

**NEW STUDENT ORGANIZATION (NSO) INFORMATION PACKET**

THIS PACKET EXPLAINS THE PROCESSES AND POLICIES FOR APPLYING TO BECOME A REGISTERED STUDENT ORGANIZATION THROUGH THE AREA OF STUDENT ENGAGEMENT. PLEASE READ THIS INFORMATIONAL PACKET THOROUGHLY BEFORE SUBMITTING AN APPLICATION.

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 within the office of Student Engagement.

### **New Student Organization (NSO) Registration:**

The Student Engagement office currently houses over 250 recognized student organizations (RSOs). 'CuseActivities, Syracuse University's organization management and student networking portal, can be used to search and contact 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 recognized through the lens of the Student Engagement team including:

- Use of campus facilities and resources
- Use of meeting rooms in Schine Student Center, expenses waived
- Marketing and promotion on campus
- Eligibility to be considered for awards
- Ability to fundraise on campus
- Use of 'CuseActivities, access to beneficial trainings and leadership workshops, use of "Syracuse University" in the club's name (*as the location, indicated at the end of the organization name*)
- Advising by an RSO Consultant in Student Engagement for program planning and implementation assistance

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

### **Application Process:**

Student Engagement has two registration periods, also referred to as *waves*, when prospective organizations can submit their complete application materials for consideration. Applications are due two to three weeks after the application opening date. After the due date, the NSO Review Board, comprised of Student Engagement's Graduate Assistant and BOLD interns, will review all applications.

To determine eligibility for the application process, all prospective student organizations **MUST** submit an NSO Application via 'CuseActivities. The application packet must include the following items:

1. Officer Registration Form
2. Organization Questions
3. University Advisor Contract

It is recommended to submit your application early as a Student Engagement staff member can make sure your application is complete before the final deadline. If your application is found to be incomplete once the deadline passes, you will not move forward with the process and will have to reapply during the next registration wave or, in some cases, the next academic year.

All NSOs 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 NSO Application packet on the University Advisor Contract.

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 `CuseActivities submission form by the indicated deadline for that application cycle. Any materials submitted outside of the `CuseActivities form or after the deadline closes will not be accepted.

Information on all of these materials can be found on `CuseActivities or on the Student Engagement website under the ["Create a New Student Organization"](#) link.

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

During the application review process, the following criteria will be considered for approval of the proposed organization by both the Student Engagement Graduate Assistant and the BOLD (Building Organizational Leadership Development) intern team.

- The following registration materials are to be completed 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 (8) currently enrolled Syracuse University and/or SUNY-ESF students, which must include a minimum of four (4) officers that are full-time, on-campus, matriculated students at SU or ESF. Students studying abroad are not permitted to serve in executive board positions.
    - 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 a minimum of 5 members must be undergraduate Syracuse University/SUNY-ESF students.
    - Executive positions that fall within the positions listed below can only be held by current undergraduate students within Syracuse University/SUNY-ESF:
      - President
      - Vice President
      - Fiscal agent
      - Secretary or Equivalent
  - Organization Questions
  - University Advisor Contract
    - Includes advisor responsibilities and is signed by the advisor and organization's president
- 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 [Code of Student Conduct](#)

- 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 Student Engagement team 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.**

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

In the event that an organization is denied participation 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 five (5) business days from the date you received your result email containing the NSO committee's decision. **All appeals must be submitted via the appeals form on 'CuseActivities (insert link). 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 Assistant Director of Student Engagement. 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 RSO committee meeting and decisions will be sent out forthwith.

**Please note: Any organization that is denied NSO status during Wave 1 may reapply/resubmit their application during Wave 2 in the fall semester, at the discretion of the NSO Review Board. Any organization that is denied NSO status during Wave 2 must wait an entire academic year before they can submit an application again. For example, if an organization applies in Fall 2023 and is denied, or fails the NSO registration process, they must wait until Fall 2024 to reapply for recognition.**

#### **New Student Organization (NSO) Registration Process**

Once approved, NSOs must complete the following registration steps by the last day of classes. These steps will be outlined in a mandatory NSO orientation workshop. Available dates for the orientation

workshop will be provided after the application submission deadline closes.

- NSO Executive Boards must attend the NSO orientation workshop and complete a contract outlining that they understand the steps of the registration process.
- NSOs must create a complete profile on `CuseActivities. This includes an electronic signature from the organization's University advisor.
- NSOs must attend and complete four (4) workshops hosted by the BOLD intern team (2 required topics: NSO Orientation and Constitution Writing 101; 2 elective topics).
- NSOs must check-in with an NSO team representative, also known as your NSO Consultant. NSOs are required to meet with their NSO Consultant a minimum of three (3) times, twice in the Fall semester and once in the Spring semester.
- NSO executive board members must schedule a meeting with their RSO Consultant in the Student Engagement office in the Spring semester.

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

If a prospective 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, they will not gain official RSO status through the Student Engagement office and will be barred from re-applying as an NSO until the next academic year.

**Moreover, 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 2022. They did not complete all of the registration requirements to be recognized by the end of the Fall 2022 semester. As such, they will have to wait until Fall 2023 to reapply. They will be required to submit a new application.*

### **Organization Communities**

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

- Publications/Media
- Club Sports & Interest/ESports
- Cultural/Ethnic
- Religious/Spiritual
- Honors/Academic/Professional
- Performing Arts & Creative Arts
- Public Service/Outreach
- Social/Special interest
- Fraternity & Sorority Life

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

Speak with Angie Petrie, [apetrie@syr.edu](mailto:apetrie@syr.edu), Assistant Director for Sports Programs and/or Jasmine Holmes, [jholme04@syr.edu](mailto:jholme04@syr.edu), Associate Director for Sports Programs, Barnes Center at the Arch, 315.443.8000, before submitting an application to Student Engagement.

### **If you wish to be registered as a specific *Religious/Spiritual Organization*:**

Speak with Hendrick's Chapel at 315.443.2901 before submitting an application to Student Engagement.



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

Speak with Fraternity and Sorority Affairs, 1st Floor, Women's Building, at [greeklife@syr.edu](mailto:greeklife@syr.edu) or 315.443.1870.