

MWSU New/Reactivation Registered Student Organization (RSO) in 4 Steps

Step 1: Attend a "New RSO Workshop"

- There will be three in-person New RSO Workshops per semester or an alternative session may be scheduled with the Director of Student Development. If you are interested in starting a Registered Student Organization at MWSU you are required to attend one of these sessions or complete an alternative session. During these sessions you will do the following:

- Presentation on RSO 101.
- Determine with the Director of Student Development which classification your RSO will fall under; social interest, academic, leadership, etc.
- Obtain and review the Application to Become a Recognized Student Organization.
- Obtain and review the Sample Constitution which will become your RSO Constitution.
- Select an advisor from the MWSU full-time faculty, staff, or administration.
- Complete a logo design request or create a logo.
- Complete a New RSO Informational Slideshow.

Step 2: Submit the New RSO Packet to the Director of Student Development

- Submit Application to Become a Recognized Student Organization.
- Submit Finalized Constitution.
- Confirm Advisor for RSO with Director of Student Development.

Step 3: Approval or Denial of the New RSO

- Once all of the required materials have been submitted to the Center for Student Involvement proposals will then be reviewed by the Director of Student Development and the Student Government Association.
- SGA will have the request for the organization to become recognized and it will be presented to the SGA Senate. To be approved by SGA, the process is done in two (2) separate meetings. There will be a first reading for the requesting organization have their New RSO Presentation presented to senate to educate SGA Senate about the potential organization, followed by a second reading at the next SGA meeting for any final discussion and a vote.

- All materials will be reviewed one final time by the Student Government Association as well as the Director of Student Development. An official review will be conducted to ensure that there is not an existing organization in which there is too much overlap. During this time, there will also be an assessment of risk associated with the potential organization. Finally, during this time, there will be an in-depth review of the constitution to confirm it meets the standards of MWSU. Final Approval or Denial will be determined at this time by the Student Government Association and Director of Student Development.

Step 4: Welcome and RSO Requirements

- All RSO materials (Application to Become a Recognized Student Organization, Approved Constitution, RSO Advisor Agreement Form) will be stored electronically in the Center for Student Involvement.
- Any changes or updates to the organization's Constitution, leadership, or advisor will be reported immediately to the Director of Student Development.
- It will be required that all RSO's complete renewal paperwork annually in the Spring semester.
- An advisor Agreement Form will be filled out whenever a new President or Advisor is selected. The new Advisor form must be completed every Spring semester to confirm that your advisor will be able to continue to be in that role.