

Recognized Student Organization Application 2018-2019 PREVIEW

This document is for preview purpose only. Please note that the formatting and text of the actual application may change slightly from time to time.

You must submit your application using the electronic form link below. Applications will not be accepted using this preview form.

PREVIEW ONLY

2018-2019 Recognized Student Organization Application

would like to preview the application, please see the *RSO Application Preview*. Before filling out this application form, please make sure you have the following information ready:

- A brief description of the organization (250 words or fewer)
- Anticipated 2018-2019 meeting information (day, time, location)
- Public contact information for the group (i.e. how can non-members contact the organization?) Preferred names and Bearmail addresses for all 2018-2019 officers
- Updated constitution that includes:
 1. Name of organization
 2. Purpose statement
 3. Membership requirements with a non-discrimination clause (*note: you must use the Office of Clubs & Organizations non-discrimination statement verbatim unless you have been granted a single gender organization exemption.*)
 4. Officer titles and duties (*note: non-student members may not serve as officers*)
 5. Officer selection and removal process
 6. Advisor duties and selection and removal process
 7. Meetings
 8. Amendment process

For more information, please see our *RSO Constitution Guide*. You're also welcome to contact our office at clubs@unco.edu with any questions you may have, we're happy to assist!

Contact Information

Please provide your contact information so that our office can get in touch if we have questions about your application.

Recognized Student Organization (RSO) status may only be conferred on student-led groups. Please provide your student email address which ends with "@bears.unco.edu."

Preferred First Name: (1) _____

Preferred Last Name: (2) _____

Email Address: (3) _____

Club Position/Title: (If applicable) (4)

Organization description and meeting information

Please fill out the following general information. This information will be posted on the RSO website. It is each's organization's responsibility to ensure this information is accurate and up to date. If this information changes, please email clubs@unco.edu to update it.

Organization name: (1) _____

Description of group (250 words or fewer): (6)

Organization type:

- Academic (1)
 - Club Sport (2)
 - Cultural (3)
 - Honorary (4)
 - Political (5)
 - Professional (6)
 - Religious (7)
 - Service (8)
 - Social (9)
-

Is this a single-gender organization?

Note: this question pertains to Title IX policies regarding single-gender organizations such as fraternities and sororities. If you are unsure of how to answer this question, please contact clubs@unco.edu for guidance.

- Yes (1)
- No (2)

If you answer yes to this, please review the **Questions pertaining to single-gender organizations on page 19-20.**

Contact information

The information provided here will be listed as the public contact information for questions about the organization. If you do not care to use a personal e-mail address, consider setting up a general e-mail address for your organization. Student Organizations may use an external mail server, such as g-mail, or request an "@unco" email.

Contact help@unco.edu to request an e-mail address for your organization.

Preferred name: (1) _____

Email: (2) _____

Website (optional): (3) _____

Please provide your anticipated regular meeting schedule. If your meeting information changes, it is the organization's responsibility to provide updated information by emailing clubs@unco.edu.

Meeting day:

Monday (1)

Tuesday (2)

Wednesday (3)

Thursday (4)

Friday (5)

Saturday (6)

Sunday (7)

Meeting information:

Time: (1) _____

a.m. or p.m.? (2) _____

Location: (3) _____

Meeting frequency:

Weekly (1)

Bi-weekly (2)

Monthly (3)

Other (please specify) (4) _____

Additional meeting time (optional)

Meeting day:

Monday (1)

Tuesday (2)

Wednesday (3)

Thursday (4)

Friday (5)

Saturday (6)

Sunday (7)

Meeting information:

Time: (1) _____

a.m. or p.m.? (2) _____

Location: (3) _____

Club Sports

Note: only Club Sports Organizations must answer this question.

Will your organization compete in at least one event each semester (Fall and Spring)?

Yes (1)

No (2)

All Club Sports Organizations must complete an additional training(s) and comply with UNC's Club Sports policies.

Brett Ford will serve as your advisor and provide further information about Club Sports training and policies:

Brett Ford

Assistant Director of Competitive Sports
brett.ford@unco.edu

970-351-2936

Advisor

In order to become a Recognized Student Organization, your group must have an advisor. Any faculty, staff member, or graduate assistant who is employed by UNC at least part-time can serve as an advisor. Undergraduate students are not eligible to serve as advisors.

Advisor Contact Information:

- Full Name: (1) _____
- UNC Position Title: (2) _____
- Office Phone Number: (3) _____
- Email Address: (4) _____

2018-2019 Officer training and financial authorities

In order to become a Recognized Student Organization, your group must have at least three officers who are current UNC students and have the authority to make financial decisions. Officers with financial authority are required to complete an online training course administered through Canvas. Please provide student email addresses (@bears.unco.edu) for three officers who have financial authority.

If the officers for this organization change or you would like to enroll additional officers in the training, please notify clubs@unco.edu. If your organization has more than three officers, you will be given the opportunity to list additional officers on the following page.

Please be aware that if three officers do not complete this training by September 15th, 2018 your group will be ineligible to utilize RSO privileges. Active status will be conferred after three officers complete training.

Officer 1

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other (18) _____

Officer 2

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other (18) _____

Officer 3

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other (18) _____

End of Block: Officer Contact Info

Start of Block: additional officers

Additional officers

Please provide student email addresses (@bears.unco.edu) for any additional officers.

If the officers for this organization change or you would like to enroll these officers in the online training, please notify clubs@unco.edu.

Officer 4

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other (18) _____

Officer 5

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other: (18) _____

Officer 6

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other: (18) _____

Officer 7

Preferred first name: (1) _____

Preferred last name: (3) _____

Email Address: (2) _____

Title:

Chairperson (1)

President (4)

Vice President (5)

Executive Board Member (6)

Treasurer (7)

Captain (9)

Councilor (12)

Co-chairperson (13)

Secretary (15)

Historian (16)

Social Coordinator (17)

Other: (18) _____

Please upload your 2018-2019 Constitution below.

Remember, your constitution must meet the requirements outlined in the *RSO Constitution Guide*. If you are unable to upload a file here, you can email your constitution to clubs@unco.edu. Your RSO application will not be reviewed until our office receives your 2018-2019 Constitution.

Additional information (optional)

If you'd like to include any additional information (e.g. bylaws or other documents), please type it below or upload a document.

Additional information (optional)

Recognized Student Organizations Policies

To remain in active standing with the ability to access all RSO privileges, Student Organizations must abide by University policies as well as local, state, and federal laws. Before you submit your application, please review the following guidelines:

- Student organizations that violate any UNC policy or local, state or federal law may be assigned provisional status or inactive status which limits or removes access to RSO privileges.
- Active RSO status does not guarantee your organization will receive funding from any University office.
- Each RSO is responsible for providing up to date information to the Office of Student Clubs & Organizations. **If any of the information submitted in this application**

changes, it is your organization's duty to notify the Office via email (clubs@unco.edu) within 48 hours.

- RSOs that have existed for more than one complete academic year are required to have at least 10 active members. If your RSO does not have 10 active members by that point, it will be placed on provisional or inactive status until it has 10 active members. If your RSO is classified as a *Club Sport*, it must meet all requirements set forth by the Office of Clubs & Organizations AND Campus Recreation.
- Filling out this application does guarantee your group will become an RSO.
- To remain active, every RSO must submit an application to renew their recognition each academic year. Groups that do not renew their recognition will be listed as inactive until they do so.

If you have any questions about these requirements, please feel free to contact us at clubs@unco.edu. We're happy to answer your question or provide guidance.

I understand the requirements listed above and, as a representative of my organization, agree to share this knowledge with the organization.

I agree (1)

I do not agree. (2)

Questions pertaining to single-gender organizations

Note only single-gender organizations will have to answer these questions.

Does this organization have tax-exempt status as outlined in 26 U.S. Code § 501?

If you are unsure about this, check with your national headquarters or your advisor.

Yes (1)

No (2)

Can a person who is NOT a student, staff, or faculty at the University of Northern Colorado join this organization?

Yes (1)

No (2)

Is this organization's membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?

Yes (4)

No (6)

Is this organization's membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?

Yes (4)

No (6)

Are the members of this organization permitted to hold membership in other fraternities or sororities at the same level of education?

Yes (1)

No (3)

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