

March 20, 2023 begins the RSO Re-Registration process for the 2023-2024 academic year. This is the registration process that will allow organizations to be active for Summer 2023 (if they choose), Fall 2023 and Spring 2024. **If an RSO does not complete this process, they will not be eligible to be active for any of those semesters moving forward and they will lose all RSO privileges and funding so please be sure to follow the steps and ask questions along the way.**

This process is **only** for Registered Student Organizations. Fraternity and Sorority Re-Registration begins on April 1st and Sports Club Re-Registration begins on April 5th. Please see their respective Eagle Link pages for more information.

Based on feedback from student leaders we are trying to provide detailed step-by-step assistance for your group throughout the process to ensure you have the knowledge and resources to set your group up for success next year.

Step 1: Update your RSOs Roster

- An important component for RSOs is to ensure that your rosters are up to date and accurate for the next year. This ensures that everyone that has been participating in your organization continues to receive your updates, that their membership is seen on their Eagle Link co-curricular transcript, and provides a solid foundation for the incoming board.
- [HERE](#) is a video to help you identify some options on how to complete this
- [HERE](#) is a great tool from the Eagle Link platform Support about roster management

Step 2: Identify your Officers for 2023-2024

- Election processes for officer positions should be outlined in your RSO Constitution which can be found on your Eagle Link Page under Documents
- This also includes identifying and confirming your RSO Advisor for 2023-2024. When approaching individuals to serve as your RSOs Advisor, you can share these bullets with them about their qualifications and expectations, but we encourage you all to establish additional organization-specific ones as well to include communication, organization, and support.
 - o Advisors must be a Florida Gulf Coast University full-time faculty or staff member
 - o Advisors are permitted to advise an organization outside of their field of study or discipline
 - o Advisors may advise more than one organization
 - o If RSOs purchase equipment or supplies, the advisor agrees to store these items in their campus offices
 - o Advisors must complete the Advisor Acknowledgement Form which opens April 11th and is due no later than May 4th.
 - o Advisors are highly encouraged to attend RSO trainings to better understand RSO processes and protocols

- Advisors will be invited to participate in training activities and sessions throughout the year
- All officers must be in and remain in Good Standing with FGCU and have a minimum of a 2.5 (undergraduate)/3.0 (graduate) GPA for the duration of their term
- Conduct your elections and update your RSO Eagle Link Page to reflect these new officers, this will ensure these officers receive all the pertinent messages about RSOs moving forward.
 - Here is a quick tutorial on updating positions on Eagle Link
 - Please note, the same way you add an officer to a position is also where you will remove the position from an individual as well.
 - [HERE](#) is a video to show you how to update officers
 - [HERE](#) is also a resource from the Eagle Link platform Support
 - Also some helpful hints about being your organization's [Primary Contact](#)
- You will need to provide the following information for your President, Vice President, Treasurer, Secretary and Advisor as part of Step 5
 - Name
 - FGCU Email
 - UIN
 - Position

Step 3: Review your Organizations Constitution

- The constitution is a required component of the registration process. The following are components that must be included in your constitution:
 - Name and Purpose
 - Membership
 - Officer responsibilities, elections, vacancies and removals
 - Non-discrimination statement
 - Hazing prohibition statement
 - Dissolution statement
- Your organization is encouraged to have a constitution that meets your needs and is clear on what your purpose functions etc, the above are just minimums.
- An example constitution can be found [HERE](#)
- You will upload this as part of Step 5

Step 4: Create an Itemized Inventory

- In an effort to help the organization's leaders for next year plan ahead, your organization will create an itemized inventory using [this template](#)
 - You are welcome to add additional columns as you see fit, this is just a template
- You will upload this as part of Step 5

Step 5: Complete the RSO Re-Registration Form on Eagle Link

- This form will open for you to begin submitting the information you have been working on in Steps 1-4 on March 29th and you will have until April 26th at 11:59pm to complete and submit. The form must be completed and submitted by this deadline or your RSO will not be eligible to move forward in the registration process.
- Identify 1 of your incoming 2023-2024 student officers to complete the RSO re-registration form. If a former officer or graduating student completes the form the RSO runs the risk of not getting registration updates. Any forms submitted by RSO advisors will be declined.
- To complete the form:
 - Login to Eagle Link
 - You will navigate to <https://getinvolved.fgcu.edu/register>
 - Find your club/organization and click the Re-Register Blue Button
 - If you are registering a new organization, you will click register New Organization at the bottom of the page.
 - If you are looking to register a previous organization that is not currently active, please email osi@fgcu.edu and we will provide access.
 - Provide all required information
 - This will include your organization's official name, nickname, organization contact information, your social media, outside websites, a brief description of your organization etc.
 - You will need to provide the name of a minimum of 6 students that are going to be in the organization for 2023-2024, this can include officers but they must be current FGCU students and must provide FGCU Student email
 - You will upload your constitution as well as inventory on through this form.
 - You will be asked questions about your membership, dues and recruitment for members plans
 - You will be asked if your organization would like to be active for Summer 2023 (this is not required)
 - Your RSO must be active Summer 2023 to table during orientation as well as to submit Senate Bills between July 1st and August 19th
 - Officers must be taking at least 1 credit hour during Summer to be serve during the summer
 - You are able to start the form and come back, go to My Submissions on your Eagle Link profile

Step 6: Attend RSO Training

- The 2023-2024 President, Vice President, Secretary and Treasurer must attend one of the Mandatory RSO Trainings.
 - If an officer attended training for the 2022-2023 academic year that does NOT count toward this training requirement.

- Officers will RSVP for Training [HERE](#)
- **All trainings are in person, if there is a class conflict with ALL provided sessions, the officer must email a copy of their class schedule to osi@fgcu.edu by April 30th at 11:59pm so an alternative training time can be coordinated.**
- While only 4 officers are REQUIRED to attend, all officers are encouraged to attend because ONLY trained officers will be able to make reservations, funding requests, purchases, etc on behalf of the RSO.

Step 7: Complete Officer Agreement Forms

- After attending RSO Training each officer must submit their respective position agreement/acknowledgment form.
 - If an individual holds positions in more than one organization they must do a form per position per RSO
- The links for these forms will be provided during training
- These forms **MUST** be submitted by May 5th at 11:59pm for all officers and the advisor (Advisor Agreement)

If at any point there are questions about any of these steps or the registration process email osi@fgcu.edu.