

RSO Registration Checklist

Online Registration must reflect:

- Organization Profile completed
- Categories completed and appropriate for organization
- Constitution/bylaws uploaded (*see requirements for constitution/bylaws below*)
- Primary Officer
- Secondary Officer
- Financial Officer (cannot be same as Primary Officer)
- Faculty/Staff Advisor
- Minimum of 10 currently enrolled student members (6 for Lambuth organizations, 3 for Provisional Status)
- Advisor Verification Form signed by Faculty Staff Advisor and uploaded
- At least 8 out of 10 questions about Online RSO training answered correctly
- Organization does not have illegal aims and goals
- Organization does not propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution
- Organization does not deny membership to any person on the basis of age, race, sex, religion, handicap or nation origin. (fraternities and sororities exempt regarding sex restricted membership; and religious organizations exempt regarding restricted membership based on professed faith.)
- Organization does not have an affiliation with an organization illegal aims and goals, with a specific purpose to further these illegal aims and goals
- Organization purposes are not within the scope of a current registered organization
- Organization represents the interests of the University of Memphis student members

Constitution/bylaws must reflect:

(see Model Constitution for further detail)

Constitution and bylaws of the organization should clearly contain:

- Name of the organization
- Purpose of the organization
- Proposed activities
- Rules of membership (may not deny membership to any person on the basis of age, race, sex, handicap or national origin)
- The officers titles and/or positions
- Length of officer terms
- Methods of officer selection
- Proposed general nature and frequency of meetings and activities
- Financial plans of the organization, including any proposed fees, dues and assessments
- Provision for the distribution of all funds and assets in the event of dissolution
- Organizational purposes are not within the scope of a current registered organization
- Organization represents the interests of The University of Memphis student members
- More than 50% of membership of the organization is limited to currently enrolled U of M students
- Control of the organization is within the local campus group

Organization does NOT:

- Have illegal aims and goals
- Propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution
- Advocate incitement of imminent lawless action which is likely to produce such action
- Use the same name, or a name which is misleading and similar to the name of a currently registered organization

MODEL CONSTITUTION/BYLAWS

This handout is designed to assist student organizations in developing a Constitution/By-Laws. The document should be kept simple and practical. The ARTICLES can contain various SECTIONS dealing with specific concerns.

ARTICLE I – NAME

Official name of the organization as well as any nicknames that it may go by. It helps if the name of the organization can be readily identified with the purpose of the organization...but this is not necessary.

ARTICLE II - OBJECTIVES, PURPOSE, GOALS

Be fairly specific. (Proposed activities, however, should not be a part of this document).

ARTICLE III – MEMBERSHIP

State: (a.) membership of organization including categories of memberships such as “active” or “associate,” with rights and privileges of each; (b.) qualifications and eligibility including provisions for application; (c.) membership dues and collection procedures.

The University requires a minimum of 10 student members, all who have earned a minimum 2.0 cumulative Grade Point Average. The organization may have associate members. These may be faculty, staff, or community persons who share the objectives and purposes of the organization and thereby enrich the student experience. **Note:** Associate members cannot have voting privileges within the organization and may not hold officer positions. The number of associate members should not outweigh the number of active/student members.

ARTICLE IV – OFFICERS

Name and define the duties of the officers and the advisor; describe how the officers will be selected, length of officer service, when the tenure begins and ends; describe how a vacancy in an office will be filled.

Officers must be The University of Memphis students taking at least six (6) hours during the regular semesters of their tenure. They must maintain a cumulative 2.0 GPA during their tenure. If the organization will be acquiring funds of any kind, it must have a Treasurer.

ARTICLE V – MEETINGS

State specifics regarding meetings including: (a.) regularity of meetings (i.e. once a week, twice a month); (b.) days, times and locations of regularly scheduled meetings if known; (c.) procedures for calling special meetings; (d.) required notice of meetings; (e.) quorum, order of business (i.e. Robert’s Rules of Order) and disposition of minutes.

ARTICLE VI – EXECUTIVE BOARD

Describe the administrative board, cabinet or executive council of the organization that may be entrusted with any administrative authority and responsibilities.

ARTICLE VII – COMMITTEES

Define the committees of the organization including the process of appointment, responsibilities and reporting. Also state if and how ad hoc committees can be formed, chaired and dissolved.

ARTICLE VIII – FINANCE

State the financial plans/expectations of the organization, including any proposed fees, dues, and/or assessments. Explain how the funds will be monitored.

Organizations **MUST designate how remaining funds are to be disposed of** by The University **if the organization ever becomes inactive and dissolves**. (For example, an organization may decide that the remaining funds of a defunct group go to The University of Memphis Library to purchase books related to the interest or purpose of the organization.)

ARTICLE IX – AMENDMENTS

Explain the procedure for amendments including advance notifications, number of readings and required vote for adoption.