



# Syracuse University

## Office of Student Activities

### New Registered Student Organization (RSO) Application Packet

Please use the checklist below to ensure your application is complete for submission:

- Application has a minimum of eight (8) members, four (4) of which are filled E-Board positions.
- The majority of membership is comprised of undergraduate students.
- All questions are answered and completed.
- Application includes an advisor contract, signed by both the president and the advisor.
- Application includes a completed constitution.
- Application is submitted via CampusLabs
- Application is submitted prior to the submission deadline of the 3<sup>rd</sup> Friday of each semester at 5:00PM

Any questions on where or how to submit the application, please contact the Office of Student Activities at [stactivities@syr.edu](mailto:stactivities@syr.edu).



# New Student Organization Application

## Officer Registration – Office of Student Activities

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Name of Organization: \_\_\_\_\_

Name of Student Submitting Application: \_\_\_\_\_ Email: \_\_\_\_ -

Today's Date: \_\_\_\_\_ Organization Website (if applicable):

**Organization Category (chose one):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic               | <input type="checkbox"/> Governance         | <input type="checkbox"/> Religious         |
| <input type="checkbox"/> Art & Entertainment    | <input type="checkbox"/> Honorary           | <input type="checkbox"/> Service           |
| <input type="checkbox"/> Cultural/International | <input type="checkbox"/> Media/Publication  | <input type="checkbox"/> Special Interest  |
|   | <input type="checkbox"/> Political/Advocacy | <input type="checkbox"/> Sports/Recreation |
|   | <input type="checkbox"/> Professional       |  |

**Religious Organizations Only:**

- Not Approved by Hendricks Chapel
  Approved by Hendricks Chapel

**ALL ORGS:**  By checking this box, I confirm that I have thoroughly read and understand the information included in the New Student Organization Application Packet. I also confirm that this is a complete application.

**Officer Roster:** Complete this table with the information for every member. Organizations must have a minimum of eight (8) members, four (4) of which are filled E-Board positions. You may list additional members past the minimum of eight (8). Please identify any graduate students in the "Academic Year" column.

Member Type	First	Last	SUID #	Email	Academic Year
President/Chair/Editor					
Treasurer/Fiscal Agent					
Vice President/Co-Chair					
Secretary					
Member					
Member					
Member					
Member					

<b>Advisor</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Position</b>	<b>Office Phone</b>
<b>*Must be a full-time employee at the University</b>					



## New Student Organization Application Organization Questions

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Organization Name:

Please answer the questions below as thoroughly as possible, using as much space as necessary.

- 1) What are the vision, mission, and goals of this organization?
  
- 2) Describe how registration of your organization will benefit the SU/ESF community.
  
- 3) Describe why your organization is seeking to be a registered organization and what you hope to gain from working with the Office of Student Activities.
  
- 4) What programs or events does the organization plan to hold if it is granted registration? Discuss in detail. (If your organization is not event based, please describe any initiatives and/or goals.)
  
- 5) Please describe the relationship the organization has with its advisor and the role they play/will play with the organization.
  
- 6) Please research organizations that are currently recognized by the Office of Student Activities on Campus Labs. Are any similar to the organization you are proposing? How is this organization different?
  
- 7) Is your organization intending to operate as an umbrella organization for similar groups, (such as a council) or as a stand-alone organization?



## New Student Organization Application University Advisor Contract

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A useful instrument for sharing expectations and clearly identifying an Advisor's role is the Advisor Contract. Please take a moment to review and sign this advisor contract. Please note that duplicates of this signed document have the potential to be copied to the dean, director, or department head of the advisor's home unit. This will inform your school or department area of the commitment you are making to SU and the student organization. If you need help scanning this document, please visit the Office of Student Activities, Women's Building, Suite 100.

The members of \_\_\_\_\_ (Organization) request \_\_\_\_\_ (Advisor's Name), \_\_\_\_\_ (Title), to serve as their Advisor organization beginning \_\_\_\_\_ (Semester). This contract is to be effective for one year, and may be renewed at the start of each fall semester upon the agreement of both parties.

Duties, responsibilities, and expectations of the position are as follows:

(List the responsibilities and expectations of the Advisor and organization. Duties may be reconsidered at the request of the Advisor, organization president, or majority vote of the membership during a regular meeting.)

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President's/Chairperson's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
President's/Chairperson's Name (Signature):

I have met with the president of the above-named organization and have discussed the duties and responsibilities as Advisor listed above. I understand that this responsibility falls within the scope of my employment at Syracuse University. In addition, I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.

Advisor's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_



Advisor's Name (Signature):

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## New Student Organization Application Outline of Constitution – Office of Student Activities

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<b>Organization's Full Name</b>	<b>Date Founded</b>
<b>Article I. Introduction</b>	
Section I: Name	
Section II: Mission Statement	
Section III: Objectives	
<b>Article II. Organizational Structure</b>	
Section I: Executive Board	
Section II: Committees	
Section III: Advisor	
Section IV: Organization Consultant	
<b>Article III. Membership</b>	
Section I: Membership Eligibility	
Section II: Executive Board Eligibility	
Section III: Committee Eligibility	
Section IV: Executive Board Resignation	
<b>Article IV. Executive Board</b>	
Section I: Election Time/Period	
Section II: Nominations	
Section III: Election/Selection Procedures	
Section IV: Notification & Posting of Elections	
<b>Article V. Meetings</b>	
Section I: Types of Meetings	
Section II: Time & Occurrence of Meetings	
Section III: Special Meetings	
Section IV: Quorum	
Section V: Parliamentary Procedure	
Section VI: Voting	
Section VII: Meeting Minutes & Records	
<b>Article VI. Impeachment</b>	
Section I: Grounds for Removal	
Section II: Procedure for Impeachment	
Section III: Procedure for Appeal of Impeachment	
<b>Article VII. Constitutional Amendments</b>	
Section I: Amendment	
Section II: Ratification	
<b>Article VIII. Not-for-Profit Statement.</b>	



**Article IX. Financial Obligation.**

**Article X. Statement of Non-Discrimination.**

**Article XI. Statement of Non-Hazing.**

**Article XII. Statement of Compliance with Campus Regulations.**

**New Student Organization Application**

**Outline of Constitution**

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*The Articles below MUST be included in the organization's official constitution EXACTLY as they appear below in order to represent the organization's constitution as "valid." The entire document must then be submitted for approval.*

**Article II, Section IV: Organization Consultant**

Every student organization is assigned an organization consultant out of the Office of Student Activities. The Office of Student Activities reserves the right to assign and change the organization's assigned organization consultant. The appointed person will be a professional staff member out of the Office of Student Activities and will act as a resource and guide to the organization in the program planning process.

**Article VIII – Not-for-Profit Statement**

This is not-for-profit organization.

**ARTICLE IX – Financial Obligation**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

**ARTICLE X – Statement of Non-discrimination**

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender<sup>1</sup>.

**ARTICLE XI – Statement of Non-Hazing**

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.



## ARTICLE XII – Statement of Compliance with Campus Regulations

This organization shall comply with the *Syracuse University Code of Student Conduct*.

### New Student Organization Application Meeting with the New RSO Review Board (NRRB)

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As part of the application process, proposed organizations must meet briefly with the New RSO Review Board (NRRB). RSO stands for Registered Student Organization. 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. Applicants are welcome to bring up to 4 members to represent their organization in the NRRB meetings. Any organizations that do **not** meet with the NRRB are denied RSO status will not have the opportunity to appeal. NRRB Meetings are **mandatory**.

The NRRB meeting sign-up sheet will be at the front desk of the Office of Student Activities for 4 days starting the Monday after application deadline. The NRRB meetings will be held at various times. Email notifications will be sent out with interview times. Any questions can be sent to [stactivities@syr.edu](mailto:stactivities@syr.edu).



### New Student Organization Application New RSO Registration Process

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Any approved applications will assume probationary status as a New RSO until they complete the registration process. Approved applicants will be required to attend the New RSO Orientation. Date and time of orientation will be communicated via email. This orientation will explain in-depth the registration process and the necessary steps to become fully registered. Please be aware that approved New RSOs who successfully complete the registration process will become fully functioning RSOs effective the semester following their approval.