

# **CENTER FOR STUDENT ENGAGEMENT**



## **WESTERN**

### **Application for Student Organization Recognition**

(Be sure that you read everything, and answer every question. Write clearly and legibly!)

Obtaining an education includes many more experiences than merely attending classes. More and more, students in higher education are asking that they be treated as citizens in a community so that they are not isolated on a small academic island. Experiences which will prove useful to every student include membership in a recognized student organization (RSO) in the student's field of interest, active participation in student government, religious groups, intramurals, or other activities open to all students, such as band, chorus, ensembles, plays, debates, and the like. The experiences and interaction encountered in club activities are a very important supplement to the academic experiences a student receives.

In order for a group of students to use university facilities, such as rooms and bulletin boards, equipment or outdoor space, they must form an organization and receive official university recognition. There are nearly eighty active RSOs at MWSU so most students should be able to fit into a group of their choosing. But if a student is interested in forming a new organization that is not currently at Western, then he or she will need to start a new student organization.

This packet is designed to inform and assist students and other interested parties in the creation of new groups. Read through this packet, complete it, and turn it into the Center for Student Engagement (CSE) in Blum Union 207 to begin the process of starting a new student organization at MWSU. (**Also see** the Fraternity and Sorority Expansion Policy to start a new fraternity or sorority at MWSU.)

### **New Student Organization Process Check List**

If you can check each of these statements, you are going to be well on your way to creating a new RSO at Western. If you cannot, keep working until you can.

\_\_\_\_\_ Review the regulations outlined in the *Student Organization Handbook* and consult with the CSE to receive valuable information;

\_\_\_\_\_ Obtain and fill out an Application for Organization Recognition (AOR). Note that these packets are available on-line from the CSE and SGA. You can also obtain a copy by visiting the CSE, located in Blum 207, or the SGA, located in Blum 217.

\_\_\_\_\_ Recruit members to your proposed organization by holding informational meetings if needed, and find an advisor from the MWSU Faculty, Staff, or Administration;

\_\_\_\_\_ Write a proposed constitution using the guidelines outlined in the *Student Organization Handbook* and the sample constitution supplied by the CSE;

\_\_\_\_\_ Submit your completed packet, with a copy of your proposed student organization constitution, a list of at least five members, and the name of an advisor to the CSE.

## Application for Student Organization Recognition

By completing this application, you are officially requesting recognized status for a new or inactive group at MWSU.

Are you restarting an inactive student organization? YES NO

Organization Name: \_\_\_\_\_

A minimum of five students must join the proposed RSO in order to be considered for recognition.

Print Name	Sign Name	G Number	E-Mail or Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You must include a roster of all proposed members, so please ATTACH a roster of any additional members, including their typed name, typed contact information (e-mail or phone number) and their G Number.

Please include the printed names of the four students who will be serving as President, Vice President, Secretary and Treasurer during your group's first year of existence:

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Secretary: \_\_\_\_\_

Please include the name of your FACULTY/Staff Advisor. List the names of any additional advisors (alumni, chapter, or non-staff) on the attached copy of your roster.

Faculty Advisor Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

# Application for Student Organization Recognition

## Types of Organizations at Western

With which organizational category would your new RSO like to be associated (check one)?

\_\_\_\_\_ **Academic and Departmental Student Organizations** are recognized student groups sponsored by the University's academic and non-academic departments.

\_\_\_\_\_ **Athletic and Recreational Student Organizations** are recognized student groups that place an emphasis on sports, outdoor activities and other fun games.

\_\_\_\_\_ **Governance Groups** are student organizations that participate in University wide governance. The Student Government Association and its branches are the only student groups participating in governance.

\_\_\_\_\_ **Governmental Student Organizations** include all recognized student groups that govern over groups of students or student organizations. Unlike the Governance Groups, Governmental Student Organizations play no role in University wide governance.

\_\_\_\_\_ **Greek Life Organizations** include all recognized student groups that are affiliated with national Greek-letter organizations. Social Greek Fraternities and Sororities are affiliated with some Governmental Student Organizations and provide members with opportunities to experience brotherhood and sisterhood.

\_\_\_\_\_ **Honor Societies** include all recognized student groups that exist to recognize the outstanding scholastic achievements of member students.

\_\_\_\_\_ **Intercultural Student Organizations** include all recognized student groups that focus on some element of this diverse world's many cultures. These organizations provide support for students, while also promoting a better understanding of a given cultural group.

\_\_\_\_\_ **Performing Arts Groups** include all recognized student groups that are heavily involved in musical performance, acting, etc.

\_\_\_\_\_ **Political and Advocacy Groups** include all recognized student groups designed to promote awareness or advocacy of a given political or social agenda.

\_\_\_\_\_ **Service Organizations** include all recognized student groups that wish to engage in or promote community service or philanthropic activities.

\_\_\_\_\_ **Social Interest Groups** include all recognized student groups that bring a group of students together to focus on a specific special interest. These groups promote social activities related to their particular themes.

\_\_\_\_\_ **The Student Media** includes all recognized student groups that involve themselves with media of all kinds, including publications, and broadcasting. The Student Media typically promotes communication and awareness.

# Application for Student Organization Recognition

## Student Organization Advisor Agreement

(Adapted from the Student Organization Advisor Agreement at Harvard College)

Write Clearly and Legibly:

Organization Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

### NOTICE

Advisors for recognized student organizations (RSOs) play important roles. Not only do they strive to make a positive contribution to the healthy development of an organization, but they offer constructive advice and aid of various kinds.

RSO Advisors can also help prevent, and even cure, undesirable situations that may arise throughout the course of the year. An RSO advisor should apprise the Center for Student Engagement (CSE) of situations that may need further attention from the University.

RSO advisors have many roles and expectations. Though the importance and level of responsibility for an advisor may vary from organization to organization, all advisors make an integral part of an organization.

All advisors should act in accordance with the policies of Missouri Western State University, especially those found in the Student Handbook, the Student Organization Handbook, and MWSU Policy Guide.

RSOs may have more than one advisor, but at least ONE advisor MUST be a member of the MWSU Faculty, Staff or Administration. Advisors should have a basic interest in the activities of the RSO in which they are sponsoring, and should be able to contribute in meaningful ways.

When securing an advisor for an RSO, a copy of this form, signed by the advisor, stating that he or she has read the roles and expectations outlined in the *Student Organization Handbook* should be submitted to the CSE. This form must be resubmitted on an annual basis.

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I have read and understand the roles and expectations, for RSO advisors, and I agree to serve in an official capacity, as the group's faculty/staff advisor. I have received a copy of the *Student Organization Handbook* and am aware of the policies therein.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Student Organization Recognition

## Guidelines for Writing a New Constitution

All RSOs must adhere to the policies outlined in the *Student Handbook* and the *Student Organization Handbook*. In addition, the Student Government Association (SGA) is responsible for the self-governance of the student body at MWSU. Therefore, all RSOs must adhere to the rules and regulations found in the SGA Constitution and By-Laws.

Despite this, all student organizations should have, and are encouraged to create their own constitution. These constitutions will be used to govern the day-to-day operations of a student group. They will also lay out the standards by which an organization can be effectively run for years, even after the original members have come and gone. Use these guidelines to write a new constitution. Note that if a group fails to include one of the following, it may slow the process of recognition or result in the denial of a proposal for organization recognition.

New constitutions must include (in no particular order): see Sample Constitution for questions

1. Assurances of compliance with MWSU policies and procedures;
2. Assurances of compliance with the rules and regulations outlined in the Constitution and By-Laws of the SGA;
3. Assurances of compliance with Federal, State, and Local laws;
4. Provisions on eligibility for membership;
5. Provisions on event attendance requirements;
6. Qualifications for members in good standing;
7. Standards for officer elections;
8. Rules for the conduct of meetings;
9. Policies for the creation, revision and publication of agendas and minutes;
10. Provisions on voting eligibility;
11. Standards for the removal or impeachment of officers;
12. Provisions on constitutional amendments and amendments to by-laws (if applicable);
13. A statement that all amendments must be approved by the Student Senate;
14. Standards regarding fundraising, financial oversight, and the administering of funds;
15. By-Laws (if applicable);
16. A statement of non-discrimination; and
17. A statement on Rules of Procedures (i.e. Robert's Rules of Order or some other procedural regulations).

If you need assistance writing a constitution, you can contact the CSE.

If you would like a template, or an example to help you write a new constitution, a sample constitution, "The Constitution of the Chess Club" appears on the CSE homepage, [www.missouriwestern.edu/engagement](http://www.missouriwestern.edu/engagement).

**YOU MUST SUBMIT THREE COPIES OF YOUR CONSTITUTION, ATTACHED TO YOUR APPLICATION!**

## Application for Student Organization Recognition

Have you met with a representative of the Center for Student Engagement?	YES	NO
Do you have three copies of your constitution attached to this application?	YES	NO
Do you have a copy of your roster attached to this application?	YES	NO
Has your advisor completed the Advisor Agreement on page 4?	YES	NO

### **Notice**

Upon completion of this packet, you must submit your application for recognition to the CSE in Blum 207. The Committee on Student Organization Recognition (CSOR) meets once a month. Your request will be reviewed at the next CSOR meeting. If approved, the CSOR will recommend that the SGA approve the request. An organization will become officially recognized upon the approval of both the CSOR and the SGA. If your organization is approved, a representative of your RSO will need to meet with the CSE staff for training and other pertinent information.

By signing, you are acknowledging that you have read and understand all of the information found herein. You are agreeing to these terms, and are stating that you have completed this application.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

Date Received:

The Committee on Student Organization Recognition:

Approved

Denied

Student Government Association:

Approved

Denied

Reason for denial or other comments: \_\_\_\_\_

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Forward to: \_\_\_\_\_