Registered Student Organizations
Annual Registration Orientation

Student Leader Training Session
CENTER FOR STUDENT INVOLVEMENT

WHAT IS CSI?
Mission

• Creating an inclusive and accessible environment, the Center for Student Involvement provides meaningful and diverse learning opportunities to impact student success. Students will gain a sense of self and strong interpersonal skills, while becoming responsible and engaged citizens in their community.
CONNECT – DISCOVER – ENGAGE

Involved Cougar

Connection

Discovery

Engagement
Center for Student Involvement

• CSI provides opportunities for students to CONNECT...DISCOVER...ENGAGE through
  – Registered Student Organization Services
  – Leadership and Civic Engagement Programs
  – Advisement of Fee-Funded Student Groups
Student Center North
Suite 103
Hours of Operation:
M-F 8:00 AM – 6:00 PM

CENTER FOR STUDENT INVOLVEMENT
Commons Desk

- Mailboxes
- Carrel Area Management
- Involvement Ambassadors
- Student Organization Resources
Carrel Area

- 106 Carrel Spaces
- Student Organization Workroom
- Application for Carrel Spaces is embedded in the Get Involved Registration Submission
Who do I need to know?

Donielle Miller  
Assistant Director  
- RSO Services  
- Advisor Development  
- Get Involved Issues  
- RSO Communications  
- RSO Incentive Program  
- Organizational Resources  
- Registration Process

Whitley Denson  
Activities Coordinator  
- RSO Services  
- Student Leader Development  
- Involvement Ambassadors  
- Commons Desk  
- Event Registration  
- Organizational Resources  
- Registration Process
BUILDING BLOCKS FOR ORGANIZATION SUCCESS
Constitution and Bylaws

• A constitution is the basic framework of an organization. It should state the general operating procedures and policies of a group, which are not subject to change frequently.

• The by-laws contain a more detailed method of doing business and specific rules.
Constitution Building

• Organization name and abbreviation
• Purpose and goals
• Membership eligibility, standards and requirements
• Member disciplinary procedures
  – Notice
  – Perspective
• *Officer selection process
  – Timing
  – Process
• Officer duties
• GPA requirement for officers and/or members
• Officer disciplinary procedures
  – Notice
  – Perspective
• Financial procedures statement
• Advisor expectations
• Non-Discrimination Clause
• Anti-Hazing Clause
• Constitutional amendment procedure
• Statement of annual review

*RSO Registration will be held annually in April.
Required Clauses

• Non-discrimination clause:
  – We do not discriminate on the basis of race, ethnicity, religion, color, national origin, age, sex, familial status, sexual orientation, disability, veteran status.

• Anti-hazing clause:
  – This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
Faculty/Staff Advisor

• Must be classified as either a Faculty or Staff Member per UH Human Resources
• Complete the State of Texas Mandated Risk Management Education (will only need to do once for the duration of serving as an advisor for any UH RSO)
• Acknowledgment of Registered Student Organization Advisor Expectations Form
  – Sign any UH forms for services and benefits that may require Advisor signature authorization
Role of the Advisor

• CSI believes that as educators, advisors guide and support students through a learning and development process. Therefore, students organizations should primarily be managed and run by its members and officers.
  – This includes, but is not limited to, decisions regarding the goals of the organization, events or programs sponsored by the group, or how their finances are allocated.
  – The student organization advisor is mainly responsible for providing advising and guidance for the organization. They should intervene only to prevent the violation of UH policy or the Student Code of Conduct.
NUTS & BOLTS: ORGANIZATION BASICS
What is a Registered Organization?

• A group of enrolled students gathered together for a common purpose
• Membership is limited to UH students, faculty, staff, and alumni
• Officer positions are limited to UH students
• Only need 3 students to start and maintain an organization
Relationship to the University

• Your organization is **NOT** . . .
  – Considered part of the University of Houston.
  – Covered by the University’s insurance (you may purchase separate insurance if necessary).
  – Tax exempt – Your organization **IS** taxable and therefore you must apply for Federal tax exempt status through the IRS.
  – Allowed to use UH or UHS logos in your logo design. If using UH logos please submit to branding.
Use of the University's Name

- Organizations may not use the name of the University of Houston or an abbreviation of the name of the University of Houston as part of its name, except to designate location or chapter . . .

  (Student Handbook Organization Policy 3.1)

  **Right:** The Kayak Club at the University of Houston
  **Wrong:** The University of Houston Kayak Club
Memorandums

- Created and distributed once registration is complete
- Used as proof your group is an RSO at UH
- Only top 3 officers and Advisor* can be added to the Memorandum
- Sent by email to Primary Officer and kept on file at CSI
- Woodforest and TDECU requires to change authorized account users
- Update requests starts with updating Get Involved current roster and officer assignments

Contact CSI if changes are made!!!
Get Involved is a comprehensive student organization and student involvement information system. Get Involved allows CSI to increase the level of service provided to students, student organizations, and campus partners.

www.uh.edu/getinvolved

uh.collegiatelink.net

All information stored on Get Involved must be updated and accurate at all times.
Get Involved Features

• Communication to all or selected organization members
• Interactive wall for internal information and updates
• Interest matching with students
• Creation of forms to collect survey, travel, or participation information
• Store documents such as meeting minutes, agendas, and membership training information
• Photo albums to document events
• Event submission process based on specific conditions
• Simplified online registration related to each organization type
• Elections for organizational positions
• Service hour tracking
Mail

• Must have either a mailbox with CSI or a forwarding mail code to another office

• Mailboxes
  • Located at the Commons Desk
  • Must be checked at least once a week

• Mail Codes
  • 4-digit codes that deliver mail to a campus office/department/building
E-mail Accounts

- Organizations allowed 1 UH email address
- Please contact CSI if you have any questions
- Form available at www.uh.edu/csi/organization_resources/csi_resources.html
Event Registration

• RSOs are granted the privilege of holding events on campus
• Depending on event, an Event Registration form needs to be completed in the Center for Student Involvement
• Otherwise, the Conference and Reservation Services (CARS) in the Student Center Room 271 office will process event requests
• Event Registration forms are available when CSI is open
Event Registration

• Facilities
  • Student Center and Outdoor Spaces
  • Academic Building
  • Student Housing and Residential Life
  • Cullen Performance Hall
  • Campus Recreation

• Forms
  • SC Reservation Request
  • Solicitation Permit
  • Freedom of Expression
  • University Sponsorship
  • Food Dealer Permit
  • Open Flame Permit
  • Tent Permit
Posting/Advertising

• Posting Locations
  • Over 170 locations across campus
  • One posting per board
  • Must have RSO name/logo on the posting
  • Cleared on the 1st and 3rd Tuesday of each month
• Sidewalk Chalk-not permitted
• Banners at SC Satellite (fill out request form)
• Yard Signs (fill out request form)
• The Cougar
• Get Involved site
• Cougar Trading Cards
Finances

• You can use your bank of choice
• You will need to make sure to keep your officers updated with the bank
• New RSOs will need to apply for Employer Identification Number through the IRS.gov
• Organization name must match bank statement for Memorandum
• Taxes and Non-Profit Tax Exemption
Activities Funding Board

- Web: www.uh.edu/afb
- Email: afb@uh.edu
- Phone: 832-842-6238
- Reimbursement for
  - On-Campus Programs or Events
  - RSO-Related Conference Travel
  - RSO’s may collaborate to request funding
- Up to $2500 total ($1000 for conferences)
NEW RSO INITIATIVES
The Cougar Involvement Ambassadors (CIA) is a group of leaders who are selected and trained to provide support to students seeking opportunities for campus involvement.

- Workshops for student organizations
- Consultations for students looking to get involved
- Marketing
- Campus Policy Interpretation

Are you an amazing student leader and a rising star at UH?

Apply to become an INVOLVEMENT AMBASSADOR

APPLICATIONS ARE DUE MAY 1, 2015 www.uh.edu/csi

Center for Student Involvement - csi@uh.edu
SOLD Sessions

• A variety of topics will be provided through a workshop series every two weeks.

• These workshops will provide foundational education for student organization leaders to effectively manage and lead their organizations.
The Center for Student Involvement values the contributions Advisors offer to student organizations. In order to serve as a valuable resource to the organization, it may be helpful to receive some training. We will begin offering a training series for Advisors.
The Student Organization Leadership and Advancement Retreat is a one day experience created for student leaders of Registered Student Organizations.

The Retreat focuses on using StrengthsQuest as a tool to develop strong student leaders.
CoogCounts Organization Incentive Program

Program Purpose:
• To promote RSO usage of the Get Involved Platform as well as engagement in the University of Houston Campus Community.

Qualifications to Participate:
• Approved as a Registered Student Organization
• Complete Registration during the April Registration period
• Primary Officer complete the CoogCounts Notification of Participation Form
Registration Steps

1. Two officers attend an **Orientation Workshop**
2. Two officers view **Online Risk Management Videos**
3. Two officers attends a **Risk Management Workshop**
4. Complete the **Get Involved online registration form**
Get Involved Registration

• Change Organization Roster to reflect new members (make sure to add your advisor)
  – Make sure that all your officers are already “Members” on your Get Involved roster.
Get Involved Registration

- Click on "Manage Roster" to access the roster.
- Click on "Tina Powellson" to manage her positions.
- Click on "Save" to save the changes.
Get Involved Registration

• Complete Registration Form
  – Answer Required Questions
  – Upload Constitution
  – Upload Advisor Agreement
  – Information you will need:
    • Full Names of Top Three Officers
    • Classification for all Top Three Officers
    • Contact information for all three officers
      – Email and Phone
Get Involved Registration

Activities Funding Board (AFB)

30 Members | 0 Upcoming Events | 0 Photo Galleries

Register

CLICK HERE

Organization Registration 2014-2015 - Step 1 of 11

Please review the following instructions.

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in My Involvement.

General Information Regarding Registered Student Organizations

A registered student organization is an organization formed and governed by students enrolled at the University of Houston and is registered with the Center for Student Involvement at the University of Houston.

Membership in registered student organizations is restricted to currently enrolled students, faculty, staff, and alumni at the University of Houston.

All student organizations are responsible for reading and abiding by the policies stated in the University of Houston Student Handbook.

If you have any questions or concerns during the Organization Registration process, please contact the Center for Student Involvement at cs@uh.edu or call us 832-842-6245. Thank you.

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Questions?