

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 Hannah Louderman, Involvement Support Specialist, in the Office of Student Involvement in 218 Havener Center. You may email loudermanh@mst.edu to set up this appointment.

Bring the following documents completed to your meeting (the form packet can be found on Student Involvement's 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 Involvement wants your organization to be able to function fluidly and effectively. A constitution template exists on the Student Involvement 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 Involvement Support Specialist for review. The Support Specialist will make edits to your organization's constitution and return it to you for revisions. Make the recommended changes and then resubmit your constitution. You may always schedule a meeting to discuss constitution edits, simply contact the Support Specialist. 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 Involvement website)
- Advisor Consent Form (form found on the Student Involvement website)
- Risk Management Plan (templates and examples can be found on the Student Involvement 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, all of the documents from steps one through three, will be reviewed first by the Director of Student Involvement, 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 Office of Student Involvement when it is given by the Office of the Vice Chancellor.