



### **Requirements for starting a new Student Organization**

- Provide requested information on the proposed Student Organization (Page 2)
- Secure a minimum of 10 students interested in becoming members (Page 2)
- Have an advisor (faculty/staff member) with administrative approval (Page 3)
- Submit a Student Organization Constitution electronically to Student Life ([StudentLife@waubonsee.edu](mailto:StudentLife@waubonsee.edu))
- Present Constitution to the Student Senate and Receive Approval (Two Meetings)
- Have the Annual Registration / Renewal Form on file with Student Life after Student Senate approval is granted.

### **Registered Student Organization (RSO) Requirements**

- Host meetings on a monthly basis to execute the business of the organization. (September-December and February-May). NO regular meetings are required during the summer.
- Identify a faculty or staff member(s) to serve as the student organization advisor(s) who are employed by Waubonsee Community College.
- Officers should keep their advisor(s) informed about all of the operations of the organization.
- Any officer or advisor changes must be communicated to Student Life.
- Register all events with Student Life.
- Prepare, and file with Student Life, governing documents / constitutions for the organization to be updated every three years. If the organization wishes to be affiliated with a national or other related organization, a copy of their constitution and bylaws must also be submitted.
- Agree to abide by policies set forth in the Registered Student Organization Handbook, Student Handbook and Waubonsee Community College administrative policies and regulations.
- Agree to abide by local, state, and federal laws and ordinances and to avoid unlawful actions in connection with any of their activities.

### **Advisor Requirements**

- Must be an employee of Waubonsee Community College.
- Must sign Registered Student Organization Application Form and have approval from their department Administrator.
- Should be fully familiar with the manual and understand all policies and procedures used by Student Life and Waubonsee Community College
- Required to attend any meetings happening off-campus and all RSO Events after 6 p.m. and on weekends.

### **Advisor Responsibilities**

- Abide by all college policies and procedures and federal, state, and local laws. Report immediately to Student Life staff any activities that may or will violate college policies.
- Serve as the liaison between the college and the organization.
- Serve as a resource to the organization.
- Assist with the transition of officers and all information that accompanies the transition of students from year to year.
- Attend organization meetings and activities.
- Meet with officers and assist with their training.
- Encourage accurate minutes and financial book keeping.
- Ensure the updated lists of officers and members are submitted to Student Life during the first few weeks of the semester.
- Ensure that updated contact information is submitted to Student Life anytime there is a change in officers.
- Sign off on all paperwork concerning organization activities.
- Attend Student Life Advisor training once every other year to ensure you are up to date on any changes or new additions to the RSO handbook.

## Proposed Student Organization Information

Name:			
Purpose:			
Student Applicant:			
Email:		Phone:	

Completing the information above signifies your intent to form a Student Organization and will grant you the following privileges for the next \_\_\_\_\_ days:

- permission to advertise and recruit for membership
- permission to hold informational meetings (must request rooms through Student Life)

## Name of Potential Members (Must have at least 10 full time or part-time students.)

Name	X Number	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Office Use Only: \_\_\_\_\_ *Date Received:* \_\_\_\_\_

## Advisor Information

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Department

*I have read and understand the roles and responsibilities of an Advisor as outlined in the Registered Student Organization Handbook. If, for any reason, I am unable to fulfill my responsibilities and commitment to the student organization, I will immediately notify the Registered Student Organization's officers and the Student Life Office.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Administrative Consent

Approved:

Yes

No

Administrative Supervisor  
Signature:

Date:

Title:

## Student Applicant

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
X Number

*I have read and understand the responsibilities and requirements of Registered Student Organizations at Waubonsee Community College. I also understand that failure to comply with any of the requirements may result in the revocation of the student organization's privileges. I understand that approval from the Student Senate is required to become an official Registered Student Organization at Waubonsee Community College.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date