Starting a New Recognized Student Organization

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Overview

- Things to consider before starting a new organization.
- First Steps.
- The Recognition Process.
- Maintaining Compliance.
Things to Consider

- Is there an organization on campus that currently fulfills a similar purpose?
  - [http://studentlife.mst.edu/organizations/stu_org_sites.html](http://studentlife.mst.edu/organizations/stu_org_sites.html)

- Is there an organization on campus that could possibly serve as an overarching organization for the organization you would like to start?
First Steps

- Recruit some members.

- Acquire an advisor.

- If affiliated with another organization, determine whether they have any requirements that must be met for your organization to be established on our campus.

- Review the information on the Student Life website.
  - [http://studentlife.mst.edu/organizations/new_so.html](http://studentlife.mst.edu/organizations/new_so.html)
The Recognition Process

- Consist of 4 phases
  - Student Life Meeting and Constitution Review
    - Initial Meeting
    - Constitution Development
  - RSO Recognition Committee Review and Recommendation
  - Review by the Office of the Vice Chancellor for Student Affairs
  - RSO Orientation

- Takes, at minimum, approximately 1 semester to complete.
Initial Meeting

- Meeting with Program Administrator.
  - Organization representative and advisor must be present.

- Purpose is to review recognition process, gather information about potential student organization, and address any questions.

- At this point, the following forms should be submitted:
  - Potential Recognized Student Organization Form
  - Advisor Consent Form
The Constitution

- Should be developed with the members you recruited

- Student Life provides an outline and sample constitution on our website.
  - [http://studentlife.mst.edu/organizations/new_so.html](http://studentlife.mst.edu/organizations/new_so.html)

- When completed, the constitution should be submitted to Student Life via email.

- Student Life reviews the document and returns it, with edits, via email to the organization contact.

- The organization is responsible for addressing the edits and updating the constitution.

- A clean updated constitution should be submitted to Student Life.

- This process continues until Student Life deems the constitution ready to be submitted to the RSO Recognition Committee.
RSO Recognition Committee
Review and Recommendation

- Consist of the Student Council Executive Board, a representative from the Graduate Student Association, Faculty Senate, and Student Life.

- Once the Committee receives the constitution, the chair will send a questionnaire that should be completed as soon as possible.

- The Committee will review the questionnaire and constitution.

- Once reviewed, the committee will make a recommendation to the Office of the Vice Chancellor for Student Affairs.

- The organization will be notified via email regarding the committee’s recommendation.
Review by the Office of the Vice Chancellor for Student Affairs

- Gives final approval of organization.
- Once approval has been granted, the organization will be notified via email.
Once an organization receives notification that they have been approved, they need to schedule a meeting time with the Program Administrator.

During this meeting time, the Program Administrator will review the privileges and responsibilities associated with official RSO Status.
Maintaining Compliance & Ensuring Organization Success

- Complete Compliance and Risk Management Forms annually.
- Update membership roster, including officers.
- Utilize the resources available to you.
  - Department of Student Life
    - Staff
    - Nuts and Bolts Series
    - Presidents Summit
    - Transition Document
    - Website (contains policies and procedures)
- Leadership and Cultural Programs
  - Tool Time Series
  - Leadership Conferences and Seminars
Other Things To Keep In Mind

- When considering whether to approve an organization some of the main things considered are:
  - Is this a student led initiative?
  - Will this organization fill a need?
  - Will this organization benefit the students and the university?
  - Does the organization have a plan and function in a manner that will aid its sustainability?

- While applying for recognition, the organization may have two recruitment events per semester.

- Student Life is available as a resource.
Questions?