



# **DRAKE UNIVERSITY STUDENT ORGANIZATION HANDBOOK**

Updated: Fall 2023

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## Statement:

Student Organizations at Drake University enhance the student experience by allowing students to explore their interests and passions outside of the classroom setting with fellow students.

Although there is a diverse array of registered student organizations that currently exist—including sports clubs, multicultural organizations, service organizations, and many, many more—Drake students are continually seeking to start new organizations with their unique mission. This handbook contains pertinent information for the creation and maintenance of Student Organizations at Drake University.

### Terms:

**RSO** – Registered Student Organization

**TRSO** – Temporary Registered Student Organization

**OC** – Organizational Council

### (1) Temporary Registered Student Organizations (TRSOs)

#### Requirements to Start a Temporary Registered Student Organization (TRSO):

- **Must submit TRSO Application by February 1<sup>st</sup>.** The application can be found on [this website](#). This application begins the process of becoming a TRSO with the Office of Student Inclusion, Involvement and Leadership (STIIL) and Student Senate.
- **Names and ID numbers of a minimum of 10 current Drake students.** Names will be used to verify student interest and will be shared with the Office of STIIL and the Alumni Office.
- **A complete constitution and/or by-laws.** Here is a sample [constitution](#). The constitution must contain all Articles listed in the template constitutions. The organization is allowed to include additional articles to their constitution as needed.
- **A purpose/mission statement**, which should be included in the constitution/by-laws. **A commitment to adhere to the Student Code of Conduct and University Non-Discrimination Statement**, which should be included in the constitution/by-laws.
- **A faculty or staff advisor.** The faculty or staff advisor must be a current employee, have a current Drake email account, and agree to advise your group, adhering to all of the rules and regulations of a student organization advisor.
- **Plan for selecting an Executive Council.**

#### Process for becoming a TRSO:

1. Organization must submit the Temporary RSO Application by February 1st (Spring) to be reviewed. Application items to include consist of:
  - i) Constitution/by-laws
  - ii) List of members (including names and student Banner ID)
2. The President of the student organization must meet with the VPSO and Assistant Dean of Students for Student Life.
  - i) At this meeting, the President will briefly explain why the group is seeking TRSO status and will answer questions from the VPSO and Assistant Dean.
3. Once you are granted TRSO status, you must wait two (2) semesters before you are permitted to apply for RSO status in March of the following year. Semester 1 begins once you have been approved for TRSO status.

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- You may not use “Drake” in conjunction with the name of the group and use the official Drake logo.
  - You may not access the University’s liability insurance.
  - You may not have access to an on-campus Agency Account.
  - You may not check out the P-Card, order through Amazon, or use Hy-Vee Card for RSO events and programs.

- You may table with other TRSOs

the template constitutions. Potential RSOs are allowed to include additional articles to their constitution as needed.



10. Student Senators can



- Submit RSO audit distributed and reviewed by the VPSO and Director of Student Life.
- Maintain a minimum of 10 active students, unless plan established VPSO and Director of Student Life. These rosters must be submitted to annual audit.





4. The leadership selection of student organizations must be entirely student-led and administered following the democratic process specified in their by-laws. Drake University believes that, as part of the educational process, student organizations should engage in respectful dialogue over differences in opinions and views and allow its members to elect the individuals they deem best for leadership positions.

**Accountability:**

Accountability for members and officers of student organizations must be based on clearly

The Drake University Student Code of Conduct and all other policies supersede and preempt any and all inconsistent or contrary regulations, policies, and/or decisions made by RSOs and/or their inter/national organizations and affiliates.

Student organization leaders are expected to be knowledgeable of and adhere to any policies/practices as outlined by the University and any academic/administrative department or national organization with which the organization is affiliated.

**Approved by the 37<sup>th</sup> Session Student Senate on October 19<sup>th</sup>, 2023 Motion SS [231005]**