

Student Organization Registration

Student Organization Handbook
Southeast Missouri State University

2009-2010

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Being a Registered Student Organization

Many students are curious about what it means to be a registered student organization at Southeast and what the benefits are. The following are some of the most important reasons to register with us and some benefits to being a student organization at Southeast.

Official Recognition

Once registered, student organizations will be listed on official University publications and websites and be eligible for various benefits as described below.

University Disclaimer

Recognition of a student organization by Student Government does not constitute University endorsement or approval of the policies or activities of the organization. It does signify a willingness on the part of the organization to comply with federal and state law and the rules, regulations and policies of the University and the Board of Regents. For more information, please contact [Campus Life & Event Services](#), University Center 202, MS 1200, 651-2280.

Free Room Reservations

Registered student organizations can reserve rooms through Event Services & Scheduling FREE of charge. For more information, see the *Important Offices to Know* section of the [Student Organization Handbook](#).

[Event Services & Scheduling](#), University Center 413, MS 1200, 651-2282.

Center for Student Involvement (CSI) Resources

The CSI provides resources such as a poster machine, a laminator, an Ellison press, a library containing leadership books and ice breaker ideas that are FREE to registered organizations. For more information see the *Important Offices to Know* section of the [Student Organization Handbook](#).

[Center for Student Involvement](#), University Center 204, MS 1800, 651-2896.

Recruiting

Campus Life & Event Services and CSI staff can help your organization build membership by answering questions of interested students and passing on meeting or officer information you provide to us.

Free Advertising

Registered student organizations are automatically included on various flyers distributed to incoming and current students. In addition, information about the organization and how to join are included on the [Student Organization website](#) maintained by Campus Life & Event Services.

Welcome Back Picnic/Student Involvement Fair

Each fall, at the beginning of the school year, registered student organizations have the opportunity to reserve a table at the picnic and market their organization to incoming and returning students. Each year, approximately 3,000 students attend the event.

Student Mailboxes

Registered student organizations are assigned a mailbox in the University Center on the 2nd floor. The mailing address:

Name of organization
One University Plaza, MS 1800
Cape Girardeau, MO 63701

All student organization mail from the University will go to this box.

Student Organization Training and Advising

Registered student organizations are invited to training sessions, special activities, and sent important information and reminders from Campus Life & Event Services.

Student organization leadership and members are often invited to take part in special events such as the MLK Dinner, meet and greets with notable presents, the President's Day Lunch, etc.

All of this is FREE of charge. For more information see the *Important Offices to Know* section of the [Student Organization Handbook](#).

Registered Student Organization Criteria

The following criteria must be true of each student organization to register with Southeast Missouri State University.

1. Each student organization must consist of no fewer than five members who are current students at Southeast Missouri State University and who are in good academic and disciplinary standing with the University.
2. Student organizations may not grant voting membership to community members, parents, or alumni. Only honorary membership is allowed for non-student members.
3. Membership and all membership privileges, including voting and officer positions, must be extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, or physical or mental handicap. Title IX of the Educational Amendments of 1971, Section 106.14 makes an exception for social fraternities and sororities in regard to gender for membership criteria.
4. The organization must have a constitution, which is in accordance with the University's rules, Student Code of Conduct, and the Student Government Constitution. Constitutions will be reviewed by a Campus Life & Events Services staff member for compliance with the rules. A constitution template and sample constitutions are available in the Resource section of the [Student Organization website](#).
5. The student organization constitution must contain an Anti-Hazing statement. A sample is included in the constitution template available in the Resource section of the [Student Organization website](#).
6. The organization must identify a faculty, staff, or graduate assistant advisor employed by Southeast Missouri State University. The advisor should be available to consult with the student organization when needed.
7. Each organization must have an executive officer (i.e. president, chair, etc.) and an administrative officer (i.e. secretary, treasurer, etc.) These officers must be in good academic and disciplinary standing with the university.
8. Members must maintain active participation in the organization.

Student Organization Registration Process

Please note that all student organizations, both new and returning, must register with Campus Life & Events Services each academic year.

If applying to be a registered student organization, please note the following steps:

1. Submit a completed registration form and a copy of the organization's constitution to Campus Life, University Center 202;
 - a. To aid you while completing the registration form, a listing of student organization classifications are available on the next page. A constitution template and sample constitutions are available in the Resource section of the [Student Organization website](#).
2. All registration applications will be screened by the Campus Life & Event Services staff or designee for completeness of information and minimum standards specifications;
3. Approved files will then be forwarded to Student Government for recognition;
4. An official letter or email confirming or denying recognition will be sent by Student Government to the organization upon the completion of their review. If denied recognition, the letter will outline reasons for the decision. Recognition by Student Government will be approved unless it is found that the organization:
 - submitted incomplete paperwork;
 - seeks to accomplish objectives, goals, and/or activities through violence, discrimination, etc.;
 - engages in activities that interfere with discipline and normal activities of the University or the rights of others;
 - seeks personal gain;
 - engages in activities that present danger to property, personnel, and/or functions of the University;
 - closely duplicated the mission of a previously established registered organization;
 - or, does not meet registered student organization criteria as described on the previous page.
5. Once each semester, Campus Life will request an electronic copy of your organization roster, including the first and last names and SO# of each member. Failure to submit a roster will result in the loss of registered student organization privileges.
6. Recognition and its associated privileges may be removed at anytime for failing to meet the minimum standards established by Student Government and Southeast Missouri State University.

Student Organization Classifications

The following classifications are used when registering your organization.

Academic & Professional: Seek to provide opportunities to discuss information related to a specific academic discipline or career.

Cultural: Work to increase campus understanding of specific cultures and seek to provide programs, services and avenues to explore, celebrate and support students' varying cultures at the University.

Honorary: Membership based on academic achievement, recognition of outstanding leaders and campus community involvement, or outstanding students in a particular profession.

Greek: Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), Panhellenic Council (NPC), or other member groups.

Performing Arts: Provide opportunities for involvement and exposure to performing arts at the University.

Programming: Organizations concerned with planning events and activities for the campus.

Religious: Purpose is religious instruction and fellowship.

Representative Councils: Purpose is to coordinate activities for or governance of a group of organizations or students.

Service: Purpose is to provide service to the University or community.

Special Interest: Purpose is to provide opportunities to discuss and share information concerning nonacademic related topics of interest.

Sport Clubs: Seek to develop interest in a particular sport or physical activity. A club may be instructional, recreational, or competitive in nature, and may involve any combination of these elements.

To see a full list of organizations in each category, visit:

http://www.semo.edu/leadership/studentorgs/list_type.htm