

New Student Organization Recognition Packet

Updated January 20, 2022.

Introduction

This packet will guide you through the process for forming a new student organization at the ASU-Beebe. Forming a group can be a challenging, but very rewarding process. To ensure success, the Office of Student Life has designed a process that will help your group form a solid foundation so that your organization can succeed and provide valuable experiences for your fellow students.

There are many positive benefits associated with being a recognized group on campus, including use of the ASU-Beebe name, ability to reserve space, the possibility of receiving funding support through the Student Activities Council, and taking advantage of the services offered through the Office of Student Life. There are also several responsibilities associated with being a recognized group, including abiding by policies set forth in the Registered Student Organization (RSO) Handbook ([linked here](#)), re-registering annually and completing community service projects each semester.

Questions to Consider

When starting a new student organization there are several questions to consider:

1. Is there an existing group on campus that shares the same interests you're looking for in a student organization?
2. Would you be able to recruit a minimum of ten (10) members for the group?
3. Is there a faculty or staff member at ASU-Beebe interested in sponsoring/ advising the group?
4. Do you have the time to work on all of the requirements and/or are others helping you?

The staff in the Office of Student Life will be available to help you answer these questions and provide you with assistance in forming your group.

Recognition Requirement & Process

There are necessary requirements to become a recognized student organization at ASU-Beebe. They are as follows:

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1. Recruit a minimum of ten (10) fellow students committed to be members; of which at least 6, will return the following year, and all are full-time enrolled in at-least twelve (12) hours.
2. Come up with a name and purpose for the organization.
3. File a petition to established a student organization with the Dean of Students. A copy of the New RSO Petition template is located on the Student Organization webpage, <http://www.asub.edu/student-life/student-organizations.aspx>, and at the end of the document.
4. Petition is certified by the Dean of Students.
5. RSO approved by the Student Senate as a provisional RSO.
6. Select an advisor and have the advisor by completing an RSO Advisor Agreement Form located on the Student Organization webpage, <http://www.asub.edu/student-life/student-organizations.aspx>, and at the end of the document.
7. Write constitution and/or by-laws for the provisional RSO. Use the constitution outline and samples provided in this packet to develop a Constitution and By-Laws for your organization. A copy of the Registered Student Organization (RSO) Constitution Template is located on the Student Organization webpage, <http://www.asub.edu/student-life/student-organizations.aspx>, and at the end of the document.
8. Elect officers under the provisions of the newly adopted constitution. Each RSO is required to have at-least four (4) officers (President, Vice-President, Secretary, and SGA Senator).
9. Meet with the Dean of Students to review the material submitted
10. 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.

New Student Organization Petition

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:

1. The Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).

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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. 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.

The Office of Student Life has prepared a template for students to prepare a successful New RSO Petition. Although submitting a petition to the Dean of Students is required, use of the template is not. Students may write and prepare their own original document. However, self-prepared petitions must contain all required items detailed above in accordance with the RSO Handbook.

Provisional RSO Status

After a new student organization petition is certified by the Dean of Students, the Dean of Students will convene a resolution to the appropriate Student Government Student Senate for approval and declaration of the organization as a provisional RSO.

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 to recruitment members 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 6, will return the following year.

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 different new student organization petition must be filled with the Office of Student Life. The new petition maybe signed by a new group of students or the same students. The new petition must be certified and presented to the Student Senate for recognition.

Selection of an RSO Advisor

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.

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.

RSO must have their selected advisor complete an RSO Advisor Agreement Form located on the Student Organization webpage, <http://www.asub.edu/student-life/student-organizations.aspx>, and at the end of the document.

Writing a Constitution & By-Laws

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 Student Organization webpage, <http://www.asub.edu/student-life/student-organizations.aspx>, and at the end of the document.

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

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.

Constitution Requirements

As a provisional RSO, the organization has up-to three (3) months to develop a constitution and/or by-laws. 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. Membership eligibility requirements. Must include a 2.00 cumulative grade point average and not be on disciplinary probation requirement.
6. Frequency of meetings. Specification for a special or called meeting and what constitutes a quorum must be stated.
7. Provisions for an advisor (full-time at ASU-Beebe. Who will choose the advisor and the role of the advisor must be stated.
8. 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.

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9. Arrangements for standing or other special committees must be specified.
10. 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.



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, this petition will be considered by the appropriate Student Senate for approval and declaration of 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

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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				
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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:		

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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			
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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	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Budgeted Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

[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	\$ -	\$ -	\$ -