Graduate Registered Student Organization Handbook
TABLE OF CONTENTS

Introduction

How to Register a New Graduate Student Organization

GRSOs Benefits

Payment Processing for E-Board Scholarships

Funding Your Organization

Resources

RSO Conduct

FAQs
Introduction

There are countless ways to get involved with UNLV as a graduate student. UNLV has over 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 here:

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 5 graduate or professional student members.
   b. At least 3 officers (President, Vice President and Secretary) that are UNLV graduate or professional students.
   c. At least 50% of members must be graduate or professional students. (GRSOs may include undergraduate students, but 50% of members must be graduate or professional students).
   d. Faculty Advisor
      a) Additional information on the Faculty Advisor role can be found in the RSO manual.
3) Interdisciplinary and inclusive. (Department of College specifical organizations do not qualify as GRSOs)

GRSOs Benefits

Members of Graduate Registered Student Organizations will have 24 hour-7 days a week access to the University Gateway Commons. To apply for this access, please submit the Gateway Commons: 24/7 Access Pilot Program form. Members also have designated workstations in the University Gateway Commons.

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:
<table>
<thead>
<tr>
<th>GRSO Organization/Role</th>
<th>Academic Year Award Amounts</th>
<th>Summer Award Amount</th>
<th>Total Amounts Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSO President (or comparable role)</td>
<td>$6,000.00</td>
<td>$3,000.00</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>GRSO Vice President (or comparable role)</td>
<td>$5,000.00</td>
<td>$2,000.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>GRSO Treasurer (or comparable role)</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>GRSO Secretary (or comparable role)</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>GRSO Officer (specify title, if applicable)</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

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

1. Submission of the [Graduate College GRSO form](#) each year:
   - August 15th deadline
2. Submission of a meeting and event schedule for each semester:
   - Submit the meeting/event form by Dec 15th for Fall funding
   - Submit the meeting/event form by May 15th for Spring funding
   - Submit the meeting/event form by August 15th for Summer funding
3. An up-to-date website linked to the Graduate College webpage (please reach out to [GradRebel@unlv.edu](mailto:GradRebel@unlv.edu) if you need assistance) that includes at least the following:
   - A photo header
   - A description of your GRSO
   - Information regarding membership & 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 meeting minutes
4. The GRSO, and E-board members individually, must be in good standing with the university, Student Affairs, and the Graduate College to receive scholarships and other support.
5. 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.

**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 RGSA.* To update or change E-board members off-cycle (the normal cycle is each May for the upcoming summer and
The Graduate College (GRSO) must simply submit a new Grad 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 Gateway 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 - Application coming soon.
2. GPSA Travel and Research Application
3. Meeting Hosting Funds
4. Rebel Raiser
5. Merchandise sales

Please note, per the RSO manual, UNLV does not specifically encourage or advise RSOs to maintain an off-campus bank account. Faculty/staff advisors should not serve as signatures of off-campus bank accounts. If an RSO chooses to open an off-campus bank account they must first acquire an Employer Identification Number (EIN) from the IRS. RSOs are responsible for any income tax.

**Resources**

<table>
<thead>
<tr>
<th>How to become a UNLV Registered Student Organization</th>
<th>UNLV Involvement Center <a href="mailto:involvement@unlv.edu">involvement@unlv.edu</a> 702-895-5631 Student Union, Suite 316</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Reservations</td>
<td>To reserve space in the University Gateway, please email <a href="mailto:Leslie.Hunter@unlv.edu">Leslie.Hunter@unlv.edu</a>. To reserve space in the Student Union, SRWC, outdoor spaces on campus, and in classrooms please complete the General Reservation Request Form.</td>
</tr>
<tr>
<td>Marketing</td>
<td>Poster Run: The Involvement staff will post your printed marketing materials in select buildings around campus each week during the fall and spring semesters. You must drop off 25 posters to the Student Organization Resource Center (SORCE) in SU 305 by</td>
</tr>
<tr>
<td>Thursday at 7 p.m.</td>
<td>Host a table at the Involvement Fair that happens at the beginning of the fall and spring semesters on the first floor of the Student Union and surrounding outdoor areas.</td>
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<tr>
<td>------------------</td>
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</tbody>
</table>
| Share meetings and events: | Share meetings and events:  
   - [UNLV Master Calendar](#)  
   - [Rebel Announcements Via Email (RAVE)](#)  
   - Weekly Graduate College Student E-Newsletter (email [GradRebel@unlv.edu](mailto:GradRebel@unlv.edu))  
   - Involvement UNLV Social Media  
     - [Twitter](#)  
     - [Facebook](#)  
     - [Instagram](#)  
   - Involvement Center: organizations have the option of advertising their event on the main page of the Involvement Center by submitting an event through their organization’s homepage |
| Storage | All registered student organizations have storage space available to reserve for the academic year. Visit the [RSO Manual](#) for additional information. |
| Mail | RSOs are encouraged to utilize this address for the purpose of on-campus mail delivery:  
   Student Involvement & Activities  
   University of Nevada, Las Vegas  
   4505 S. Maryland Pkwy Box 452008  
   Las Vegas, NV 89154  
   All registered student organizations can choose to have RSO-related business mail delivered to the Student Involvement & Activities address. |
<table>
<thead>
<tr>
<th><strong>Student Organization Resource Center (SORCE) Rentals</strong></th>
<th>The SORCE Room (SU 305) has items that RSOs can rent for RSO-related business such as tables, chairs, pop-up tents, etc. RSOs wishing to rent from the SORCE room must do so during the SORCE hours of operation only and must abide by the rental procedures. Visit the <a href="#">RSO Manual</a> for additional information.</th>
</tr>
</thead>
</table>

### RSO Conduct

Nevada System of Higher Education and Student Conduct Code 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 (RSO) you are required to abide by campus policy, 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. It does not serve as a contract. Also, it should not be construed or interpreted in any manner to create any legal, equitable and/or administrative rights, remedies and/or obligations greater than or in addition to those expressly created by Nevada and/or Federal statutory, administrative, common, or constitutional law. UNLV assumes no legal liability or responsibility for the accuracy, completeness, or usefulness of any information provided in this Manual or for any damages resulting in whole or in part, from any use of or reliance thereon even if UNLV has been specifically advised of the possibility of such damages. UNLV makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this Manual and expressly disclaims liability for errors or omissions contained within its content. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third-party rights, title, merchantability, fitness for a particular use is given with respect to this Manual. These guidelines are not intended to create, nor shall they in any manner be interpreted or construed to create, any third-party beneficiary rights in any person and/or legal entity. This Manual is subject to change, termination, updates, revisions, or amendments at any time with or without notice. Also, new policies and procedures regarding any subject matter contained herein may be adopted at any time with or without notice.
If you have any questions regarding our GRSO, please reach out to GradRebel@unlv.edu.

FAQs

1. Are funds available to provide light snacks at a meeting or event hosted by a GRSO?
   a. Yes, limited funds are available. An executive board member needs to complete the Host Funding Form at least 14 days prior to the need of the funds.

2. Can UNLV undergraduate students be members of a GRSO?
   a. Yes, but, all graduate college funded executive board members must be graduate students and the organization membership must be at least 50% of graduate students.