



Soar Starting Your Organization

SHEETS

More than 400 student organizations are recognized at the University of Nebraska, including departmental organizations, academic/career-related clubs, honoraries, American Racial Minority, governing bodies, international student groups, sport clubs, special interest organizations, publications groups and religious organizations. Before creating a new organization, you should follow these steps:

RESEARCH THE EXISTING STUDENT ORGANIZATIONS

Is there a group on campus already doing what you are interested in? Does an organization exist that shares your interests and may be receptive to your ideas, talents, and enthusiasm? If so, you may consider joining or merging with this existing organization rather than starting your own.

If, however, you have a special interest and can't find an organization to join, start your own! There are probably other students among the 23,000 at UNL who would be interested.

BEFORE YOU BEGIN, CONSIDER THE FOLLOWING QUESTIONS:

- How are you going to define your organization?
- What will be your goals?
- How do you plan to accomplish them?
- Do you know of a faculty or staff member at UNL who would serve as an advisor?
- Do you know other students who would like to join?
- What benefits will this group offer?
- What type of involvement commitment will new members need to make?
- What is unique about your group?
- What type of group will you form: a long-term group, a short-term group (Ad-Hoc), or a student election group?

If you can answer these questions, you are ready to begin the formal recognition process. If you are unclear about some of these issues as they relate to your group, please stop by the Association of Students of the University of Nebraska (ASUN) at 136 Nebraska Union or Student Involvement (200 Nebraska Union or 300 Nebraska East Union) to further discuss your proposed organization.

ASUN RECOGNITION PROCESS

STEP 1: LETTER OF INTENT

ASUN defines and governs all student organizations at UNL. A new organization must have at least five student members and a faculty or staff member at UNL to advise the organization (except for Ad-Hoc organizations). You must submit a Letter of Intent to ASUN to begin the process. If you decide that you are a short-term organization, fill out an Ad-Hoc student group form or a student election group form. Both forms may be picked up at ASUN. As a Letter of Intent organization, your group can use University facilities for meetings, excluding any event open to the public or involving money. Group members must obtain and orient themselves with the rules and procedures governing the organization's existence. By the end of the current semester, your group must submit four copies of its constitution to ASUN.

STEP 2: DEVELOPING A CONSTITUTION

To complete the recognition process, each student organization must develop a constitution. Certain items must be included verbatim for the constitution to be approved. Exemptions may be granted by ASUN on an individual basis. All questions regarding organizational constitutions should be directed to the ASUN Special Topics Chairperson.

STEP 3: ASUN REVIEW

If a constitution is approved by the ASUN Special Topics Committee, it will be forwarded to the ASUN Senate, which must ratify it by a majority vote of the Senate. The ratification process usually takes 10 to 14 days, and you will receive notification of your status shortly after. If a constitution is rejected, an organization has 60 days to revise it and resubmit it for approval.

STEP 4: THE FINAL STEP

Once approval is granted by ASUN, the organization is considered a Recognized Student Organization at UNL with all of the privileges and responsibilities. To complete the process, stop by Student Involvement in 200 Nebraska Union or 300 Nebraska East Union and:

- fill out an Annual Review Form (ARF) and undergo a brief orientation session at Student Involvement
- get a mailbox on campus
- view the RSO Book at <http://involved.unl.edu/nubook/>
- open an account at the SOFS office
- become familiar with the SOFS staff to help you with your organization's financial needs
- become familiar with the SOAR Staff and Student Involvement to help you with any other RSO-related questions.

PRIVILEGES OF RECOGNIZED STUDENT

ORGANIZATION (RSO) STATUS

- access to University services and University facilities, including Nebraska Unions, for free or minimal costs
- use of Student Organization Financial Services (SOFS) for financial transactions
- coverage under the University Liability Insurance at registered events
- access to Student Involvement services, including publications, resource libraries, consultations, workshops and conferences
- student organization mailboxes
- eligibility for program funds through the University Program Council's Fund Allocation Committee and CSAD funding
- eligibility to create an email address and website for their student organization

RESPONSIBILITIES OF RECOGNIZED STUDENT

ORGANIZATION (RSO) STATUS

- constitutional amendments must be approved by ASUN
- completed and signed Annual Account Balance Confirmation forms must be turned in to SOFS by August 31
- complete an updated Annual Review Form (ARF) each year, and attend a Brief Orientation on RSO privileges, benefits and resources in Student Involvement

For more information on organization and personal development skills in the SOAR series, stop by or call UNL Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions. **student involvement**
<http://involved.unl.edu>