

How to Apply to Start a Registered Student Organization (RSO)

Before You Get Started

The Student Life office is excited that you want to form a Registered Student Organization (RSO) at Eastern Kentucky University EKU! Before you get started, you may have questions about what it means to be an organization at EKU.

To be an RSO, you MUST meet the following minimum requirements:

- 6 members that are current EKU students.
- A constitution outlining the organization's bylaws.

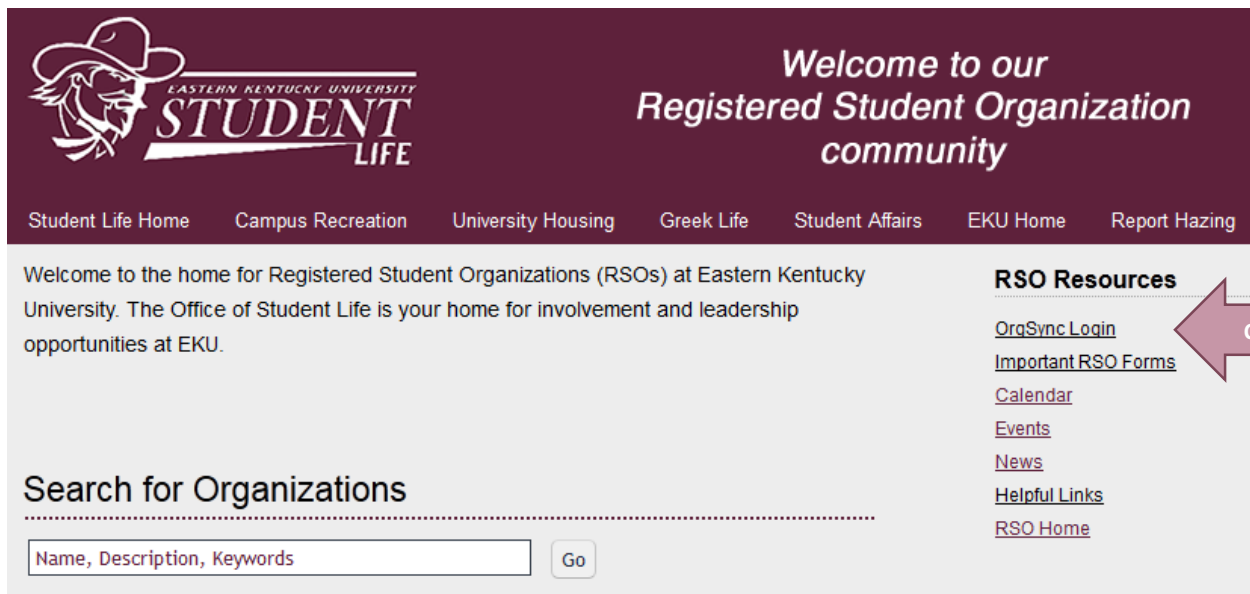
Once you have 6 members and an organization constitution and/or bylaws, you are ready to complete the New Registered Student Organization form.

Part I: Completing the Form

Step One: Please visit the Student Life OrgSync website: www.eku.orgsync.com

Step Two: Once you are at the Student Life OrgSync homepage, click on "OrgSync Login" on the top right of the page.

Once you reach this step, you will then login to OrgSync, using your EKU username and password! If you have not yet done so, please create an account and login to OrgSync, using your EKU username and password.



STUDENT LIFE
EASTERN KENTUCKY UNIVERSITY

Welcome to our Registered Student Organization community

Student Life Home Campus Recreation University Housing Greek Life Student Affairs EKU Home Report Hazing

Welcome to the home for Registered Student Organizations (RSOs) at Eastern Kentucky University. The Office of Student Life is your home for involvement and leadership opportunities at EKU.

Search for Organizations

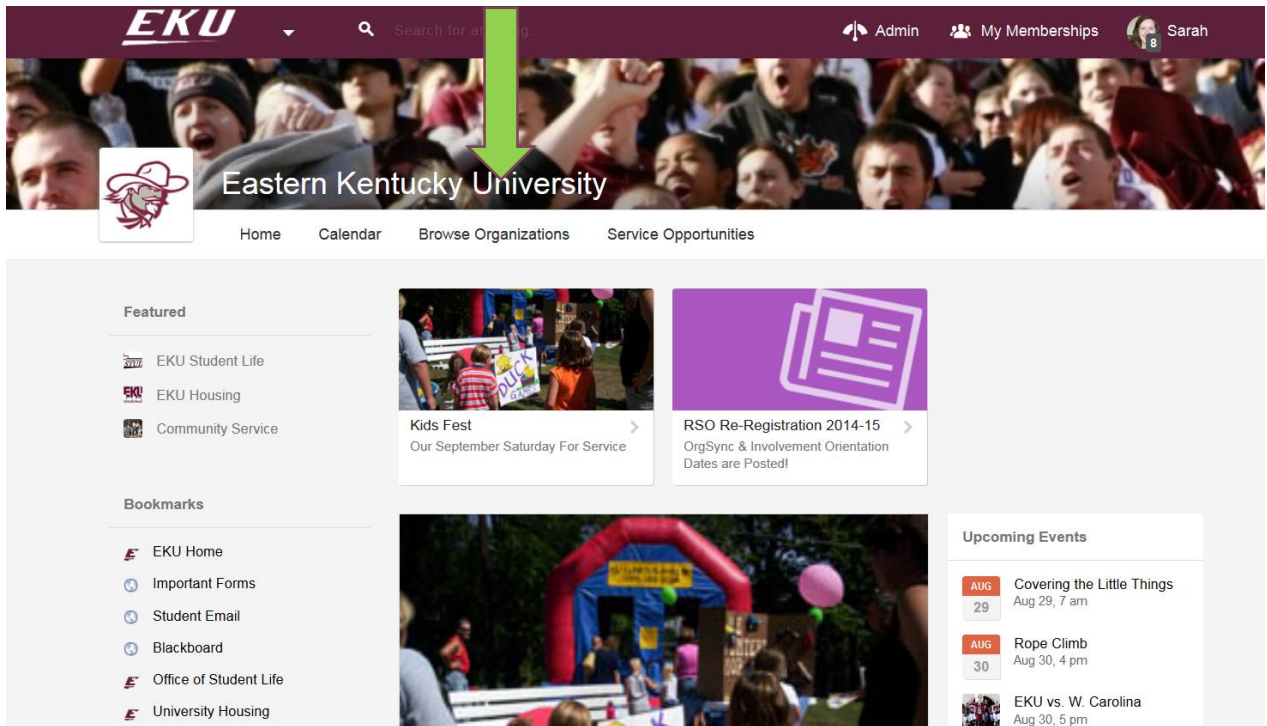
Name, Description, Keywords

RSO Resources

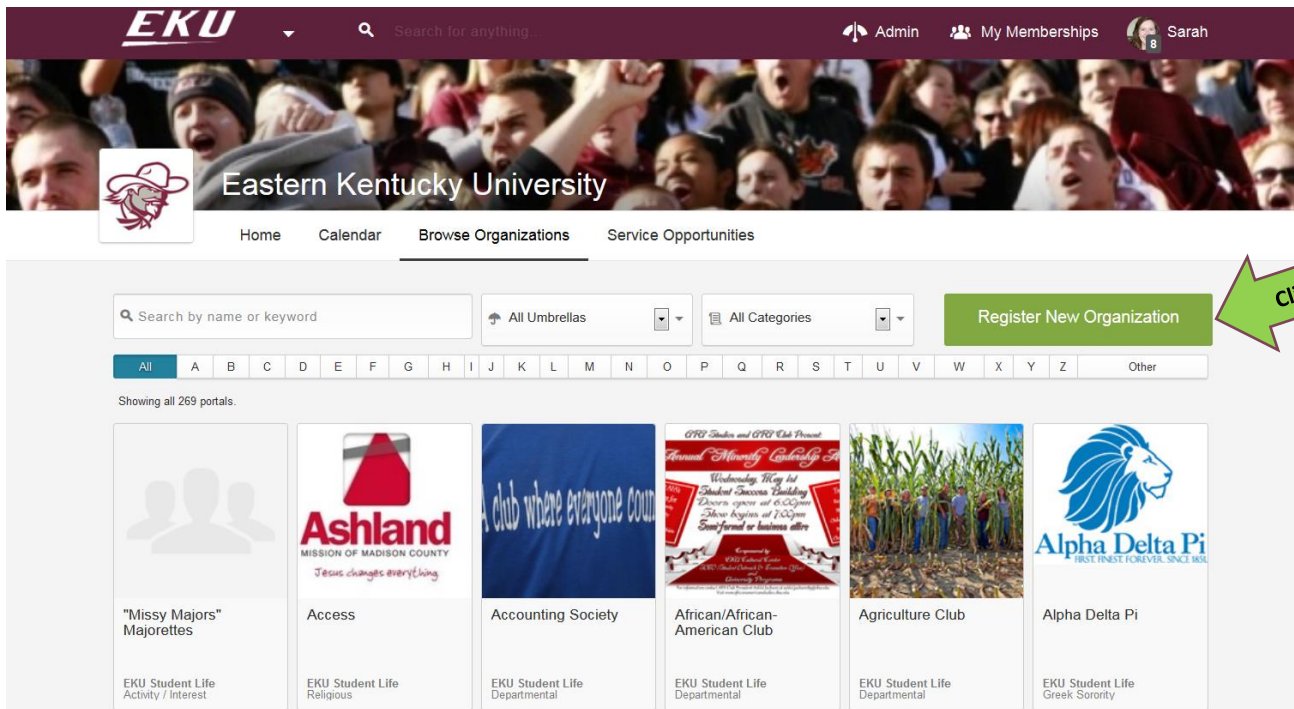
- [OrgSync Login](#)
- [Important RSO Forms](#)
- [Calendar](#)
- [Events](#)
- [News](#)
- [Helpful Links](#)
- [RSO Home](#)

Click Here

Step Three: Once within OrgSync, please click on the “Browse Organizations” tab under the cover picture.



Step Four: After clicking on “Browse Organizations,” it will take you to the following page pictured below. Click on the green button labeled “Register New Organization” located on the upper right hand of the page.



Step Five: Now you have reached the “Register New Organization” form picture below. Please follow the directions to complete your new organization’s profile. You will also need to upload the following:

- A roster of the 6 current EKU students, including their student ID numbers, who are starting the RSO.

- A constitution for the organization including any bylaws for the organization.

Eastern Kentucky University

Register Your New Organization

Basic Organization Information

Full Organization Name **REQUIRED**

Abbreviated Organization Name **REQUIRED**
Do you have an acronym or shorter name? This will be shown whenever space is minimal.

Category **REQUIRED**
What type of organization are you?

Description
Enter a little bit about your organization. This will be displayed for the public to learn more.

Profile Picture

Upload

You can use .JPG, .GIF or .PNG format (10MB size limit)
Recommended size: 300x300

Step Six: Upon completing your new organization profile, your form is automatically submitted to the Student Life office.

Part II: What occurs after your New Student Organization Request is submitted

Step 1: Once the form is received by Student Life, it is then given to the RSO Risk Management Committee to review your new organization request.

This committee typically meets the first and third Wednesday of every month during the fall and spring semesters. The committee will meet once a month from May through August. All new RSOs requesting registration should be aware that the approval process will operate on the above schedule and therefore confirmation of registration will be made accordingly.

In all cases, the RSO Risk Management Committee will check to see that:

- The organization has clearly stated its name, cited all affiliations (local, state and national) and has stated the purpose in detail for which it is being formed.
- The organization does not duplicate the purpose or name of an established RSO.
- The organization is consistent with the purpose, regulations and policies of the University.
- The constitution is clear, concise and contains all required EKU procedures and other necessary information for the successful operation of a Registered Student Organization.
- The organization has provided explanation for requested classification (SSO, VSO) status.
- Has submitted a copy of constitution and by-laws (meeting requirements).
- Has at least 6 students currently enrolled at EKU.

h. Meets the classification requirements.

Step 2: When the New Organization Request has been reviewed by the committee following the guidelines above, the committee will then make a suggestion as to future of the organization. The following are potential responses by the committee:

- Approved
- Pending (further information is needed to make a decision)
- Denied

The individual who submitted the request via OrgSync will be the individual notified of this decision. You will be notified of the decision made by the RSO Risk Management Committee's decision via OrgSync within 24 hours after the committee assembles.

If you receive a message that you are "Pending" or "Denied," you will receive feedback as to why that decision was made. If the decision is "Pending," you will be given the opportunity to send the requested information by the committee to guide them to make a final decision regarding your proposed RSO.

Step 3: If/when the RSO Risk Management Committee reviews, classifies, and approves the organization, Student Life will give the RSO the approval to become an organization at ECU. This will be communicated via OrgSync and/or your e-mail.

Step 4: Once your New Organization Request is "Approved," you will receive detailed information in an e-mail from Student Life outlining the next steps your organization needs to take to complete your activation, which includes attending an Involvement & OrgSync Orientation. This training will provide you with the following information:

- How to utilize OrgSync within your organization
- Privileges your RSO has such as being able to place room reservations and apply for funding from the Student Government Association
- Detailed information on your options for on-campus accounts
- Leadership development opportunities