ARKANSAS STATE UNIVERSITY - NEWPORT
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ASUN Operating Procedure – 4020

Operating Procedure Synopsis

Title: Registered Student Organizations
Approval Date/Revision Date(s): 1/2022
Review Date(s): 2/2023
Executive Cabinet Liaison: Provost/Vice Chancellor for Academic Affairs and Student Affairs
Responsible Manager: Director of Student Engagement

A. Purpose and Scope

The purpose of the Registered Student Organization process is to ensure that student organizations are in the scope of the mission, vision, and values of ASU-Newport. This operating procedure pertains to the requests of registered student organizations on and off the ASU-Newport campuses.

B. Definitions

N/A

C. Procedures

All ASU-Newport registered student organizations require approval of a Student Organization Chartering Request Form, located on the ASU-Newport website. All Student Organization Request Forms should be submitted to the Director of Student Engagement. The Forms shall be reviewed and/or completed by the appropriate student organization leadership (President, Vice President, Secretary, etc.)and/or the student organization faculty/staff advisor. Furthermore, the faculty/staff advisor should complete the Registered Student Organization Advisor Consent Form: Advisor Consent Form.

Once all of the necessary signatures are complete, all forms should be submitted to the Director of Student Engagement for approval. The Director of Student Engagement will notify the student organization or faculty/staff advisor of whether or not the organization is approved or denied. If approved, the student organization and faculty/staff advisor will proceed with the Registered Student Organization requirements. Otherwise, the Director of Student Engagement will contact the student organization faculty/staff advisor for comments and questions regarding the denial of their respective request.

Step 1

- Complete the Registered Student Organization Chartering form: Registered Student Organization Chartering form
- Fundraising events also require completing the RSO Solicitation Request form: RSO_Solicitation_Request_Form.pdf

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Step 2

- Requestors will be notified by the Director of Student Engagement via ASU-Newport email of the decision.

Step 3

- Approved
  This would indicate that the Registered Student Organization has submitted proof that:
  - The organization has at least 6 members (this may include leadership officers)
  - Completed faculty/staff advisor consent form
  - Be comprised entirely of Arkansas State University-Newport students
  - Members are enrolled in at least one course
  - Completed Purpose Statement
  - Completed Constitution
  - List of what officers the organization will have
  - Meeting schedule
- Denied
  Please direct comments and questions to the Director of Student Engagement.

Step 4

- Submit appropriate marketing information to recruit new students to the organization.
- If appropriate, take pictures for publicity on social media. Submit pictures and content to the Marketing Ticketing System at the following address: https://asun.sharepoint.com/sites/MandC.

Step 5

- Submit assessment results of student organization via email to the Dean for Students at debbie_hardy@asun.edu.

D. Related Information

Officers:

- Must maintain at least a 2.25 GPA
- Be enrolled at least part-time
- Not be on disciplinary or academic integrity probation
- Maintain Satisfactory Academic Progress

Student Activity Request Form

Event Participation Waiver

Travel Authorization Request

Registered Student Organization Fundraising Request Form

Registered Student Organization Chartering form

Advisor Consent Form