



Registered Student Organization Renewal Packet

Registered Student Organization Checklist

Each Registered Student Organization (RSO) that was active the previous year is required to renew registration with the Campus Activities Office and the Office of Student Affairs. To be listed as 'Active' status for the upcoming year, each RSO must re-register and complete online officer orientation between April 15 and September 15. RSOs that miss the September 15 deadline will be required to wait until registration re-opens in January. These steps must be completed by all Registered Student Organization in order to be registered or renewed with the Office of Student Affairs and McKendree University. Benefits of registering include: RSO campus accounts, room reservations, SGA funding eligibility, RSO email account, web page, and countless others. Keep this checklist with you to track all parts of the process.

Requirements:

- Must have a minimum of 7 members; 4 should be Executive Officers – President, Vice President, Treasurer, Secretary or leadership positions within the group
- Members should be full-time, undergrad students at McKendree University
- Have a McKendree University faculty or staff advisor
- All members are expected to maintain satisfactory academic progress as designated by the University (2.25 GPA) or as stated within the requirements, constitution, or bylaws of the respective organization.
- Officers must not be on academic or disciplinary probation

Registration

- Go to the RSO Resources page: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php> to renew your RSO or to register a new Registered Student Organization.
- Update officer/member/organization information on the form.
- Constitution – If your RSO constitution has changed in the past year, is currently not on file with the Campus Activities Office, or it has been 3 years since you have submitted a copy, it must be emailed to croberts@mckendree.edu.
 - Guidelines for a constitution can be found on the RSO Resources page: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>
- Complete this registration packet and return it to the Campus Activities Office (located in The Lair).
- Complete Online Officer Orientation
 - Review the materials on the RSO Resources page and the RSO Handbook: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>.
 - Contact the Director of Campus Activities when you are ready to take the quiz (croberts@mckendree.edu)
 - Sign in to BlackBoard to take the quiz.
 - Have 2 Officers complete the Officer quiz and pass with a score of at least 80% each.
 - Officer Orientation is a mandatory component of your registration and both officers must complete the quiz by the September 15 deadline.
- Advisor Agreement
- Hazing Compliance Form
- Crisis Form
- Appropriate officers signed up for and attended the Officer Development Series (*These are offered each semester, Dates TBA*)
 - Financial Matters (Accounts/Budgeting/Tax Exemption)
 - Student Government Association (SGA) Funding and Requests/RSO General Fundraising Policy
 - Technology (Web Page Management and Social Media)
 - Event Planning and Risk Management

Registered Student Organization Registration Form

This form is to be completed by your President, Chairperson, or Advisor in cooperation with your membership.

Please return this form to the Office of Campus Activities, located in Lower Deneen Center (The Lair)

Renewal Process:

1. Completely fill out the Renewal form and turn it in to the Campus Activities Office. Please note – You will need to find a time to have your advisor sign your form.
2. Update your officer listing and member listings.

Please complete all information:

Today's Date:		RSO Status (Renewal, or Update):	
Student ID #:		Your First and Last Name:	
Email:			
Phone:			

Registered Student Organization Category

Academic or Honor Society	Departmental RSO	Religious/Faith-Based RSO
Service Organization	Social Greek Organization	Special Interest Group

RSO Name :	Abbreviation (If Any):
Email:	Web Address:
Office Location:	Meeting Location:
Meeting Date(s):	Meeting Time(s):
Cumulative GPA Required for Active Membership:	Annual Dues:
When are new members selected?	Officer Elections?
Current Number of Members (<i>groups must have a minimum of 7:</i>)	
Is the RSO governed by a National Organization?	If yes, name:

Purpose of the Organization

Requirements for Membership. Briefly describe requirements to join the organization.

All registered student organization applications are subject to review and approval by the Campus Activities Office. For the application to be considered complete, **please include a current student membership roster and a current copy of organization's constitution.** All information must be complete before approval will be granted.

REGISTERED STUDENT ORGANIZATION OFFICER AGREEMENT AND ROSTER:

Please carefully read. By placing your signature below, you acknowledge that YOU and YOUR Registered Student Organization members:

1. Are aware of McKendree University regulations and policies regarding student organizations, the use of facilities at McKendree University, and will comply with these stated regulations and policies.
2. Agree to read and comply with the policies as set forth in the Registered Student Organization handbook published by the Campus Activities Office.
3. Agree our organization does not deny membership, voting rights and officer positions on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression **except** an organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972, such as fraternities and sororities, in regard to gender, for membership criteria.
4. Agree to update the Campus Activities Office/Student Affairs Office of any changes in student leadership or an advisor change.
5. Agree to notify Campus Activities Office/Student Affairs Office of any student organization travel and abide by the Student Travel Policy found here: <http://www.mckendree.edu/student-life/involvement/rso/index.php>, as well as the process explained in the Registered Student Organization handbook published by Campus Activities Office regarding student organization travel.
6. Agree to notify Campus Activities Office/Student Affairs Office of any events, on- or off-campus, sponsored by your student organization and follow-through with the necessary paperwork to hold such events as well as for assistance with policy and procedure agreements.

By signing below, you give permission to the Campus Activities Office and/or Office of Student Affairs to use your student ID number to check your GPA, hours, and disciplinary status for eligibility.

Officers

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

As a Registered Student Organization President/Leader, I have read and understand the responsibilities and requirements of Registered Student Organizations at McKendree University. I confirm that to the best of my knowledge, all information submitted on this form is accurate and correct for review by the Office of Campus Activities and the Office of Student Affairs. I understand that the failure to comply with any of the above may result in the revocation of our student organization's privileges. I understand that our organization registration must be approved and confirmed by the Office of Campus Activities or the Office of Student Affairs to be considered an official Registered Student Organization at McKendree University.

President/Leader Signature _____

Date _____

Registered Student Organization Roster

Please print the name(s) and information of your Organization's members. Attach a separate sheet if more space is needed.

By signing below, you give permission to the Office of Campus Activities and/or Office of Student Affairs to use your student ID number to check your GPA, hours, and disciplinary status for eligibility.

Printed Name	Student ID #	McKendree Email Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
13			
14			

As a Registered Student Organization President/Leader, I have read and understand the responsibilities and requirements of Registered Student Organizations at McKendree University. I confirm that to the best of my knowledge, all information submitted on this form is accurate and correct for review by the Office of Campus Activities and the Office of Student Affairs. I understand that the failure to comply with any of the above may result in the revocation of our student organization's privileges. I understand that our organization registration must be approved and confirmed by the Office of Campus Activities or the Office of Student Affairs to be considered an official Registered Student Organization at McKendree University.

President/Leader Signature _____

Date _____

This section for office use only

Date received _____

Completed Info Sheet: Officer Orientation: 1 2 Constitution: Hazing Compliance Form:

Advisor Agreement Form: Crisis Management Form: Officer Roster: Member Roster:

Approved: Denied: Date: _____

Advisor Agreement Form

It is an honor to be asked by a student organization to serve as the faculty/staff advisor. Such a request implies respect, friendship and trust on the part of the students. The faculty/staff member should recognize that this responsibility carries with it additional demands on one's time. However, advising a student organization brings with it justifying returns, in that the advisor has the opportunity to work with students outside the formal classroom situation. The advisor plays an integral role in helping student leaders create a productive, safe, educational, and enjoyable environment within their organizations.

The relationship of the advisor to the group will vary not only with each organization, but also from time to time within the group. Areas with which the advisor will be concerned are (1) responsibility to the group (2) responsibility to the individual (3) responsibility to McKendree University.

1. Responsibility to the group

- A. There must be opportunities for the educational and personal development of students who participate as members of student organizations.
- B. The advisor should be well informed about all plans and activities of the group and assist leadership with the development of goals for the academic year. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers and contributes to the educational and personal development of the students involved.
- C. The advisor concerns him/herself with the maintenance of group process. At meetings or events the advisor observes how the students interact, encourages all members to communicate their opinions and ideas, and discourages domination of the group by any individual or group.
- D. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history, constitution, and other governing documents.
- E. The advisor should assist in orientation of new members and officers.
- F. The advisor is recommended to attend the events sponsored by the group and to assist in setting the tone of the occasion.
- G. The advisor acts as a facilitator when the group is problem solving and assists the group members in identifying the central cause of problem situations. The advisor attempts to structure the problem-solving environment so that as many alternatives as possible are considered.
- H. The advisor should assist the group in the filing of the RSO Registration Renewal Form, a requirement of the Office of Student Affairs and the Office of Campus Activities. This will renew the group's registration for each academic year.
- I. The advisor urges the student group to utilize campus resources such as the Office of Student Affairs and the Office of Campus Activities.
- J. The advisor encourages the group to recruit and openly accept new members from all segments of the campus community.

2. Responsibility to the Individual

- A. Group members may need guidance as they try to decide what degree they should participate in activities. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
- B. The advisor should encourage students to accept responsibility for specific parts of the program, helping them to recognize the importance of their role in relation to the group goals.
- C. The advisor gets to know the students belonging to the organization and builds a rapport with them so that communication can be open and honest.
- D. The advisor works with individual students to assist them in their personal growth and their development of leadership skills.

3. Responsibility to the University

- A. The advisor is a full-time faculty or staff member at McKendree University. The organization should be notified immediately if your employment status changes.
- B. The advisor assists the organization in keeping their financial records current and is aware of the expenditure of finances within the organization.
- C. The advisor should be aware of the organization's financial status. He/she should encourage maintaining efficient and legible financial records.
- D. The advisor answers policy-related questions and guides the group and its officers to follow established policies and protocols; explains the consequences for choosing to operate outside their parameters.
- E. The advisor read email updates from the Campus Activities Office regarding his/her role as an advisor.
- F. The advisor assists the organization with managing risk and liability, on- and off-campus.
- G. The advisor is aware of the policies and procedures in the McKendree Student Handbook, as well as the Registered Student Organization **AND** Advisor handbooks.

Advisor Agreement Form – Page 2

By signing this commitment letter you have affirmed that you have read and understand the role of advisor, and you are willing to serve as an advisor to the student organization named below. You also attest to the accuracy of the information submitted in this application. If you have any questions, please contact the Campus Activities Office.

Name of Organization _____ Date _____
Primary Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____
Primary Advisor Signature _____

Name of Organization _____ Date _____
Secondary Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____
Secondary Advisor Signature _____

Name of Organization _____ Date _____
Additional Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____
Additional Advisor Signature _____

Name of Organization _____ Date _____
Additional Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____
Additional Advisor Signature _____

President/Leader Signature _____ Date _____

****Advisor: Please copy for your own records. Original must be returned with application. If you serve as an advisor for multiple organizations, a commitment letter is needed for each group.***

Illinois Hazing Law

Attached is a copy of the text of this law for you to copy and distribute to each member of your organization. The text defines "hazing", and describes the penalties for violating the law. The McKendree University hazing policy may be found in the Student Handbook.

§ 720 ILCS 120/0.01. Short title

Sec. 0.01. Short title. This Act may be cited as the **Hazing Act**.

§ 720 ILCS 120/5. Hazing

Sec. 5. **Hazing**. A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

(a) the act is not sanctioned or authorized by that educational institution; and

(b) the act results in bodily harm to any person.

§ 720 ILCS 120/10. Sentence

Sec. 10. Sentence. **Hazing** is a Class A misdemeanor, except **hazing** that results in death or great bodily harm is a Class 4 felony.

Acknowledgment Form Regarding Illinois Hazing Law

Name of Organization

As President or designated chief officer of the student organization cited above, I certify that I have received a copy of the Illinois Hazing Law and that the organization understands and agrees to comply with the provisions of the Illinois Hazing Law.

President/Chief Officer's Name

Local Telephone Number

President/Chief Officer's Signature

Date

Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs, and/or organizations.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be OK.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group. In Texas, the fact that a person concited to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions.

Make the following inquiries of each activity to determine whether or not it is hazing.

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to family members, to a professor, or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998–2005. www.stophazing.org

Alternatives to Hazing

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. The following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience.

In many organizations, the very term “pledge” is often equated with hazing practices. Many national organizations have sought to eliminate this term in order to foster more positive attitudes toward the new members. Some substitute terms include “associate members” and “new members.”

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured and expect that others should be abused in order to gain “true” membership in the organization. You will also find that some of these individuals are likely to be bullies of the organization; people who enjoy a “power trip” at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating for your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998–2005. www.stophazing.org

Educating to Eliminate Hazing

- **Foster Unity:** Have the members of your organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication, and leadership skills. In organizations with houses, the group might work together on a room improvement project. Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.
- **Develop Problem Solving Abilities:** Have new members discuss organization weaknesses such as poor recruitment, apathy, and poor scholarship, and plan solutions that the organization might then adopt.
- **Develop Leadership Skills:** Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles. Develop a peer mentor program within your organization for leadership roles. Invite university/community/business leaders into the organization to share their experiences.
- **Instill a Sense of Membership:** Plan special events when the entire organization gets together to attend a movie, play, or religious service. Plan a “membership circle” where students participate in a candlelight service in which each person has an opportunity to express what membership means to them.
- **Promote Scholarship:** Take advantage of your university academic and tutoring services. Designate study hours for members of your organization. Invite university or community experts to discuss test-taking skills, study methods, time management, etc.
- **Build Awareness of Organization’s History:** Invite an older member to talk about the organization’s early days, its founding, special traditions, and prominent former members.
- **Knowledge of the Greek System (for Greek Organizations):** Invite leaders of the Greek community and/or advisors to speak on Greek governance including their goals and expectations of the Greek system.
- **Aid Career Goals:** Use university resources for seminars on resume writing, job interview skills, and for information on various careers.
- **Involve All Members in the Community:** Get involved with campus and community service projects. Plan fund raisers for local charitable organizations.
- **Improve Relations with Other Organizations:** Encourage new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

Crisis Management Form

RSO Address:

[Primary Address]
c/o McKendree University
701 College Road
Lebanon, IL 62254

Primary Contact:

[Name], [Title]
[Primary Contact #]

Part I:

Emergency Contact Information*:

Department/Title	Name of Contact	Campus Number	After Hours Contact Number
Fire/Police			911
Public Safety Office	Chief Ranadore Foggs	x6911 (from campus phones) Officer Cell Phone: 792-3500	Officer Cell Phone: 792-3500
Campus Advisor			
Chapter Advisor			
District Office			
National Office			
Greek Affairs Director	Erin Lynam	x6548	Contact Public Safety
Campus Activities	Craig Robertson	x6856	Contact Public Safety
Dean of Students	Dr. Joni Bastian	X6555	Contact Public Safety
Other:			

Part II: Please attach to the Crisis Management Plan a Phone Tree

- 1) In the event of an emergency, name the person who is in charge. If that person is unavailable then name who is next in charge of the situation. Include at least three possible people.
- 2) The phone tree includes names, titles, and contact information in order of who each person is in charge of calling.
- 3) Only official personnel listed above should be involved. Groups should not release statements to anyone other than personnel listed above.

Crisis Management *(adapted from St. Mary's University Crisis Plan)*

Crisis Management Intervention:

“A crisis is an unstable time or state of affairs in which a decisive change is impending – either one with the distinct possibility of a highly undesirable outcome or one which could potentially be positive.”

According to various researches, crisis has many forms. Possible crisis include: suicide, death, fire, injury, hazing, illness and many others. The common point in identifying crisis is anything that can cause operations or duties of a person, organization or institution to be suspended or altered because of any incident or process.

Crisis Strategy:

In developing a crisis strategy, it is important to know what type of crisis that might be experienced. No crisis is the same nor can a plan be developed to handle all situations. Therefore, after identifying each crisis it become important to further identify the type.

No two crises are exactly the same, therefore, they must all be considered unique to some extent. Crises that have similar characteristics might be groups together but they must be treated as unique. When a crisis has been proactively identified, it is then important to develop one's own steps to anticipate what the response will be once the incident happens. In order to help this case, it can be useful to identify different categories of crisis.

A crisis caused by natural events such as a tornado, hurricane or flood should be handled much differently than an induced crisis such as a riot, hazing or sexual offence. A category used in planning for crisis is classified as expectations of crisis. This category includes anticipated and unanticipated crisis. Each expectation can be either natural or induced in nature. By identifying how a particular crisis fits into the matrix, a plan for its solution that is specific and precise can be developed.

The Basic Six-Step Process to Crisis Management:

- **Step 1:** Be certain that a designated leader, often the RSO president, is recognized as the person to respond to the crisis on behalf of the chapter. In the absence of the president, a ranking officer should be identified.
- **Step 2:** If there is a major crisis, close the event. You cannot give instructions to your members if you are coming and going at will.
- **Step 3:** Your first phone call should be to the Public Safety Office or 911 for any assistance, ambulance, or fire. If your first option was 911 don't hesitate to notify the Public Safety Office immediately.
- **Step 4:** The second telephone call is to the appropriate university representative, the Resident Director on Duty through the Public Safety Office; the Resident Director on Duty will make the appropriate contacts.
- **Step 5:** Assemble your executives. Explain the situation to them. Ask them to cooperate in maintaining control over the situation. Discuss the situation with the Resident Director on Duty. It is important to instruct your members to make **NO STATEMENTS** to anyone other than university representatives; i.e., Advisor, Resident Director on Duty, Vice President for Student Affairs, Public Safety, etc.
- **Step 6:** In the event of a serious accident or illness, the Vice President for Student Affairs will notify parents and advise them of the situation. The same is true in the case of a student's death.

Possible Crisis Situations:

1. **Significant Property Damage:** a fire or other natural phenomena may cause damage to property.
2. **Death of a member of a student's immediate family:** the organization's reaction will likely be influenced by how the individual member himself acts. Flowers and a delegation to the funeral are certainly appropriate. The member will be shaken for some time following his or her loss. The organization must remain sensitive to this and assist in any way possible.
3. **Death of a Member:** the organization will likely be affected by the loss of one of its own. Resources on-campus should be utilized; i.e., McKendree Counseling Services, Campus Ministry, Vice President for Student Affairs, and others. Many national organizations provide a 1-800 number to contact to assist the organization in its loss.
4. **A member is arrested:** as much as possible, the organization should stand clear of any involvement. IN the case the arresting crime was committed at an organization-sponsored event; the steps 1-4 of the Basic Six Step Process to Crisis Management should be followed. Comments to the public or media should be made by a university representative; this after the organization present has had adequate consultation with a university advisor. In no case, should organization funds be used as bail money.
5. **A member is diagnosed with a life threatening illness:** should a member be diagnosed with an illness and it comes to the organization's attention, your organization advisor should be contacted immediately. The potential for alarm or mixed reactions is great; the organization may need some professional assistance. At all costs, the dignity of each member, especially the member with the disease, must be preserved. The issue must remain private as long as the member deems appropriate.