



## Registered Student Organization Packet 2015-2016 University of Arkansas

**\*\*Please note: These instructions are for re-registering an existing organization. If you are forming a new RSO, please visit [osa.uark.edu](http://osa.uark.edu) or ARKU A665 for the correct packet.\*\***

### RSO Re-Registration Process

Each RSO that was active the previous academic year is required to renew registration with the Office of Student Activities each year. To be in Active status for the upcoming academic year, an RSO must re-register and complete the online officer orientation between April 15 and September 15. Renewing RSOs that do not meet the September 15 deadline will be required to wait until registration re-opens temporarily January 19-29, 2016.

***Registrations are valid for the academic year; RSO must register by June 30 to retain benefits for the upcoming academic year.***

*Groups that re-register during the January window will be valid for the spring semester only and will need to re-register for the next academic year beginning April 15.*

### Instructions/Checklist for Returning RSOs

1. Go to <http://rsodatabase.uark.edu/Manage>.
2. Update officer/member information in the RSO online database
  - a. Any officer currently listed in the database can initiate the renewal process by logging on to the RSO Online Database with your personal email and password. If you are a new officer, a previous officer must grant you access. If no officer listed in the database is still involved with the group, please note that on your RSO paperwork.
  - b. Add or edit members and officers to reflect the current officer slate. You add the new officers to the database using their uark email ID (the part before the @uark.edu) using the "add member" button. If an officer/member is changing roles, select the name and click "edit member". If the person updating the database is an outgoing or former officer, do not delete them before adding new officers! Otherwise no one will have database access!
  - c. 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 probation). 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.
3. Fill out this registration packet and return it to the Office of Student Activities (ARKU A665).
  - a. RSO Information page – must have minimum of six total signatures (including officers + members). ALL officers must sign (even if there are more than six officers). Please use an additional page if needed.
  - b. Non-discrimination statement (president must sign)
  - c. End-of-year report (may also email to [rso@uark.edu](mailto:rso@uark.edu))
  - d. Your advisor should complete the Advisor Information Sheet (may also email to [rso@uark.edu](mailto:rso@uark.edu))
4. If your RSO constitution has changed in the past year or if it has been over three years since you have submitted a copy, email it to [rso@uark.edu](mailto:rso@uark.edu). Guidelines for constitutions can be found at [http://osa.uark.edu/Sample\\_Constitution.pdf](http://osa.uark.edu/Sample_Constitution.pdf)
5. Two officers must complete the Online Officer Orientation
  - a. Review the materials located on the Office of Student Activities RSO website (<http://osa.uark.edu/rso>).
  - b. Go to <http://osa.uark.edu/rso> for the Officer Orientation quiz link. TWO officers must complete the mandatory Online Officer Orientation quiz and pass with a score of at least 80% each before your RSO can be activated.

**\*\*Please note: If any officers or advisors change after you submit the re-registration packet, simply update your RSO's online database and submit an Officer Update Form at any time with information about officer or advisor changes. Your RSO will be in "Officer Change Pending" status until the update form is received and we update the status. Please note: The Officer Update Form is not a substitute for the annual registration packet you must complete!\*\***



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

**RSO Requirements**

A **Registered Student Organization** must:

- Have a President and a Treasurer
- Have a total of at least six members/officers
- Have a faculty or staff advisor from the University of Arkansas
- Be comprised entirely of UA students
- Follow the Code of Student Life located at handbook.uark.edu (including hazing policy)
- Adhere to the RSO Compliance and Non-Discrimination Policy
- Re-register during the annual Registration Window: April 15-September 15, 2015. (2014-2015 benefits expire June 30, 2015, so early re-registration is advised.)

**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 two officers per year complete Online Officer Orientation and earn a score of at least 80% each on the online quiz

**RSO Members** must:

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

Please list your RSO officers/members. You must have a minimum of 6 people listed. This can include officers and members. Every officer must be listed and sign this form. If you need additional space use the back of this page or another sheet of paper.

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

**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.**

**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 four 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: \_\_\_\_\_

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: \_\_\_\_\_

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



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



**RSO End of Year Report – Required For Re-Registering RSOs Only**

**Name of RSO (as listed in the online database):** \_\_\_\_\_

1. How many students were members of your RSO for 2014-2015?
  
2. How often does your RSO meet?
  
3. Do you charge membership dues? If so, how much are dues per person?
  
4. What was your RSO's biggest accomplishment for 2014-2015?
  
5. The Officer Development Series is a workshop series that any RSO officers or members can attend. What topics would you like to see in 2015-2016?
  
6. SOOIE (Student Organization Outreach and Involvement Experience) is a student organization established to help RSOs by providing team-building activities, retreats, consultations and customized workshops to help RSOs. Is there an area where SOOIE could help your RSO and if so, how?
  
7. Are you aware of the ASG funding process that RSOs are eligible to participate in?  Yes  No
  
8. Comments or suggestions for the Office of Student Activities:

*Please return this packet to the Office of Student Activities – ARKU A665 or email [rso@uark.edu](mailto:rso@uark.edu).*



## RSO Advisor Information

**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 for advisors may be found at [osa.uark.edu/rso](http://osa.uark.edu/rso).

**Re-registering RSOs** must register for the 2015-2016 academic year between April 15 – September 15, 2015. RSO's must also complete online Officer Orientation during this window. Current RSO benefits expire June 30, 2015, so early re-registration is advised.

**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 an optional position. If you have a secondary advisor, he or she must sign this document and be listed in the RSO database in order to fulfill advisor functions such as signatures, etc.)*

*If you are a returning Advisor for this RSO, please complete the following:*

How often did the organization meet?

Weekly  Bi-Weekly  Once a Month  Less than 5 times this year  Other \_\_\_\_\_

How often did you attend the organization's meetings?

Weekly  Bi-Weekly  Once a Month  Less than 5 times this year  Other \_\_\_\_\_

Have you been receiving the emails through the RSO Advisor listserv?  Yes  No

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:

**Please return this form to [osa@uark.edu](mailto:osa@uark.edu) or ARKU A665.**

Thank you for your service as an RSO Advisor!