

**Semester Checklist for Recognized Student Organizations
(RSOs)
FALL and SPRING 2008-2009**

Check	Requirement	Fall Due Date	Spring Due Date	Where to go
	Turn in an Officer Report	Sept. 9 <i>(3 weeks after class begins)</i>	Feb. 2	New forms online and in the Student Life or SOS office.
	Complete first check of official membership roster	Rosters available: Aug. 19 <i>(1st class day)</i> Due: Sept. 16 <i>(one month after class begins)</i>	Rosters available: Jan. 12 Due: Feb. 9	See Patricia in the Student Life office; bring a complete membership roster.
	Complete second check of official membership roster	Available: Oct. 22 Due: Nov. 7 <i>(one month before school ends)</i>	Available: March 19 Due: April 10	Complete above step.
	Check Grade Reports (President or Advisor ONLY)	Due when rosters are due <i>(grade rosters available first day of class-Aug. 19)</i>	Due when rosters are due <i>(grade rosters available first day of class-Jan. 12)</i>	See Patricia in the Student Life office
	Turn in updated Constitution/ By-laws	Due when Officer Reports are due	Due when Officer Reports are due	Turn in the Student Life or SOS office.
	Sign-off on the dates	If an RSO doesn't attend the first Rattler Council meeting each semester, a representative must meet with a Student Activities member and sign-off to designate RSO has received important dates/info.		
<p>Get more:</p> <ul style="list-style-type: none"> • Find all the forms listed above, plus valuable resources and specific dates at www.stmarytx.edu/STUDORGS. • Contact Amanda Avila or Jennifer Renteria , Student Organization Specialists (SOS), at x3017 or rso@stmarytx.edu. <p>The SOS Office is located in the UPC office, across from the SGA office on the second floor of the University Center.</p>				

Recognized Student Organizations who fail to complete the above requirements by the posted deadlines risk losing student organization privileges, as listed in the RSO Handbook.