

# STARTING A REGISTERED STUDENT ORGANIZATION

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## Student Engagement

Division of Student Affairs

Office: Student Engagement Suite (Orange Zone)

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### **BEFORE YOU START**

**Applications for a new student organization are only accepted in the months of October and March. The deadline for all new application is the last day (October 31 and March 31) of the aforementioned months. No Exceptions**

Starting a student organization at ASU is not complicated. This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- use University facilities (e.g., University Student Union and/or Center rooms, classrooms) and equipment for meetings, fundraisers, and other events and programs
- be included in the list of recognized student organizations published by the University;
- have an on-campus mailbox.

The Student Engagement staff is available to assist you with the recognition process. We look forward to working with you! Just follow these easy steps to get started:

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#### **PHASE 1: Petition to Organize Form (This form)**

Once you're sure that ASU doesn't already have the organization you are interested in, it's time to start the process of creating a new group. Start by filling out the [PETITION TO ORGANIZE](#) worksheet and New Student Organization Application.

This worksheet will help you to think through the first steps of starting your group, who to recruit for membership, and what types of things your group will do once it is formed.

Creating an organization from scratch is challenging, yet fun and rewarding process. As part of this process, you must secure the names and Ram ID numbers of 7 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agree to the conditions of recognition listed.

Student organization officers must be matriculating and currently registered students at ASU. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

Each recognized student organization must have a constitution, which defines the organization's structure and operating procedures. The constitution must be submitted as part of the Intent to Organize process; it is the responsibility of the organization members to determine how the organization is to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution. If the organization reports to a national body, all constitutions governing the organization must be on file in the Office of Student Engagement.

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Student who may not find a current club or organization to fit their interest, may start their own. However, there are several things to consider before embarking on the recognition process.

Respond to the below bullets in a separate typed word document.

- Is the need that will be addressed by your proposed organization already being filled by another student organization? If so, please consider joining the existing organization rather than starting a new one.
  - Does the proposed organization have durability, i.e. is there a reasonable potential that the organization can attract new members on a yearly basis so that it can remain viable after the initial members graduate from ASU? If not, you may want to find ways to pursue your interests that do not involve creating a new organization.
  - Is the membership willing to actively participate in the Albany State student organization community and develop programs and events that foster relationships with the entire ASU camps and the surrounding community?
  - Briefly state the purpose/mission of your organization; and its benefits to the university (one full paragraph)
  - What current RSOs have a similar purpose or goals to your organization? How is your organization different from those organizations? (one full paragraph)
  - How would your organization use its RSO status to benefit the University community and/or greater community? (one full paragraph)
  - Please list any anticipated risks associated with operating this RSO. How would you work to minimize these risks?
  - What financial resources would your group need and how would you get them?
  - Your organization will need to have an on-campus faculty/staff advisor. List the names of people you would contact to be your group's advisor. Student Engagement reserves the right to approve and disapprove advisors
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- Purpose of organization and its benefits to the university
  - List of offices and the names of at least six other students
  - Membership requirements
  - A signed letter on Albany State University letterhead from a full-time University administrator or faculty member consenting to serve as advisor that includes that individual's email address and telephone number. Letters that are not signed or on University Letterhead will not be approved. [Due to Covid-19, an electronic letter directly from petitioning advisors will suffice.](#)
  - Constitution and By-Laws
  - Written consent from the national organization, if applicable
  - Types of activities planned
  - Dues statement, if applicable---how will dues be utilized. A detailed cost analysis is required. As directed by the State of Georgia, No RSOs housed on the campus of a state institution may have an off campus bank account. Therefore, if the organization is

approved, the Student Affairs budget manager, will work with the RSO to setup an on-campus account.

## **PHASE 2: Recognition Meeting**

During the semester of recognition, the leadership of the petitioning group will meet with the review committee to discuss plans for the petitioning group, at that time the group will be responsible for presenting to the committee a solid Mission & Vision as well as Goals and Objectives for your organization. During this meeting the committee will also provide feedback regarding the recognition process and discuss the policies, procedures and services available to assist the organization.

Once application packets are received, they are reviewed by Registered Student Organization (RSO) Review Committee that consists of students, faculty and staff members. The committee may elect to contact the petitioning group for a review meeting. The RSO Review Committee will then forward to the Associate Dean for Student Engagement for final review. The Associate Dean for Student Engagement may elect to also meet with the petitioning group and/or accept the committee's recommendation based upon submitted documents. The Office of Student Engagement can elect to approve an organization on a trial basis, stipulating that one year must elapse from the date of approval before a final decision for recognition will be rendered. This process can take up to 30-45 business days to render the final approval.

## **PHASE 3: RSO Registration Links**

Register for RSO Orientation Session. This orientation will provide potential student leaders all of the steps to successfully navigate the student organization experience here at the Albany State University. Attending the orientation is required before you are able to submit a registration for a New Organization.

The RSO registration link will be shared with approved groups. It contains vital information and several forms that need to be completed and returned to Student Engagement. The completed packet must be submitted by specified deadline given by the Office of Student Engagement:

- Type, print and submit the Club/Organization Renewal Packet including the following:
- Club/Organization Update/ Annual Renewal Application
- Club/Organization Officer Roster – A fillable template will be provided to you
- Club/Organization Member Roster – A fillable template will be provided to you
- Organization Agreement
- Advisor Agreement
- Hazing Statement & Agreement
- Constitution or Bylaws
- Important dates and meetings necessary to attend to remain active throughout the year
- Calendar of Events for Fall & Spring (if applicable)
- Training is required annually for registered student organizations.

**The purpose, program and constitution of the proposed organization must not be in conflict with the policies, rules and regulations of the University.**

