION

The student organization seeking registration status must submit the following materials to the Student Life Office: **1.) Name(s) of EIU faculty/staff advisor(s); 2.) the entire completed registration form (four copies); 3.) The organization’s current constitution and by-laws, and 4.) the names of (10) EIU student members and officers.**

APPROVAL PROCESS FOR A “NEW” STUDENT ORGANIZATION

Upon completion and return of the registration forms, the Student Life Office will review and process the forms for approval by the EIU Student Senate. Within 1-2 weeks of receiving the Registered Student Organization form, the EIU Student Senate will notify the organization’s representative of its’ approval or denial as a new student organization. Once a “new” student organization receives registration status, it is immediately granted the privileges and benefits afforded registered student organizations. Registered student organizations maintain their active status for one academic year and as long as an organization annually completes the re-registration process.

BASIC STEPS TO GETTING STARTED

Getting started on the right foot will make your organization run more smoothly. The following guidelines give you step-by-step procedures for establishing a new student organization. Follow them carefully, and feel free to ask questions. Any staff member in the Student Life Office can provide you with the assistance you need.

STEP ONE: Selecting Members and a Faculty/Staff Advisor

All Registered student organizations at Eastern Illinois University must have (10) EIU student members and an advisor who is a member of the faculty or professional staff. This individual can provide you with valuable experience and ideas that will help your organization function more efficiently. If you do not have a faculty advisor, choose one immediately. Certain university documents and forms will often require your advisor’s signature.

STEP TWO: Complete EIU Registered Student Organization Application Form

The *EIU Registered Student Organization Application* form can be picked up in the Student Life Office, Room 3065, MLK Jr. Union. Upon completion and return of this form, your organization:

Will have the right to:

- Reserve University meeting rooms and facilities
- Use of university name, i.e., *Chess Club at Eastern Illinois University*
- Group E-mail, Copy Center and Website accounts
- Reserve a mailbox in the Student Activity Center, MLK Jr. Union



QUESTIONS?

For more information or questions about the Registration Process, please contact the Student Life Office at 581-3829 or www.slo~/eiu.edu

STEP THREE: Submit a Constitution

Upon completion of the *EIU Registered Student Organization Application* form, please return the form with a **current** constitution to the Student Life Office. Incomplete applications will not be processed.

STEP FOUR: Approval & Notification

The EIU Student Senate must approve all “New” Registered Student Organizations. You will be notified, upon approval, of your status as a registered student organization within **1-2 weeks**.

“BENEFITS” OF REGISTERING A STUDENT ORGANIZATION

Registration of a student organization includes but is not limited to the following benefits: **1.) the use of the University’s name; 2.) privilege of sponsoring activities and events; 3.) usage of University facilities; 4.) inclusion in relevant publications, directories, and mailings by the Student Life Office; 5.) access to the Student Life Office support services; 6.) utilize campus mailbox in the Student Activity Center; 7.) access to University services: Copy Express, Group E-mail, and Website accounts, etc.**

NOW THAT THE ORGANIZATION IS REGISTERED, WHAT NEXT?

Your first item of business is to become familiarized with the *Registered Student Organization and Advisors Handbook (RSO Handbook)*. RSO members and advisors are required to understand and abide by the rules and regulations that govern their active status at Eastern Illinois University. The handbook is available on-line or can be picked-up at the Student Life Office, room 316, MLK Jr. Union. Secondly, notify the Student Life Office if you would like to reserve a Mailbox in the Student Activity Center.

THINGS TO CONSIDER PRIOR TO REGISTRATION

Before you begin the registration process, there are several factors that should be considered in order to effectively organize your new student organization.

Section 5. – Attendance at Meetings

State the organization’s attendance policy and requirements.

Article IX – Elections

Section 1. – Number and Method of Elections

Election of the officers shall take place yearly during the fourth week of April. The Executive Committee shall appoint a nominating committee consisting of students, preferably older members selected from the membership; the outgoing chairperson (ex-officio) shall serve as the Chairperson of the Committee, who may also serve again if elected.

Section 2. – Eligibility Requirements

Any student member is eligible for nomination as an officer of the Executive Committee, who meets the University’s eligibility for student office holding, which consists of a 2.0 average, and who fulfills the qualifications as established by the Executive Committee.

Article X – Dues

State the financial obligations of each member and when the financial obligations are due.

Article XI – Amendments

Section 1. – Procedure for Amendment

Amendments to this constitution may be proposed to the active membership in writing by a majority vote of the Executive Committee or by a petition signed by 1/10 of the voting membership.

Section 2. – Ratification

Amendments shall be declared adopted which are presented at two regular meetings and receive a either a 2/3 or 3/4 favorable vote at both meetings by the active members present.

Article XII – By-Laws

By-laws, not consistent with this constitution, may be adopted or amended by 2/3 vote of the regular members presented at any regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

PURPOSE

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- How do you fit in on campus?
- What role do you want to play?
- How will you pick an advisor?
- Is there a department with whom you can or will be affiliated?

MEMBERSHIP

- Are there other people you already know who would want to join?
- How are you going to identify and recruit others?
- How will you convince them to join?
- What will this organization have to offer?
- Can other people find this elsewhere?
- What kind of commitment will members have to make?
- What makes this organization unique?

**Constitution
Of**

(Name of Organization)

Adopted on

(Date Constitution was approved by Organization)

Article I – Name

The name of this organization shall be the _____ of Eastern Illinois University.

Article II – Purpose

The purpose of the organization shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service; and, (b) to assist students in developing leadership skills.

Article III – Membership

Section 1

Any student regularly enrolled in Eastern Illinois University shall be eligible to become a member of the _____ organization with voting and office holding privileges. The standards for qualification and the amount of dues to be paid shall be determined by the organization.

Section 2

Dues, having been decided on by the organization as \$ _____ per semester, shall be paid by members only.

Section 3 – Statement of Non-Discrimination

The _____ student organization shall not discriminate on the basis of sex, race, religion, gender or sexual orientation, except that organization with the primary purpose of promoting or celebrating a religious or national tradition which may require commitment to that purpose. Academic or scholastic achievement may determine membership or academic organizations. Social fraternities and sororities are exempt as single sex organizations under Title IX.

Article IV – Executive Officers

The executive officers of the _____ shall be as follows: President, Vice-President, Secretary, and Treasurer. The aforementioned officers shall be elected from the active membership and constitute the Executive Committee.

Section 1.

The _____ organization shall elect from the active membership a President, Vice President, Secretary, and Treasurer. Elections shall be held _____. Eligibility requirements to hold an office are _____.

Article V – Duties of Executive Officers

President – Shall preside at the Executive Committee and membership meetings; appoint special committees with the approval of the Executive Board; present and annual report; perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Vice-President – Shall preside in President's absence and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee. Plan and organize publicity for activities and special events

Secretary – Shall attend to all general correspondence of the organization and keep minutes of all Executive Committee and membership meetings and preserve the records of the organization. Also perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Treasurer – Shall supervise the financial administration of all revenue periodically and report to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Article VI – Standing Committees

Section 1. - (State the Standing Committees of the organization)

Section 2 – (State the Duties of each standing committee)

Article VII – Advisors (Optional)

Section 1. – State the Number and Term of Office of Faculty/Staff Advisor(s)

Section 2. – State the Role and Duties of Faculty/Staff Advisor(s)

Article VIII – Meetings

Section 1 – Regular Meetings

Regular Business meetings shall be held every _____ and shall be operated under Roberts Rules of Order.

Section 2. – Special Meetings

Special or emergency meetings may be called by the _____. Quorum shall be _____ of the regular members.

Section 3. – State the Rules of Order

All regular and special meetings of the _____ organization shall be conducted using parliamentary procedures as outlined by Robert's Rules of Order, Revised.

Section 4 – Quorum – consists of the next whole number above half of the total active membership. However, the number should be determined according to the organization's needs.