



NEW RSO CHECK LIST FOR ORGSYNC:

BEFORE USG APPROVAL

- ✓ Create a personal OrgSync account
 - www.getinvolved.siu.edu> Login to your OrgSync Account (black box on left side of page>sign-up (upper right side of page)>select Southern Illinois University Community>follow the prompts
- ✓ Register your new RSO
 - www.getinvolved.siu.edu> Login to your OrgSync Account (black box on left side of page>Select Browse Organizations (upper right side of page)> Select Register New Organization(upper right side of page)>fill out the necessary information

AFTER USG APPROVAL

- ✓ Make sure all your members are part of your organization on OrgSync. Get everyone online so they can be part of all the excitement.
 - Invite all new and potential members to join (refer to OrgSync FAQs for instructions)
 - People  >Invite People
 - Also refer to the OrgSync FAQs available on www.getinvolved.siu.edu
- ✓ Create account groups for organization membership through the People  Tool
- ✓ Set Group Permissions
- ✓ Create a Welcome Message
- ✓ Create content
 - Add essential organization documents
 - Add and edit event categories
 - Add upcoming events and share it to the Community Calendar
- ✓ Make sure Officers listed as the Primary Officer, Scheduling Officer(s), and Financial Officer(s) have completed the RSO Officer Certification Test
- ✓ Review essential documents like the OrgSync FAQ, and the RSO Handbook, available on www.getinvolved.siu.edu
- ✓ Remember in one year to renew your organizations Annual Registration (typically after you hold new officer elections)
 - Each officer listed must have a personal Orgsync profile
 - Information for each officer listed must include:
 - Name
 - Officer title
 - Contact information (phone or email)
 - Dawg Tag number
 - Certain Officers need to complete the RSO Officer Certification Test

- ✓ Make sure that your organization has at least two Admin users, preferably officers within the organizations. A back-up admin means you can always fix any little mistakes in membership settings or account groups (refer to OrgSync FAQs for instructions)
- ✓ Introduce your new officers and members to the Help, Support and Training resources. OrgSync provides some amazing support systems. Encourage your new officers to use them if they have questions. New Officers can also direct questions to Student Involvement and Leadership Development
- ✓ Relax. You've earned it.

UNIVERSITY POLICY REGARDING THE REGISTRATION OF STUDENT ORGANIZATIONS

In accordance with University Policy, each RSO is required to meet the criteria listed below. Failure to meet the criteria list below may result in the loss of the group's registration status and access to university services and privileges.

CRITERION A: Membership in any Registered Student Organization is limited to students officially enrolled and registered with the University and to the spouses and dependents of such students.

CRITERION B: Each organization is required to have an Advisor who is a full-time member of the SIUC faculty or staff. Fiscal officers must also be full-time faculty/staff members. Campus Ministers may serve as advisors if they hold an Adjunct Staff/Student Affairs position. Grad Assistants/Teaching Assistants, emeritus, do not qualify to serve as the faculty/staff advisor.

CRITERION C: Officers/chairpersons of all RSOs must be students **officially affiliated** and **enrolled** with the University and **classified as being in "good standing"** as defined by the offices of the Registrar and Students' Rights and Responsibilities.

CRITERION D: Each RSO is required to maintain an up-to-date list of officers and advisors with Student Involvement and Leadership Development (entire executive board election results are submitted through annual registration; individual officer changes are submitted within one week of any change during the course of the term).

CRITERION E: Each RSO is required to maintain a current copy of its constitution and bylaws statement with Student Involvement and Leadership Development. All changes to the constitution, bylaws, and/or purpose must be approved by Student Involvement and Leadership Development.

CRITERION F: Each organization is required to comply with all University policies, procedures, and regulations pertaining to Registered Student Organizations.