

**MIDDLE GEORGIA STATE UNIVERSITY**  
**GUIDELINES FOR OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS**  
**PRIVILEGES AND RESPONSIBILITIES OF RSOs**

**I. PROCESS FOR REQUESTING RECOGNITION OF NEW ORGANIZATIONS**

To become a recognized student organization (RSO) at Middle Georgia State University, **ALL** of the following must be completed:

- READ THIS ENTIRE DOCUMENT**
- Submit the following Required Forms**
  1. [Application for Recognition of New Student Organization](#). After the Application form is reviewed, the organization will be notified of its status, whether approved or unapproved.
  2. [Advisor Intent Form](#)
  3. **Organization's Constitution and By-laws - See ([RSO Sample Constitution](#))**
- Attend Mandatory Training.** If approved as an RSO, the organization's President and Advisors must participate in a mandatory training session. Dates will be provided by The Office of Student Engagement.

**II. ANNUAL REGISTRATION PROCESS FOR CONTINUED RECOGNITION OF ACTIVE RSOs**

Registration of recognized student organizations is an **ANNUAL** process. To remain eligible for continued recognition all RSOs must complete the following registration process each fall semester.

- Submit the following required forms by September 30 for the current academic year:
  1. [Advisor Intent Form](#) (Submit signed form for each advisor.)
  2. [RSO Officer and Advisor Roster](#)
  3. [Drug-Free Campus Policy](#) (Submit signed form for each RSO officer.)
- Participate in a mandatory training session for organization Presidents and Advisors. Dates will be provided by the Office of Student Life.

**If at any time an organization no longer meets eligibility for recognition, it is no longer entitled to the privileges granted to registered student organizations (RSOs).**

**III. PRIVILEGES OF OFFICIAL UNIVERSITY RECOGNITION**

- May use Middle Georgia State University's name to identify institutional affiliation.
- May recruit members on campus.
- May use University facilities and equipment for meetings and functions, subject to University and Board of Regents' policies and approval by the Office of Student Life.
- Will have access to publicity on Middle Georgia State University campuses.
- Will have equal access to the resources of the Office of Student Life.
- Will be eligible to apply for COA funding subject to Board of Regents' policies, University regulations governing allocation of student activities fees, and availability of funds.

#### IV. GENERAL REGULATIONS AND RESPONSIBILITIES

- Active RSOs must register no later than September 30<sup>th</sup>, for the current academic year. Recognition as an RSO expires annually on September 30<sup>th</sup> of the following academic year, unless withdrawn earlier for cause. Failure to register will result in facility requests cancellations and prevent future requests until RSO status is granted. Non-recognized groups will not be eligible for funding from COA.
- Any new student organization that wishes to establish, or any organization wishing to reactivate that fails to meet the September 30<sup>th</sup> deadline, will have to wait until the spring semester to register and will not be recognized as an active RSO.
- Students who wish to establish a new student organization or wish to reestablish an organization that has been inactive for one or more academic years may complete the registration packet during any semester, but will be under provisional status until the end of the semester registration occurred. After this time, the student organization will be eligible to apply for COA funds.
- **THE RSO MUST BE CREATED AND MAINTAINED BY CURRENTLY ENROLLED STUDENTS OF MGA.** *This means that students should have complete purview over the organization's funding, planning and operations, with the assistance of the Advisor.*
- The RSO must have an advisor who is a full-time, permanent member of the faculty or staff of MGA.
- A minimum of three currently enrolled MGA students are required to initially establish an RSO. An RSO must be maintained by 5 or more members to keep its active status beyond the provisional status period. (Exceptions may be approved by the Office of Student Life)
- The RSO must have at least one representative attend meetings and trainings sponsored by the Office of Student Life.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.  
***Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e.: age, ethnicity, gender, sexual orientation, disability, color, national origin, race, or veteran status.***
- The RSO must comply with applicable federal, state, local laws and system and institutional policies, including but not limited to state laws related to hazing and alcoholic beverages. Further, no Student Activity Fees or other University collected fee shall be used to purchase alcohol for use either on campus or off campus.
- The RSO must provide students with disabilities accessible programming and facilities including, but not limited to, physical location, alternative printed materials and web pages, and communications (e.g., sign language).
- RSO's are free to adopt non-discriminatory standards, such as GPA requirements, which go beyond the minimum requirements of this policy, with approval from the Office of Student Life. When such higher standards are adopted and approved, the University will, where possible, assist groups in enforcement of those standards.

Please refer to the RSO Policies and Procedures Handbook for the full list of policies, expectations, and requirements. See [RSO Documents and Forms](#).