

GRADUATE REGISTERED

STUDENT ORGANIZATION

HANDBOOK

UNLV | GRADUATE COLLEGE

Graduate Registered Student Organization Handbook

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Introductions

There are countless ways to get involved with UNLV as a graduate student. UNLV has more than 400 registered student organizations (RSO); and if you cannot find the one you are looking for, you can create your own. For a complete list of RSOs please visit the [Involvement Center](#).

In 2021, the Graduate College established Graduate Registered Student Organizations (GRSO). This handbook will outline the requirements and benefits of creating a GRSO and provide helpful resources to aid in your success.

Please note, all GRSOs must first be approved as an [RSO](#). Steps on how to become an RSO can be found in the next section.

How to Register a New Graduate Student Organization

1. [Complete the UNLV Registered Student Organization process.](#)
2. Complete the Graduate College's New Graduate Registered Student Organization [online form](#).
3. All GRSOs will need:
 - a. At least five graduate or professional student members to be considered for GRSO status, and then at least 15 members after the first year.
 - b. At least three officers (president, vice president, and secretary) who are UNLV graduate or professional students
 - c. At least 51% of members are graduate or professional students (GRSOs may include undergraduate students, but at least 51% of the members must be graduate or professional students).
 - d. At least 51%/majority of members must be from a diverse set of programs
 - ☒ Ex. If a GRSO has ten members and five members of the GRSO are in a graduate program within Public Health, the other six members must be from a different program outside of the School of Public Health
 - e. The executive board must be comprised of students representing different academic programs to ensure diverse perspectives and inclusive leadership across the graduate community.
 - ☒ Ex. If the board has three officers, at least one officer must be from a different program than the others. If the board has four officers, at least two officers must represent different programs. If the board has five officers, at least three officers must be from distinct programs
 - f. A faculty advisor
 - ☒ Additional information on the faculty advisor role can be found in the [RSO Manual](#).
 - g. To be interdisciplinary and inclusive (department- or college-specific organizations do not qualify as GRSOs).

GRSO Benefits

Graduate Student Association E-Board Scholarships are available to the GRSO's president, vice president, treasurer, secretary, and officer. Please see below for award amounts (subject to funding):

GRSO Organization/Role	Academic Year Award Amounts	Summer Award Amount	Total Amounts Awarded
GRSO president (or comparable role)	\$3,000.00	\$1,500.00	\$4,500.00
GRSO vice President (or comparable role)	\$2,500.00	\$1,000.00	\$3,500.00
GRSO treasurer (or comparable role)	\$2,000.00	\$500.00	\$2,500.00
GRSO secretary (or comparable role)	\$2,000.00	\$500.00	\$2,500.00
GRSO officer (specify title, if applicable)	\$2,000.00	\$500.00	\$2,500.00

To qualify for E-Board funding, the following criteria must be met:

- Students seeking to establish a new GRSO need to complete the [recognition form found here](#).
- A GRSO must hold at least one (1) E-Board meeting each academic semester and one (1) general members meeting each academic semester. In addition, the GRSO must complete at least two (2) community outreach events each academic semester. Community outreach events could include a workshop, social gathering, volunteer event, service project, etc.
 - ☒ In order to receive summer funding, the GRSO must hold at least one (1) E-Board meeting during the summer and complete at least one (1) community outreach event.
- Information on meetings, events, and activities must be shared with the Graduate College prior to the deadlines listed below. A spreadsheet will be shared with you to complete:
 - ☒ Submit the meeting/event form by Dec. 15 for fall funding
 - ☒ Submit the meeting/event form by May 15 for spring funding
 - ☒ Submit the meeting/event form by Aug. 15 for summer funding
- All meetings, events, and activities are required to be shared through [RAVE](#), published as a [UNLV calendar event](#), and emailed to gradrebel@unlv.edu for inclusion in the weekly Graduate College newsletter.
 - ☒ Within the first 3 weeks of each semester, a message must be submitted via [RAVE](#) highlighting your GRSO, mission, and an invitation to your first general membership meeting and/or event.
- A GRSO must have at least one (1) E-Board representative at all Graduate College and UNLV signature events during the academic year, including, but not limited to: New Graduate Student Orientations, Involvement Fairs, MSI Week, and First-Generation Week.
- An up-to-date website linked to the Graduate College webpage (please reach out to

gradrebel@unlv.edu if you need assistance) that includes at least the following:

- ☒ A photo header
 - ☒ A description of your GRSO
 - ☒ Information regarding membership and how students can get involved
 - ☒ Names and contact information for all officers
 - ☒ A meeting and events schedule or a link to the UNLV Calendar with your GRSO's meetings and events info for the calendar year
 - ☒ A link to the meeting minutes
7. E-board members must keep their GRSO website and involvement page updated throughout the year, including the membership roster.
 8. The GRSO and each individual E-board member must be in good standing with the university, Student Affairs, and the Graduate College to receive scholarships and other support.
 9. GRSO E-board members must remain in good academic standing and good standing from a Student Conduct perspective in order to receive GRSO benefits from the Graduate College. They must also be enrolled in at least one (1) credit for the semester they are serving as an E-board leader; enrollment is also required to qualify for the scholarship.

Payment Processing for E-BOARD Scholarships

Assuming all criteria listed above are met, GRSO scholarships are processed on the following schedule:

1. January for fall scholarships
2. September for summer scholarships
3. June for spring scholarships

We are unable to fund more than five officer positions per GRSO.

To update or change E-board members off-cycle (the normal cycle is each May for the upcoming summer and academic year), the GRSO must simply submit a new Graduate College GRSO form. On the rare occasion when officers change mid-semester for some reason, the Graduate College will assess how best to handle the situation and scholarship awards on a case-by-case basis. Anytime an officer changes, regardless of the circumstances or timing, the Graduate College must be notified and updated immediately, as this will impact items like access to the University Gateway Building Graduate College space and workstations, scholarships, etc.

Funding your Organization

Student associations/organizations often hold meetings and host events that require a budget. Please see the following funding options:

1. [GPSA GRSO Funding Opportunities*](#)
2. [GPSA Travel and Research Application*](#)
3. [Meeting/Event Hosting Funds](#)
4. [Rebel Raiser](#): UNLV's crowdfunding platform - all GRSO fundraising has to be approved by the Dean of the Graduate College. Please email gradrebel@unlv.edu for instructions.
5. Co-sponsorship opportunities with other RSOs and/or departments.

*To receive funding from the Graduate College or GPSA, the GRSO must be a registered [NSHE supplier](#). This will require a Tax ID/EIN. We strongly recommend establishing a GRSO bank account once a GRSO has established its Tax ID. Please find information on Tax IDs and bank accounts in the [RSO manual](#).

Resources

All RSO's have a plethora of resources, you can find them here in the [RSO manual](#). As a GRSO, you have additional resources listed below:

Space Reservations	To reserve space in the University Gateway Building , please email gradcollege@unlv.edu . To reserve space in the Lied Library Graduate Student Commons , please contact 702-895-2261 or gradcommons@unlv.edu To reserve space in the Student Union , please contact SUES at 702-895-4449 or eventservices@unlv.edu
Marketing	<ul style="list-style-type: none">☒ Weekly Graduate College student e-newsletter (email gradrebel@unlv.edu)☒ GPSA Council monthly meetings☒ RAVE☒ UNLV Calendar

RSO Conduct

The behavior of all students and student organizations, as members of the university community, is governed by the Nevada System of Higher Education (NSHE) and the UNLV Student Conduct Code. As a UNLV registered student organization, you are required to abide by campus policies. The [RSO Manual](#) outlines those policies. When submitting the Graduate Registered Student Organization form each year, it is acknowledged that the GRSO will follow all student conduct guidelines.

Disclaimer

As with the RSO Manual, this manual is intended to serve as a guide.

The Manual shall not be construed or interpreted to create an express and/or implied contract of any type between the University of Nevada, Las Vegas (UNLV or University) and any Registered Student Organization. All official rules, regulations, and policies are published on the [UNLV website](#) and/or the [Nevada System of Higher Education \(NSHE\) website](#). UNLV makes no claims, promises, or guarantees about the accuracy or completeness of the contents of this Manual and expressly disclaims liability for errors or omissions contained within its contents.

This Manual, at the University's sole discretion, may change, delete, suspend or discontinue, in whole or part, any part or portion of the Manual at any time with or without prior notice. The

most current version of the [RSO Manual is available online](#).

If you have any questions regarding our GRSO, please reach out to gradrebel@unlv.edu.