

ANNUAL REGISTRATION FORM
SIU School of Law Registered Student Organizations
(Fill out and submit to room 130 – Katie Rumsey)

ORGANIZATION NAME: _____

Academic Year: _____ - _____

Submit to: Office of Law Student Services - SIU School of Law- ROOM 130

Each Registered Student Organization (“RSO”) is required to submit an Annual Registration Form to the Office of Law Student Services by September 15 of each academic year. All RSOs are required to meet the following criteria:

As the President/Chairperson of your RSO, please initial that you have read and understand the following requirements:

_____ A. Membership in our RSO is limited to students officially enrolled and registered with the School of Law and to the spouses and dependents of such students.

_____ B. Our RSO has an Advisor and a Fiscal Officer who is a (or are) full-time member(s) of the SIU faculty or staff. A Campus Minister may serve as our Advisor if he/she holds an Adjunct Staff/Student Services position. Graduate Assistants/Teaching Assistants may not serve as Advisors or Fiscal Officers. Our Advisor has completed the attached Advisor Form and submits it with this Registration Form.

_____ C. All Officers/chairpersons of our RSO will be students officially affiliated and enrolled with the University and classified as being in “good standing” as defined by the Registrar and Student Judicial Services.

_____ D. Our RSO will maintain up-to-date lists of Officers and Advisors/Fiscal Officers in the office of Law Student Services. Attached to this Form are our Officer Roster and our Advisor Form. If any changes to our Officers or Advisor(s) occur during the year, we will notify the Office of Law Student Services as soon as possible following the change(s).

_____ E. Pledge of Nondiscrimination: Our RSO understands that it must be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Our RSO will not discriminate against a member or prospective member on the basis of race, color, religion, sex, national origin, age, disability, status as a disabled veteran or a veteran of the Vietnam era, sexual orientation or marital status. Notwithstanding the forgoing, if our RSO is founded to promote sincerely held religious beliefs, our RSO will not be denied registration solely because our organization limits membership or leadership positions to students who share the same sincerely held religious beliefs. Even if our RSO is founded to promote sincerely held religious beliefs, however, it may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status). Also, we agree that we will apply our RSO’s membership and leadership criteria uniformly to all prospective and actual members, and will not single out any group or person for application of membership and leadership criteria.

_____ F. Our RSO shall comply with all SIU policies, procedures, and regulations pertaining to Approved Student Organizations.

By signing below, we understand that failure to meet any of the above-listed criteria may result in the loss of the organization's registration status and the attendant University services and privileges.

Please complete the questions below

1. What is the approximate number of current members in your organization? _____
2. Have there been any revisions of your constitution and/or bylaws? If so, submit an updated copy to the Office of Law Student Services with this annual registration form. Yes__ No__

Please check which classification best describes your organization:

Departmental Religious General Interest Entertainment
 International Political Greek Letter Service
 Ethnic Recreational Honor

Please write a brief description of your organization for the purpose of publication (50 words max)

By _____ Date _____
President/Chairperson

Telephone: _____
email: _____

If you should have any questions, contact the Office of Law Student Services in room 130 or judiray@siu.edu.

OFFICER ROSTER
SIU School of Law - Registered Student Organizations

ORGANIZATION NAME: _____

Academic Year: _____ - _____

It is understood and agreed that the signatures of the student officers listed below represent authorization for SIU School of Law, through the Office of Law Student Services, to verify academic and disciplinary standing. **Advisors will be contacted if any officer does not meet academic and/or disciplinary requirements. Print or write CLEARLY please.**

OFFICER TITLE PRINT NAME *SIGNATURE*

PHONE EMAIL

OFFICER TITLE PRINT NAME *SIGNATURE*

PHONE EMAIL

OFFICER TITLE PRINT NAME *SIGNATURE*

PHONE EMAIL

OFFICER TITLE PRINT NAME *SIGNATURE*

PHONE EMAIL

OFFICER TITLE PRINT NAME SIGNATURE

PHONE EMAIL

ADVISOR FORM
*(Give to Advisor to fill out and return to
Office of Law Student Services in room 130)*
SIU School of Law
Registered Student Organizations

ORGANIZATION NAME: _____

Academic Year: _____ - _____

AS ADVISOR OF THIS REGISTERED STUDENT ORGANIZATION, I UNDERSTAND I AM RESPONSIBLE FOR:

GROUP GROWTH: This area consists of those advisory activities that improve the operation and effectiveness of the group and help it progress toward its goal. Related advisory activities might include teaching techniques and responsibilities of good leadership, coaching the officers in principles of good organizational and administrative practice, developing procedures and plans for action, keeping the group focused on goals, and stimulating or initiating programs and activities

GROUP MAINTENANCE: This area seeks to maintain the existence of the student organization and to help keep it out of unnecessary difficulty by alerting the group to University and School of Law policies and procedures which pertain to Registered Student Organizations, arbitrating intra-group disputes, providing advice when called upon, providing history and tradition of past groups when advisable, and helping groups be aware of the importance of good public relations for the organization and the institution.

PROGRAM CONTENT: This area seeks to assist the organization to complement the formal curricular offerings of the SIU School of Law. It is here that the Advisor can stimulate the talents and abilities of student intellectual development while enriching campus life. Advisory activities related to program ideas are providing opportunities for the practice of classroom-acquired skills, pointing out new perspectives and directions to the group, and supplying expert knowledge and the insight of experience.

Additionally:

1. I agree to serve as the central contact for the RSO.
2. I agree to handle any RSO regulation/procedural problems with the School of Law.
3. I agree to serve as the RSO Fiscal Advisor and/or Fiscal Officer, if necessary
4. I agree to ensure that the RSO complies with the Organization Responsibility Requirements (Listed A-F on the Annual Registration Form).
5. I verify I am a full-time faculty or staff member at SIUC (GAs, TAs, and adjunct faculty are not eligible to be advisors)

ADVISOR (print): _____ SIGNATURE: _____

ADVISOR'S PHONE: _____ ADVISOR'S EMAIL: _____

YEARS ADVISING THIS RSO: _____