



## **Recognized Student Organization Requirements** **Updated September 2022**

It is a goal of the University of Nebraska at Kearney to make the Recognized Student Organization process as easy as possible. It is also the goal of the Office of Student Engagement to set RSO's up for success with the correct process and procedures.

### **Prior to Application**

A recognized student organization at UNK is a privilege. It is crucial that all members understand the benefits and "why" behind the organization, its vision and cause.

It is crucial to take the steps necessary to set your organization up for success. Those steps include:

- 1) Define the purpose of your organization or club.
- 2) Start recruiting and assessing peer interest level.
- 3) Find a committed staff or faculty advisor.
- 4) Attend a training session.
- 5) Write a constitution/bylaw.

### **Membership**

Once you have modified the "why," and a team is on board with goals and objectives, to become an RSO you must maintain a minimum of 5 currently enrolled University of Nebraska at Kearney students. You must also have a faculty or staff advisor. It is highly recommended to sustain leadership roles in your organization by electing officers if needed.

### **Advisor**

Each Recognized Student Organization must have one full-time, on-campus, UNK faculty and/or staff advisor. Others may serve as additional advisors without signatory authority.

### **Constitution**

Once you have the steps in place to form an RSO, review the constitution requirements established by UNK's Student Government. An organization's constitution sets up a governing structure that will help it outlast your time as a student at UNK. Feel free to use the Constitution Template, available on the student Government website under "Forms and Documents." The Student Senate of the University of

Nebraska at Kearney is responsible for granting official “recognition” status to the student organizations. Recognition is achieved through a process of reviewing and approving the student organization’s constitution. The Constitution must be updated and renewed every four years.

### **New Organization Training**

The Office of Student Engagement is committed to hosting 2 training sessions each semester. The training can be for new student orgs or existing org “refreshers.” Contact the Office of Student Engagement for a time and schedule at [nsu@unk.edu](mailto:nsu@unk.edu) or 308-865-8523.

### **Event Request Process**

All event and room reservation requests must go through UNK Facilities by contacting Betsy Warren at 308-865-8692 or filling out an event reservation form found on the University website/facilities page.

### **Organization Renewals**

Recognized Student Organizations are required to renew during each semester’s registration renewal period via the student engagement software, Presence. Renewals including updating or verifying a roster of all members, officers, and advisor contact information. It is the responsibility of the outgoing officers to provide incoming officers with administrator access to the organizations’ Presence portal so they may submit renewals. If a Presence portal is not renewed, the original will need to be immediately updated or could lose all privileges awarded to fully recognized organizations.