How To Become A Recognized Student Organization (RSO)
University of Missouri-Rolla

Step One
Meet with the Department of Student Life staff in 218 Havener Center. Complete a “Potential RSO” form.

Step Two
Develop a constitution draft with current interested students. E-mail the constitution draft to the Department of Student Life staff at stuife@umr.edu.

Step Three
Make any necessary corrections to the constitution draft. When the constitution meets all the University requirements; e-mail a final copy of it, list of all current members, officers, and advisor(s) to the Department of Student Life at stuact@umr.edu.

Step Four
The Department of Student Life staff will forward an electronic copy of the potential organization’s information to the Student Affairs Committee. The committee will meet and either approve or disapprove the constitution. If approved, the information will be forwarded to the Academic Council for final approval. If the committee does not approve the constitution, you may re-submit the constitution after corrections are made; meet with the Department of Student Life staff for details.

Step Five
Upon approval of the Academic Council, the student organizations will receive the following:
- Official University recognition
- Paperwork to complete
- Mailbox in 218 Havener Center
- Department of Student Life File
- Approval for an AFS computer account
- Approval to use the UMR name
- Ability to schedule facilities on campus
- Mentions in University publications
- If needed, a University funding account
- Support from the Department of Student Life
- Other privileges

PLEASE NOTE: The above process generally takes one to two semesters to complete.

For more information, please contact the Department of Student Life at 341-6771 or e-mail stuife@umr.edu.

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