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ARKANSAS STATE UNIVERSITY-BEEBE

RSO HANDBOOK 2023-2024

**GUIDELINES FOR
REGISTERED STUDENT
ORGANIZATIONS
AT ASU-BEEBE**

Registered Student Organization (RSO) Handbook

2023-2024 Updates

RSO Membership Requirements – RSO members are no longer required to maintain at 2.0 cumulative grade point average (GPA), but must “in good standing” with the college. As a result, RSO advisors and officers are not required to ask or verify members’ GPA, by the college. However, if the RSO’s own constitution defines membership qualifications to include GPA, then the RSO advisors and officers should verify such to comply with requirements set by the student membership. (pages 9 and 84)

Chalking Prohibited – Guidance for chalking campus sidewalks has been removed from the RSO Handbook, and added as prohibited posting violation. (pages 42 and 45).


New Recognized Student Organizations Process Update – Students petitioning to form a Registered Student Organizations (RSO) will no longer be required to seeking endorsement from the Student Government Association before being recognized as a provisional student organization. Students interested in forming a RSO should contact the Campus Life Coordinator to review necessary documentation and steps to registering their group. Once ten (10) or more students petition the Dean of Students to form a RSO, the Dean of Students will recognize the students group as a provisional student organization. The provisional student organization will have up-to three (3) months from provisional recognition to select an advisor, develop a student written constitution and/or by-law, and elect officers under the provisions of the newly adopted constitution. Once all requirements are meet and a completed New Student Organization Recognition packet is submitted to the Campus Life Coordinator, the Dean of Students will issue the organization a charter to operate on campus as a fully registered student organization. (page 82)

Arkansas State University-Beebe Registered Student Organization (RSO) Handbook 2023-2024

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Privileges & Responsibilities RSO HANDBOOK

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Privileges & Responsibilities

Recognized Student Organization Status

Registered Student Organizations (RSOs) are active student organizations registered with the Office of Student Life. Recognition is an agreement between the College and a student organization. The College agrees to grant recognition in order for the organization to operate within the College's framework and to grant it certain benefits.

All active student organizations at the College must be registered with, and recognized by, the Dean of Students in order to appear in College publications, publicize on College property, and reserve space in a College facility, among other privileges and responsibilities.

Privileges

Registered Student Organizations (RSOs) receive the following privileges:

1. Use of College Facilities
 - Use of rooms and space, subject to policies and procedures
 - Use of technology
 - Ability to invite off-campus speakers, performers, and guests to appear for meetings, events, and programs, subject to policies and procedures
2. Financial Support
 - Use of an on-campus agency account
 - Fundraising privileges, in accordance with policies, procedures, and applicable laws
3. Marketing and Promotion
 - The right to advertise as an RSO at ASU-Beebe
 - The right to distribute literature and promotional materials relating to the RSO's purpose and activities Use of the College's name in publicity and press releases, subject to the requirement that the RSO secure approval for use of the institutional name in off-campus fundraising.
 - Listing of the RSO in appropriate College publications
 - Access to Copy Center services, subject to pricing and availability
4. Organizational Support
 - Opportunity to participate in Organization Fairs and other campus-wide events
 - Receipt of leadership materials, trainings, and other informational publications
 - Receive USPS and campus mail through the Office of Student Life

Responsibilities

It is the responsibility of every Recognized Student Organization (RSO) and/or its members to:

- Register their RSO with the Office of Student Life every year
- Attend the Mandatory RSO Renewal Meeting every year
- Manage itself and carry out its activities listed within its constitution, as well as obeying all local, state, and federal laws, as well as College regulations and policies
- Anticipate, provide for, and meet all legitimate financial obligations
- Act in the best interest of its members and the College
- Take reasonable precautions for the safety and comfort of participants at organization events
- Immediately notify the Office of Student Life of any changes in the organization's representatives, addresses, telephone numbers, emails, or constitution
- Utilize the Office of Student Life for any questions or needs pertaining to all events and activities

Membership

Members of Registered Student Organizations (RSOs) must be currently enrolled at ASU-Beebe. In selecting its membership, no organization may discriminate on the basis of race, color, religion or non-religion, age, ability or disability, national origin, sexual identity, sexual orientation, or sex, except as permitted by Title IX to restrict membership to one sex. The following membership criteria must be met by all student organizations.

1. Membership
 - a. Membership in RSOs is limited to currently-enrolled students of the College that are in good standing (including not on disciplinary or academic probation). Accurate membership records must be maintained with the Office of Student Life through the Mosaic platform.
 - b. A minimum of five (5) members is required to maintain RSO status.
 - c. Any RSO which falls below this membership requirement will be placed on a probationary status for one (1) academic year to increase membership. RSOs failing to increase membership by the conclusion of the probationary period will lose RSO status.
2. Officers
 - a. Officers must be regularly-enrolled, degree-seeking, full-time students. To be eligible to serve as an officer in an RSO, a student must have at-least a 3.0 cumulative grade point average and must not be on disciplinary or academic probation at the time the student petitions for the office or during the student's term of office. It will be the responsibility of the RSO's advisor to validate its officer's eligibility.
 - b. When an election is held in an RSO, the names of the new officers must be sent to the Office of Student Life within one week.
 - c. Officers must be full-time students enrolled in at-least twelve hours each semester during the term of office.

- d. Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator).
3. Only associate, non-voting memberships in student organizations may be offered to ASU-Beebe faculty and professional administrative staff.
4. RSOs may, at their discretion, and in writing through their constitution, limit membership to full-time enrolled students.
5. No RSO may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

Maintaining RSO Status

Recognition of a student organization is for an academic year and is subject to renewal through the Office of Student Life. To keep recognition current, each year the Registered Student Organization (RSO) must:

1. Adhere to the purposes, aims, and activities as stated in the recognition documents.
2. Continue to meet all the requirements for initial recognition.
3. Remain in compliance with all rules and regulations of the College, Student Handbook, and all federal, state and local laws.
4. Submit any changes to its purpose statement, constitution or recognition documents to the Office of Student Life.
5. Submit the RSO Annual Report to the Office of Student Life.
6. Attend the annual Mandatory RSO Renewal Meeting.

Suspension of RSO Status

The Dean of Students has the authority to suspend the activities of a Registered Student Organization (RSO). In certain instances, the Dean of Students may impose censure, temporary probation with conditional recommendations, or temporary or permanent suspension of recognition. Censure, probation, or suspension may be appealed to the Vice Chancellor for Student Services.

The suspension of recognition is most likely to occur when:

1. The election of officers, specified in the constitution, has passed twice without any action having been reported to the Office of Student Life.

2. The RSO does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. RSOs are expected to comply when requested by the Office of Student Life to provide a brief report of the year's activities.
3. The RSO membership falls below the minimum of five (5).
4. The RSO is found in violation of the terms of Membership Criteria previously stated.

An RSO suspended for inactivity may be reactivated by application to the Office of Student Life by a group of ten (10) or more students reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Active status may be re-established if the RSO makes a request before four (4) regular semesters have passed. An RSO will lose recognition status after two consecutive years of inactivity or failure to submit the required RSO Annual Report when requested.

Affiliation

Registered student organizations may only be affiliated with their respective national organizations. Affiliation must be:

1. Clearly stated, either by title or by its constitution at the time of recognition.
2. Consistent with the purposes set forth in the constitution/purpose statement of the organization, and with College guidelines for student organizations.



funding & finances RSO HANDBOOK

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Funding & Finances

Financial Responsibilities

The College expects each Registered Student Organization (RSO) to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the Advisor and Dean of Students. RSOs are urged to arrange for annual audits.

In the event of disbanding or inactivation of an RSO, the primary responsibility for properly providing the close-out of RSO-held accounts and disposition of remaining monies rests with the RSO itself. RSOs that have been inactive or not recognized for two (2) consecutive years will forfeit all monies in their on-campus agency accounts. This money will be placed in a general organization account. RSOs having a negative balance for two (2) or more months will be put on probation until balance is paid.

All RSOs will be required to maintain an on-campus agency account with the Office of Finance and Administration. Balance and inquiries regarding account information can be found in the Office of Finance and Administration, located on the first floor of State Hall, or Office of Student Life, located on the second floor of the McKay Student Center.

Deposits and withdrawals are carried out in the Cashier's office, located on the first floor of State Hall. To make a withdrawal, an Interdepartmental Requisition Request Form is to be submitted to the Office of Student Life, this form can be found within that office or in Office of Student Life. RSOs that wish to keep their funds in an off-campus bank accounts, must be granted written permission from the Dean of Students and Controller. However, it is highly advisable organizations take advantage of on-campus accounts to ensure all funds spent benefit the student organization. In no way is it the College's responsibility if funds are falsely handled. If the RSO wishes to partake in student activities in which money will be awarded they must have established an on-campus account.

Budgeting

When preparing budgets, consider the kinds of programs, events, and activities your Registered Student Organization (RSO) plans to host during the year. Research the cost of these activities by using the budget categories listed below. These budget categories include expenditures typically encountered by RSOs. Dividing your budgets into these categories will assist you in managing your RSO's money and in planning for upcoming events:

- Travel and transportation (van rental, going to a conference)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)

- Printing and publicity (all printing including copying)
- Dining & food services (refreshments, socials, etc.)
- Personal services fee (any contracts for outside speakers or entertainment)
- Office supplies (tape, markers, poster, etc.)
- Miscellaneous

Budget management is an important function for RSOs. The RSO's treasurer should monitor the progress of expenditures throughout the year and provide regular reports to the RSO membership. The RSO membership should be provided with the opportunity to approve or disapprove of spending proposals. Always keep your Advisor informed on budgetary matters. Evaluate the RSO's expenditures. Your organization will spend money on a variety of different things over the course of the year, and it is important to be sure what you are spending money on aligns with your stated purpose and goals.

In addition to expenditures, revenue for RSOs is vitally important. Pay attention to how your RSO may be able to increase revenue and, likewise, increase your ability to host events and activities on campus. Potential sources of revenue include:

1. Membership Dues
2. Student Activities Council (SAC) Partnerships
3. Contributions/Sponsorship
4. Cooperative Programming
5. Fundraising

Fundraising

Registered Student Organizations (RSOs) may hold fundraising activities that are reasonable and appropriate given the RSO's purpose. RSOs may be permitted to hold fundraising events on and off campus under the following conditions:

1. Fundraising activities shall be defined as:
 - a. Requesting donations, without products or services being rendered or

- b. Activities which raise funds through the sale of merchandise or services for the benefit of the organization, for the educational purpose of ASU-Beebe or for the selected philanthropic project of the organization.
2. In order to ensure an equal distribution of usage of campus facilities RSOs may book no more than two fundraising events per semester.
3. The president (event contact person) of an RSO will submit a RSO Fundraising Form to the Office of Student Life at least five (5) working days prior to the requested date(s) of the fundraising. The RSO Fundraising Form is available online and in-person located in the McKay Student Center. Office of Student Life will review the request for eligibility (registered student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; or consistency with purpose of the organization).
4. Once an RSO fundraising request is approved by the Dean of Students, the request will be sent for final approval to the Office of Institutional Advancement, to ensure the fundraising efforts of the RSO will not conflict with any institutional fundraising efforts.
5. The fundraiser will not conflict with the educational purposes of the College, ASU System policy, another activity already approved, or any federal, state, or local law by including a drawing, raffle, lottery, or other games of chance.
6. The fundraiser may not involve door-to-door fundraising on campus, outside of mobile bake sales.
7. The funds raised will be for philanthropic purposes and directed to a non-profit, tax-exempt organization and no funds will be made directly available to an individual or individuals.
8. The RSO may not have outside or external agencies visit campus to raise funds for the outside agency.
9. All funds must be deposited with the Cashier's Office in the RSO's agency account, unless approved to hold an off-campus account. The Cashier's Office, located on the first floor of State Hall, keeps records of income generated by the activity.
10. Only RSOs are permitted to fundraise on the ASU-Beebe campuses. Organizations that are not officially recognized by the College may not fundraise on or off campus until official recognition is bestowed upon the group.

11. Once the fundraiser has been completed and monies have been turned into the Cashier's Office, the organization must submit a receipt to the Office of Student Life. This receipt is proof that monies were handled correctly and deposited into the correct account.

On-Campus Agency Accounts

To deposit or withdrawal money, you must complete an Interdepartmental Requisition Request Form. The RSO would then take the form and their deposit to the Cashier's Office.

Should your RSO become negative in your on-campus agency account, any deposits made into that account will revert to cover any balance owed.

Only the authorized representatives on file with the Office of Student Life will be allowed to authorize any withdrawals from an on-campus agency account. In the event of a request for over \$99, the Office of Student Life will confirm the transaction with two other authorized representatives. In the event of a request for over \$999, RSO will be required to additionally submit a copy of meeting minutes documenting the membership's approval of expending such funds for the respective purpose.

The RSO may request the current balance in their on-campus agency account through the Office of Student Life. The balance is as of the date and time requested. It may not include any outstanding deposits or withdrawals. The RSO may also request an on-campus agency account transaction report through the Office of Finance and Administration. Transaction reports will show an RSO's deposits and withdrawals.

The RSO is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the RSO's privileges may be revoked until funds have been deposited.

Off-Campus Accounts

An RSO request to the Dean of Students and Controller to be approved to open a checking or savings account at a local bank or credit union. A bank account gives the RSO the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an Employer Identification Number (EIN), or tax ID number.

The Dean of Students and Controller may approve for an RSO to have an off-campus account, if the RSO has provide sufficient controls in management of funds; including have dual signers on all checks (including the advisor), not having a debit/credit card, and not utilizing on-line banking.

Caution should be taken if a checking account is used. Systems should be put in place by the RSO to ensure that no member has the ability to withdraw funds from the account without approval from the RSO membership and/or the Advisor. Some suggestions are:

- The RSO should also determine from the outset what would happen with the funds if the RSO becomes defunct.

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RSO Advisor RSO HANDBOOK



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Advisor

Role

All RSOs must have at least one on-campus advisor. The advisor must be a full-time faculty/staff member at ASU-Beebe. An RSO that does not have an advisor will immediately become inactive until one is obtained. Advisors are expected to be actively involved in the affairs of their RSO and assist the RSO in adhering to purposes, activities, and projects that are within the limits of the College. Advisors should be familiar with policies and procedures applicable to RSOs at the College, the constitution and purpose statement of the RSO they advise, and the activities and projects undertaken by their RSO. An advisor must sign the Advisor Agreement Form each year.

Each advisor must complete one Risk Management Training session. In addition, the advisor serves as the link between the RSO and the College; providing guidance to the organization in regards to University policies and procedures. While specific roles and responsibilities should be defined by the RSO and the advisor, an advisor should generally:

- Provide expert knowledge, guidance, and advice
- Be knowledgeable about activities and programs of the RSO
- Suggest and encourage new program ideas
- Help members apply principles and skills learned in and out of the classroom
- Point out new directions and options
- Provide insight into the RSO's problems and successes
- Teach leadership techniques and develop new leadership
- Assist in maintaining high standards of programming and individual performance
- Provide continuity with the history and tradition of past years
- Assist in the development of procedures and plans of action

An RSO is responsible for inviting the advisor to all of its forth coming meetings, programs and social events. The advisor is encouraged to attend as many of these events as possible.

Best Practices

- The advisor may help students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and will overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
- The advisor may discourage dominance of the Registered Student Organization (RSO) by any one individual and can encourage quieter students to take initiative.
- The advisor may encourage each individual to participate in and plan events. Some students, if not effectively encouraged, will not reach their potential as an RSO member or leader. Being a member of an RSO can provide students with valuable interpersonal and/or leadership skills, but these will not develop to their highest potential if the student is not actively involved.
- The advisor may assist the RSO in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved.
- The advisor may be aware of major events and activities of the RSO and inform the RSO of University policies and guidelines that may affect these programs.
- The advisor may assist the RSO in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
- The advisor may encourage students to accept responsibility for specific roles within the RSO. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role(s).

Selection and Change of Advisor

Advisor selection is approved by the direct supervisor for the faculty/staff member. An RSO may have more than one advisor.

Before an RSO makes the selection of an advisor, it should consider the following: (a) someone who will take the role willingly and seriously; and (2) someone who will commit the time.

When approaching a potential advisor for the first time, the RSO should make sure that the faculty/staff member has a clear understanding of the RSO's purpose as well as what would be required pertaining to the duties and time involved.

To change advisors, an RSO will submit the name of the proposed advisor to the direct supervisor for the faculty/staff member.

Campus Security Authority

In accordance with the Clery Act and ASU System policy, each advisor is identified as a Campus Security Authority (CSA). The definition of Campus Security Authority includes ASU-Beebe personnel beyond ASU-Beebe University Police officers who have significant responsibility for student and campus activities, including but not limited to, student housing, student conduct, and student organizations.

A CSA has an obligation to report allegations of Clery Act-defined crimes that the CSA concludes are made in "good faith". These crime allegations should be documented and reported to the University Police Department or to the local police.

In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. All actions of an organization are subject to review by the advisor and/or the College.

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Event & Activity Planning

RSO HANDBOOK

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Event & Activity Planning

Event Planning

Events and activities are central to a vibrant College community. Events take time and effort to host, but can be some of the most rewarding co-curricular learning experiences you will undertake. The program model shown below illustrates six steps for planning an event:

1. Assess Needs
 - What kind of event or activity are people interested in attending?
 - What is your target audience? Who are they? What do you know about them?
 - How will you know if you are meeting the needs of your audience?
2. Determine Purpose
 - What are the intended goals of this event or activity?
 - How do you reach your goal with this particular audience?
 - How do these event goals match the goals of your organization?
3. Identify Resources
 - Keeping in mind the events and activities for the rest of the year, how much money can you realistically afford to spend on this event?
 - What people and/or services are available that can benefit your event?
 - What resources are available for financial assistance? (SGA, Student Activities, etc.)
4. Plan Event
 - Are the duties for this event outlined and delegated?
 - Are "all the bases covered?" (Room reservation on master calendar, contract, food, equipment such as lighting and sound, security, cleanup, and publicity...)
5. Implement Event
 - Will organization members be required to attend/participate? If so, how will this be tracked?
 - Do you have a plan for clean-up and properly ending the event?

6. Evaluate Event

- What “follow-up” needs to be done? (Thank-you notes, surveys, payments, etc.)
- Do you plan to repeat this event?
- What changes can be made?

Low-Cost Events & Activities

RSOs often find themselves in the position of wanting to do some kind of unique program but they lack the funds to carry it out. In these circumstances, creativity can go a long way toward a successful event. The suggestions listed below are examples of activities that can be done on a minimal budget. RSOs are encouraged to use this as a guide for your ideas.

1. Lecture/Demonstration

- Utilize faculty or community members who have a particular hobby or area of interest. Many professionals are happy to speak in an area of interest they have outside their academic background.
- Collaborate with other RSOs for programs.
- Hold a First-Gen dinner where faculty, staff, and students who were the first in their family to go to college can share their experiences.
- Hosting a Meet the Majors fair could give student a chance to talk with faculty and students about a major they are interested in.
- Bring a local animal shelter to campus and talk about the importance of taking care of your mental health and how animals can lower stress.

2. Recreation

- Sponsor free racket ball, soccer, tennis, basketball etc., lessons in the Owen Center. It will give students something to do with their free time as well as give them a chance to learn new skills or improve on existing ones.
- Hold a bike ride, ultimate Frisbee tournament, arts and craft fair, etc.
- Hosting a Sardines/Scavenger Hunt is a fun way to get active while getting the chance to see different parts of campus.
- Hold a video game tournament in the McKay Student Center and provide a bracket and a chance to win the game or prize.

- Host Wild n' Out themed improvisational comedy game and have team shirts made.
- Provide hammocks and hang out at the Hammock Grove.
- Sponsor a fitness challenge. Create a hashtag where students can post their videos/pictures.
- Host an escape room and allow teams to sign up for a time to participate.
- Provide materials and hold a Paint and Sip night.
- Hold an event with Harvest Fest with games, food, hay rides, pumpkin carving, fall photoshoot hashtag around campus.
- Tailgate at home football games/have a pep group.
- Shuttle students to the Skate Rink in Cabot and host a 70's night.

3. Cultural Arts

- Create a photo display from photography classes. Contact the instructors and students and reserve a gallery.
- Art shows-aside from painting, sculpture, and photo exhibits-you would be amazed at what people collect.
- Utilize the fine arts and music departments of other state/private colleges and universities. Many of them have musicians, artists, etc., willing to come for performances, demonstrations, master classes, etc.
- Provide an area where students can participate with a Before I Graduate mural, writing/drawing what they want to accomplish before graduation.
- Sponsor a virtual theme park or zoo tour.

4. Music

- Capitalize on any student music recital. Also, contact community and local school musicians about recitals and performances they have scheduled and ask if they would be willing to have their recitals on campus.
- Host a karaoke night in the Gallery Room.

- Set up a student poetry reading with musical accompaniment.
- Work with the music department staff for an evening program or showcase.
- Create a playlist students can listen to when they study, work out, or want to be introduced to something new.
- Attend a play, concert, or opera in the Fine Arts Center.
- Host a night of jazz and coffee at a local coffeeshop.

Reservations

When reserving College facilities for an on-campus event or activity, the following procedures apply:

1. All facilities are reserved on a first come, first served basis. Priority is given to the College's organized educational programming and official functions.
2. Any facility use is secondary to and shall not interfere with the primary purposes and functions to which College facilities are dedicated (i.e., classes, official College business).
3. All reservation requests must be submitted at least five (5) business days prior to the event.
4. Reservations for academic buildings will require additional approval.
5. Registered Student Organizations (RSOs) with regular meetings on campus can request a recurring reservation for the entire academic year. The dates and times of all the meetings must be included on the reservation request.
6. Non-registered student organizations may not utilize campus facilities for any purpose other than to conduct interest meetings until recognition is granted by the Office of Student Life.
7. In order to maintain the academic environment needed at the end of a semester, RSOs may not host events after the last class day of a full semester. This will allow students to focus on preparing for the end of semester projects and exams.
8. All facility reservations must be concluded no later than 7:00 p.m., Monday through Friday. Exceptions are granted by the Dean of Students.

9. The Office of Student Life may impose a limitation on the number of major social events allowed per day on campus.

Facilities Use

Any registered student organization may use College facilities for meetings performances, and other organized activities subject to campus procedures governing such activities. A Recognized Student Organization (RSO) may not be denied use of a College facility for meeting or speaking purposes based solely upon the organization's expression. In addition, RSO use of a facility for meeting or speaking purposes may not be denied based solely on an RSO's requirements that members affirm and adhere to particular sincerely held beliefs or principles, that members comply with the RSO's standards of conduct, or that members further the organization's defined mission or purpose. Any restrictions must be reasonable time, place and manner restrictions and must otherwise comply with Arkansas Code § 6-60-1005. Restrictions must advance a significant interest of the institution and must not restrict expressive activity more than is reasonably required to meet the institution's interest.

If an off-campus speaker or performer is to be invited to campus by a registered student organization, the faculty advisor must give their approval prior to the time an invitation is extended and publicity is released. Approval or disapproval will not be based solely upon the content of the speaker or performer's protected speech. Whether to invite a particular speaker or performer is generally up to the student organization, but event details such as date, time, location, and security arrangements are subject to review and approval by campus officials.

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied College sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present, and there will be an opportunity for questions.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or their views by either the College or the student organization. In case a request for the use of a College facility by a registered student organization cannot be granted, it is the responsibility of the College officer to whom the request was made to notify promptly in writing the organization making the request and state the reasons for the denial.

Speakers may be invited to the campus to discuss political issues, but they may not engage in political fundraising. Registered student organizations may solicit membership and dues at meetings, and philanthropic events may be conducted by registered student organizations on their own behalf in compliance with campus policies. This policy shall be interpreted consistent with the College's educational mission of encouraging students to engage in expressive activity as part of their preparation for lifelong responsible citizenship.

Food

All food service for College activities is limited to services provided by Great Western Dining, who provides regular dining services to the College.

Great Western Dining is authorized to provide catering services at on-campus and off-campus locations for both College and private events. All activities for off-campus College events which involve food service should be scheduled through the appropriate department and/or unit head, as well as the campus food vendor.

If your organization would like to host an event involving food (snacks, meals, etc.) or drinks, Great Western Dining is your starting point. As a contracted partner of the College, Great Western Dining has the first right of refusal; this means that they are the only ones providing food or snacks for all campus programming and events unless approval is granted by the Food Service Director.

Please follow the process outlined below or meet with Office of Student Life for guidance to order food or drinks:

1. Go through the process to have your event date, time, and location reserved.
2. Call or visit the Dining & Food Services office to speak with the Director of Food Services at least 2 weeks in advance. For this meeting, you will need:
 - a. Your budget
 - b. The estimated number of people you would like to serve
 - c. An idea of what type of food you would like at your event
 - d. The time the food needs to be set by
3. Dining & Food Services will provide you with options for food that fit your budget.
4. Fill out appropriate payment paperwork.
5. Bring this form to Dining & Food Services for payment of your food

Lecturers/Performers

RSOs sponsoring outside lectures are encouraged to provide question and answer periods. However, all RSOs within the College who schedule lectures are free to decide whether or not a question-and-answer period is necessary and act accordingly. The RSO's official advisor must give approval prior to the time that an invitation to an outside lecturer or performer is extended and publicity released. An invitation to a lecturer or performer does not necessarily imply

approval or disapproval of the lecturer or performer or the lecturer's or performer's views by either the College or the RSO. Divergent points of view must be examined but at the same time kept within a frame work of orderly conduct.

Sound Amplification

RSOs may use amplified sound outdoors on campus if approved in advance by the Dean of Students. Any event or activity determined to be disruptive to any authorized college activity may be stopped or modified, notwithstanding the amplified sound provisions listed in the policy. Use of sound amplification is prohibited for expressive activities held on campus under ASU System's Freedom of Expression Operating Procedure.

Films

RSOs may sponsor movie or film showings on campus. They must either receive (a) written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing rights using a distributor. Simply purchasing or renting a movie or film from a store, streaming, or checking one out from a library does not comply with copyright laws.

If movie or film showings is held on campus, as the venue manager, the Office of Student Life must handle the arrangements of securing the rights to the showing. The sponsoring RSOs will be financially responsible for the rights.

Distributors/Licensing Corporations:

Criterion

800.890.9494

<http://www.criterionpicusa.com>

Motion Picture Licensing Corporation

800.462.8855

<http://www.mplc.com>

New Yorker Films

212.645.4600

<http://www.newyorkerfilms.com>

Swank Motion Picture

800.876.5577

<http://www.swank.com>

Safety & Risk Management

Social events are defined as any function or activity, open or closed to the public, which is provided by an organization to meet the social needs of its members and/or guests. Such events

include, but are not limited to, parties, gatherings, dances, movies, card games, casino nights, comedy nights, boxing, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, campouts, mixers, membership recruitment activities, etc. The student organization, its officers and members acknowledge and agree that they will abide by the following guidelines for all social events and represent that they will take every effort to ensure that all attendees and guests of the organization are aware of and abide by these guidelines:

- A certified, off-duty police officer or officers must be employed by the organization to monitor the off campus social event and provide any necessary security.
- All members, attendees and guests attending the social event must sign-in prior to entering the event. All attendees must present a valid ASU-Beebe student ID to enter a closed event. If the event is an open event, all attendees and guests must present a valid ASU-Beebe student ID or a valid driver's license and be 18 years of age or older. A copy of the signed list is to be maintained by the organization's record keeper and a copy made available to the Office of Student Life upon request.
- The on-campus faculty or staff advisor of a student organization (or their on-campus faculty/staff designee) must be present at the off campus social event, as well as all scheduled activities of the organization, whether occurring on or off-campus (alumni advisors or national advisors do not meet "on-campus advisor" status).
- The student organization, its officers and members, pledge that they will not serve, consume or possess, or permit attendees or guests to serve, consume or possess alcoholic beverages or illegal substances at any time, by anyone, on University owned or controlled property, at any University sponsored function or at any social event hosted by the student organization.
- The student organization, its officers and members, pledge that they will not possess or knowingly allow attendees or guests to carry or possess any knives, weapons, firearms, explosives and/or toxic substances at any social event hosted by the student organization.
- The student organization, its officers and members, agree to abide by the ASU-Beebe's Code of Conduct outlined in chapter 8 of the ASU-Beebe Student Handbook (shorturl.at/bdAG9), as well as all local, state, and federal laws when hosting any social events, and further agree to ensure that all attendees and guests do the same.
- The president or planner must complete and submit the Off-Campus Social Event Registration Form to the Office of Student Life one (1) week prior to hosting any off-campus event. Copies of the form may be obtained from the Office of Student Life located in the McKay Student Center.

- Organizations affiliated with, or governed by, national groups must also follow any and all risk management policies as defined and established by their respective national charters, constitutions, and bylaws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, hazing, hosts/sponsor policies, and/or "open party" policies/guidelines, and social host restrictions or limitations.

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Promotion & Publicity RSO HANDBOOK



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Promotion & Publicity

The College supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the College community and are consistent with the College's values.

General Posting Policy

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must have an RSO responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive approval from the Office of Student Life. Printed materials include flyers, posters, banners, announcements, and advertisements. Bring one sample to the Office of Student Life for stamped approval and make copies from that sample. Allow 24 hours turnaround time for approval.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content.

Upon request, the Office of Student Life will print up-to twenty (20) copies of RSO flyers per posting/ event.

Additional Approvals

The Dean of Students (or designee) must approve all promotional material for any and all campus activities or events before being posted on campus.

Academic and Administrative office posters do not need the approval from the Dean of Students to post in their own area, but should be marked with department and date, (i.e., Financial Aid Office, December 10, 2013. Do not remove until December 31, 2013).

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the Dean of Students (or their designee).

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas. Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on College property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

Posting Guidelines

A maximum of 50 posters, 150 flyers or announcements, and up to four banners are permitted per event. Refer to the list of approved flyers posting locations in the next section.

Masking tape or painter's tape are suitable for posting. Persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 14 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

Approved Posting Locations

RSOs are prohibited from posting or distributing literature in classrooms and other academic spaces. Posters and flyers must be approved by the Office of Student Life and may be only posted in following designated spaces:

- **Student Center** – Bulletin board by Rec Room bathrooms & enclosed glass case by Walmart Room (with permission of Student Life office).
- **Owen Center** – Bulletin boards by the Arts & Humanities office & classroom 170.
- **Science Building** – Glass windows of the first-floor computer lab & enclosed glass case by the Math & Science office (with permission of Math & Science office).
- **Business & Ag** – Bulletin board by classroom 143.
- **England Center** – Bulletin boards by the Orange Street entrance, Center Street entrance, & by the vending machines.
- **Library** – Bulletin boards in the entryways and by the computers.
- **Residence Halls** – Bulletin boards in the front lobbies.

Posting Violations

- Posting materials without proper approval(s).
- Posting materials on painted pillars or walls.
- Posters with alcohol as the primary emphasis.

- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces. (Sign holders located on the entrances of buildings are reserved for college sponsored events and information.)
- Distribution on cars parked on campus.
- Chalking, painting or writing on campus sidewalks or buildings.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Office of Student Life.

Yard Signs

H-Frame signs made from 8 or 9-gauge steel and corrugated plastic may be placed by RSOs on campus. The Dean of Students (or designee) must approve all promotional material for any and all activities before being posted.

- Signs may not be placed in flowerbeds, next to fire hydrants, blocking other signs, or impeding the flow of traffic.
- Due to underground utilities and irrigation, any sign larger than 24x18 or with larger stakes than 8 or 9-gauge steel must be placed by the physical plant. A work order will have to be submitted.
- Signs announcing a date specific event may be posted up to fourteen (14) days prior to event; signs must be removed within one business day after the event.

Wooden Letters

If an RSO wished to display large wooden letters on campus, they may do so following the guidelines below:

- Wooden letters may remain displayed for a maximum of 14 days or until the day after an announced event, whichever is sooner, and the sponsoring group is responsible for removal.
- Maintenance of the wooden letters while displayed is the responsibility of the RSO. Should the letters fall down or become broken or unsightly, the RSO must remedy the issue.

- Wooden letters, in order to be displayed, must be in good condition and add, not detract, from the overall aesthetic on campus. This means:
 - Wood and hardware in good condition, no splinters or rusty hardware
 - Paint in good condition, no peeling, chipping, fading, or wear.

Digital Signage

TV screens in the Student Success Center and other areas of campus may be used to advertise RSO events. The Dean of Students (or designee) will approve all materials to be posted on digital signage. General guidelines are as follows:

- Use of digital signage may be requested for a maximum of fourteen (14) days prior to an event or awareness day sponsored by the RSO
- Image to be displayed must include the name of the sponsoring RSO, the date, time, location, and a contact for the event
- Graphics must be submitted in 1920x1080 wide screen aspect ratio
- Acceptable file formats are .png, .ppt, or .pptx
- Allow 24 hours turnaround time for approval.

Campus Email

A weekly Student Life email will be sent to all members of the campus community each Sunday evening. In order to have your RSO event or announcement featured in the weekly email, follow the guidelines below:

- Submit your campus email request to StudentLife@asub.edu by 3PM on the Friday prior to the Sunday release day
- Information to be included will be the name of the sponsoring RSO, the date, time, location, and a contact for the event
- You may submit a graphic or digital flyer to be included in the email

Promotional Tables

Tabling is a great way to be active on campus and interact with members of the campus community. Tables to be used outdoors or indoors may be reserved through the Office of

Student Life, by placing a request in at the Campus Event Calendar (<http://www.asub.edu/asub-calendar/>).

Common Tabling Locations:

- Beebe Campus:
 - Business & Agriculture Building, East Entrance
 - Advanced Tech & Allied Health Building, East Entrance
 - England Center, West Entrance
 - McKay Student Center, Dining Hall
 - McKay Student Center, England Courtyard
 - McKay Student Center, Spence Atrium
 - Owen Center, Coffee Shop
 - Owen Center, Lobby
 - Science Building, Lobby
 - University Center, East Entrance
- Heber Springs Campus:
 - Student Services & Admin Building, Entrance
 - Student Services & Admin Building, FAB&T Dining Hall
 - Brinkley Courtyard
- Searcy Campus:
 - Main Building, Main Hallway
 - Main Building, Student Center

Banners

The posting of banners or other exterior announcement materials on the campus must be approved through the Office of Student Life. Approved banners may only be posted in designated areas which include banner sites at several locations throughout the campus and/or the chain link fence of the tennis courts. No posting or display should take place until confirmation of approval has been made by the Dean of Students (or designee).

Banners announcing a date specific event may be posted up to fourteen (14) days prior to event; banners must be removed within one business day after the event. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content. Institutional banner campaigns will take precedence over all university department/student organization banner campaigns. No banner shall be affixed to College building, exterior facilities, any other permanent structures, or vehicles. Exceptions will be made for College-sponsored functions that include, but are not limited to: Vanguard Day, Parent/Family Appreciation Day, Scholars Day, Commencement or other events explicitly approved by the Executive Council. The University reserves the right to deny banner placement for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action.

T-Shirts

All RSOs should consult with Office of Student Life when purchasing t-shirts or other memorabilia when using the College's name, logo, emblem, etc. to ensure that the necessary procedures and standards are followed.

Since the ASUBB Shield and Vanguard logos are trademarked graphics, all designs utilizing them will be sent for final approval by the Office of Institutional Advancement after approved by the Office of Student Life.

Copy Center

The Copy Center is the best place for affordable color copies for flyers, and print production. Located in State Hall, you can request copies of your RSO event or meeting flyers through the GDCC. Call the office at 501-882-8827 or visit the informational links below to find out about pricing and placing orders. You must have an account number and contact person for the RSO to place a printing order. The Office of Student Life can provide your account number if you do not know it.

The Copy Center can help you produce table tents, large and small flyers, color printing, black and white copies on color paper, and other various printed materials. Because of the number of materials printed on campus, it is best to give the Copy Center at least a week's notice whenever possible.

Copy Center Forms:

- Copy/Print Request
- Graphic Design Request
- Copy Center Pricing Guide

Graphic Design

Office of Institutional Advancement
Jason Marzewski
501-882-8863
jamarzewski@asub.edu

Adobe Illustrator
<http://www.asub.edu/its/support.aspx>

Canva
<https://www.canva.com/>

Snappa
<https://snappa.com/>

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Risk Management RSO HANDBOOK

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Risk Management

Alcohol & Other Drugs

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of ASU-Beebe are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on College property or as part of any College -sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on College property or at College-sponsored activities.

The ASU-Beebe affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Student Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

For more information, see "Alcohol & Other Drug Policy" in the "Community Standards" section of the Student Handbook.

Hazing

The ASU-Beebe does not permit hazing of any nature by any student or student organization. Act 75 of 1983, which prohibits hazing and prescribes punishment for those convicted of hazing, defines hazing as:

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the attacked student by threatening him/her with social or other ostracism or submitting such student to ignominy, shame, or disgrace among his/her fellow students, and acts calculated to produce such results.

2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him/her.
3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the attacked student or to discourage him/her from remaining in that school, college, university or other educational institution, or reasonably to cause him/her to leave the institution rather than submit to such acts; or
4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer threaten ,or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such as defined in this section.

For more information, see "Hazing" in the "Community Standards" section of the Student Handbook.

Travel

Frequently students travel off-campus in order to represent the College. Travel maybe in College vehicles, via commercial means, and/or in private cars. The College requires adequate protection for the students and that the College is protected from claims and liability which might arise from these occasions. In order to insure protection, the following will be observed as policy and regulations:

Official Representation

The ASU-Beebe recognizes that a student travels as its official representative only under the following conditions:

1. The appropriate administrative official authorizes a student or students to be "Official College Representatives" for the purpose of attending an event related to the accomplishment of the College's educational purposes.
2. The College will benefit from the representation in a substantial manner.
3. The student(s) travels by College vehicle or by transportation selected for them and approved by the appropriate administrative official.

4. The student(s) meets campus requirements for participation in extracurricular activities.
5. Before leaving the campus the student(s), and accompanying ASU-Beebe faculty or staff member will register according to the procedures outlined in these regulations.

Procedures for designating students as Official College Representatives

The possibility of claims and liability arising from student travel makes necessary strict procedures for travel of enrolled students to off campus sites for College purposes. The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a Notification of Off-Campus Travel of Students form.
2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Student Services and to the administrative official authorizing the travel.
3. The faculty advisor will properly inform students of the responsibility of this status.

Travel Regulations

1. Students may travel on public carriers, in College vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.
2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, driver's license, and College status of individual involved, but liability should not be admitted until all facts are known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.
3. Students will file reports with an Executive Council member and the Office of Financial and Administration concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.
4. No student(s) will be allowed to operate College vehicles during off-campus trips as defined herein unless the College employs the student for this purpose.
5. When a College car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver's license for

him/herself and for any individuals who will drive during the trip. Only employees of the College may operate College vehicles.

The above rules are inapplicable in the following cases:

1. Passengers riding in College-operated vehicles between portions of the campus.
2. ASU-Beebe will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the ASU-Beebe as official travel.
3. Dispatching of a student for an errand in a city where he is regularly enrolled. A student dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the College.

Advisor

All student groups must have an advisor on College -sponsored trips. Advisors must be a full-time or professional employee (faculty or staff) of the ASU-Beebe.

Individual advisors who accompany a student or groups of students during off-campus trips assume responsibility for the conduct of their students to ensure the College is represented in an appropriate manner.

The responsible person may be liable, due to his/her own negligence, for any person or persons injured. In addition, his/her act may be attributed to or may reflect on the College where the acts occur as a result of something within his/her general authority. The advisor is responsible, as a College employee and the organization's university representative, to maintain reasonable order.

Conduct of College Representative

Students away from the campus as College representatives are subject to disciplinary action by the College for breaches of the "Standards of Conduct" provided in the ASU-Beebe Student Handbook, as well as the breach of any local, state, or federal law in the states in which they are traveling. The accompanying advisor is authorized and required to maintain good order and maintain appropriate representation during the trip. Upon return to campus, disciplinary action may be taken for violations of conduct codes during any trip.

Discrimination

The ASU-Beebe is committed to providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and

will not discriminate on the basis of race, color, religion, creed, gender, gender identity, sexual orientation, ethnic or national origin, disability, age or any legally protected class. The Office of Disability Services has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified disabled individuals as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries concerning the application of all federal laws and regulations regarding discrimination should be directed to the Office of Human Relations, 501-882-8967.

Public Assemblies

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the College's operations or endanger the safety of others.

The College will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the College may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies. This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora.

See ASU System Operating Procedure on Freedom of Expression for more information, <https://www.asub.edu/images/uploads/20230227/freedomofexpression-84654.pdf>.

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Student Organization Development RSO HANDBOOK

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Student Organization Development

The Office of Student Life recognizes that at a two-year college, RSOs lack upper-classmen to share and train new leaders of the organization on the RSOs traditions and business operations. As a result, the Office of Student Life is dedicated to supporting the college's registered student organizations (RSO) excel and grow. Two programs the Student Life office offers campus RSOs is the annual fall Leadership Conference, designed to training new RSO officers, and on-demand workshops on organizational development.

RSO Leadership Summit

The Summit is a student organization leadership retreat offered by the Office of Student Life providing time for leadership training, equipping, and planning for ASU-Beebe student organization's newly elected officers.

Each student organization is invited to send their President, Vice-President, Secretary, Treasurer, and Advisor to participate in the retreat.

At this 9:00AM-3:00PM retreat, students will opportunity to participate in small group discussions for officers, outdoor team-building activities, and plenary sessions on the role of student organizations in campus culture, RSO expectation, & brainstorming for RSO support. Lunch will be provided. RSO officers and advisors are highly encouraged to join the Office of Student Life on our Heber Springs campus at Sugarloaf Mountain. This one-day experience is created for student leaders of Registered Student Organizations at ASU-Beebe to provide student leaders, new and experienced alike, with the tools and knowledge to successfully lead their organizations and utilize the available resources provided on campus.

The free conference is held on a Saturday in September and will include a plenary session on recruitment and marketing, breakout sessions focused on officer roles (presidents & vice-presidents, secretaries, treasurers, SGA representatives, and advisors), and outdoor team building.

RSO Training Workshops

The Office of Student Life offers registered student organizations (RSOs) workshops tailored for the needs of your specific organization. These workshops are designed to support our student organizations by giving student leaders information about how to spend funds, how to manage budgets, how to lead effectively, as well as information about all of the benefits of being a registered student organization. To request a workshop, contact the Office of Student Life, 501-882-8906.

RSO 101 - This session will explain everything you need to know about running a successful student organization at ASU-Beebe in just an hour! Learn how to set up a student organization bank account, reserve rooms for meetings, develop a constitution, and learn about all policies and procedures.

Successful Program & Event Planning - In this session, discover the step-by-step process to develop a successful program or event for your organization. Learn how to successfully market your event and become aware of the do's and don'ts of planning an effective program.

Creating a Vision, Mission Statement, & Marketing Plan - Need help gaining direction and exposure for your organization? Book this session to learn how to create the vision, mission statement, and marketing plan for your organization.

Effective Communication & Conflict Management - Enhance communication skills between members of your organization and gain knowledge about how to handle conflict when it arises within your organization.

Parliamentary Procedure - Book this session to learn proper parliamentary procedure rules to ensure the success of your organization's meetings.

Membership Recruitment & Retention - Membership looking a little low? Book this session to gain knowledge about recruiting new group members. Learn tips and techniques to empower and engage all group members to decrease burnout and retain members.



RSO of the Year Point System RSO HANDBOOK



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RSO of the Year Point System

RSO of the Year Award

Established in 2000 by the Student Leadership Council (now, Student Government Association), this Registered Student Organization (RSO) of the Year Award is designated to "recognize an outstanding officially recognized student organization (RSO) both on-campus in terms of sponsoring activities open to fellow students, as well as working with community partners on service projects. In addition to these two criteria, student groups should demonstrate that their activities, rather than the work of one or two very active individuals, involve many group members in collaboration. Campus involvement, community service, and teamwork define what we consider an outstanding student organization."

This award will be presented in the form of a plaque to the selected RSO, at the annual Vanguard Awards event in April or May each academic year, and the RSO title is added to a perpetual plaque permanently displayed in the Dr. Eugene McKay Student Center.

To ensure greater participation in consideration for this recognition, beginning in 2021-2022 academic year, the RSO that earned the most engagement points, through the RSO Point System as outlined in the Registered Student Organization Handbook, will be recognized as the recipient of the RSO of the Year Award.

RSO Point System

In the Fall 2019 semester, the Student Senate adopted Resolution 2020-013 establishing the RSO Taskforce charged with collaborating with RSOs to develop strategies to incentivize the RSOs to foster relationships with members in different organizations other than their own. The proposal from the year-long study, included the establishment of a point system where RSOs earn points for fulfilling their role and contribution to campus life. In the Fall 2020 semester, the following point system was proposed to the Office of Student Life by the Student Senate.

The RSO Point System at ASU-Beebe is developed to encourage best practices of student organizational management, while prompting engagement and support of a larger campus life. Areas where RSOs may earn points are grouped into five (5) categories; namely, Organizational Management, Campus Life Engagement, Campus Life Learning Outcomes, Campus Leadership and Service.

Organizational Management

The Office of Student Life recognizes that at a two-year college, RSOs lack upper-classmen to share and train new leaders of the organization on the RSOs traditions and business operations. As a result, the Office of Student Life has identified a series of annual functions of an RSO to award RSO Points to encourage best practices and to serve as a check-list for student members to learn proper management of a student organization at ASU-Beebe.

- **RSO Renewal Packet**

Each year, RSOs must complete an RSO Renewal Packet into the Office of Student Life to renew their campus charter and be allowed to operate as a full RSO the next academic year. The RSO Renewal Packet is designed to encourage RSOs to begin planning for the next academic year, including electing officers, confirm advisor commitment, budgeting, recruitment and retention efforts, and planning events. Completed RSO Renewal Packets are due to the Office of Student Life before April 1st each year.

- 25 points for submitting a completed packet on/before April 1st
- 15 points for submitting a partial packet on/before April 1st
- 10 points for submitting a completed packet after April 1st
- 5 points for submitting a partial packet after April 1st

- **Mandatory RSO Renewal Meeting**

Each April, every RSO must have at-least three (3) officers and advisor attend a meeting hosted by the Office of Student Life to review plans for the upcoming year, changes to the RSO Handbook (if any), and communicate RSO expectations to the new group of student leaders.

- 25 points if all officers and advisor attend RSO Renewal Meeting
- 20 points if all officers, but not advisor attend RSO Renewal Meeting
- 15 points if three (3) officers and advisor attend RSO Renewal Meeting
- 10 points if three (3) officers, but not advisor attend RSO Renewal Meeting
- 5 points if less than (3) officers, but not advisor attend RSO Renewal Meeting

- **RSO Constitutional Review**

Although constitutions should not be altered lightly, regularly reviewing an organizations constitution is a best practice to helping the organization grow and adapt to every evolving expectations of organizations by its members. If the RSO Constitutional Review Packet is completed by officers or a committee of the RSO, the Packet must include a copy of minutes documenting the review with the membership.

- 10 points for submitting a completed RSO Constitutional Review Packet on/before April 1st

- **RSO Budget**

Although the Office of Student Life does not approve or endorse RSO budgets, it does encourage the practice of budgeting estimated expenses of its planned operations and activities, along with needed revenue (i.e., membership dues, fundraising, event admissions, college support. etc.).

- 10 points for submitting a completed RSO Budget Packet on/before March 1st

- **Elected Officers**

Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator). RSOs are recommended to have a Treasurer position, but not required. To assist with planning for the next academic year, the Office of Student Life recommends RSOs elect officers for the next year in March.

- 15 points if elected all officers before April 1st
- 10 points if electing only President & Secretary before April 1st
- 5 points if elected all officers after April 1st

- **RSO Meetings**

Although the Office of Student Life does not regulate the frequency in which RSOs should meet, either as an officer meeting or membership meeting. However, RSOs are recommended to meet at-least once a month to engage its membership. To receive points for hosting a membership meeting, the meeting must be documented with minutes, been open to all members of the RSO, and a quorum (half plus one of the membership) in attendance.

- 1 point for each documented membership meeting held between April 1st and March 31st of the following year.

- **Membership**

RSOs are nothing without their members. To receive points for membership roster, if the RSO has membership requirements (i.e., GPA, dues, etc.) the RSO must verify members registered in Mosaic meet all requirements for membership.

- 1 point for each member registered with the RSO in Mosaic on November 1st and April 1st.

Campus Life Engagement

One of the primary purposes for ASU-Beebe to support RSOs is to help promote student engagement across the college. Throughout the history of the College student organizations have been an integral part of campus life. The following points are designed to incentivize RSOs to foster relationships with members outside of their organization and support traditional engagement events.

- **Membership Attendance to Student Life Events**

RSOs can play an important role in communicating to its members what campus events are being hosted during the academic year. Participation to Student Life planned campus events, encourages growth in the type and frequency of activities hosted on campus. RSOs are encouraged to have active membership, and in turn encourage its membership to attend campus events. To receive points for membership attendance to a Student Life

event, the member must scan the event check-in QR code with the ASUB Mobile App, and be registered with the RSO in Mosaic at the time of the event.

- 0.25 points for each member in attendance to a Student Life event held between April 1st and March 31st of the following year.
- **Membership Attendance to RSO Hosted Events**
RSOs should support each other's events and activities. Participation to RSO planned campus events, encourages growth in the type and frequency of activities hosted on campus. RSOs are encouraged to have an active membership, and in turn encourage its membership to attend other RSO events. To receive points for membership attendance to a RSO hosted event, the member must scan the event check-in QR code with the ASUB Mobile App, and be registered with the RSO in Mosaic at the time of the event.
 - 0.5 points for each member in attendance to a RSO hosted event held between April 1st and March 31st of the following year.
- **RSO Hosted Campus Event**
RSOs are encouraged to plan and host their own campus events to promote campus life, help recruit new members, and engage its membership. To receive points for hosting a campus event, the event must be open to the campus community and be planned within the guidelines outlined for hosting an event.
 - 10 points for each campus event hosted between April 1st and March 31st of the following year.
- **RSO Participates in a Campus Tradition Event**
Campus culture is defined by the continuation of college specific traditions. The Office of Student Life plans a series of events that are long-standing traditions at ASU-Beebe. To receive points for participating in a Campus Tradition Event, the RSO must coordinate with the Office of Student Life to help work said event
 - 10 points for each campus tradition event the RSO participates in between April 1st and March 31st of the following year, namely:
 - Hosting a table at Back-to-Beebe Bash (August)
 - Hosting a table at Involvement Fair (September)
 - Hosting a booth at Trunk or Treat (October)
 - Participation in Community Egg Hunt (March/April)
 - Hosting a booth at Spring Fling (April)
 - Hosting a table at Vanguard Days (November & March)

Campus Life Learning Outcomes

Although, RSOs help promote campus life and the “out-of-the-classroom” experience of ASU-Beebe’s students, the primary role of co-curricular programming is the support student’s curricular study. The Office of Student Life is dedicated to the principle that students are students first, and all its programming should support their educational development inside and outside the classroom. In 2019, the Office of Student Life developed a co-curricular framework that assesses what experiences and outcomes students should gain while participating in campus life. Four broad categories were identified which will serve as the center of campus life programming. Just like the arch which has historically stood at the center of the ASU-Beebe campus, the Campus Life Curriculum’s outcomes identified as A.R.C.H., and acronym for Academic & College Success, Respect for Self & Others, Community & Leadership Engagement, and Health & Personal Wellness. The following points are designed to incentivize RSOs to foster a support of educational development in its members’ activities inside and outside the classroom.

- **RSO Cumulative GPA**

RSOs are encouraged to support the academic success of its membership. A student’s cumulative GPA is just one metric used by the College to assess academic success.

- 10 points multiplied by the cumulative grade point average of all members registered with the RSO in Mosaic on the last day of the Fall and Spring semesters.

- **Facilitated learning within the goal of Academic & College Success**

Campus Life connects residents to resources and environments that support academic success. Campus Life maximizes learning engagement through career and academic exploration. Through sustained relationships with academic partners, Campus Life provides supportive learning environments to help students achieve their academic and career goals and discover their passions. By participating in experiences while on campus, students will be exposed to the following:

- A.1 Students will be able to identify resources that support their academic success and career goals.
- A.2 Students will be able to use resources to support their academic success.
- A.3 Students will be able to set realistic academic goals.
- A.4 Students will be able to connect their classroom learning to out of class experiences

- 10 points for demonstrating the RSO exposed its members to one of the above learning outcomes between April 1st and March 31st of the following year.

- **Facilitated learning within the goal of Respect for Self & Others**

Campus Life connects residents to appropriate self-management skills and respectful communities that support diversity and inclusion. Campus Life enables students to gain knowledge and experiences with intrapersonal and interpersonal competence including

conflict management, personal growth, and self-advocacy. By using trainings, collaboration, and resources, we will support, educate, and challenge individual understanding of social justice and inclusion. Campus Living seeks to understand and affirm all identities we serve, to develop a culture where individuals challenge assumptions and engage in open discourse.

- R.1 Students will be able to recognize individual identities and their role within the community.
- R.2 Students will be able to relate social justice and inclusion concepts to the campus community.
- R.3 Students will be able to recognize the importance of building and sustaining positive relationships with others.
- R.4 Students will be able to apply self-advocacy skills in management of life tasks.

- 10 points for demonstrating the RSO exposed its members to one of the above learning outcomes between April 1st and March 31st of the following year.

- **Facilitated learning within the goal of Community & Leadership Engagement**

Campus Life provides residents the opportunity to serve their community and developing leadership skills on campus and in their community. Campus Life provides students the opportunity to demonstrate a commitment to the values of servant leadership of the Vanguard community. Campus Life strives to enhance connections and engagement for residents through support and resource connection. Through involvement with leadership activities, residents are challenged to practice social responsibility, demonstrate an accountability to self and others, and develop as engaged citizens.

- C.1 Students will be able to recognize the importance of connecting to the residential, campus, and greater community.
- C.2 Students will be able recognize ways to get involved on campus.
- C.3 Students will be able identify their personal leadership strengths and strengths in others.
- C.4 Students will be able develop independent plans to enact positive change on campus and in their community.

- 10 points for demonstrating the RSO exposed its members to one of the above learning outcomes between April 1st and March 31st of the following year.

- **Facilitated learning within the goal of Health & Wellness**

Campus Life connects residents to productive and healthy communities. Living in campus housing provides students the opportunity to engage with and develop as a member of the ASU-Beebe community. Being a part of a community engages students' responsibility to make healthy personal decisions surrounding self-care and stress management, personal wellness, physical and mental well-being, and alcohol and drug

use. Campus living connects students to resources and opportunities that allow them to make growth-oriented choices.

- H.1 Students will be able to demonstrate responsibility in making healthy personal decisions.
 - H.2 Students will be able to demonstrate importance of emotional & mental wellness.
 - H.3 Students will be able to demonstrate legal and responsible behavior related to the consumption of alcohol and other substances.
 - H.4 Students will be able to identify potential support resources (Student Counseling Services and community agencies).
- 10 points for demonstrating the RSO exposed its members to one of the above learning outcomes between April 1st and March 31st of the following year.

Campus Leadership

RSOs are a vital part of the Office of Student Life's student development strategies. Although RSOs provide student leadership opportunities on campus, it is important to the health of campus life that RSOs participate in campus-wide leadership opportunities. Whether participating in training workshops or student government, RSOs, and their members, have an important role to play in shaping campus life and influencing the student experience at ASU-Beebe.

- **RSO Senator Attendance to Student Senate Meetings**

The SGA Constitution outlines that every RSO on a campus has the right to be represented on the campus' respective Student Senate. Each RSO is expected to elect from amongst its membership a Student Senator to serve on the Student Senate.

- 2 points for each Student Senate meeting the RSO's Student Senator is present between April 1st and March 31st of the following year.

- **RSO Members serve on SGA Council/ Committees**

In addition to the RSO Student Senator, any member of an RSO can volunteer to serve on one of SGA's various Councils or Committees.

- 2 points for each member registered with the RSO in Mosaic that serves on a SGA Council/ Committee for more than two (2) months.

- **Participation in RSO Leadership Summit**

Each September, the Office of Student Life hosts a RSO leadership training retreat on the Heber Springs campus for RSO officers and advisors from all of ASU-Beebe's campuses.

The summit is designed to provide specialized training on how to be an officer and update RSOs on the new academic year.

- 25 points if all officers and advisor attend RSO Leadership Summit
 - 20 points if all officers, but not advisor attend RSO Leadership Summit
 - 15 points if three (3) officers and advisor attend RSO Leadership Summit
 - 10 points if three (3) officers, but not advisor attend RSO Leadership Summit
 - 5 points if less than (3) officers, but not advisor attend RSO Leadership Summit
- **Participation in Student Organization Training Workshops**
The Office of Student Life offers RSOs workshops tailored for the needs of campus organizations. These workshops are designed to support RSOs by giving student leaders information about how to spend funds, how to manage budgets, how to lead effectively, as well as information about all of the benefits of being a registered student organization. To request a workshop, contact the Office of Student Life, 501-882-8906.
 - 10 points for each workshop hosted with RSO officers between April 1st and March 31st of the following year.

Service

In addition to supporting campus life through hosting events and participating in student activities, RSOs have a role in serving the campus and greater community through volunteerism and philanthropy. The following points are designed to incentivize RSOs to serve the community and campus they are located in meaningful and rewarding ways.

- **Community Service Hours**
As a community college, ASU-Beebe is called to be a college for the community. As a Vanguard student, "leading the way in all we think, say, and do," this includes serving the communities our campuses call home.
 - 0.25 points for each hour each member logs volunteering off campus with a licensed non-profit or governmental organization between April 1st and March 31st of the following year.
- **Campus Service Hours**
Vanguard Volunteerism can happen on campus as well. RSOs should consider how and when they can serve the campus community to help make events, programming, and activities be a success.
 - 0.25 points for each hour each member logs volunteering on- campus with a department between April 1st and March 31st of the following year.
- **Philanthropy**

Although, volunteering our time is an important means to serve our community, often important causes also require monetary funds to support their services. ASU-Beebe does not ask its students to donate their limited funds to help causes on or off campus. However, helping causes raise funds is a great way to show support.

- 1 point for each \$5.00 collected through an approved fundraiser for licensed non-profit or governmental organization (not including the RSO itself, unless supporting scholarships) between April 1st and March 31st of the following year.

RSO Point Leaderboard

The Office of Student Life works diligently to regularly update the RSO Point Totals reported by the various RSOs. The Office of Student Life will maintain a public RSO Point Leaderboard to update the campus community of the status of RSOs activities and points earned. It is the intent that between the 1st and 5th of each month, the Office of Student Life's RSO Point Leaderboard will be updated. RSOs are encouraged to check-in regularly to see where their organization stands in the comparison of others.

Online Leaderboard

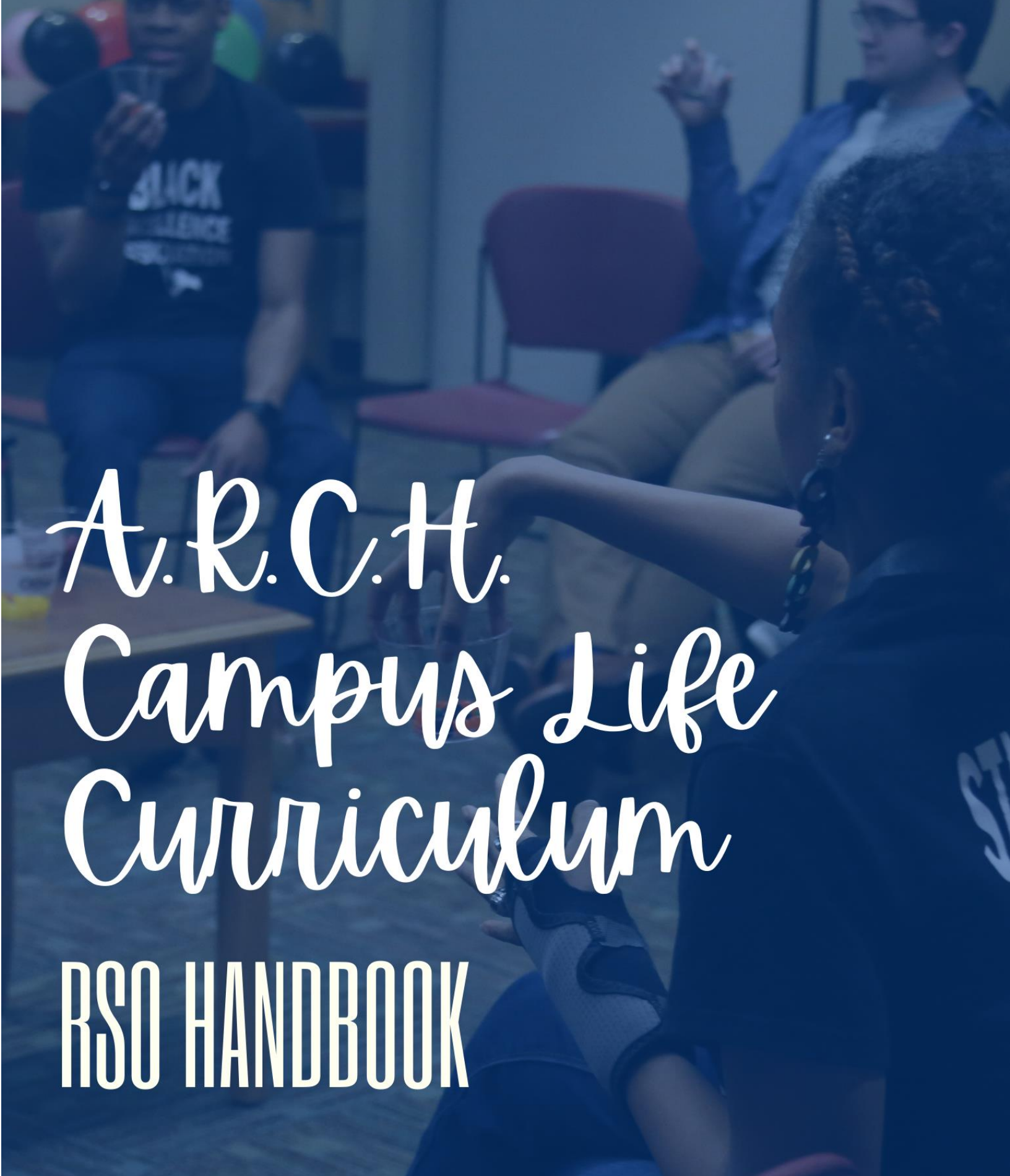
The Office of Student Life will maintain a digital leader board online on the student organization page of the college's website, <http://www.asub.edu/student-life/student-organizations.aspx>.

RSOs will be responsible for submitting their own RSO Points utilizing an electronic form made available on the student organization page of the college's website, <http://www.asub.edu/student-life/student-organizations.aspx>.

McKay Student Center Banners

In addition to the online leaderboard, the Office of Student Life will provide each RSO a canvas banner to be decorated by their choosing to be displayed in the Dr. Eugene McKay Student Center. RSO banners will be arranged 1st to 12th place in order of their respective standing on the RSO Point Leaderboard based on the total number of points earned and reported to the Office of Student Life by the 1st of each month. It is the intent that between the 1st and 5th of each month, the Office of Student Life's will update the placement of the RSO banners in the Dr. Eugene McKay Student Center based on RSO Point Leaderboard standing.

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A.R.C.H. Campus Life Curriculum RSO HANDBOOK

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A.R.C.H. Campus Life Curriculum

The A.R.C.H. Campus Life Curriculum is the co-curricular framework upon which we base all of our work in the Office of Student Life. The Curriculum answers the question, **"What do we want students to learn as a result of patiating in our campus communities?"**

We believe all of our staff in Office of Student Life are educators who support student learning. The Curriculum outlines what we want student to learn.

The Curriculum is a process that consists of:

- identifying an educational priority, broad goals and specific learning outcomes
- identifying and implementing intentional strategies to achieve the priority, goals and learning outcomes
- assessing students' achievement of the priority, goals and learning outcomes
- revising the learning outcomes and strategies to be more effective.

Foundations of the Curriculum

The development and implementation of the Curriculum is guided by many philosophical foundations. These theories, goals, values, mission and philosophy statements form the backbone of the Curriculum. The foundations include but are not limited to:

- ASU-Beebe Mission Statement
- ASU-Beebe Institutional Values
- ASU-Beebe Strategic Goals
- ASU-Beebe Student Success Outcome
- ACUHO-I Core Curriculum
- Astin's Student Engagement Model
- Office of Student Life Mission

No one of the above is dominant over the other. Some are more applicable based on the specific learning outcome and strategy.

Office of Student Life Mission Statement

It is the mission of the Office of Student Life to foster a campus environment that cultivates student learning through developing innovative and inclusive co-curricular programing that enables students to become citizen leaders and engaged scholars within their community.

Educational Priority, Goals and Student Learning Outcomes

In developing the Campus Life Curriculum a wide array of staff in the Office of Student Life, answered the question, "**What do we want students to learn as a result of living in our residential communities?**" Over the course of several years, the responses to that question was narrowed and refined. From those discussions, we derived an overall educational priority, four broad goals, and specific learning outcomes.

Educational Priorities: Scholarship, Leadership and Citizenship

Our educational priority is to enable residents to become citizen leaders and students as engaged scholars within their community. Students living on campus at Arkansas State University - Beebe will benefit from an environment designed to encourage learning through:

- **Scholarship.** At the core of the mission of student support should be the drive to provide programing and services to support students outside the classroom in their development inside the classroom. At the center of the restructuring of the Student Life Office is a paradigm shift from being the service provider of extra-curricular activities to a developer of co-curricular programing which support the development on the student outside the classroom.
- **Citizenship.** The College has a social obligation to ensure students graduate with the skills necessary to be productive, engaged and informed citizens. This includes providing programs that facilitate self-discovery, social inclusion, and civic engagement. By expanding Student Life Office commitment to volunteerism and social inclusion programing, the office can have a center role in the College meeting this mission.
- **Leadership.** Finally, Student Life believes it has an obligation to promote leadership development on campus through, and outside our student government activities. As educated people, students have the responsibility to assume leadership roles when needed. Because of this responsibility, students must have opportunities to develop and refine their abilities to participate fully as leaders and citizens. The further development of the College's Leadership Program and Registered Student Organizations can be facilitated through Student Life development, training, and leadership opportunities for our students.

Co-curricular Learning Outcomes

Students at ASU-Beebe should have the opportunity to take part in numerous experiences that promote learning. As the Office of Student Life assessed what experiences and outcomes students should gain while participating in campus life, four broad categories were identified which will serve as the center of campus life programming. Just like the arch which has historically stood the center of the ASU-Beebe campus, we have labeled the outcomes A.R.C.H., or:

- Academic & College Success
- Respect for Self & Others
- Community & Leadership Engagement

- HHealth & Personal Wellness

Learning Outcomes

Once connected to a goal, each item we want our students to learn was further refined into learning outcomes using the following guidelines. Learning outcomes should be:

- Specific
- *Measurable*: can we determine if students have achieved the learning outcome?
- Results from intentional strategies implemented by our staff: we recognize that students will grow in some ways regardless of what we do. The Curriculum is designed to support only those things that we affect by what we do and how we do it.
- Understandable: it is more difficult than it might appear to answer the question "What do we want our students to learn as a result of living in our communities?" in ways that are easily understood by all ORL staff. Much energy has been devoted to writing the learning outcomes to make this possible. This process is on-going. For some learning outcomes, some discussion may be necessary to ensure that all ORL staff understand their intent.
- Student development theory teaches us that students are at various stages of development which affects their learning and future development. For example one must first identify one's beliefs and values before one can refine them, after which one can intentionally integrate them into one's world view.
- All of the learning outcomes are outlined on the first page of the Residential Curriculum.

By participating in experiences while living on campus, residents will be exposed to the following:

Academic & College Success – *Campus Living connects residents to resources and environments that support academic success.*

Living on campus maximizes learning engagement through career and academic exploration. Through sustained relationships with academic partners, Campus Living provides supportive learning environments to help students achieve their academic and career goals and discover their passions.

- A.1 Students will be able to identify resources that support their academic success and career goals.
- A.2 Students will be able to use resources to support their academic success.
- A.3 Students will be able to set realistic academic goals.
- A.4 Students will be able to connect their classroom learning to out of class experiences.

Respect for Self & Others – *Campus Living connects residents to appropriate self-management skills and respectful communities that support diversity and inclusion.*

Living on campus enables students to gain knowledge and experiences with intrapersonal and interpersonal competence including conflict management, personal growth, and self-advocacy.

By using trainings, collaboration, and resources, we will support, educate, and challenge individual understanding of social justice and inclusion. Campus Living seeks to understand and affirm all identities we serve, to develop a culture where individuals challenge assumptions and engage in open discourse.

- R.1 Students will be able to recognize individual identities and their role within the residential community.
- R.2 Students will be able to relate social justice and inclusion concepts to the residential community.
- R.3 Students will be able to recognize the importance of building and sustaining positive relationships with others.
- R.4 Students will be able to apply self-advocacy skills in management of life tasks.

Community & Leadership Engagement – *Campus Living provides residents the opportunity to serve their community and developing leadership skills on campus and in their community.*

Living on campus provides students the opportunity to demonstrate a commitment to the values of servant leadership of the Vanguard community. Campus Living strives to enhance connections and engagement for residents through support and resource connection. Through involvement with leadership activities, residents are challenged to practice social responsibility, demonstrate an accountability to self and others, and develop as engaged citizens.

- C.1 Students will be able to recognize the importance of connecting to the residential, campus, and greater community.
- C.2 Students will be able recognize ways to get involved on campus.
- C.3 Students will be able identify their personal leadership strengths and strengths in others.
- C.4 Students will be able develop independent plans to enact positive change on campus and in their community.

Health & Personal Wellness – *Campus Living connects residents to productive and healthy communities.*

Living in campus housing provides students the opportunity to engage with and develop as a member of the ASU-Beebe community. Being a part of a community engages students' responsibility to make healthy personal decisions surrounding self-care and stress management, personal wellness, physical and mental well-being, and alcohol and drug use. Campus living connects students to resources and opportunities that allow them to make growth-oriented choices.

- H.1 Students will be able to demonstrate responsibility in making healthy personal decisions.
- H.2 Students will be able to demonstrate importance of emotional & mental wellness.
- H.3 Students will be able to demonstrate legal and responsible behavior related to the consumption of alcohol and other substances.

- H.4 Students will be able to identify potential support resources (Student Counseling Services and community agencies).

RSO Implementation and Alignment

Registered Student Organizations (RSOs) can play an important role in promoting and engagement students with co-curricular learning through out-of-the classroom experiences. RSOs are asked when planning activities and programing to consider how might the organizational normal program of work align with the established learning outcomes in the A.R.C.H. Campus Life Curriculum.

To assist reinforce the important opportunity for RSOs to intestinal consider their roles in engaging their members and other students on campus with the A.R.C.H. Campus Life Curriculum, the Campus Life Learning Outcomes category of the RSO Point System is directly aligned with RSOs aligning its work to the A.R.C.H. Campus Life Curriculum.

RSOs that effective engagement their membership and student body with A.R.C.H. Campus Life Learning Outcomes will gain completeive advantages to earning recognition in the RSO of the Year Award.

The Office of Student Life will provide a standard Post-Program Evaluation and Student Program Survey to assist RSOs and Student Life housing staff document and reflect on how activities hosted align with A.R.C.H. Campus Life Learning Outcomes.

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New Recognized Student Organizations RSO HANDBOOK

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New Recognized Student Organizations

Getting Started Checklist

Step 1: Download a copy of the New Student Organization Recognition packet from *Clubs and Organizations* webpage, <https://www.asub.edu/clubs-and-organizations/>. Set up a meeting to review the process with the Campus Life Coordinator.

Step 2: File a petition to establish a student organization with the Dean of Students. A form petition is located in the New Student Organization Recognition packet. The petition must include:

- The Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).
- A declaration of the purposes, goals, activities (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.
- Name, ID Numbers, and Signatures of at-least ten (10) students, of which at-least 6, will return the following year, committing to be members. This is required to ensure that there is sufficient, sustainable interest in the creation and longevity of a new organization.

Step 3: After the petition has been reviewed by the Campus Life Coordinator and certified by the Dean of Students, the student group will be recognized by the Office of Student Life as provisional student organization.

Step 4: As a provisional RSO, the organization has up-to three (3) months from provisional recognition to select an advisor, develop a student written constitution and/or by-laws, and elect officers under the provisions of the newly adopted constitution.

- An organization official selects and advisor by completing a RSO Advisor Agreement Form (<https://www.asub.edu/clubs-and-organizations/>) with the advisor. RSO advisors are encouraged to review the RSO Manual before agreeing to advise a student organization.
- Consider using the constitution outline and samples provided to develop a Constitution and By-Laws for your organization. A copy of the Registered Student Organization (RSO) Constitution Template is located on the *Clubs and Organizations* webpage, <https://www.asub.edu/clubs-and-organizations/>, and at the end of the document.

Step 5: Once a provisional RSO has selected an advisor, adopted a constitution, elected officers, and maintained at-least ten (10) students, the officers should submit the completed New Student Organization Recognition packet with all the required materials and forms to the Office of Student Life

Step 6: Meet with the Campus Life Coordinator and/or Dean of Students to review the material submitted.

Step 7: If the New Student Organization Recognition packet is complete and the content follows College procedure, the Dean of Students will issue the organization a charter to operate on campus as full registered student organization.

Naming Your Organization

- The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing RSO.
- Recognized Student Organizations who choose to use ASU-Beebe in their title must use the following format: (Name of Organization) at ASU-Beebe (with the dash and no spaces). Student organizations are not official entities of the College and may not represent themselves as such.
- RSOs cannot use the College trademarks, seal or logos (including mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the College without express permission.
- RSOs may indicate existence at the College as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at Arkansas State University-Beebe (or ASU-Beebe)”.

Recognition Process

There are procedures that must be followed in forming an ASU-Beebe Registered Student Organization (RSO). A group wishing to be recognized by the College must submit a petition to established a student organization with the Dean of Students. The petition must include:

- The Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).
- A declaration of the purposes, goals, activities (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.

- Name, ID Numbers, and Signatures of at-least ten (10) students, of which at-least 6, will return the following year, committing to be members. This is required to ensure that there is sufficient, sustainable interest in the creation and longevity of a new organization.

After the petition is certified by the Dean of Students, the student group will be recognized by the Office of Student Life as provisional student organization.

During the time as a provisional RSO and application for recognition is being considered, a group may not sponsor speakers or other activities in the name of the proposed organization. The group will be permitted to conduct three informational or interest meetings while seeking recognition.

As a provisional RSO, the organization has up-to three (3) months to select an advisor, develop a constitution and/or by-law, elect its officers, and maintain at-least ten (10) qualified members, of which at-least six (6), will return the following year. The following information is required in the constitution:

1. Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).
2. A declaration of the purposes, goals, activities (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.
3. A listing of officers by title and any specific functions of the officers. Officers must have at least a 3.00 cumulative grade point average and not be on disciplinary probation. Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator).
4. A statement of terms of the office and the time and method of election.
5. Frequency of meetings. Specification for a special or called meeting and what constitutes a quorum must be stated.
6. Provisions for an advisor (full-time at ASU-Beebe. Who will choose the advisor and the role of the advisor must be stated.
7. Section on finance. A statement on membership dues and a statement that the organization will collect, disburse, and operate their funds from a college agency account must be stated. It must also be stated what constitutes a fiscal year, and who needs to sign an agency form before a check or payment can be processed.

8. Arrangements for standing or other special committees must be specified.
9. Provisions for amendments to the constitution and what is a majority vote to amend must also be included

Once a provisional RSO has selected an advisor, adopted a constitution, elected officers, and maintained at least ten (10) students, the officers should submit the completed New Student Organization Recognition packet with all the required materials and forms to the Office of Student Life. The Dean of Students will verify that all College requirements for recognition have been met. If the New Student Organization Recognition packet is complete and the content follows College procedure, the Dean of Students will issue the organization a charter to operate on campus as full registered student organization.

If a group fails to fulfill the above requirements within the three (3) months provisional period, the group must disband and a new organizing petition must be filled with the Office of Student Life. The new petition may be assigned by a new group of students or the same students.

Constitution

The reasons for having a Constitution and By-Laws, are to articulate the purpose of your organization and spell out the procedure to be followed for its orderly functioning.

Constitutions usually require a two-thirds vote of the membership for adoption and amendments. Constitutions should include provisions of how the organization is structured, that should not be changed frequently. Examples include: name, mission, election of officers, etc.

If an RSO is affiliated with a national organization, they will be required to comply with the provisions of the national constitution, and will most likely be required to develop By-Laws for the local chapter.

A copy of the Registered Student Organization (RSO) Constitution Template is located on the *Clubs and Organizations* webpage, <https://www.asub.edu/clubs-and-organizations/>, and at the end of the document.

By-Laws usually only require a simple majority vote of the membership or officers for passage. They should include provisions of how the organization operates, that might be changed frequently. Examples include: date, time, location of meetings, committees, activities, etc.

By definition, an organization is a "body of persons organized for some specific purpose; a club, union, or society. The purpose of writing a constitution will serve to:

- Clarify your purpose

- Define your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be much easier and more rewarding.

Any amendment to the Constitution must be submitted to the Office of Student Life within one week of ratification.

The following is an outline of the standard information to be included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I

The name of the organization.

Article II

Affiliation with other groups (local, state, national, etc.)

Article III

Purpose, aims, functions of the organization

Article IV

Membership requirements and limitations

Article V

Officers (titles, term of service, how selected)

Article VI

Advisor (term of service, how selected)

Article VII

Meetings (frequency, special meetings, who calls them)

Article VIII

Quorum (number of members required to transact business.)

Article IX

Referendum and Recall (procedures and handling)

Article X

Amendments (means of proposal, notice required, voting requirements)

Article XI

Ratification (requirements for adopting this constitution)

Once you have developed your Constitution and By-Laws, review over them often. The needs of your group will change over time and it is important that the Constitution and By-Laws are updated to reflect the current state of affairs.

Make sure every member of the organization has a copy of them. This will help unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.



Mosaic in the ResLife Portal RSO HANDBOOK

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Mosaic in the ResLife Portal

Simply stated, Mosaic is an online community for your campus organizations and groups powered by the Office of Student Life's housing software, ResLife Portal.

"Mosaic - a surface decoration made by inlaying small pieces of variously colored material to form pictures or patterns (Merriam-Webster) Mosaic embraces this philosophy of various small pieces interconnected to "form pictures or patterns," just as student organizations apart of your campus interconnect to enhance your campus community."

Mosaic serves as a platform for ASU-Beebe's registered student organizations (RSO) to manage membership, communicate with members, adverse events and meetings, showcase and collaborate with other RSOs and digitally manage important documents.

Link to Mosaic in the ResLife Portal:

<https://preview.reslifecloud.com/mosaic/?g=425F45A5B265119F5AD605259FB9DA4C>

Mosaic Short Link: <https://tinyurl.com/28tx667a>

Setup profile. Provisional RSOs can request to setup their organization's Mosaic profile by completing the following electronic form: <https://forms.office.com/r/gtLrZ5FS1f>.

Access Control in Mosaic

A user account for Mosaic will be setup for every student attending the Beebe campus, and interested students attending the Heber Springs & Searcy campuses. However, only RSO advisors and elected club officers will be granted "Manage" user permissions to Mosaic.

"Manage" user permissions in Mosaic allows a user to edit the organization profile, add members, publish announcements to memberships, send a message directly to a member, add events to organization hub, and setup collaborations with other RSOs in Mosaic.

RSOs are recommended to have a provision in their By-Laws detailing who in the organization is permitted to officially edit and manage the RSO's organization profile in Mosaic. It is suggested the elected President and one (1) other elected officer (Secretary or Vice-President) be designated by the membership to have "manage" user permissions in Mosaic.

RSOs may have more than two (2), but no more than five (5), "manage" users. RSOs must communicate to the Office of Student Life the names of its designated "manage" users. Only the Office of Student Life will assign "manage" user permissions to an RSO's advisor or designated student officers.

“Member” user permissions in Mosaic allows a user to join an organization (if the RSO enables self-join), attend events hosted by organizations, and receive announcements and messages from organization “manage” users.

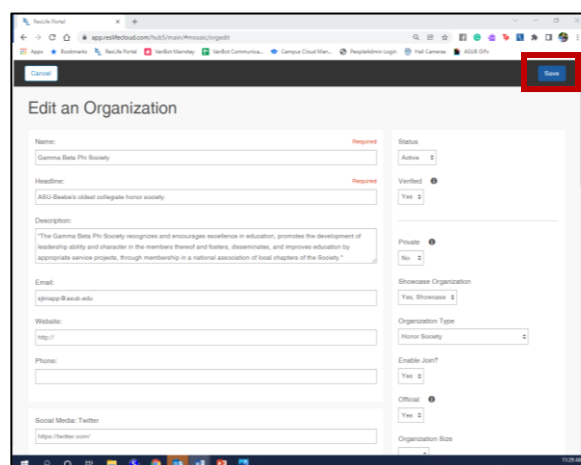
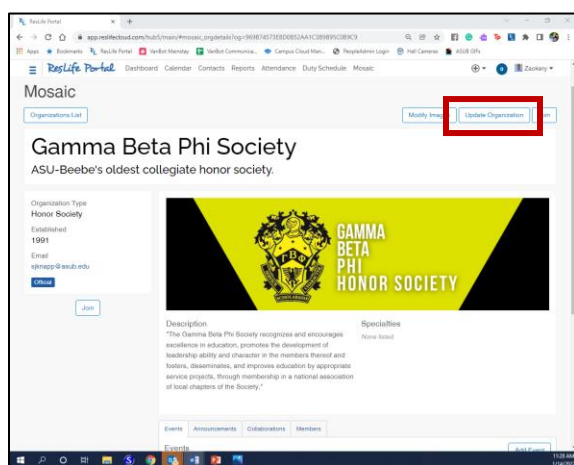
Automatically, any student registered with Mosaic will assigned “member” user permissions until appointed a designated student officer by an RSO. If a student does not have access to Mosaic as a “member” user, they should contact the Office of Student Life via StudentLife@asub.edu or 501-882-4491.

Edit Organization Profile in Mosaic

Any “manage” user (advisor or designated student officer) can edit an RSO’s profile in Mosaic. However, “manage” **USERS SHOULD NEVER EDIT** the following attributes of their organization profile in Mosaic:

- Name
- Status
- Verified
- Private
- Showcase Organization
- Organization Type
- Official
- Established Year

In the top right-hand corner of an organization profile, a “manage” user of an organization may select the “Update Organization” button.

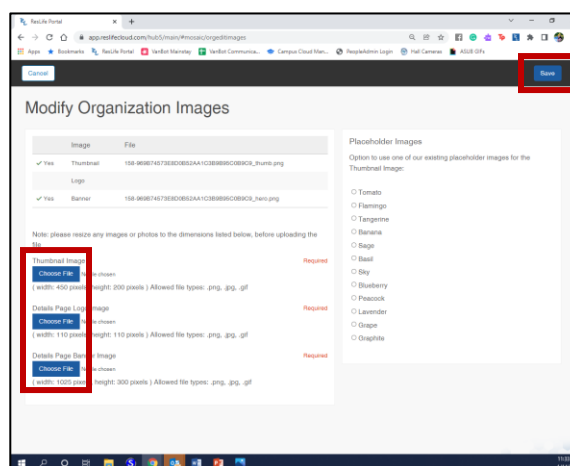
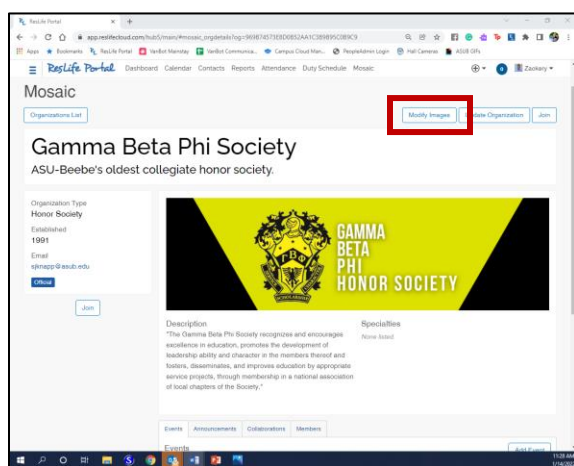


Once selected the “manage” **USER MAY EDIT** the following attributes of their organization profile in Mosaic:

- Headline – strapline that will be visible on the organization list.
- Description – a 500 word summary of the organization.
- Email – a email for the RSO that will be checked often.
- Website – link to any outside web source about your RSO.
- Phone – a email for the RSO that will be checked often (possible the advisor's office number).
- Social Media: Twitter
- Social Media: Facebook
- Social Media: LinkedIn
- Social Media: Instagram
- Social Media: YouTube
- Social Media: TikTok
- Keywords – search words for students to search Mosaic to fins your organization profile.
- Specialties – key search words for students to search Mosaic to fins your organization profile.
- Video: YouTube – link to a video commercial for your RSO.
- Description About – a detailed unlimited description of your RSO.
- Description Services – a detailed unlimited description of the services your RSO offers.
- Enable Join? – Select yes or no to allow students to join your RSO on their own.
- Organization Size – what is the traditional membership size of your RSO.

After making any changes, the “manage” user can select the blue “Save” button in the top right-hand corner of the page to save the edit.

Additionally, “manage” users can edit the images associated with their organization profile. In the top right-hand corner of an organization profile, a “manage” user of an organization may select the “Modify Organization Images” button.



Each organization profile can have up-to three images associated with their profile. Image file types must be .png, .jpg, or .gif, and be the following sizes:

- Thumbnail Image (width: 450 pixels x height: 200 pixels) – this is an image that will appear on the organization list page in Mosaic.
- Details Page Logo Image (width: 110 pixels x height: 110 pixels) – this is an image that will appear just left of the organization’s name on the organization profile page in Mosaic.
- Details Page Banner Image (width: 1025 pixels x height: 300 pixels) - this is an image that will appear above the “Description” on the organization profile page in Mosaic.

Once you know which image you wish to change or upload, select the appropriate blue “Choose File” button on the left-hand side of the “Modify Organization Images” page. Once selected, you should be prompted with a file navigation window. Navigate your device files to locate and select the appropriate image file. Once selected and uploaded, select the blue “Save” button in the top right-hand corner of the page to save the edit.

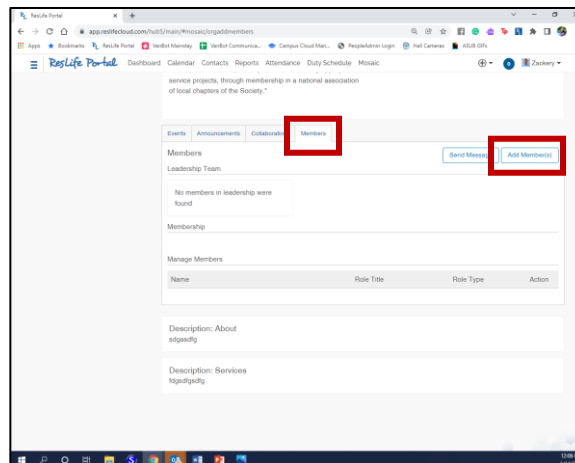
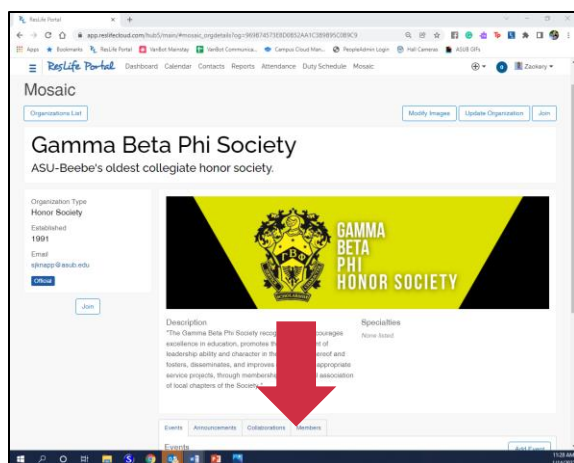
Mosaic also provides the opportunity to use a “Placeholder Image” for your organization’s thumbnail image. If you do not have a file to use as your organization’s thumbnail image, you can select one of the color options, and select the blue “Save” button in the top right-hand corner of the page to save the edit.

RSOs are welcome to use the Office of Student Life to design and upload images for their organization profile page in Mosaic.

RSOs are reminded that they should have a provision in their By-Laws detailing who in the organization is permitted to officially edit and manage the RSO’s organization profile in Mosaic.

Add Members to Organization in Mosaic

Any “manage” user (advisor or designated student officer) can add or remove members from an organization profile in Mosaic.

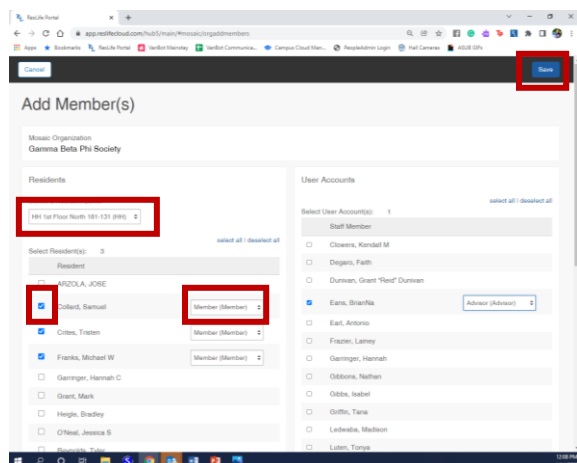


A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Members” tab. On the “Members” tab, in the right-hand corner of the section, select the “Add Member(s)” button.

On the “Add Member(s)” page of the Mosaic, first review the Mosaic Organization to ensure you are editing an organization you have permission to manage (serve as an advisor or designated student officer for the organization).

Second, under the “Select a Resident Zone,” select the appropriate category to find loaded “member” users for your respective organization. This section will include any students loaded in zone even if they are commuter students. Resident Zones include the following options:

- **Commuter Students (SC)** - Students that live off-campus and attend the Beebe campus should be automatically loaded into Mosaic as a “member” user under the “Commuter Students (SC)” resident zone.
- **HH & LH** - Students that live on-campus will be load in one of the “HH” or LH” resident zones available in the “Select a Resident Zone” drop down box.
- **Heber Springs Campus Students (SSAB)** - Students that live off-campus and attend the Heber Springs campus will be available as a “member” user under the “Heber Springs Campus Students (SSAB)” resident zone. Students attending the Heber Springs campus are not automatically loaded as a “member” user in Mosaic. If a student is not listed in Mosaic, please contact the Office of Student Life via StudentLife@asub.edu or 501-882-8906.
- **Searcy Campus Students (SSAB)** - Students that live off-campus and attend the Searcy campus will be available as a “member” user under the “Searcy Campus Students (MB)” resident zone. Students attending the Searcy campus are not automatically loaded as a “member” user in Mosaic. If a student is not listed in Mosaic, please contact the Office of Student Life via StudentLife@asub.edu or 501-882-8906.



Once you have selected the appropriate resident zone, review the list of students that appears under the “Select Residents(s)” section. This section will include any students loaded in zone even if they are commuter students.

Once you have selected student’s name, a membership role dropdown box should appear to the right of the selected name, here you can select the role of the respective member to include:

- **Member (Member)** – user can participate in the organization but, as not add/edit rights.
- **Event planner (Event organizer)** – user can participate in the organization, and has access to add/ edit events in the organization.
- **Moderator (Assistant organizer)** – user can participate in the organization, and has access to add/ edit events & member roster in the organization.
- **Vice-president (Co-officer/ Officer)** – user can participate in the organization, and has access to add/ edit events, member roster, organization profile and send announcements in the organization.
- **President (Organizer/ Officer)** – user can participate in the organization, and has access to add/ edit events, member roster, organization profile and send announcements in the organization.
- **Advisor (Advisor)** – user can participate in the organization, and has access to add/ edit events, member roster, organization profile and send announcements in the organization.

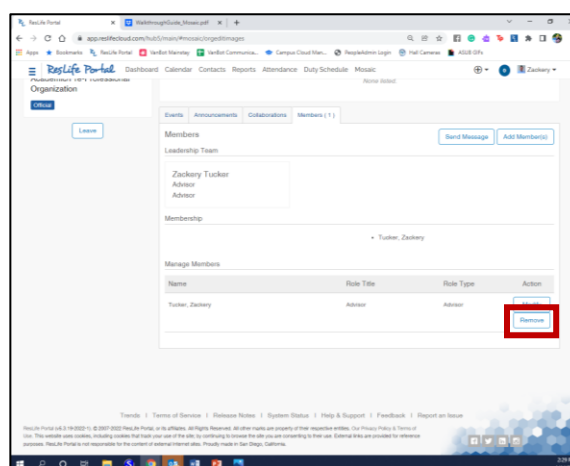
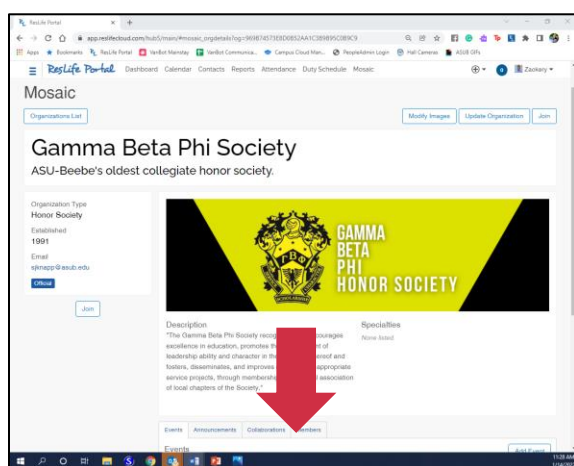
To the right of the “Select Residents(s)” section on the “Add Member(s)” page of the Mosaic, “manager” users might see a “User Accounts” section listing staff member of the college. **ONLY THE OFFICE OF STUDENT LIFE CAN ADD STAFF TO AN ORGANIZATION.** Student officers or other student “manager” user should never use the right section of the “Add Member(s)” page of the Mosaic.

Once students have been selected in the left “Select Residents(s)” section, select the blue “Save” button in the top right-hand corner of the page to save the edit.

Remove Members from an Organization in Mosaic

Any “manage” user (advisor or designated student officer) can add or remove members from an organization profile in Mosaic.

A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Members” tab. On the “Members” tab, to the right of each member name a “manage” user should see the “Modify” and “Remove” buttons.



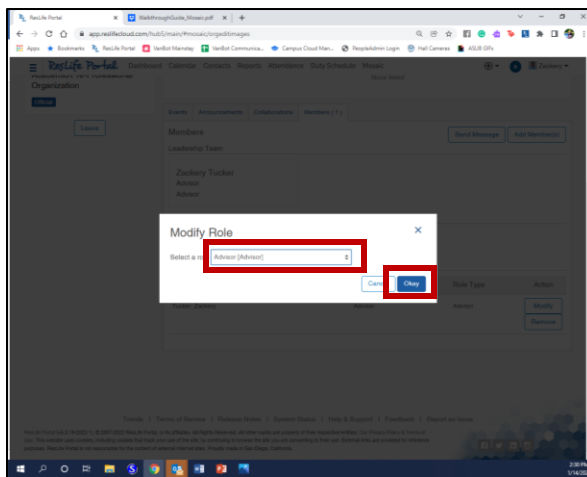
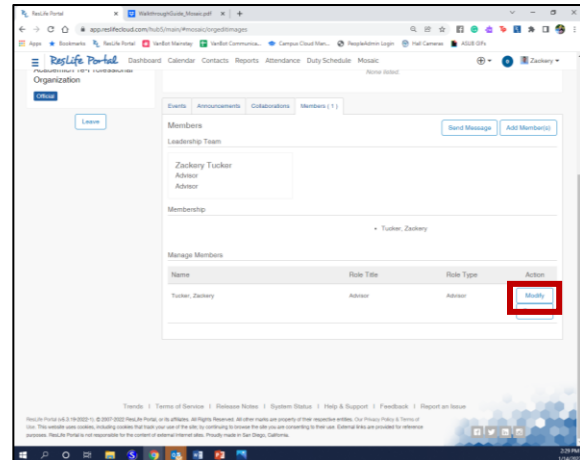
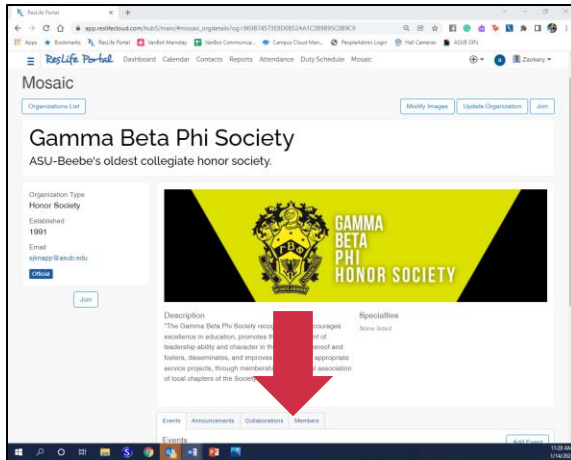
Select the “Remove” button of the appropriate member.

RSOs SHOULD NEVER REMOVE A STUDENT AS A MEMBER WITHOUT NOTIFYING THE STUDENT OF THE LOSS OF MEMBERSHIP BEFORE THEY ARE REMOVED. RSOs are reminded that they should have a provision in their By-Laws detailing who in the organization is permitted to officially edit and manage the RSO’s organization profile in Mosaic.

Modify a Member Role in an Organization in Mosaic

As officers are elected and procedures are changed during an academic year, an organization might need to modify the role (or privileges) of a member in Mosaic. Any “manage” user (advisor or designated student officer) can modify members from an organization profile in Mosaic.

Any “manage” user (advisor or designated student officer) can add or remove members from an organization profile in Mosaic.



A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Members” tab. On the “Members” tab, to the right of each member name a “manage” user should see the “Modify” and “Remove” buttons.

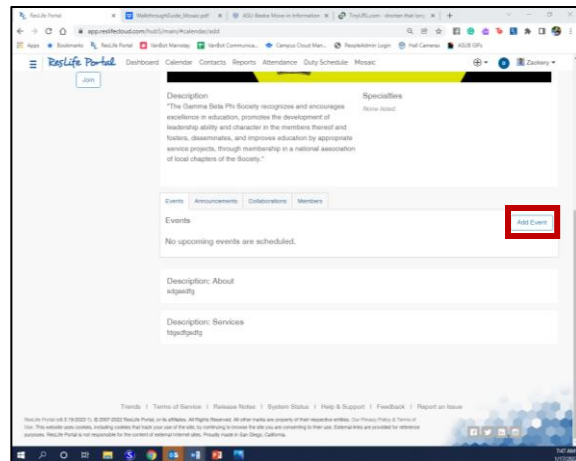
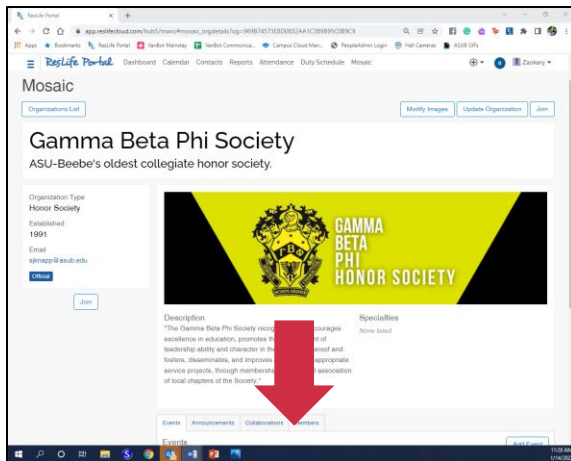
Select the “Modify” button of the appropriate member.

Once selected, you should be prompted with a “Modify Role” window. Select the appropriate role in the dropdown box, and select the blue “Okay” button to save the change.

Schedule an Event for an Organization in Mosaic

Hosting events for members and the campus community is an important role of RSOs. RSOs can use Mosaic to schedule events and advertise their activated to the campus community. The Office of Student will utilize the ResLife Calendar to market campus activities.

Any “manage” user (advisor or designated student officer) can add any event to the organization profile in Mosaic.



A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Events” tab. On the “Events” tab, to the right of the header select the “Add Event” button.

Once selected, you should be prompted with a “Add a Calendar Event” window. Complete the field presented, including:

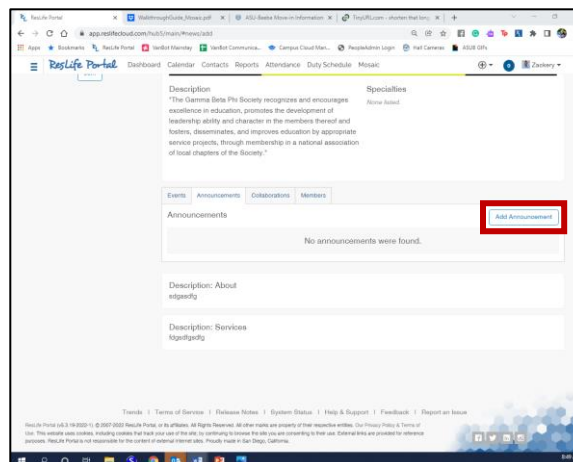
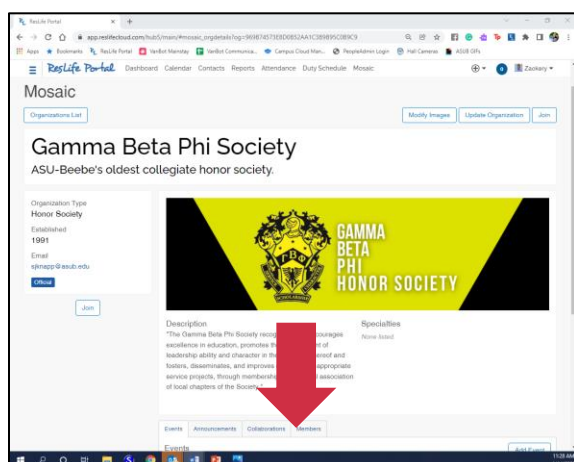
- Title – Name of the event
- State Date – Date the event will start on.
- End Date – Date the event will end on (if the same as start date, select the same date).
- Start Time – Time the event will start.
- End Time – Time the event is expected to end.
- Location – Location event will be located (if building is not available, select the campus)
- Event Type – Select “Student Org Event”
- Description – Include a detailed description of the event (including date, time, locations, what is happening, who is invited, etc.) in paragraph form.

Once you have filled all the fields, select the blue “Save” button in the top right-hand corner of the page to save the event. The event should appear on your organization profile page, and the Calendar page in the ResLife Portal for other students to see.

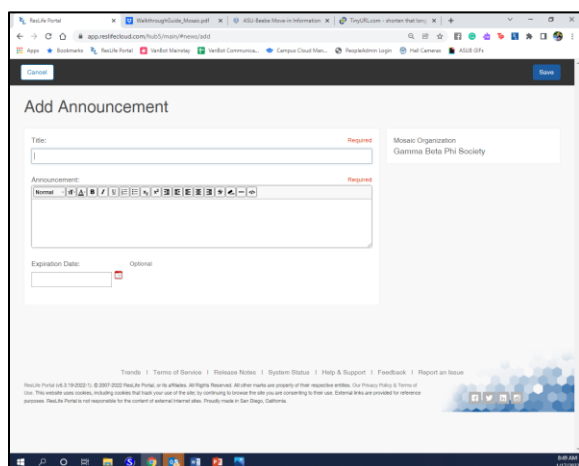
Send an Announcement to an Organization in Mosaic

Communication with members about meetings, planning, and activities is critical to the health of your RSOs. RSO leaders can utilize the “Announcement” function in Mosaic to communicate with members.

Any “manage” user (advisor or designated student officer) can add send an announcement to the organization members in Mosaic.



A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Announcements” tab. On the “Announcements” tab, to the right of the header select the “Add Announcements” button.



Once selected, you should be prompted with a “Add Announcement” window. Complete the field presented, including:

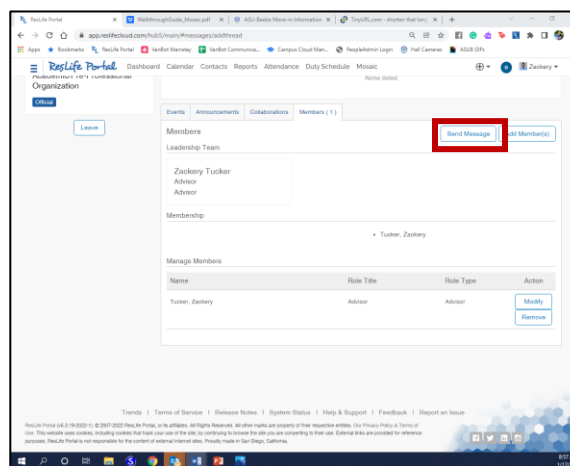
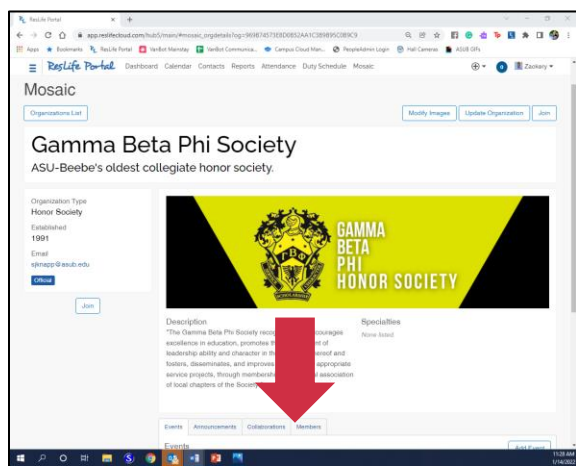
- Title – Topic of the announcement
- Announcement – the text of the announcement (it is suggested to keep the announcement less than 300 words)
- Expiration Date – the date you wish for the announcement to no-longer show on your organization’s profile in Mosaic.

Once you have filled all the fields, select the blue “Save” button in the top right-hand corner of the page to save the event. The ResLife Portal should send an email notification to all your members of the announcement, and the announcement will appear the “Announcements” tab of your organization profile until the set expiration date.

Send a Message to an Organization in Mosaic

Communication with members about meetings, planning, and activities is critical to the health of your RSOs. RSO leaders can utilize the “Message” (email/text) function in Mosaic to communicate with members.

Any “manage” user (advisor or designated student officer) can add send an email/text message to the organization members in Mosaic.

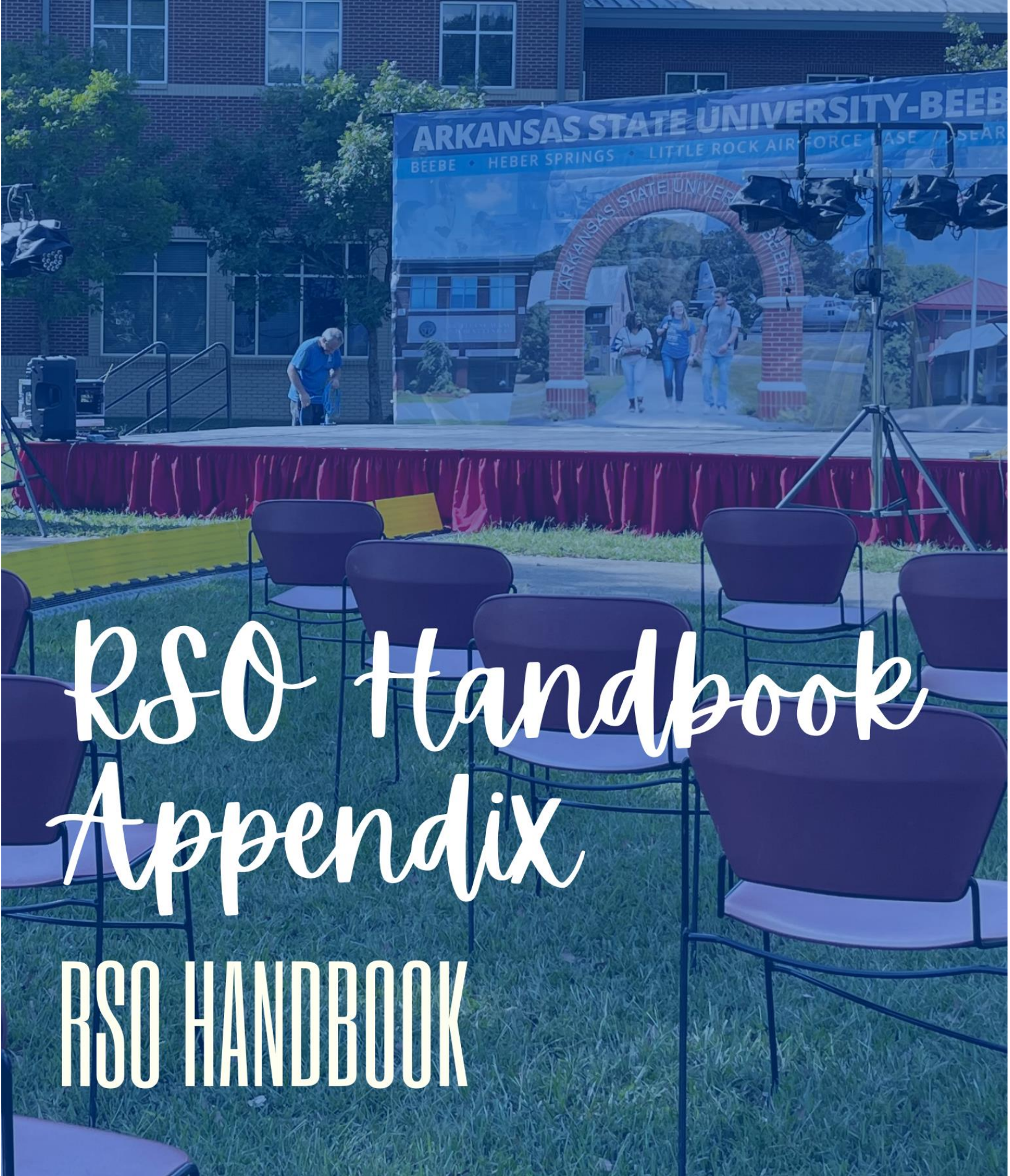


A “manage” user of an organization may scroll to the tab section of an organization profile, and select the “Members” tab. On the “Members” tab, to the right of the header select the “Send Message” button.

Once selected, you should be prompted with a “Add a Message” window. Verify your organization is listed in the “Recipient(s)” field. Complete the field presented, including:

- Title/ subject – Topic of the announcement
- Message Purpose – why are you sending the message
- Message – the text of the message (it is suggested to keep the announcement less than 300 words)
- Send notification – Choice (via email, text message, or both).

Once you have filled all the fields, select the blue “Save” button in the top right-hand corner of the page to save the event. The ResLife Portal should send an email and/or text message notification (depending on their contact profile) to all your members.



RSO Handbook Appendix

RSO HANDBOOK





Petition to Establish a Newly Registered Student Organization (RSO)

This document is designed to provide a template for students to prepare a successful New RSO Petition. Although submitting a petition to the Dean of Students is required, this document is not. Students may write and prepare their own original document. However, self-prepared petitions must contain all required items detailed below in accordance with the RSO Handbook.

Primary Contact:

Name: _____ Email: _____ Phone: _____

We, the undersigned students, being full-time registered students of Arkansas State University - Beebe, as registered with the Office of the Registrar, in accordance with procedures outlined in the Student Handbook and the Registered Student Organization (RSO) Handbook, do hereby formally petition the Dean of Students to be granted status as, and with all rights, privileges, and permissions of, a Registered Student Organization at Arkansas State University - Beebe, as outlined in the Student Handbook and the college's Registered Student Organization (RSO) Handbook; including but not limited to: representation in Student Government, access to financial support from the Student Activities Council, use of campus facilities, permission to promote campus events, and support of resources from the Office of Student Life.

We petition to register as _____

for the exclusive declared purpose of _____

Furthermore, we acknowledge, in accordance to the provisions outlined in the Registered Student Organization (RSO) Handbook, upon review and certification by the Dean of Students, the organization as a "Provisional RSO." As a Provisional RSO, we will have up-to three (3) months to select an advisor, develop and adopt a constitution and/or by-laws, and elect officers under the provisions of the newly adopted constitution. Once we have selected an advisor, adopted a constitution, elected officers, and maintained at-least ten (10) students, the officers shall submit the completed "New Student Organization

Recognition (RSO) Packet” with all the required materials and forms to the Office of Student Life. Upon review and certification, the Dean of Students will issue the organization a charter to operate on campus as a full registered student organization.

Therefore, we, the undersigned students, being full-time registered students of Arkansas State University - Beebe, do hereby formally petition the Dean of Students to issue _____, for the above reference purpose, a charter to operate on campus as a full registered student organization at Arkansas State University - Beebe, in accordance to the provisions outlined in the Student Handbook and the Registered Student Organization (RSO) Handbook.

	Name	VanCard ID#	Signature	Returning Next Semester
1				
2				
3				
4				
5				
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12				
13				
14				
15				
16				



OFFICE OF STUDENT LIFE

Registered Student Organization (RSO) Advisor Agreement Form

RSO Name

Academic Semester

As president of the above registered student organization (RSO) at ASU-Beebe, I verify that _____ has been approved, by the procedures outlined in our constitution or bylaws, to serve as our RSO Advisor.

RSO President Name (Print)

Signature & Date

All recognized student organizations are required to have an Official Advisor of Record. Any full-time permanent member of the ASU-Beebe faculty, staff or administration, is eligible to serve as the Official Advisor of Record to the organization.

The work of the Advisor is important to the success of our ASU-Beebe student clubs and organizations. Your ability to mentor, interject when needed, praise, and assist your group members as they provide student engagement opportunities for the greater ASU-Beebe community is a vital role that significantly increases the overall effectiveness of our clubs.

We genuinely appreciate your willingness to take on this important faculty/staff Advisor role, and understanding the expectations and responsibilities listed below will greatly enhance your overall effectiveness.

Advisor Expectations:

- A. Serve in a voluntary capacity to the organization and provide guidance, direction, advice, and continuity to both the members and officers of the club .
- B. Explain and clarify College policies and procedures, as well as any applicable federal, state, or local laws and ordinances that may apply to the club.
- C. Remain informed of and occasionally attend the meetings, events, and programs of the organization throughout the academic year.
- D. Review and understand the Event Policies and Procedures Guidelines administered by the Office of Student Life, included in the RSO Handbook.
- E. Work collaboratively with the Office of Student Life event team on organization events that may be deemed high-risk, which may include meeting with student leaders to review, assess, and mitigate event risks.
- F. Utilize the Office of Student Life staff for support, troubleshooting, guidance, and available resources when needed
- G. Be familiar with national structure and services (if relevant).

- G. Meets with leaders and officers to discuss upcoming meetings, programs, long range plans, goals, and problem solving as frequently as possible.
- H. Help to organize fair elections of officers based on the constitution and bylaws of the organization.
- I. Assist with the officer transitions and new officer training to provide guidance and continuity.
- J. Review, understand, and sign all RSO financial transactions (Ex: Form 1 from the Business Office).
- K. Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or College offices as needed.
- L. Ensure that the RSO completes the annual RSO renewal process..
- M. Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at ASU-Beebe
- N. Assist in establishing procedures for discipline and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization
- O. Report to the Dean of Students any student who may display disruptive or threatening behaviors that potentially impede their own or other's ability to function successfully or safely. <https://www.asub.edu/student-life/incident-report-form.aspx>
- P. Understand that faculty/staff advisors to student organizations are College officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the ASU System Staff Handbook.

Volunteer Advisors

Every organization must have an advisor who is a member of the ASU-Beebe faculty, staff, or administration to serve as the Official Advisor of Record. However, there are some organizations that may require the addition of a Volunteer Advisor (e.g. coaches, campus ministers, fraternity/sorority alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards. Please note, Volunteer Advisors are NOT College personnel, and as such cannot sign club or university documents or serve as the Official Advisor of Record. If your organization is interested in having a Volunteer Advisor, in addition to the Official Advisor of Record, contact the Office of Student Life for details.

I hereby agree to serve as an advisor to the above-named RSO during the _____ academic year. If I am no longer interested in serving as an advisor, I must submit an email to the club leadership and carbon copy the Dean of Students.

Advisor Name (Print)

Signature & Date

Supervisor/ Dean Name (Print)

Signature & Date



OFFICE OF STUDENT LIFE

Provisional Student Organization Information Report

RSO Name

Academic Semester

Organization Officers

List officers elected by the membership by title. Officers must have at least a 3.00 cumulative grade point average and not be on disciplinary probation. Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator).

President (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Vice-President (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Secretary (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
SGA Senator (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Treasurer	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	

New Student Organization Recognition Packet

Membership Roster

List each member below. Provisional RSOs must maintain in at-least ten (10) qualified members, of which at-least six (6), will return the following year.

	Name	VanCard ID#	Returning Next Semester
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

As president of the above registered student organization (RSO) at ASU-Beebe, I verify that the above information is true and has been approved, by the procedures outlined in our constitution or bylaws.

RSO President Name (Print)

Signature & Date

[NAME OF ORGANIZATION]
Annual Budget
Academic Year [YEAR-YEAR]

Statement of Budgeted Income

Description	Budgeted [LAST YEAR]	Actual [LAST YEAR]	Budgeted [THIS YEAR]
Internal Revenue			
Membership Dues <i>Annual fees paid to an organization by members as a condition of membership.</i>	\$ -	\$ -	\$ -
Fees <i>Charges collected by an organization to provide specific services (honor cords, trip, etc.)</i>	\$ -	\$ -	\$ -
Internal Revenue Total	\$ -	\$ -	\$ -
External Revenue			
Fundraising <i>Collection of donations for a purpose through a campaign.</i>	\$ -	\$ -	\$ -
Student Activities Council (SAC) Partnerships <i>Planned partnership to host a campus event, where SAC will be asked to financially support a portion of the event.</i>	\$ -	\$ -	\$ -
Contributions/Sponsorship <i>Financially contributions made to the organization to assist with the general operations of the organization most likely in exchange for recognition.</i>	\$ -	\$ -	\$ -
Cooperative Programming <i>Planned partnership to host a campus event or offer services with other RSOs or external partners.</i>	\$ -	\$ -	\$ -
Departmental Support <i>Financially support provided by an Department fo the college to host a campus event or offer services.</i>	\$ -	\$ -	\$ -
External Revenue Total	\$ -	\$ -	\$ -
Total Budgeted Revenue	\$ -	\$ -	\$ -

[NAME OF ORGANIZATION]
Annual Budget
Academic Year [YEAR-YEAR]

Statement of Budgeted Expenditures

Description	Budgeted [LAST YEAR]	Actual [LAST YEAR]	Budgeted [THIS YEAR]
Operational Expenditures			
Dues, Fees, and Subscriptions <i>Dues that a national or regional affiliate might required in order to keep charter.</i>	\$ -	\$ -	\$ -
Travel and Transportation <i>Van rental, mileage, conference registration, etc.</i>	\$ -	\$ -	\$ -
Office Supplies <i>Supplies to support the general day-to-day operations of the RSO (binders, tape, markers, poster, etc.)</i>	\$ -	\$ -	\$ -
Printing and Publicity <i>Any printing or copying.</i>	\$ -	\$ -	\$ -
Operational Expenditures Total	\$ -	\$ -	\$ -
Programmatic Expenditures			
Awards <i>Rrophies, plaques, or other forms of recognition.</i>	\$ -	\$ -	\$ -
Dining & Food services <i>Refreshments, food, & catering expenses for events and meetings.</i>	\$ -	\$ -	\$ -
Events & Personal Services <i>Expenses related to hosting an event or contracts for outside speakers or entertainment.</i>	\$ -	\$ -	\$ -
Miscellaneous <i>Other expenditures.</i>	\$ -	\$ -	\$ -
Programmatic Expenditures Total	\$ -	\$ -	\$ -
Total Budgeted Expenditures	\$ -	\$ -	\$ -



OFFICE OF STUDENT LIFE

Registered Student Organization Annual Renewal Form

RSO Name

Academic Semester

Organization Officers

List officers elected by the membership by title. Officers must have at least a 3.00 cumulative grade point average and not be on disciplinary probation. Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator).

President (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Vice-President (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Secretary (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
SGA Senator (required)	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	
Treasurer	Name:	VID#:
Will be returning next semester?	Phone:	Email:
	Signature acknowledging that GPA will be checked each semester:	

New Student Organization Recognition Packet

Membership Roster

List each member below. RSOs must maintain in at-least five (5) qualified members, of which at-least four (4), will return the following year.

	Name	VanCard ID#	Returning Next Semester
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

As president of the above registered student organization (RSO) at ASU-Beebe, I verify that the above information is true and has been approved, by the procedures outlined in our constitution or bylaws.

RSO President Name (Print)

Signature & Date

Links to Digital RSO Forms

[MOSAIC PROFILE SETUP FORM](#)

[ROOM RESERVATION FORM](#)

[EVENT OR ACTIVITY PROPOSAL FORM](#)

[#BEVANGUARD STUDENT LIFE NEWSLETTER REQUEST](#)

[DIGITAL SIGNAGE REQUEST](#)

[FUNDRAISING ACTIVITY REGISTRATION](#)