



# **DRAKE UNIVERSITY STUDENT ORGANIZATION HANDBOOK**

Updated: Fall 2023

By Vice President of Student Organizations (VPSO), Abbie Whittemore

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.

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]**