



ADLER
SCHOOL of Professional
Psychology

**Recognized Student
Organization
Handbook**

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I. DEFINITIONS

Recognized Student Organization - A Recognized Student Organization (RSO) is one that meets the following criteria:

- The members are currently enrolled Adler School students..
- The executive officers must be degree-seeking students.
- The RSO has an advisor that is an Adler School core faculty member or staff member who will advise the organization regarding budget, initiatives, goals, etc.
- The organization has applied, meets all RSO criteria, and has been approved by the Department of Student and Alumni Affairs (DSAA) as a recognized student organization.

II. RSO RULES AND REGULATIONS

- A. Any student organization applying for recognition must read and agree to the rules, guidelines, and information in the handbook.
- B. Recognition of a student group does not imply endorsement by the Adler School of Professional Psychology of the positions taken by the student organization. The goals of the recognized student organization must be consistent with the mission and vision of the Adler School.
- C. The student organization agrees to follow all rules and regulations outlined in the Adler School Catalog and the Student Handbook as well as all other policies and procedures of the School.
- D. RSOs are responsible for adherence to all federal, state, and local laws and ordinances. Any actions which violate federal, state, or local laws or ordinances are the responsibility of the individual group. Responsibility is not assumed by the Adler School of Professional Psychology.
- E. The student organization must conform to the financial policies and responsibilities established by the Adler School of Professional Psychology.

III. BENEFITS PROVIDED TO EACH ADLER SCHOOL RSO

The official recognition of a student organization by the Adler School grants the organization the following:

1. Identify with the school as a RSO.
2. Documentation of the organization's existence in the history of the Adler School.
3. Ability to host meetings on school property and facilities.
4. Request funding from the Adler School.
5. Be included in the School's RSO directory.
6. Access to event advertising through the student services office.
7. Reserve the use of A/V equipment with the Adler School IT Department.
8. Petition to start a community on Scholar360.

IV. RECOGNITION/APPROVAL PROCESS

To become a Recognized Student Organization (RSO) at the Adler School of Professional Psychology, the organization must go through the Department of Student and Alumni Affairs approval process. This process provides a structure for both approval and communication between the organization and the Adler School.

STEP 1: The prospective student organization submits a petition to seek student organization recognition (Appendix A).

STEP 2: The proposed student organization submits its constitution with the petition to the Department of Student and Alumni Affairs. Each organization must include information in the constitution concerning the following:

- A. Name of the student organization
- B. A clear statement of goals and functions
- C. Organization's objectives and membership requirements.
- D. A list of officers and corresponding duties, including the process for officer elections and removal
- E. Sources of financial support
- F. Bylaw and constitution changes process

STEP 3: The organization must obtain a faculty advisor.

- A. Adler School core faculty and staff members are eligible to serve as advisors of student organizations.
- B. The advisor must be aware of all meetings and functions of the organizations and be informed of such within a timely manner.

STEP 4: When the organization has completed the steps listed above and met all of the RSO approval requirements, the petition and constitution should be submitted to the Department of Student and Alumni Affairs for review.

STEP 5: The Department of Student and Alumni Affairs may propose changes or amendments to the student organization constitution. If this is the case, it will be returned to the student organization to make appropriate changes.

STEP 6: The Department of Student and Alumni Affairs will inform the student organization and faculty advisor of the approval or non-approval decision.

STEP 7: The RSO must organize or attend a community service event in order to remain active as an organization. Proof of completion in the form of a flyer advertising the event must be submitted to the Department of Student and Alumni Affairs by the end of the academic year.

V. MAINTAINING RECOGNITION

A. CONSTITUTION REVISIONS

When a RSO wishes to revise its constitution, it is required to submit all revisions to the Department of Student and Alumni Affairs. RSO should fill out the "Recognized Student Organization Registration Form" and submit all relevant information to the Department of Student and Alumni Affairs. The proposed revisions will be reviewed by the DSAA and approval decisions will be communicated in writing.

The Director of Student and Alumni Affairs may, at any time, require the SRO to update or make changes to the existing organizational constitution. Failure to comply with changes requested by the DSAA can result in loss of recognition/approval for the organization.

B. ORGANIZATIONAL CHANGES

- a. The "Recognized Student Organization - Registration Form" (Appendix B) must be completed at least once a year to maintain recognition with the Adler School as a student organization.
- b. RSO must submit a "Recognized Student Organization Registration Form" if an officer or advisor changes within two weeks of this change to the Department of Student and Alumni Affairs.

C. COMMUNITY SERVICE

- a. The RSO must organize or attend a community service event in order to remain active as an organization. Proof of completion in the form of a flyer advertising the event must be submitted to the Department of Student and Alumni Affairs by the end of the academic year.

VI. DISCIPLINARY ACTION

Adler School students are expected to adhere to the American Psychological Association (APA) or American Counseling Association (ACA) ethical standards. If any members of the RSO engage in an activity that violates the rules and regulations in the Adler School Catalog or the Student Handbook, the Adler School may initiate appropriate disciplinary action that applies to the leaders, members, attendees, RSO, up to and including dissolution of the organization and/or referral to the Student Comprehensive Evaluation Committee (SCEC). The RSO may be asked to dissolve the organization if they are found in violation of the professional ethical standards or act contrary to the Adler School mission and policies.

VII. FUNDING FOR RSO

A. Requesting Funds:

Funds may be available through the Department of Student and Alumni Affairs to support RSO programming and efforts. Recognized Student Organizations must request funding from the Department of Student and Alumni Affairs every year. Each RSO must submit a proposed budget of all the programs and events they plan to host for the following academic year in the summer term of each year. The approved budget will be communicated to the RSO President and Advisor in September of each year.

B. Fiscal Year:

Fiscal year for the Adler School is from September 1 – August 31. Approved funds for the RSO do not carry over from one academic year to the next.

C. Funds Disbursement:

In September of each year, RSOs will be informed of the budget they were approved for use.

D. Reimbursements:

All expenses are to be paid for upfront. Please fill out the check request form when you would like to be reimbursed. All forms should be submitted to the Director of Student and Alumni Affairs who will process all reimbursements. Check request processing can take 2 – 4 weeks to complete and checks will be mailed out the student directly.

All RSOs must adhere to the following rules when using their funds. Please note that reimbursements can be denied by the Director of Student and Alumni Affairs if RSO funding rules are not followed.

RSO funds can be used for

- Student programs
- Supplies for programming (printing; ribbons)
- RSO meetings for all students
- Speaker fee
- Community Service Projects
- Joint programming with other RSOs

RSO funds cannot be used

- To produce marketing materials without the approval of the Vice President of Administration (e.g. t-shirts)
- For personal celebrations (e.g. Birthday party)
- To make donations to any organization outside of Adler School without the approval of the Director of Student and Alumni Affairs.
- To attend conferences or workshops – there is a professional development scholarship available for students.



PETITION TO SEEK STUDENT ORGANIZATION RECOGNITION FORM

We, the undersigned Adler School of Professional Psychology students, seek recognition as a student organization to be known as _____.

The signature below represents our interest in joining the student organization.

Printed Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

As a member of staff or core faculty of the Adler School of Professional Psychology, I agree to advise this student organization.

_____	_____
Name of Student	Signature of Student
_____	_____
Name of Advisor	Signature of Advisor
_____	_____
Date	Date

Please submit a constitution of the student organization along with this form to the Assistant Director of Student and Alumni Affairs, Tami Renner, on the 10th floor. Thank you!

For office use only:

_____ Approved _____ Denied _____ Initial _____

Date



Recognized Student Organization Registration Form

The Recognized Student Organization

_____ would like to report the following changes to the Department of Student and Alumni Affairs.

_____ Change in Executive Board

_____ Change in Advisor

_____ Change in constitution – please submit a copy with the form.

_____ Annual registration for the academic year _____

_____ Other _____

As a member of staff or core faculty of the Adler School of Professional Psychology, I agree to advise this student organization.

Name of Student

Signature of Student

Name of Advisor

Signature of Advisor

Date

Date

For office use only:

_____ Approved

_____ Denied

_____ Initial

Date