

**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 three hundred registered student organizations (RSO). The Student Activities website ([studentsactivities.syr.edu](http://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 one of the current organizations at the University 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 the use of campus facilities and resources, sponsorship 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*) and 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:**

All prospective student organizations MUST submit a New Registered Student Organization Application Packet as a PDF via OrgSync. The link to the OrgSync submission form can be found on the application packet for the current 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 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 considered as complete. 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.

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.

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

As part of the application process, proposed 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 applicants. This meeting gives the organization an opportunity to discuss their mission and goals with the NRRB and answer any questions they might have after reviewing their application.

Final decisions will be sent via e-mail to the prospective student organization the weekend following NRRB meetings with prospective organizations. If an organization is approved they will proceed through the New Organization Registration Process.

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## Office of Student Activities

### 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 staff members from OSA are present for NRRB meetings. Applicants are welcome to bring up to 4 members to represent their organization in 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 denied RSO status will not have the opportunity to appeal.

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

During the meeting, the NRRB will ask you to introduce yourself and your organization's vision, goals, and whatever strategies you've put in place or hope to put in place to achieve them. The NRRB will have already reviewed your application and will be prepared with standardized questions that are asked in each meeting. Some 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 NRRB will convene, review and make a final decision regarding each application. Results will be emailed by the OSA graduate assistant the Monday following the NRRB meetings. Any organizations denied by the NRRB will have the opportunity to submit an appeal letter to the Office of Student Activities. Appeals are decided upon by the OSA staff. **Again, 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.**

### The Application Review Process:

During the application review process, the following criteria will be considered for approval of the proposed organization:

- Recruitment of membership is open to all Syracuse University and SUNY-ESF students.
- Completed registration materials are submitted by the due date.
- A typed constitution defining the lawful purpose of the student organization, criteria for membership, and organizational mission and objectives.
- Completed Student Organization roster which consists of:
  - A minimum membership of eight (8) currently enrolled Syracuse University or
  - A minimum of four (4) officers that are full-time, matriculated students.
  - A majority 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.
  - If majority of organization members are graduate students, the organization should seek recognition through the Graduate Student Organization (GSO).
- The purpose of the organization is not to support or promote a specific item (i.e. political candidate, game, book etc.)
- Promotion of 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.
- Prospective student organizations need to have a purpose that is:
  - Long-term.
  - Not already adequately addressed by an existing organization.
  - Requires the continual recruitment of new members.
  - Not-for-profit.

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 and registration does NOT automatically imply University endorsement, sponsorship, or approval of an organization's activities or events.

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### **Process for Denied Registration:**

In the event that a prospective organization is denied registration 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 whether 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 forty-eight 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 Word processed document in the form of a formal letter addressed to the Director of Student Activities. Please attach the appeal letter in a response e-mail to the original denial e-mail. Evidence and/or documentation to support your appeal are necessary.

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 Organization Registration Process**

Once approved, new organizations 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 should be found in the current application packed for that 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 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 an OrgSync profile. This includes an electronic signature from the organization's University advisor.
- New RSOs must send a minimum of four members to attend a BOLD (Building Organizational Leadership Development) workshop.

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

If an organization has been approved to proceed through the new student organization registration process, they must complete the process during the semester of approval. If the organization does not fully complete the process their status will be revoked and they will be suspended 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 2015. They did not complete all of the requirements to be registered by the end of the Fall 2015 semester. As such, their registration was revoked and they will have to wait until Fall 2016 to reapply. They will be required to submit a new application.

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## Office of Student Activities

### **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*, you need to first 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*, you need to first 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*, you need to speak with the President of the Graduate Student Organization, 216 Bowne Hall.

If you wish to start a new *Greek Organization*, you need to first speak with the Office of Fraternity and Sorority Affairs, 131 Schine Student Center, [greeklife@syr.edu](mailto:greeklife@syr.edu), 315-443-2718.

### **New Student Organization Advisor:**

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.