

# RSO REGISTRATION PROCESS



## Types of Student Organizations

Organizations that may be registered to operate on campus include the following:

- Academic/Professional •Arts •Cultural •Greek (Fraternity/Sorority) •Honorary
- International •Political •Religious •Representative Council •Service •Special Interest
- Sports/Recreation.

## Procedure for Registration of an Organization

- To become officially registered as a student organization, a group must meet certain criteria and provide a minimum of the following:
- Complete a registration/reauthorization application for student organizations available at <http://saweb.memphis.edu/RSO>

The *proposed constitution and bylaws* of the organizations must clearly contain: the name, purpose, proposed activities and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues, assessments, and a dissolution statement must be uploaded to our website.

- Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next summer term of the institution, and shall be subject to renewal each year.

Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:

- It must adhere to the purposes, aims, and activities as stated in the approved constitution and bylaws.
- It must continue to meet all of the requirements for initial registration.
- It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
- It must submit all changes in the constitution and bylaws for approval, along with a re-authorization application every year.
- Re-registration applications become available in April of each year; chief officer and advisor will be notified by email.
- Registration/re-registration applications must be submitted online.
- Registration/re-registration applications may be approved after all information is turned in. Application does NOT guarantee registration.
- Once your organization is approved, you will be eligible for funding, space reservation, etc.

If you have any questions or concerns, please call 678-2035 or come to Wilder Tower 800