

Undergrad Registered Student Organization Guidelines (Non-Greek Organizations)

Steps in Forming a New Recognized Organization*

1. An organization must have and maintain a minimum of 7 members.
 - a. This number would be representative of 4 Executive Officers (i.e. President, Vice President, Treasurer, and Secretary) and a general membership of 3 persons.
 - b. All members and officers of any registered student organization must be a full-time enrolled undergrad student at McKendree University during the fall and spring semesters.
 - c. All members are expected to maintain satisfactory academic progress as designated by the University or as stated within the constitution and bylaws of the respective organization.
 - d. If a member does not enroll for the fall or spring semester, that individual cannot participate in the registered student organization during that time.
 - e. If an officer does not enroll in the fall or spring semester, the individual may not hold the office and a replacement must be selected.
 - f. All changes in officers must be reported to the Office of Campus Activities, located in Lower Deneen (The Lair).
2. Complete the Intent to Organize Form
 - a. **Completion of this form will grant pending status to groups awaiting formal recognition. This will give the organization the following privileges:**
 - i. The right to reserve university facilities for the purpose of holding initial organizational meetings.
 - ii. The right to publicize group meetings.
 - iii. The right to invite membership.
3. Create a written constitution and bylaws for the organization. This must follow the current constitution template sample.
 - a. Each organization must have a constitution which includes a Name, Purpose, a nondiscrimination clause, and other elements shown in the template. The organization's constitution at McKendree University may have similar content to a charter from a national organization, but must be prepared using the template existing at the time the organization seeks to be recognized.
 - b. Submit the constitution, bylaws, and the name(s) of the advisor(s) to the Director of Campus Activities or the Office of Student Affairs.
4. Obtain one or more McKendree Faculty or staff member(s) as your advisor(s).
 - a. Each registered student organization must have an on-campus advisor. The McKendree University criteria for advisors are as follows:
 - i. Full-time faculty or staff status.
 - ii. An office on the main campus
 - b. The advisor shall have the following responsibilities:
 - i. Download a copy of the McKendree University Advisor's Handbook as a reference. It can be obtained by going to: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>. An additional reference, the ACPA Advisor's Handbook may also be downloaded from the site.
 - ii. Sign Event Registration Forms and Van Registration Forms.
 - iii. Sign all check and funding request forms. These forms will require your signature AND the signature of the Vice President for Student Affairs or the Assistant Vice President for Student Affairs.
 - iv. Ensure that the organization abides by all University policies and be available to counsel and advise the student organization.
5. Submit the constitution, bylaws, and the name(s) of the advisor(s) to the Director of Campus Activities or the Office of Student Affairs.
 - a. The Office of Campus Activities reviews the request and constitution for compliance with local, state, and federal laws and university policy.
 - b. If the constitution is approved a printed and electronic copy of the constitution should be submitted to the Office of Campus Activities.

6. If the constitution is approved, a printed and electronic copy of the constitution should be submitted to the Office of Student Affairs and the Office of Campus Activities.
 - a. If changes are necessary, the Office of Campus Activities will request that revisions be made to the recognition request. If changes are not necessary and the request meets specifications, formal recognition shall be granted.
7. Complete the New Student Organization Checklist. The checklist must be completed before official recognition is granted.
8. Preliminary registration period
 - a. Once you have acquired all necessary signatures, completed all of your paperwork, and received preliminary approval from the Office of Student Affairs, you will be held in a no more than 2-month preliminary period.
 - b. Two Executive Board members (minimum) of your organization must attend a student organization orientation or complete following training sessions:
 - i. RSO Orientation Quiz on BlackBoard.
 - ii. Event Planning PowerPoint and Quiz on BlackBoard
 - iii. Accounts and Budgeting Session
9. Have an Executive Board member (preferably President or Vice President) attend monthly Registered Student Organization Forum (RSOF) meetings.

Constitution*

Each organization must have a constitution which includes a Name, Purpose, a nondiscrimination clause, and other elements shown in the template. The organization's constitution at McKendree University may have similar content to a charter from a national organization, but must be prepared using the template existing at the time the organization seeks to be recognized. **At the beginning of each academic school year, after the election of officers, or if there is a change of officers, each group must send an updated list of officers and members to the Student Affairs Office.** This form can be found on the Student Organization Resources web page. If any changes occur in the group's constitution, the group must send the new constitution to the Student Affairs Office and have it reapproved.

Revocation of an Organization's Constitution

Any on campus organization may be subject to having their constitution revoked if a grievance violation of college policy or a violation of stated purpose is filed with the Office of Student Affairs. A committee will be formed to review the complaint and then make a recommendation to the Vice President for Student Affairs.

Advantages of being a Recognized* Organization

1. Recognition by the University.
2. Access to institutional funds.
3. Use of campus space for meetings and activities.
4. Use of University services (e.g., print shop, food services, etc.).
5. Utilization of McKendree University's tax exempt number.
6. Other benefits as listed in the Registered Student Organization Handbook

***Glossary of Terms**

University— McKendree University.

Constitution— a written document specifying the name, purpose, membership criteria, governance, meetings, activities, oversight, responsibilities, and other criteria for recognition by the University. To the Faculty Committee on Student Affairs the constitution will be considered the same as a charter.

Recognition—when the constitution is approved by the Faculty Committee on Student Affairs.

Template— a blank outline of the constitution which has been developed by the Faculty Committee on Student Affairs to assist new organizations in being recognized by the University.

RSOF- Registered Student Organization Forum meetings – These meetings are held once a month for the leadership all student organizations. A member of the RSO Executive Board is required to attend each

meeting. It is preferred that the RSO president attend. In the event the president cannot attend, please have the vice president or other capable Executive Board member attend. The Executive Board member in attendance should take notes and communicate information discussed back to the rest of the group. The purpose of RSOF meetings is to:

- Provide announcements and communications between registered student organization members
- Host special guests and campus speakers who can aid student organizations in their program planning and functioning
- Provide social and interactive opportunities for networking and community building
- Meeting dates will be posted on the Student Organization Resources page, Campus Activities eSource (weekly e-newsletter), and campus email..

GENERAL OUTLINE FOR A CONSTITUTION

ARTICLE I

NAME OF CLUB

The name of this club shall be

ARTICLE II

PURPOSE OF CLUB

The purpose of the club is to

ARTICLE III

MEMBERSHIP

The membership of the organization shall consist of the following:

Section 1 Members of the organization shall be currently enrolled as students;

Section 2 *(state other types of membership: alumni, honorary, etc.);*

Section 3 *(state the minimum grade point average necessary for memberships between 2.0 and 4.0);*

Section 4 *(state any other qualifications for membership);*

Section 5 Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin, race, religion, sex, sexual, orientation, marital status, or veteran status.

ARTICLE IV

MEMBERS IN GOOD STANDING

Section 1 Members who attend at least (we recommend 2) meetings each term, shall be considered members in good standing;

Section 2 With the exception of the first election of officers for the organization and the election of officers to reinstate an inactive charter, only members in good standing have the right to vote on organization business.

ARTICLE V

QUALIFICATIONS AND ELECTION OF OFFICERS

Section 1 Club officers must be currently enrolled and have a minimum of a 2.0 cumulative Grade Point Average (GPA) and must not be on academic or social probation.

Section 2 The officers shall consist of the following: President, Vice President, Treasurer, and Secretary who shall be called Executive Officers and shall comprise the Executive Committee.

Section 3 The election will be done by secret ballot by club members who have attended at least two meetings.

Section 4 A. Elections for Executive Officers shall take place *(in the beginning of each Fall Semester no later than the last day of September or by the middle of Spring Semester no Later than the last day of March).*

B. Members in good standing are eligible to vote.

- C. To elect officers, a majority vote is necessary of those members present at the meeting where said officers are to be elected.
- D. All officers shall hold office until new officers have been elected, except in cases of graduation, resignation, or impeachment.
- E. No member shall be elected by regular election to the same position more than (twice).

Section 5

- A. A vacancy in the position of President shall be filled by the Vice President who shall become the President.
- B. Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled within thirty (30) days by a special election following the regular election procedures.
- C. No member shall be elected by special election to the same position more than (twice).

ARTICLE VI

DUTIES OF THE OFFICERS

Section 1

President

- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Act as an ex-officio member of all committees.
- E. Oversee all committee activities.
- F. *(list any additional responsibilities)*

Section 2

Vice President

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. File a current copy of the organization's Constitution and By-laws with the Office of Student Affairs.
- D. *(list any additional responsibilities)*.

Section 3

Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Maintain attendance records.
- C. Act as correspondence clerk.
- D. Print and distribute agenda for all meetings.
- E. *(list any additional responsibilities)*.

Section 4

Treasurer

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports at least once a month at the meeting.
- E. *(list any additional responsibilities)*.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1

The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer *(or list the different officer titles who shall meet as often as necessary)*.

Section 2

Duties of the Executive Committee

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to the approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.
- E. *(list any additional responsibilities).*

ARTICLE VIII

IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

- Section 1 Officers of the organization may be impeached for:
 - A. failure to regularly attend meetings without justifiable reason, and
 - B. failure to fulfill the duties of office as outlined in this Constitution.
- Section 2 Impeachment charges can be brought forward by any member in good standing.
- Section 3 The individual being charged must be notified (*we recommend notification by phone, certified mail, and email*) at least forty-eight (48) hours before the meeting at which said impeachment will be presented.
- Section 4 A special meeting, at which there must be a quorum, will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges.
- Section 5 A 2/3 majority vote of those present at the meeting is necessary for removal from office.

ARTICLE IX

MEETINGS

- Section 1 The organization shall follow the rules of order for meetings as outlined in the latest edition of Robert's Rules of Order.
- Section 2 The organization shall meet at least (*we recommend at least 3 times*) during each term of the regular academic year.
- Section 3 There must be a quorum (*a quorum is 50 per cent plus 1 of the active or dues paying membership*) present in order to take care of financial action.
- Section 4 Minutes must be kept of all financial action with the club secretary.
- Section 5 (*list any additional responsibilities*)

ARTICLE X

COMMITTEES

- Section 1 The standing committees of this club shall be appointed as necessary (*or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.*)

ARTICLE XI

ADVISOR

- Section 1 The role of the advisor is to:
 - A. Serve as the official staff representative of the University.
 - B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
 - C. Assist each officer of the organization understand their duties.

- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
- H. Insure that appropriate University policies are upheld.
- I. To sign all club/organization requisitions for the club/organization and to make sure that
 - 1) their student treasurer or president signs it and 2) that the expenditure is correct within all existing policies.
- J. *(List any additional responsibilities)*

ARTICLE XII

RESPONSIBILITIES

Section 1 This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to University regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XIII

RIGHT TO ACT

Section 1 Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1 Any constitutional amendment requires a two-thirds vote at a general club meeting.

Section 2 Bylaws and amendments must be presented to and approved by the Executive Committee before they may be submitted to the organization membership for vote.

Section 3 These bylaws may be amended by a *(we recommend a simple)* majority vote of the membership at the first meeting of the organization at which time a quorum is present.

Section 4 Any club or organization that has approved any amendment to its constitution (per the Specifications outlines in Article XIV, section 1) must have final approval by the Office of Campus Activities/Office of Student Affairs.

Section 5 The Executive Committee shall set the meeting schedule at the beginning of each semester.

Section 6 Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.

Section 7 A quorum must be present to conduct official business of the organization.

Section 8 Signed Attendance Roster shall be maintained of those attending each meeting (see Appendix A).

APPROVALS:

Organization:

Student Organizer

Date

Advisor

Date

Office of Student Affairs:

Director of Campus Activities

Date

Vice President for Student Affairs

Date

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
- Assigned an email address and electronic storage (*Information Technology - group must be approved by Office of Student Affairs/Campus Activities and email/storage accounts requested by Advisor*)
- Assigned a McKendree Student Organization budget account number (*Administration and Finance Office - group must be approved by Office of Student Affairs/Campus Activities and account requested by Advisor*)
- Registered Student Organization website obtained (*University Communications - officer must attend Technology session or schedule training with Director of Web Communications*)

Registered Student Organization Intent to Organize 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			
10			
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 consented 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.

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 Advisor	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.

A. 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.