The Steps to Recognition

The Recognition Process for Student Organizations

The Recognition Process for student organizations is meant to be a time of development for the group seeking status as a Recognized Student Organization (RSO) by Missouri S&T. This process is in place to ensure that the developing organization is able to; align with the values of the university, stand on its own and thrive, adheres to university policy, serves a purpose that is unique, and is open to all students with no discriminating factors. The benefits of being an RSO are immense, however some work must be done to earn these resources for your organization. The following Steps to Recognition must be taken to receive full status as an RSO at Missouri S&T.

Step One

Set up an appointment to meet with the Program Administrator for Volunteerism & Involvement in the Office of Student Life in 218 Havener Center. You may email stulife@mst.edu or call 573.341.6771 to set up this appointment.
Bring the following documents completed to your meeting (each form can be found online at the Student Life website):

- Potential Recognized Student Organization Form
- Initial Meeting Questions

Step Two

The constitution of an organization should be the foundation that students are able to run the group off of. Student Life wants your organization to be able to function fluidly and effectively. A constitution template exists on the Student Life website, use this to start your organization's constitution. All organizations must follow this template to be recognized. Once your constitution is written you will submit it to the Program Administrator for Volunteerism & Involvement for review. The Program Administrator will make edits to your organization's constitution and return it to you within a week, unless otherwise noted. Make the recommended changes and then resubmit your constitution. You may always schedule a meeting to discuss constitution edits, simply contact the Program Administrator. Once your organization has completed edits your file will move to step three.
You will need to submit the following items for your file to move forward:

- Final constitution (after revision)
- Current member roster (form found on the Student Life website)
- Advisor Consent Form (form found on the Student Life website)

Step Three

Student Council is the governing body for the students of Missouri S&T. As such Student Council plays a part in the recognition process for student organizations. A subcommittee called the RSO Recognition Committee will invite you to present on your organization. A list of parameters for your organization's presentation will be given to you prior to the meeting. This is an opportunity for you to "pitch" the organization to other students who have a pulse on the campus climate and identify how your group will impact the student body in a positive way. After your presentation the committee will make a recommendation to grant recognition status, or they will make further recommendations to your organization for development before recognition is granted.

Step Four

Your organization's file (which will have all of the documents from steps one through three) will be reviewed first by the Director of Student Life, and then passed along to Office of the Vice Chancellor of Student Affairs for final approval. Your organization will receive notice of recognition approval from the Program Administrator when it is given by the Office of the Vice Chancellor.