

# Syracuse University

Office of Student Activities

## **NEW RECOGNIZED STUDENT ORGANIZATION (RSO) INFORMATION PACKET**

**THIS PACKET EXPLAINS THE PROCESSES AND POLICIES FOR APPLYING TO BECOME A RECOGNIZED STUDENT ORGANIZATION THROUGH THE OFFICE OF STUDENT ACTIVITIES. PLEASE READ THIS INFORMATIONAL PACKET THOROUGHLY BEFORE SUBMITTING AN APPLICATION.**

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Thank you for your interest in starting a new organization here at Syracuse University! This packet will guide you through the process of creating a new student organization.

### **New Student Organization Registration:**

The Office of Student Activities (OSA) currently houses over 300 recognized student organizations (RSO). The Student Activities website ([studentactivities.syr.edu](http://studentactivities.syr.edu)) can be used to search and contact recognized organizations on campus to get involved. Syracuse University and SUNY-ESF students who do not find a current organization to fit their interests have the opportunity, and are encouraged, to create their own organization. There are many benefits associated with being recognized through OSA including:

- Use of campus facilities and resources
- Marketing and promotion on campus
- Eligibility to be considered for awards
- Ability to fundraise on campus
- Photocopying
- Use of [Syracuse.CampusLabs.com](http://Syracuse.CampusLabs.com) (a student organization networking portal), access to beneficial trainings and leadership workshops, use of "Syracuse University" in the club name (*as the location, put at the end of the organization name*)
- Advising by an OSA Consultant for program planning and implementation assistance.

The following information will guide students through the application process and the required steps to become an RSO.

### **Application Process:**

OSA has two registration periods, once per semester, when prospective organizations can submit their complete application materials for consideration. Applications are due by the third Friday of each semester. After the due date, the New RSO Review Board (NRBB) will review all applications.

To determine eligibility for the registration process, all prospective organizations MUST submit a New Recognized Student Organization Application via [Syracuse.CampusLabs.com](http://Syracuse.CampusLabs.com). The link to the CampusLabs submission form will always be found on the [studentactivities.syr.edu](http://studentactivities.syr.edu) website. The application packet must include following items:

1. Officer Registration form
2. Organization Questions
3. University Advisor Contract
4. A complete, official Constitution

It is recommended to submit your application early as an OSA staff member can make sure your application is complete before the final deadline. Once the deadline passes, if your application is found to be incomplete, you will not move forward with the process.

All new student organizations seeking recognition will be required to find a faculty/staff advisor. An advisor can be any full-time member of the faculty or staff at Syracuse University/SUNY-ESF. Advisors can be as involved with your organization as you want them to be. Be sure to have a conversation with your potential advisor first to discuss guidelines and expectations to ensure your organization will continue to be stable and successful. These guidelines will be included in the New RSO Application packet on the University Advisor Contract.

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The recruitment and membership of the organization is open to all Syracuse University and SUNY-ESF undergraduate students. Graduate students are optional.

All application materials must be submitted via CampusLabs submission form by the deadline for that application cycle. Any materials submitted outside of the CampusLabs form or after the deadline will not be accepted. Information on all of these materials can be found on the Office of Student Activities website (<http://studentactivities.syr.edu>) under the "Creating a New Student Organization" link.

### **The New RSO Review Board (NRRB)**

As part of the application process, prospective organizations are required to meet briefly with the New RSO Review Board (NRRB). The NRRB is a group of students and staff chosen by the Office of Student Activities to review New RSO prospective organizations. This meeting gives the prospective organization an opportunity to discuss their mission and goals with the NRRB and answer any questions they might have after reviewing the application.

Final decisions will be sent via e-mail to prospective organizations the week following the NRRB meetings. If approved, the group will proceed through the New Recognized Student Organization Registration Process.

### **NRRB FAQs**

#### ***Who attends the NRRB meetings?***

The board consists of up to 10 SU and ESF students selected through an application process by OSA staff members. They, along with one OSA staff member and one Graduate Assistant, are present for NRRB meetings. Prospective organizations are welcome to bring up to 4 members to the NRRB meetings.

#### ***Do I have to attend the NRRB meeting?***

Yes, the NRRB meetings are mandatory. Any organizations that do not meet with the NRRB are then denied RSO status and will **NOT** have the opportunity to appeal.

#### ***What happens in the meeting?***

During the meeting, the NRRB will ask you to describe your organization's vision, goals, and the strategies, in place/planned, to achieve those goals. The NRRB will have already reviewed your application and will be prepared with standard questions that are asked in each meeting. Some prospective organizations bring presentations or other materials to supplement their application, however these are **not** necessary.

#### ***What happens after the meeting?***

Following the individual meetings, the NRBB will convene, review and make a final recommendation regarding each prospective organization. Results will be emailed by an OSA staff member the Monday following the NRRB meetings. If you attended an NRRB meeting and are denied, you will have the opportunity to submit an appeal letter to the Office of Student Activities. Appeals are decided by the OSA staff. **Any organizations that do not meet with the NRRB are denied RSO status will not have the opportunity to appeal the NRRB's decision.**

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### **The Application Review Process:**

During the application review process, the following criteria will be considered for approval of the proposed organization by both the Office of Student Activities and the New RSO Review Board (NRRB):

- The following registration materials are to be complete and submitted by the due date. If you do not submit a complete application, you will not be considered. No exceptions.
  - Officer Registration Form with a complete member list consisting of:
    - A minimum of eight (8) currently enrolled Syracuse University and/or ESF Students, which must include minimum of four (4) officers that are full-time, matriculated students at SU or ESF.
    - A majority, or 51%, of the organization membership must be **undergraduate**, Syracuse University/SUNY-ESF students. For instance, if the roster totals 8 members, then 5 members must be undergraduate, Syracuse University/SUNY-ESF students.
  - Organization Questions
  - University Advisor Contract
    - Includes advisor responsibilities and is signed by the advisor and organization's president
  - A typed, completed constitution defining the lawful purpose of the student organization, criteria for membership, and organizational mission and objectives.
- The recruitment and membership of the organization is open to all Syracuse University and SUNY-ESF undergraduate students. Graduate students are optional.
- The organization has a purpose that:
  - Is long-term.
  - Is not already adequately addressed by an existing organization.
  - Requires the continual recruitment of new members.
  - Is not-for-profit.
  - Does not promote illegal activity.
  - Does not go against the student code of conduct  
(<http://studentconduct.syr.edu/university-policies/Code%20of%20Student%20Conduct.html>)
- The purpose of the organization is NOT to support or promote a specific item (i.e. political candidate, book, game, etc.)
- The organization promotes student engagement and leadership (including providing the student body with opportunities to interact with each other, or those they typically do not interact with).
- The student organization philosophy supports the educational mission, student engagement, and leadership of Syracuse University/SUNY-ESF.
- The prospective organization's name must not include "Syracuse University" or any other identifying phrases connected to the University at the beginning of its name. (i.e. Syracuse University Math Club, Orange Math Club, both are NOT acceptable names. Math Club at Syracuse University *is* acceptable)
- The name of your organization is in trademark and copyright compliance.

**\*Please note that recognition is a privilege and the Office of Student Activities reserves the right to revoke an organization's recognition status at any time. Recognition does NOT automatically imply University endorsement, sponsorship, or approval of an organization's activities or events.**

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### **Process for Denied Organizations:**

In the event that an organization is denied to participate in the registration process due to failure to meet any or all criterion, the prospective organization may appeal the decision based on one or more of the following reasons:

- Errors in the interpretation of the prospective organization's purpose
- Missing information from original application is now available

Please note that disagreeing with the committee's original decision will not be accepted as a reason for appeal.

Appeals are due within 5 business days from the date you received your result email containing the NRRB's decision. All appeals must be submitted *via this CampusLabs form* (<https://bit.ly/2zwIzIL>). **Any appeals that are submitted after the appeal deadline, or in any other form will not be accepted.** Appeals are to be written in the form of a letter addressed to the Director of the Office of Student Activities. Appeals must be written and submitted by the president of the organization. Evidence and/or documentation to support your appeal are also accepted. Appeals will be reviewed at the next scheduled staff meeting and decisions will be sent out forthwith.

**Please note: If an organization applied to be a new student organization and was denied, with or without an appeal, the organization must wait one full year to re-submit a New Student Organization application.**

*Ex. Seriously Sweet Citrus applied to be a new student organization in Fall 2015. They were denied because they did not submit a completed application by the deadline. They must wait and re-apply by submitting a new application in Fall 2016.*

### **New Recognized Student Organization (RSO) Registration Process**

Once approved, New RSOs must complete the following new RSO registration steps by the end of the semester (These steps will be outlined in the new RSO orientation meeting. The date of the orientation meeting is found in the application packet for the current application cycle.)

- New RSO Presidents must attend the new RSO orientation and sign a contract outlining that they understand the steps of the registration process.
- New RSO Presidents must complete the three HotSpot online modules and quizzes, including the 'Enough is Enough' online training, at [hotspot.syr.edu](http://hotspot.syr.edu). The president must earn a 100% on each quiz for credit.
- New RSOs must create a complete CampusLabs profile. This includes an electronic signature from the organization's University advisor.
- New RSOs must send a minimum of four members to attend BOLD (Building Organizational Leadership Development) workshops.

### **Failure to Meet Requirements of Registration Process**

If a prospective organization has been approved to proceed through the New Recognized Student Organization Registration process, they must complete the process during the semester of approval. If the organization does not fully complete the process, they will not gain official RSO status through the Office of Student Activities, and will be barred from re-applying as a New Student Organization the following semester. **This will result in the need to re-apply after one full year.**

*Ex. The Citronauts were approved after applying to be a new student organization in Fall 2019. They did not complete all of the registration requirements to be recognized by the*

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*end of the Fall 2019 semester. As such, they will have to wait until Fall 2020 to reapply. They will be required to submit a new application.*

### **Organization Communities:**

The Office of Student Activities outlines communities for all student organizations. Students applying for registration should choose to be a part of one of the following communities based on their mission and goals.

- Academic Department
- Art & Entertainment
- Cultural/International
- Governance
- Graduate
- Greek
- Honorary
- Media/Publication
- Political/Advocacy
- Professional
- Religious
- Service
- Special Interest
- Sports/Recreations

If you wish to be registered as a *Sports/Recreation Organization*:

Speak with Angela Petrie, [apetrie@syr.edu](mailto:apetrie@syr.edu), Assistant Director of Recreation Services, 241 Archbold Gym, 315-443-5008 before submitting an application to OSA.

If you wish to be registered as a *Religious Organization*:

Speak with Hendrick's Chapel at 315-443-2901 before submitting an application to OSA.

If you wish to be registered as a purely *Graduate Student Organization*:

Speak with the President of the Graduate Student Organization, 303 Lyman Hall.

If you wish to start a new *Fraternity or Sorority*:

Speak with the Office of Fraternity and Sorority Affairs, 131 Schine Student Center, [greeklife@syr.edu](mailto:greeklife@syr.edu), 315-443-2718.

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