

New Recognized Student Organization (RSO) Application Process

Interested in starting a new Recognized Student Organization (RSO) at the University of Louisiana Monroe? Follow the steps below to complete the recognition process.

- 1. Search Existing RSOs:** Visit Wingspan at ulm.edu/wingspan and browse the list of active RSOs to ensure there is not already an organization that meets the needs and purpose of the group you wish to establish.
- 2. Review the RSO Handbook:** Familiarize yourself with the Recognized Student Organization Handbook. Each organization is responsible for understanding, following, and upholding all policies, procedures, and regulations applicable to RSOs at ULM.
- 3. Obtain National Affiliation Documentation:** If your organization has a national or regional affiliate, contact the appropriate headquarters to determine the requirements for establishing a ULM chapter. You must request a letter of affiliation from the national organization to include with your application.
- 4. Recruit at Least 10 Members:** Gather a minimum of 10 currently enrolled ULM students who are interested in becoming members of the organization. A list of each student's name and ULM email address must be included with the application.
- 5. Secure a Faculty or Staff Advisor:** Identify a full-time ULM faculty or professional staff member who is willing to serve as the organization's advisor. The advisor must review their responsibilities, complete, and sign the Advisor Agreement Form, which must be submitted with the application.
- 6. Develop a Constitution and Bylaws:** Create a constitution and/or bylaws for your organization using the required outline provided in the RSO Handbook. The governing document must include all required provisions, including the three mandatory membership and nondiscrimination statements. A template is available in the RSO Handbook on page 11.
- 7. Submit the New RSO Application:** Complete and submit the New RSO Application through Wingspan under the Forms tab. Be sure to submit all required supporting documentation with your application.
- 8. Meet with the Director of Student Development:** After submitting your application, contact the Director of Student Development, Chris Williams (jwilliams@ulm.edu), to schedule an appointment to review your application materials. This meeting will provide an opportunity to discuss the proposed organization, address any questions or concerns, and identify any revisions that may be needed.
- 9. Application Review:** Once the application and supporting materials have been reviewed, you will be contacted regarding the status of your application. The application may be:
 - Approved
 - Denied

- Returned for Revisions or Additional Information

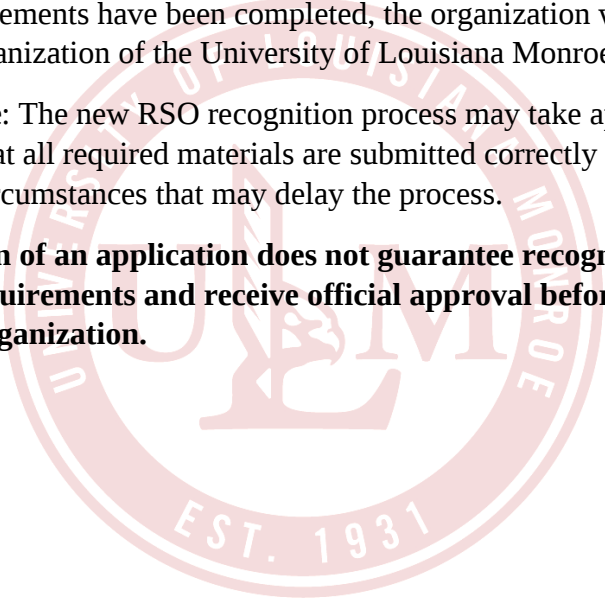
If revisions are required, the organization will be given instructions regarding the necessary changes before the application can move forward.

10. RSO Profile and Training: If your organization is approved, the Director of Student Development will create the organization's RSO profile in Wingspan. The organization's president and/or advisor will then be contacted to schedule training on how to manage and maintain the RSO's Wingspan profile.

11. Official Recognition: Once approval has been granted and all required documentation, training, and other requirements have been completed, the organization will officially become a Recognized Student Organization of the University of Louisiana Monroe.

12. Processing Timeline: The new RSO recognition process may take approximately 4–6 weeks to complete, provided that all required materials are submitted correctly and there are no holds, moratoriums, or other circumstances that may delay the process.

Please Note: Submission of an application does not guarantee recognition. Organizations must meet all ULM requirements and receive official approval before operating as a Recognized Student Organization.



Student
Development