RECOGNITION

Minimum Requirements

All Recognized Student Organizations (RSOs) are required to be formally recognized by the SGA and the College on an annual basis. Recognition or re-recognition packets are available on SaderLink. The requirements for recognition are:

- A constitution in compliance with College policy, community standards and in accordance with the campus climate.
- An executive board consisting of at least three officers which must include a President and Vice President (or Co-Chairs) and a Treasurer. See pages 8-9 for sample descriptions of each.
- Signatures of at least fifteen (15) current students attesting to their desire to be active members of this organization.
- A signed Advisor Agreement Form from a faculty or staff member.

Recognition is not guaranteed at any stage of the process, nor is previous recognition a guarantee of future recognition. The College and SGA will cooperatively decide on recognition status and notify the proposed organization of their decision.

Re-recognition for each type of group will take place during the academic year. The Chair of the RSO Committee will notify groups when their re-recognition process will take place.

If you are unsure of your organization classification, ask the Clerical Assistant to the SGA in the RSO Service Center.

Privileges

Recognition grants student organizations access to College facilities, resources, and support. Specifically:

- Representation in the SGA General Assembly
- Complimentary use of SGA-owned vehicles
- Inclusion in SGA publications and events
- Access to Student Activities Fee funds through the Senate Budget Committee or the Reserve Board (new organizations and Limited Budget Groups will have restricted access)
- Use of the College name
- Ability to fundraise on campus
- Use of an organization e-mail account/ web site
- Use of an organization mailbox in the RSO Service Center
- Use of campus facilities
- Sponsorship of campus events
- Advertising and posting privileges

Responsibilities

As expected, privileges do not come without obligations. As a condition of recognition, the College and SGA expect the following from RSOs:

- To uphold College regulations and all local, state, and federal laws.
- To maintain accurate financial records according to College policy which will be available for inspection by organization members.
- To attend and actively participate in the General Assembly meetings.
- To provide equal opportunity for membership and assignment of privileges and provision of all benefits and services to members. There will be no discrimination on the basis of race, sex, color, religion, national origin, age, ability or sexual orientation.

Officers
Each RSO’s constitution should outline the officers of the organization as well as their duties. Below are some guidelines your RSO might consider to use as a framework for the required offices.

**Co-Chairs/President**
- The co-chairs/president is ultimately responsible for ensuring the club functions properly. Each president should delegate responsibility among officers and club members.
- Follow rules and regulations in the RSO manual and inform all club members of policies and procedures.
- Be present at required meetings.
- Inform all club members of the contents of the club constitution.
- Act as liaison between the club and the Office of Student Involvement.
- Oversee the treasurer to ensure the club is staying within its budget.
- Check the club’s mailbox once per week.
- Conduct officer elections at least once per year or as necessary to fill vacant positions.
- Familiarize the next co-chairs/president and officers with club policies and procedures.
- Attend RSO fall and spring training.

**Vice President**
- Preside over club meetings and business during the President’s absence.
- Work with the President and other officers to plan events.
- Aid and support the President in completing their duties listed above.
- Attend RSO fall and spring training.

**Treasurer**
- Collect dues and keep an accurate record of all club transactions.
- Work with Co-Chairs/President to prepare budget requests.
- Act as main liaison to the OSI Office on all financial transactions including purchase orders, check requests, deposits, Reserve Board requests, etc.
- Adhere to all financial policies in the RSO manual.
- Must sign all financial forms for the club/organization before they can be processed.
- Attend RSO fall and spring training.