



### **New RSO Application Process**

1. Visit Wingspan ([wingspan.ulm.edu](http://wingspan.ulm.edu)) and browse the active RSOs to ensure there is not already a chapter of the group you wish to start.
2. Familiarize yourself with this Recognized Student Organization Handbook. Please note that your organization is responsible for knowing and upholding all policies and regulations pertaining to RSOs
3. If this organization has a national affiliate, contact the national headquarters for information about how to have this chapter recognized and request a letter of affiliation from the national office to include with your application.
4. Gather a group of at least 10 interested students who wish to be members of the RSO. A list of their names and ULM emails must be included with your application.
5. Secure an advisor (a full-time faculty or professional staff member) and have the Advisor Agreement Form signed to include with your application.
6. Draft a constitution/by-laws for the organization. You must follow the outline found in the RSO handbook including the 3 mandatory statements regarding membership and non-discrimination.
7. Contact the RSO Coordinator (Chris Williams, [jwilliams@ulm.edu](mailto:jwilliams@ulm.edu)) to schedule an appointment to review the application materials and the purpose of the group.
8. Complete and submit the New RSO Application on Wingspan under the Forms tab.
9. Once submissions have been reviewed by the RSO Coordinator, you may be contacted to discuss any revisions or concerns that need to be addressed.
10. Upon receiving confirmation of your RSO's approval, follow the instructions to register your organization in Wingspan. You are not an active RSO until all steps have been completed.
11. Once all requirements are met, the organization is official a Recognized Student Organization of the University.
12. This submission process can take up to 4-6 weeks, barring any holds or moratoriums.