

MISSISSIPPI VALLEY STATE UNIVERSITY  
Office of Student Activities

**REGISTERED STUDENT ORGANIZATION PACKET**

FALL 20 \_\_\_\_ - SPRING 20 \_\_\_\_

NEW ORGANIZATION \_\_\_\_ RETURNING ORGANIZATION \_\_\_\_ UPDATING REGISTERED \_\_\_\_

*The information contained on this registration form will be kept on file in the Office of Student Activities, located in the Jacob Aron Student Center. Your description should be clear enough to explain your organization to someone who is unfamiliar with it.*

**RSO applications will not be accepted if all of the required information is not complete.**

Please TYPE or PRINT clearly.

I. NAME OF ORGANIZATION \_\_\_\_\_

II. PURPOSE OF ORGANIZATION

A. Purpose of organization (Please be specific): \_\_\_\_\_

\_\_\_\_\_

B. Goals and objectives of organization: \_\_\_\_\_

\_\_\_\_\_

C. \*Location, dates and times of meetings? \_\_\_\_\_

\_\_\_\_\_

\*NOTE: A Facility Reservation Form must be completed and accompany this form for meetings.

III. MEMBERSHIP

A. General requirements for membership. Please be specific. (Note: Fraternities, sororities, SGA, etc. may have different University requirements from all other organizations.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are Members required to pay dues? \_\_\_ Yes \_\_\_ No; If yes, how much? \_\_\_\_\_ How often? \_\_\_\_\_

Number of current members: \_\_\_\_\_

IV. PROPOSED ACTIVITIES (a description of each)

A. Social \_\_\_\_\_

\_\_\_\_\_

B. Cultural \_\_\_\_\_

\_\_\_\_\_

C. Recreational \_\_\_\_\_  
\_\_\_\_\_

D. Educational \_\_\_\_\_  
\_\_\_\_\_

E. Community Service \_\_\_\_\_  
\_\_\_\_\_

**V. OFFICERS**

The officers of a Registered Student Organization **MUST** be MVSU undergraduate students. The minimum requirements for Registered Student Organizations officers are:

1. Continued enrollment in at least twelve (12) undergraduate hours of course work at the University;
2. Must have and maintain a cumulative grade point average (GPA) of 2.0 based on a 4.0 scale. When and if any officer in a RSO changes for whatever reason, it is the responsibility of the Primary Advisor of Record to update its registration form in the Office of Student Activities.  
\* (NOTE: Fraternities, sororities, SGA, etc. may have different requirements for its officers, with a minimum of 2.5 GPA)
3. The absence of disciplinary probation or suspension during the previous and current academic year.

**VI. AFFIRMATION OF COMPLIANCE**

A. As president, I affirm that the organization agrees to:

1. Bear the responsibility for planning and implementing its affairs in accordance with the University regulations, local, state and federal laws.
2. Comply with the University's Affirmative Action Policy.

**AFFIRMATIVE ACTION POLICY**

**Mississippi Valley State University, in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, national origin, sex, or physical disability in any of its policies or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.**

B. As president, I affirm that the information contained in the organization's registration form is true and correct to the best of my knowledge.

\_\_\_\_\_  
President of Organization Date

# OFFICERS INFORMATION

Please TYPE or PRINT clearly.

(All officers are encouraged to have a MVSU e-mail address)

**President:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**Vice President:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**Secretary:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**Treasurer:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
**Other Officer** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**SGA Rep.** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**SGA Rep.** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**Queen:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**King:** Name \_\_\_\_\_ MVSU I.D. # \_\_\_\_\_  
Classification \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
MVSU Box Number \_\_\_\_\_ Local Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

# Additional Members

(Please type or print clearly)

(All members are encouraged to have a MVSU e-mail address)

**NAME**

**E-Mail Address**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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6. \_\_\_\_\_

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23. \_\_\_\_\_

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24. \_\_\_\_\_

\_\_\_\_\_

25. \_\_\_\_\_

\_\_\_\_\_

**VII. ADVISOR(S) ROLES AND RESPONSIBILITIES**

- A. Each Registered Student Organization is required to have at least one MVSU **full-time faculty or staff** employee as their Primary Advisor, although two (2) MVSU full-time faculty or staff are recommended. At least one advisor must be present at all meetings, activities, events, etc. sponsored by the organization before that activity/event or meeting begins **and** until it ends. **Mississippi Valley State University recognizes full-time University employed faculty or staff only, as advisors for all Registered Student Organizations.**
- B. Should and if an advisor resigns or is removed, a replacement advisor must be approved by the Director of Student Union/Activities prior to any proposed activities of the organization. The student organization or the advisor may terminate the advisor to student organization relationship; and undergraduate or graduate students may not serve as advisors to Registered Student Organizations under any circumstances. All organizations are considered inactive if they do not have a Primary Advisor of Record. It is the responsibility of the Primary Advisor of Record to notify the Office of Student Activities of any and all changes of advisors and officers.

**Additional roles and responsibilities of the advisor(s) include, but are not limited to:**

- A. Working with the student organization in planning, executing and evaluating activities of the organization;
- B. Monitoring business transactions, financial records, organization accounts, group records and approving/authorizing all expenditures as appropriate;
- C. Counseling with individual students;
- D. Providing continuity in the organization as it experiences member and officer turnover;
- E. Interpreting University regulations, organization policies, local, state and federal laws;
- F. Monitoring the academic performance of the officers and members; and
- G. Encouraging students to exhibit exemplary leadership, social and moral character.

**ADVISOR(S) STATEMENT OF COMPLIANCE AND CONSENT**

- A. As Advisor, I affirm that the organization agrees to:
  - 1. Bear the responsibility for planning and implementing its affairs in accordance with University regulations, local, state, and federal laws.
  - 2. Comply with the University’s Affirmative Action Policy.
- B. As Advisor, I affirm that the information contained in the organization’s registration forms is true and correct to the best of my knowledge.
- C. I have consented to be Advisor to the organization for the **20 - 20** academic school year.
- D. Bear responsibility for the overall conduct and development of the organization.

1. \_\_\_\_\_  
**Primary Advisor’s Signature** Department Address Date

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Campus Phone E-Mail Address Contact #

Advisor’s Printed Name \_\_\_\_\_

2. \_\_\_\_\_  
**2<sup>nd</sup> Advisor’s Signature** Department Address Date

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Campus Phone E-Mail Address Contact #

Advisor’s Printed Name \_\_\_\_\_

3. \_\_\_\_\_  
**3<sup>rd</sup> Advisor’s Signature** Department Address Date

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Campus Phone E-Mail Address Contact #

Advisor’s Printed Name \_\_\_\_\_

**PLEASE SUBMIT A COPY OF YOUR ORGANIZATION'S CONSTITUTION.**

Constitution & By-Laws  
for  
Mississippi Valley State University  
Registered Student Organizations

**Article I - Name**

Section 1. The name of this organization shall be known as \_\_\_\_\_

**Article II - Purpose**

Section 1. The purpose of this organization is \_\_\_\_\_

**Article III - Membership**

Section 1. Membership shall be granted to any student currently enrolled in the University and \_\_\_\_\_

Section 2. Members may vote at \_\_\_\_\_

**Article IV - Officers**

Section 1. Elected officers shall be President, Vice President, Secretary, Treasurer, and Miss and/or Mr.  
\_\_\_\_\_  
Name of Organization

Section 2. The term of the office for all elected officers shall be \_\_\_\_\_  
The officers shall assume the duties of their respective offices at \_\_\_\_\_

Section 3. Any officer who is absent for three consecutive meetings (without a valid and approved excuse) shall be suspended from office and the next ranking person or runner-up shall succeed automatically and immediately. If there is no runner-up or a person of lesser rank, then and only then will an election be held to fill the vacant office.

Section 4. If a person is or has been elected King/Queen or Miss/Mr. of any campus registered organization, he/she cannot run for or hold the title of King/Queen or Miss/Mr. of another organization, unless he/she relinquishes or declines the present title first. If that person does not relinquish or decline that title, then the runner-up or first alternate will assume his/her title automatically and immediately.

**Additional Requirements for Members and/or Officers** Student organizations may have additional requirements for membership, or may make additional requirements, as they deem necessary, in consultation with the Director of Student Union/Activities. These additional requirements cannot conflict with University policies on discrimination.

**PLEASE SUBMIT A COPY OF YOUR ORGANIZATION'S CONSTITUTION.**

**Article V - Meetings**

- Section 1. A minimum of \_\_\_\_\_ meetings shall be held each semester.
- Section 2. The regular meeting shall be held no later than \_\_\_\_\_ days after the opening of the Fall semester. The last regular meeting shall be held no later than \_\_\_\_\_ days prior to the closing of the Spring semester.
- Section 3. "Call" or "Special" meeting may be called at the discretion of the Primary Advisor's or organization president.

**Article VI - Amendments and By-Laws**

- Section 1. Amendments and by-laws to this constitution may be made by two-thirds votes of members present at two consecutive meeting provided they are proposed in writing at least two weeks in advance.
- Section 2. Notice of intent to vote a change in the constitution and by-laws shall be posted through out the campus two weeks prior to the meeting.

**By-Laws**

- Article I. A majority vote of present members shall determine the election of officers. There shall be no voting by proxy.
- Article II. Any voting members that are present shall constitute a quorum.

\_\_\_\_\_  
**President of Organization's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Primary Advisor's Signature**

\_\_\_\_\_  
**Date**

**NOTE:** This is a **SAMPLE** model of a constitution please provide your organization's own constitution.