

NEW REGISTERED STUDENT ORGANIZATION (RSO) INFORMATION PACKET
THIS PACKET EXPLAINS THE PROCESSES AND POLICIES FOR APPLYING TO BECOME A REGISTERED STUDENT ORGANIZATION THROUGH THE OFFICE OF STUDENT ACTIVITIES. PLEASE READ THIS INFORMATIONAL PACKET THOROUGHLY BEFORE SUBMITTING AN APPLICATION.

Syracuse University

Office of Student Activities

Thank you for your interest in starting a new organization here at Syracuse! 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 registered student organizations (RSO). The Student Activities website (studentsactivities.syr.edu) can be used to search and contact active registered 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 registered 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 OrgSync.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 Registered Student Organization Application packet as a PDF via OrgSync. The link to the OrgSync submission form will always be found on the front page of the New RSO Application packet for that semester. The application packet must include following items:

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

All new student organizations seeking registration 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.

All application materials must be submitted via PDF to the OrgSync submission form by the deadline for that application cycle. Any materials submitted outside of the OrgSync 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://studentsactivities.syr.edu>) under the “Creating a New Student Organization” link.

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The New RSO Review Board (NRRB)

As part of the application process, prospective organizations will have the opportunity 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 approve, the group will proceed through the New Registered Student Organization Registration Process.

NRRB FAQs

Who attends the NRRB meetings?

The board consists of 5 to 10 SU and ESF students selected through an application process by OSA staff members. They, along with two OSA staff members, 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?

No, the NRRB meetings are not mandatory. However, any organizations that do not meet with the NRRB and are then denied RSO status 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 or 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 decision regarding each prospective organization. Results will be emailed by the OSA Graduate Assistant 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 and 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):

- ALL registration materials are complete and submitted by the due date. Including:
 - 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 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.
- 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)

***Please note that registration is a privilege and the Office of Student Activities reserves the right to revoke an organization's registration status at any time. Registration 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

A committee will determine whether the grounds for appeal have been satisfied and if further review is necessary. If an appeal is accepted, it will be reviewed by the Director of Student Activities within seven business days of receipt. Appeals **MUST** be submitted within 48 hours of denial notification. Notification of the appeal decision will be made via e-mail to the prospective organization's President. Disagreeing with the original NRBB decision will not be accepted as a reason for appeal. Appeals must be a typed document or pdf in the form of a formal letter, addressed to the Office of Student Activities Staff. Appeal letters should be emailed to the Graduate Assistant in the Office of Student Activities.

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 Registered 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. The president must earn a 100% on each quiz for credit.
- New RSOs must create a complete OrgSync 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 Registered 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 requirements to be registered by the end of the Fall 2019 semester. As such, their registration was revoked and they will have to wait until Fall 2020 to reapply. They will be required to submit a new application.

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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, 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, 315-443-2718.