

# How to start a Registered Student Organization

First and foremost, Registered Student Organizations (RSOs) are for students. They should be driven by students, based on their interests and needs.

## Basic Requirements to start an RSO:

Groups can meet informally while working to gather and document these requirements:

1. Full-time faculty or staff advisor(s) – Committed to being involved with club proceedings, including attending meetings/events. Ensure compliance with LSCS policies/procedures.
2. Constitution – Must be approved by the Program Manager, Student Life. For ideas on what should be included, visit the club webpage and look at what some of our currently recognized clubs use.  
<http://www.lonestar.edu/clubs-nharris.htm>
3. Minimum of 8 currently registered students – Must be students at LSC-North Harris or its associated centers. Must be committed to joining as active members.
4. Proposed Name – Must have an appropriate, meaningful name for the RSO.

## Approval Process:

Forms referenced below can be found at <http://www.lonestar.edu/2436.htm>.

1. Group submits Emerging RSO Interest Form.
2. Advisor(s) submits Advisor Agreement Form. Each advisor must submit individually.
3. Group emails electronic copy of proposed Constitution to the Program Manager, Student Life. Email address is [dan.mitsven@lonestar.edu](mailto:dan.mitsven@lonestar.edu).
4. Program Manager reviews first draft of the constitution. Frequently drafts go back and forth between Student Life and proposed organization before a final copy is approved.
5. After the constitution has been approved, group must follow their new constitution when electing officers for the proposed RSO.
6. After officers have been elected, group submits RSO Registration Form.
7. Newly elected President (or equivalent position) must submit a President Agreement Form.
8. The Program Manager, Student Life receives, approves, and bundles all documents.
9. Documents are submitted as a packet to the SGA Emerging Clubs Committee.
10. The Emerging Clubs Committee will schedule a meeting for the proposed organization to present their proposal. The committee makes recommendations for approval, approval with conditions, or denial, based on all information collected.
11. The Program Manager, Student Life considers committee recommendations and makes the final decision to approve or deny.
12. The Program Manager, Student Life notifies advisor(s) for proposed RSOs, whether approved or denied.
13. Newly approved RSOs have a probationary period of one year, and will receive \$500 to begin building the organization.
14. A new budget number will be created. The group should immediately begin fulfilling requirements to earn funding for subsequent semesters. Those requirements can be found at <http://www.lonestar.edu/2421.htm>
15. Program Manager, Student Life orders club tablecloth after 1-year probationary period ends.

## When considering approval of a new student organization, the Emerging Clubs Committee and Student Life will consider the following:

- Have all documents been collected, and are all of the basic requirements met?
- Is there a need for the proposed organization to enhance student life at LSC-North Harris?
- Would the organization duplicate the mission, goals, and purposes of any other recognized RSO at LSC-North Harris?
- Does the proposed organization align with the mission and goals of the Lone Star College System and the Office of Student Life?
- Would the organization allow any current student at LSC-North Harris and its centers to participate, regardless of race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability?
- Would membership in the club be limited to currently enrolled LSC students, faculty, and staff?
- Would the organization, if approved, violate reasonable LSCS and LSC-North Harris rules, disrupt classes, or interfere with the opportunity of other students to obtain an education?
- Would the organization, if approved, pose a threat to the safety of others or a threat of damage or destruction to the System or College?

The Emerging Clubs Committee and Office of Student Life will remain issue-neutral in the approval process, meaning that we will not deny recognition of a registered student organization based on the views expressed by the group. If you have any questions or concerns, please contact [NHStudentLife@LoneStar.edu](mailto:NHStudentLife@LoneStar.edu).