

GRADUATE REGISTERED

STUDENT ORGANIZATION

HANDBOOK

UNLV | GRADUATE COLLEGE

GRADUATE REGISTERED STUDENT ORGANIZATION HANDBOOK

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INTRODUCTION

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 a [RSO](#). Steps on how to become a 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
 - b. At least three officers (president, vice president, and secretary) who are UNLV graduate or professional students
 - c. At least 50% of members who are graduate or professional students (GRSOs may include undergraduate students, but 50% of members must be graduate or professional students.)
 - d. A faculty advisor
 - i. Additional information on the faculty advisor role can be found in the [RSO Manual.](#)
 - e. To be interdisciplinary and inclusive (department- or college-specific organizations do not qualify as GRSOs.)

GRSOS' 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:

1. Students seeking to establish a new GRSO need to complete the [recognition form found here](#).
2. [Submission of a meeting and event schedule for each semester](#)
 - 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
3. 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 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 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
5. [Merchandise sales](#)
6. 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 that once a GRSO has established its Tax ID to also have a bank account. 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 gradrebel@unlv.edu To reserve space in the Lied Library Graduate Student Commons , please contact 702-895-2261 or gradcommons@unlv.edu
Marketing	<ul style="list-style-type: none">• Weekly Graduate College student e-newsletter (email GradRebel@unlv.edu)• GPSA Council monthly meetings

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.