



MURRAY STATE
UNIVERSITY

Registered Student Organizations

Registration Agreement Handbook

rev. October 2018

Registration Agreement Handbook

This handbook serves as the binding agreement between the officers and leadership team of each Registered Student Organization recognized by Murray State University. All information contained in this publication is handled by the Office of Student Organizations, located in the Center for Student Involvement on the 1st Floor of the Curris Center. Please call 270-809-6349 or email msu.studentorganizations@murraystate.edu for any questions you may have.

These policies, rules and procedures are subject to change at any time.

The most current version is found at murraystate.edu/campus/orgsRecreation/StudentOrganizations/directory.aspx

> Mission Statement

The Office of Student Organizations creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development for Murray State University students. Murray State University believes that your life outside the classroom is just as important as what you do inside the classroom. The faculty and staff feel that in order to have a full and enriched educational experience students should get involved with as many student organizations and activities as their schedule will permit. Not only will students feel a greater sense of belonging to Murray State University and its traditions, but they will be better prepared to enter the work force because they will have a greater understanding of balancing work, relaxation, and campus activities, as well as a sense of accomplishment. If a student carefully plans out-of-class activities, it will help to guarantee that student will become one of those well-prepared and well-rounded citizens of the world.

> Acknowledgement Statement

- The Registered Student Organization (RSO) certifies that the provided information included in their registration form is accurate and the RSO acknowledges their responsibility to keep this record correct by informing the Office for Registered Student Organizations of any changes in the information and/or in their constitution and/or bylaws.
- The RSO also gives permission for this information to be distributed by the Office for Registered Student Organizations in their website directory and office publications.
- Finally, the RSO acknowledges that they are bound to this agreement document by signing the Signature page that is attached to the RSO Registration form.

> Use of Campus Space

The Registered Student Organization agrees that if any building or university policies are broken by or through the use of an RSO, the organization, then, waives their rights to use any university buildings.

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> Officer Acknowledgement Statement

- We have read and understand the Hazing & Advisory Support Statements.
- We have read and understand the policy and definitions on hazing; we certify that all pledges, associate members and members' activities, pre-initiation activities and activation activities of our organization do not violate university policies and that any and all forms of hazing or other degrading activities are not permitted and will not occur.
- We understand that assistance in defining the university policy and in formulating challenging and constructive membership programs and pre-initiation activities are available through the Center for Student Involvement.
- We understand that organization presidents and other officers can and have been held responsible for injuries to pledge/associate members and other members resulting from hazing activities;
- We certify that membership is limited to students, faculty and staff of the University;
- We certify that there is no discrimination in membership selection unless stated legal purposes of the organization require limitations to sex or religion;
- We certify that the organization will abide by the regulations of the laws of the land.

> Advisory Support Statement

The university recognizes the importance of student clubs and organizations in providing laboratories for learning, social contact, and leadership development. Advisors are important contributors of support and advice to these groups. This statement is provided to help clubs and organizations better understand the role of advisors at Murray State University.

Each club must understand that the collective group is responsible for compliance with all applicable rules and regulations of the university as well as state and federal laws. Individual members are responsible for their own behavior.

Advisors are volunteers and do not control the clubs. Their role is one of support. They provide advice, recommendations and suggestions when asked. The advisor does not assume to take responsibility for actions or conduct of club members.

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> Pledge of Advisory Support

All persons pledging advisory support to any student organization must have full-time staff or faculty status at Murray State University. This policy is for official recognition purposes only. It does not preclude a graduate student or an interested adult from advising any student organization. However, these individuals cannot be used for official recognition required by the Murray State Board of Regents. If you wish to pledge your name and support, complete the following statement.

By signing the Signature page attached the RSO Registration form, the Advisor recognizes the importance of their role, they have read the Advisory Support Statement in its entirety, and they have agreed to serve as advisor to their appropriate Registered Student Organization.

Should any changes occur, it is the Advisor's responsibility to contact the Office of Registered Student Organizations at 270-809-6349.

> Center for Student Involvement (CSI) Resource Center User Agreement

The Center for Student Involvement Resource Center, located in room 111 of the Curris Center, is designed to provide student organizations a place to manage student organization business and complete organization projects. The Resource Center is equipped with materials and machinery for printing and sign painting as well as other common office supplies. In addition, computer access is also available in the Resource Center.

The Resource Center is designed specifically for use by student organizations and may not be used for non-related activities. Each organization can authorize up to 5 members to use the Resource Center. Their names must be made aware to the Center for Student Involvement. The Resource Center will have a student worker/graduate assistant present at all times to monitor and assist students who wish to use the provided equipment. No member will be able to use the Resource Center if not accompanied by an authorized student worker/graduate assistant. Annual limits per organization will be strictly enforced. All use will be documented by the Center for Student Involvement. Members will be able to review the use of their respective organization by asking one of the assistants.

RSO's assume responsibility for any equipment used as well as any materials that are checked out by student representatives of their organization.

By agreeing, the RSO is aware of the policies that will be enforced in regards to using the CSI Resource Center. The RSO realizes that failure to adhere to these policies will result in suspended use of the Center.