



Creating a Recognized Student Organization Guidebook

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Introduction

We are excited you are wanting to start a new RSO! We are looking forward to your group joining the 270+ that are already recognized on UW's campus. In case you were not already aware, there are numerous benefits to becoming an official RSO including, but not limited to advertising and marketing of events, additional advising from professional staff members, technical support from ASTEC, reserving space for free across campus, and getting to be included on the poster run. This guide is just one source of support for you as you begin this process of becoming recognized. In this packet, you will find a checklist, as well as a step by step guide to getting your organization registered with the Campus Activities Center.

Please be aware that the approval process can take 2-4 weeks depending on a variety of factors such as staff availability, work flow, etc. The more proactive you are in preparing documents and following these guidelines, the quicker we are in processing your request to be recognized.

Checklist

The checklist provided below is everything you must do/have prior to having your organization become an official RSO:

- ☐ Determine the name and purpose your group
- ☐ Schedule a meeting with a CAC staff member through our notification form (found online)
 - ☐ Once you complete this meeting, your organization will receive probationary status
- ☐ Read the [RSO Handbook](#) & [UW Regulation 11-4](#)
- ☐ Find a full-time faculty or staff member willing to be an advisor for your RSO
- ☐ Have new advisor submit the Advisor Agreement Form
- ☐ Meet Organization Membership and Officer requirement
- ☐ Create a [Constitution](#) and have it approved by the CAC
- ☐ Finally, register your new group on [UW Connect](#)

Failure to Complete the Requirements

At the completion of Orientation your new potential organization will have up to one month to complete the requirements to become an RSO. During your provisional period, you will have access to certain resources to help you finish the process.

Should your group fail to complete the requirements during the provisional period but still wish to continue in the process, you may still form. However, you will no longer have access to the resources mentioned below and may be required to have a follow-up meeting with your CAC point person to check-in. New RSOs must complete the entire process and be fully recognized by April 3, 2020. Failure to complete all requirements will require the potential new RSO to restart the entire process the following Fall semester.

Guide to Recognition

Name and Purpose of your group

Starting a student club or organization is a great way to find those with common interests, build new networks and friendships, help you develop useful skills or broaden your cultural horizons. For naming your group, a Recognized Student Organization may not use “University of Wyoming” or any abbreviation at the beginning of its name, as this implies that the organization is a part of the university itself. However, RSOs can use “at the University of Wyoming,” at the end of their name and “Wyoming” somewhere if they like. For more information, please review Section 6 of [UW Regulation 11-4](#).

Acceptable Examples: The Hacky Sack Club at the University of Wyoming, Wyoming Roller Derby Club, and the Laramie Quidditch Club

New RSO Orientation

In order to best serve you, please be prepared to ask questions during this time that are pertinent to your particular organization.

From the moment you complete this meeting, your group will officially be a provisional RSO. Your organization will have one month to complete the above checklist to become an official RSO.

Provisional RSOs will have access to the following resources for the purposes of recruitment and completing the aforementioned process:

1. The ability to reserve meeting space and breezeway tables - no events open to the university or public community are allowed at this point. Spaces may only be utilized for the purpose of recruitment and formation (i.e. tabling or hold meetings to form group or write the groups constitution)
2. The ability to advertise via the Poster Run for the purpose of recruitment (not programs)
3. A dedicated CAC staff member to assist them through the process

Provisional RSOs will not have access to the above resources for any purpose other than recruitment and completing the process. If the resources are used for anything other than those purposes, their registration will be denied, and they will be unable to resubmit for one full semester. Additionally, student organizations will not have access to the ASUW funding until they have completed the process to become an official recognized student organization.

Read the [RSO Handbook](#) and [UW Regulation 11-4](#)

These are two guiding documents for being an RSO. It is imperative you read and understand each of them prior to starting your group.

Finding an Advisor

Your organization must have one full-time UW faculty or staff person to serve as the organization’s advisor. Before approaching a potential advisor, keep in mind the following by finding someone who:

- Will have time to devote to your group
- Will take the role seriously
- Has the knowledge or skills related to the purpose of your organization

It is important that the potential advisor has a clear understanding of the group's mission, activities and the expectations for their time commitment and duties

If your group is having a hard time finding an advisor, please work with the CAC on finding one. We will not conduct a search for your organization, but we can help you figure out some avenues you can explore that you may not have considered before.

Complete the Advisor Agreement Form

This is a job for your advisor. Instruct them to access UW Connect to complete the advisor agreement [found here](#). They may also find the Advisor Agreement on UW Connect under 'campus links'.

Organization membership

In order to obtain and maintain your status as an RSO, a minimum of seven full-time student members are required to be active with your group. You may have more than this at any given time, but you will only need to register one advisor, four officers, and at least three general members on UW Connect.

As a reminder, membership may not be denied due to race, gender*, religion**, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.

*Per UW Regulation 11-4, membership eligibility based on gender is valid only if gender is a bona fide membership qualification.

**Per UW Regulation 11-4, the only time "religion" may be excluded from this statement is when your organization's aims are primarily sectarian.

Creating a constitution

Organizations seeking recognition through the University of Wyoming must submit a constitution designed for their organization. This can be one of the more complex parts of starting your organization. A good rule of thumb is to leave as little gray area as possible. A constitution provides a framework for how your group will function.

It is highly recommended that you follow this format if you are unfamiliar with how to create a constitution:

ARTICLE I. NAME
ARTICLE II. PURPOSE
ARTICLE III. MEMBERSHIP
ARTICLE IV. OFFICERS
ARTICLE V. OPERATIONS
ARTICLE VI. MEETINGS
ARTICLE VII. FINANCES
ARTICLE VIII. AMENDMENTS

For more details on how to create a constitution and what language must be included, please consult our [Constitution Guidelines](#).

Additional suggestions, examples, and specific guidelines are available at the Campus Activities Center and online at www.uwyo.edu/rso. If we have constitutions on file from older/non-existent organizations that share similar purposes, we'll be happy to share them as appropriate.

Submit a Word Document version of your Constitution to rsohelp@uwyo.edu.

UW Connect

You will need to do a number of things through UW Connect in order to get your group officially registered. Please follow these instructions to register your organization.

Prior to beginning your registration, prepare the following information and documents:

- The names and emails of your RSO's members and advisor
- The phone numbers of your RSO's President, Vice President, and Advisor
- A PDF version of the RSO's constitution approved by the CAC

You will complete the RSO registration process on UW Connect to gain full recognition [here](#). Go to "organizations" and click "register organization", then "Register A New Organization". A basic walk-thru is available [here](#).

Once you have submitted this application, you will receive an email indicating the received submission. Changes to your application will not be able to be made until your submission has been reviewed. After a CAC staff member has reviewed your submission, you will receive an email indicating whether your submission was approved or denied. If denied, there will be comments which detail the reasons for your denial, and then you can make the necessary changes and submit again. Once you are approved, you can access your organization through UW Connect to update your organization including events, members, meeting times, volunteer hours, etc.

Recognized Student Organization Status

Once your UW Connect registration is approved, you are an official fully active RSO. A few things to note as your student organization moves forward:

- ***You are required to complete steps to be recognized by the University on an annual basis***
 - An advisor agreement must be submitted annually
 - A registration with an updated roster must be submitted annually
 - There is a training component required for officers
 - You are also required to update your roster after your elections take place
- ***Develop a transition plan for your incoming/outgoing officers***
 - We want your organizations to grow and thrive and not be a one year and done group. Be intentional about this process. Consult the RSO Handbook for some tips and tricks on how to manage the process.
- ***Be aware of your campus events and activities***
 - Visit the [RSO Website](#) regularly for more information about upcoming events and activities specifically for RSOs.