

(voluntary)

Information Meeting

Objective of Phase/Meeting Topics:

1. To provide potential applicants with information about the process.
2. Answer questions and inform attendees on basic Chartering Policies and Standards.
3. Introduce staff and resources from Union and Involvement Services.

Additional Information:

Information Meetings are held 3 times per academic year.

Dates will be determined on an annual basis and will be made public on the Union & Involvement Services website.

Attendance at the Information Meeting is not required as part of the process; however, it is highly recommended by the Organizational Development Team.

Application

Objective of Phase

Group formally expresses interest in establishing an organization and completes the informational application to begin the Student Organization Chartering Process. Information gathered for the Organizational Development Team regarding student leadership and contact information assists and supports forward movement toward full charter status.

Required Documentation and Activities

Completed application form.
All fields are required. Groups submitting incomplete application forms will be asked to provide any missing information prior to advancing on to provisional status.

Information needed for the application process includes:

- Organization Name
- Purpose of the Organization
- Name and contact information for two primary leadership roles
- List of at least three student founding members
- Organization advisor name and contact information

Signify that applicant has reviewed Chartering Policies and Standards.

Support and Resources Available:

Members of the Organizational Development Team are available for consultation as needed.

Application Review Process Notes:

Union & Involvement Staff will review applications on a rolling basis.

Primary leaders and the applicant for the group will receive written notification that their application has been received and the group has been granted provisional status.

A member of the Organizational Development Team will be assigned as a liaison to assist the group through the remainder of the process.

Special note: *Proposed organizations in which the primary purpose or core activity represents a violation of law or University policy will not be permitted to proceed (example: an underage alcoholic beverage drinking club).*

Provisional Status

Objective of Phase

To provide newly accepted organizations an opportunity to develop formal guiding documents, operational strategies, and procedures; and to become familiar with University policies, standards and processes related to RSOs.

Benefits/Rights Afforded with Provisional Status:

Organizational Development Liaison is assigned to assist the group as needed for completing the required elements of Provisional Status and to provide support as requested with any optional training/development activities.

Access to a variety of resources related to Organizational and Leadership Development including training modules, checklists and templates (see Support/Resources below.)

Eligible to request and utilize up to three space reservations in the name of the organization during provisional status (it is recommended, however

not required, that at least one of these reservations is designated for a group informational/interest meeting or member recruitment event.)

Eligible to submit up to three posting requests during provisional status.

Required Activities and Documentation:

Attend a Cohort Meeting to review University policies and standards pertaining to RSOs, discuss next steps, connect in person with Organization Development Team liaison, answer any questions the organization founders may have, etc.

Meet with Organizational Development Team Liaison as needed throughout the process (at least one meeting is required) to support and assist as necessary to complete required activities and documents.

Complete and submit to U&I all compliance documents for record keeping requirements

- Information form
- Updated Roster
- Advisor Agreement
- Recognition Agreement
- Anti-Hazing Agreement
- Non-Discrimination Agreement

Organizations for which the mission or purpose is centered on physical activities considered inherently high-risk (i.e. rock climbing) must complete the Blackboard module on Risk Management Information and develop a written risk management plan specific to group activity.

Module is self-guided and helps students understand the basics of risk mitigation.

Organizations that anticipate handling money (collect membership dues, open a bank account, make payments related to group, plan fundraisers, buy apparel, etc.) must complete the Blackboard module on Basic Finances/Budget.

Finalize Constitution/ Operating Plan and Submit to U&I:

A RSO's constitution/operating plan is a foundational document that provides guidance to both current and future members of the organization in fulfilling the mission of the group. The constitution outlines and describes the fundamental operating procedures and set of rules that members have established and agreed upon which describe how their RSO works. The constitution/operating plan should include at minimum:

- Name and Purpose of the Organization
- Membership definitions (as determined by group members)
- Officers and how they are selected (as determined by group members)
- Advisor role and functions
- Meeting structure (group defines when/how business will be conducted)
- Non-discrimination and Anti-hazing statements
- And for applicable groups as described above:
- Financial Processes (applicable to groups that will be handling money)
- Risk Mitigation strategies (applicable to groups focused on high risk physical activities)

Support/Resources Available:

The Organizational Development Team has designed a variety of training modules, templates and resources available to student organizations that have been granted provisional status, as well as for those that have received their full charter. Organizations are able to access these resources as they see benefit for their group. We encourage organization leadership to review the list of topics and access/complete those most closely related to the organization's mission, purpose, and operations in an attempt to optimize the success and sustainability of the organization. Organization Development Team liaisons are available to assist student organizations who have questions about accessing these modules.

While not an exhaustive list, the following subject matter may be particularly timely and helpful for groups preparing for Full Charter and completing constitution/operational plan. Organizations are welcome to utilize these resources as they deem necessary and appropriate:

- Risk Management Info/Plan
 - Risk Matrix
 - Mitigation Planning
- Basic Finances/Budget Training
 - Budget Template
 - Financial Planning Template
- Event Planning and Advertising
 - Event Planning Template
 - Advertising Plan Template
- Inclusivity Training
 - Inclusion Template
- Recruitment strategies, planning & events
 - Recruitment planning template

Provisional Process Notes:

Meetings with Organizational Development Liaisons are driven by the needs of the respective group. The intent of the meeting is to provide support to students as they continue to grow their organization. The following list provides examples of topics that student organizations have sometimes included as discussion items for their meeting with their liaison:

- Rights and Responsibilities of RSOs (applicable University policy review.)
- Review and address questions regarding compliance documentation.
- Suggestions and advice on items that could/should be addressed in foundational documents (constitution, by-laws, operating procedures, etc.)
- Assist with any questions the group may have.
- Create awareness of the nature and extent of resources available to Provisional Status groups and RSOs to support organizational effectiveness and sustainability; and to further enhance the experience of organization leaders and members.

Full Chapter

Objective of Phase:

To provide newly formed organizations full benefits and rights as a Recognized Student Organization

Benefits/Rights associated with Full Charter Organizations who Maintain 'Good Standing':

- Access to campus reservation. Basic space usage is free to student organization. (Additional services and requests may come with additional costs)
- Access to U&I copier
- Access to U&I mailbox
- Ability to recruit Truman State University students as members
- Access to publicity according to University policies (Digital signage, Sidewalk, Posters and bulletin boards)
- Eligibility to request FAC appropriations based on FAC by-laws.
- Placement on official list of RSOs
- Participate in services or events in university facilities that are announced as open to all recognized student organizations (e.g. Homecoming)
- Access to website and organizational e-mail account
- Eligibility for awards or honors presented to student organizations and their members
- Access to Activities Fair registration

Full Charter Completion Results

Once all signatures have been gathered, the charter document is presented to the newly Recognized Student Organization along with information about how to access resources and support when needed from Union and Involvement Services.

Organization will receive an official, fully signed copy of their charter.

U&I will publicly recognize newly formed organization at the end of the Fall and Spring semesters to the campus community through a variety of methods such as social media announcement, Truman Today ad, etc.

Organizational information is added to the U&I website.

Additional Resources available:

Access to U&I Organization Development team for support and guidance

Quick guide to organizational requirements to maintain RSO in good standing, Active Status with U&I