Creating a Recognized Student Organization Guidebook 2016-2017

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Introduction
So, you want to start a recognized student organization (RSO)? We’re here to help! First off, congratulations on taking the first steps! We are looking forward to your group joining the 240+ 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, as well as technical support from ASTEC. We could go on and on about the perks, such as reserving space for free across campus and the poster run, but that would take away from the fun of reading the RSO Handbook. 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 becomes an official RSO:

- Determine the name and purpose your group
- Schedule a meeting with a CAC staff member through our notification form
  - Once you complete this meeting, your organization will receive probationary status
- Read the RSO Handbook & UW Regulation 8-234
- Find an Advisor
- Complete the Advisor Agreement Form
- Organization Membership
- Create a Constitution
- Register on Collegiate Link

Failure to Complete the Requirements
All new RSOs will have until Friday, May 13, to complete the process. After this, you will have to try again in the following academic year. As detailed below in “Meeting with a CAC Staff Member,” your group will have access to a number of resources during a probationary period. Once your probationary period is up, you will no longer have access to some of these resources, but may still finish the process.

Step by Step Guide to getting your group recognized

Name and Purpose of your group
Let’s start off with something simple – why you want to exist as a club and what your name will be. This is a fun part, because you find your purpose and can figure out potentially how to recruit other interested students. 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 7 of UW Regulation 8-234.

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

Meeting with CAC Staff Member
It is highly recommended you do this prior to beginning any of the formal paperwork so that the CAC can walk you through You can set up this meeting by completing the form found: http://www.uwyo.edu/union/cac/rso/forming-an-rso.html.

Availability can range from 8a-7p throughout the week, and it will be determined by the staff member assigned to assisting you through the process. We highly recommended that your advisor attend this meeting if they are available. This meeting will serve as your RSO Orientation. A variety of topics will be covered, from funding to completing your Collegiate Link registration.

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 on probation. Your organization will have one (1) month to complete the above checklist to become an official RSO.

Groups on Probation will have access to the following resources for the purposes of recruitment and completing the aforementioned process:

1. The ability to reserve space - no events open to the university or public community are allowed at this point
2. The ability to advertise via the Poster Run
3. Access to CAC Advisor Walk-In Hours
4. A dedicated CAC staff member to assist them through the process

Groups on Probation 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 (1) full semester. Additionally, student organizations will NOT have access to the ASUW funding until they have completed the process to become an official RSO and attended an Event Planning Session.

Should your group fail to complete the requirements during the probationary period but still wish to continue in the process, you may still form. However, you may no longer have access to some of the resources (such as reserving space or the poster run) mentioned above and be required to have a follow-up meeting with your CAC point person to check-in.

**Read the RSO Handbook & UW Regulation 8-234**

These are two guiding documents for being an RSO. It is imperative you read and understand each of them prior to starting your group. This is something that a CAC staff member will be going over with you during your meeting.

**Finding an Advisor**

Your organization must have one (1) full-time, UW faculty or staff person to serve as the organization sponsor/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’s important that the potential advisor has a clear understanding of the group’s mission, activities and the expectations for their time commitment and duties. For your convenience, you can direct them to our RSO Advisor Handbook for further guidance and expectations from the CAC.

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 Collegiate Link by using our walkthrough found here. They will find the Advisor Agreement under the "Campus Links" tab in the right hand corner of Collegiate Link's homepage.

**Organization membership**

In order to obtain and maintain your status as an RSO, a minimum of seven (7) 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 four (4) officers and at least three (3) general members on Collegiate Link.

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 8-234, membership eligibility based on gender is valid only if gender is a bona fide membership qualification.
**Per UW Regulation 8-234, 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 and Sample Constitution.

Additional suggestions, examples, and specific guidelines are available at the Campus Activities Center and online at www.uwyo.edu/rso.

Collegiate Link
You will need to do a number of things through Collegiate Link in order to get your group officially registered. Please follow these instructions to register your organization (to see a detailed version of this, scroll down to page 7):

Prior to beginning your registration, prepare the following information and documents:
  o The names and emails of your RSO's members
  o The phone numbers of your RSO's President, Vice President, and Advisor
  o A PDF version of the RSO's constitution approved by the CAC

You will complete 9 steps to submit your organization for recognition, as detailed in the appendix below:

1. Instructions
2. Organization Profile
   a. In this step, you will be prompted to list your website. This will be your Collegiate Link website so only include what you want your tag to be. For example: https://uwyo.collegiatelink.net/organization/fridaynightfever
3. Annual Recognition Additional Information
4. Organization Categories
5. Organization Interests
6. Organization Roster
   a. You must have 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, 1 Advisor, and at least 3 additional Members listed
   i. Your Constitution may reflect different titles for your Officer Positions, but for the purposes of registering, please assign the closest Officer Position to the ones required.
b. You must use the official University of Wyoming email addresses (email@uwyo.edu) when listing emails in your roster.

7. Annual Recognition Officer and Advisor Information
   a. Specifically, you will be asked to list the phone numbers for your President, Vice President, and Advisor

8. Upload Constitution – Bylaws
9. Upload Organizational Picture

Your advisor must fill out and submit the Advisor Agreement form through Collegiate Link before your submission will be reviewed by a staff member in the Campus Activities Center. Instruct them to access Collegiate Link. They will find the Advisor Agreement Under the "Campus Links" tab in the right hand corner of Collegiate Link’s homepage. You may also send them to the Advisor Agreement Walkthrough.

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 your designated 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 Collegiate Link to update your organization including events, members, meeting times, volunteer hours, etc.
To begin, start at [http://www.uwyo.edu/cac/rso](http://www.uwyo.edu/cac/rso) and click on the banner to be taken to Collegiate Link. You can also access Collegiate Link directly through [https://uwyo.collegiatelink.net/](https://uwyo.collegiatelink.net/).
Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.

To begin the registration, click on "Organizations".
Step 1. Read all of the instructions on this page and click "Next when you are ready to continue."
Step 2. This page will ask you for all of the basic information of your organization. At minimum, fill out all of the required fields before proceeding.

Step 3. You will be asked for some additional information, such as whether or not you’d like a mailbox in the CAC, review and agree to the Organization Commitment Agreement, and select if you’d like your groups info to be available to students looking to get involved with RSOs.
Step 4. Select the categories your organization best fits into. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.

Step 5. Similar to Step 4, rank the interests that best describe your organization. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.
Step 6. This is the page you will enter your roster. You are required to have: 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, 1 Advisor, and 3 non-officer Members. Each officer will also show up as a Member, giving you a total of 7.

Under email, you must use an official University of Wyoming email address (email@uwyo.edu). Anything else, such as @gmail.com or @yahoo.com will result in a rejection of your submission. At the end of the day, there should be at least a total of 8 people, 7 students and 1 advisor.
Step 7. Similar to entering information for your roster, this section focuses on asking for a little more information about your President, Vice President, and Advisor. You will need their position, name, and phone number. This additional information is not available to the public, and will only be utilized should the CAC need to contact them directly.

Step 8. Upload your Constitution. Remember, your constitution should be approved PRIOR to starting the application.
Once you have submitted the application, it will be reviewed by your designated CAC staff member. The next section will cover how to go about accessing your submission in the instance it is denied.
If you are denied, this is how you can access your submission to make the necessary changes:

First, sign into Collegiate Link per the instructions at the beginning. Click on your name in the top, right hand corner. Click on “Involvement” along the top of the page.

Once you have made to the “My Involvement Page,” click on “Submissions”

Once you have made to “Submissions,” click on the “Organization Registrations” tab and you will see your submissions and their status.

In order to view your whole submission or make changes, click the eyeglass. It will then take you to a page which contains notes, as well as an index of each section of your submission for easy access, similar to the page found below.
You will then be taken to your submission, where there will be notes on why your submission was rejected. From there, you will be able to go directly to the section that needs to be corrected. Once you update it, click “next” until you return to this page and click “Submit for Approval” to finish your resubmission.