

RSO RE-REGISTRATION CHECKLIST

Your Guide to Maintaining Student Organization Recognition

Review Minimum Standards for Recognition

- Clearly stated lawful purpose (must be in constitution)
- Minimum 5 MSU student members (for 2026–2027 AY)
- 100% of members must be MSU students
- Open to all MSU students; all members may vote and hold office
- Minimum 2 officers; officers must be fee-paying MSU students
- Complete annual officer training and pass quiz (80% or higher)
- Have an MSU-employed faculty, staff, or graduate student advisor
- Comply with University policies and maintain “good standing”
- Cannot be for-profit

Officer and Advisor Training

- Submit the **RSO Officers and Advisor Contact Information Form** located at [RSO/montana.edu](https://rso.montana.edu) to register officers and advisor in the CatsConnect training.

Update Membership Material

- Review your organization's mission, meeting time, financial commitments, etc.
- Remove members that are no longer affiliated or active
- Advisor's contact information
- Organization's constitution

Start a Re-Registration Form

- Log on to CatsConnect with your eID
- Select Organizations
- Click Register an Organization
- Search your Organization's name
- Click the blue Re-register button

**if a gray "Not Available" is seen, the registration window is closed.*

**THE REGISTRATION PERIOD AND DETAILED
INFORMATION IS LOCATED AT [RSO/MONTANA.EDU](https://rso.montana.edu)**