

ORGANIZATION REGISTRATION PROCESS

Each April, student organizations are required to complete the organization registration process to become registered for the following school year.

The requirements to become registered are:

1. Top three registered student leaders need to be currently enrolled University of Houston.
2. The group will complete a required Orientation and Risk Management session with the Center for Student Involvement to become aware of university policies and expectations of registered student organizations as they pertain to being active on campus and risk management.
3. The group will file its name, constitution regarding its method of operation, benefits eligible faculty/staff advisor, and the names of its top three officers or contact persons with the Center for Student Involvement through Get Involved.
4. At the time of filing through Get Involved, three officers or contact persons for the organization will agree to a statement indicating that they are familiar with and will abide by the aforementioned responsibilities of student organizations. They will also agree to the standard hazing and discrimination disclaimer required of all student organizations.
5. Having ascertained that the group's purpose is lawful and within university regulations and that the group has filed the required forms and disclaimers, the Assistant Director of Center for Student Involvement, or designee, will approve the application. Appropriate university personnel are notified by Center for Student Involvement that the group is then eligible for all of the rights of student organizations.
6. Should the staff feel that the organization does not meet the requirements for registration, notification of the decision and reasons will be furnished to the applying organization. The group may appeal the decision to the Dean of Students.
7. Decisions of the University Hearing Board may be appealed to the Dean of Students.

CONSTITUTION

Registered Student Organizations (RSOs) are required to submit a constitution annually during the organization registration process. The Center for Student Involvement (CSI) encourages student organizations to review and update their constitution on an annual basis.

The Center for Student Involvement recommends that student organizations include the following areas in a Constitution below. You can review a [sample Constitution](#).

- Name
- UH Non-Discrimination Statement and Hazing Statement
- Officers
 - Positions
 - Eligibility
 - Responsibilities
- Officer Elections
 - Voting Process

- Eligibility to Vote
- Officer Vacancies
 - Removal Process
 - Resignation
 - Filling Officer Vacancies Process
- Meetings
 - Rules of Procedure

STATE MANDATED RISK MANAGEMENT EDUCATION

Per State of Texas House Bill 2639/Senate Bill 1138, enacted by the 80th Texas Legislature, all registered student organizations at the University of Houston must complete an annual Risk Management Education program. Two of the top three student leaders – the three named on your organization’s registration – are required to participate in this educational program. RSOs that do not complete the required training will not be registered by the University.

Advisors are also required to complete a program covering the mandatory topics. Advisors who are University of Houston faculty and staff are required by law to complete, and community advisors are strongly encouraged to complete. Once an advisor has completed the training, he or she will not need to complete the training in subsequent years, unless there is a change in the state law.

The State Mandated Risk Management Education program provides students and advisors with information about alcohol and drug use and prevention, sexual harassment and sexual assault prevention and response, fire and fire arm safety, safe travel, managing events in a safe fashion, and services for students with disabilities.

ADVISOR REQUIREMENT

Beginning in the 2013-2014 academic school year, the University of Houston required that RSOs have a faculty or staff advisor. The advisor must be a **current benefits eligible employee** of the University of Houston.

Here are three easy steps to getting an official advisor at the University of Houston:

- Approach a faculty/staff member at the University and ask!
 - You may want to find a faculty/staff member who has an interest in your organization. For example, academic organizations should try to find an advisor from the academic department.
 - Organizations should also see if any faculty/staff members on campus were part of their organization in the past (i.e. fraternity/sorority, special interest, religious/spiritual, etc.).
- Have your advisor contact a staff member in RSO Services to receive Risk Management Training.
- Have the advisor complete and submit the required **advisor agreement** to CSI for each academic year.