Student Organization Registration Process

Greetings from Student Organizations,

Congratulations! You've taken the first step toward making your college experience even more rewarding by taking the initiative to start something new on campus. Forming a student organization is one of many exciting ways to create a vibrant ASU.

Certainly, you're excited about the prospects of your new student organization, but possibly feeling a little unsure about how to make it all happen and be successful. The Office of Student Organizations and the Student Government Association are here to help you today and in the future so you can make your organization successful.

Are you ready to turn your interest into an officially registered student organization?

The information below outlines the student organization registration process.

There are several things to consider before beginning the registration process:

- Is the purpose of your proposed organization already being filled by another student organization? If so, please consider joining the existing organization.

- Does the proposed organization have sustainability, i.e. is there 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 ASU student organization community and develop programs and events that foster relationships with the entire ASU campus and surrounding community? If you really want to start a new organization and its members make this commitment, then it is time to get started with the registration process!

Registration Process:

1. Please complete a Student Organization Registration Form with the names of ten (10) interested students and one (1) Faculty/Staff Advisor
    a. Please note these students must be in <u>good standing</u> which is defined by no judicial issues, a 2.0 GPA or above and carrying 12 hours.
2. Next, create a student organization constitution. This constitution will be reviewed by my office and some changes may be requested.
3. Next, once the Center for Student Involvement has reviewed and approved the Student Organization Renewal Form and the Constitution both documents will be sent to the Student Government Association.
    a. SGA will review and invite you to attend a Senate meeting
    b. SGA will then send an approval recommendation to the Center for Student Involvement
4. Finally, the Center for Student Involvement will give a final recommendation on registration status.