New Student Organization Registration Process

Pre-Process: Things to think about before starting a new organization

- ETSU has an array of registered student organizations. Have you reviewed these organizations on the SOA website? How is the purpose of your organization different from similar organizations? Is there a need for both?
- Does this organization have a well-defined purpose, mission, and objectives? Is the purpose consistent with the broad overall purpose of the University?
- Does this organization have supportive members? Are there at least five members who are dedicated to expanding the mission of this organization?
- Has this organization developed a well thought-out constitution with a framework that the current group or any future members can operate and function under?
- Do you have an official faculty/staff advisor who has the time, energy, and resources to help support and cultivate your organization? A group is unable to register as a new organization unless they have an advisor that is eligible to serve as a faculty/staff advisor.

The Benefits: What does it mean to be registered at ETSU?

Being a registered student organization is required by Tennessee Board of Regent's (TBR) policy. It is also the key to accessing the following resources and services:

- Reservation of university **facilities** for meetings, programs and fundraisers

- **Funding** through B.U.C. Fund or Student Activities Allocations

- Access to **equipment** (computers, copy machine, poster maker, button maker, etc.) and **publicity** opportunities (bulletin boards, digital video displays, sidewalk chalk, etc.) in the SOA

- **Copies**—500 black & white per month, and 100 color per semester

- Your own student organization **webpage** on the SOA/Buc-Hub site

- Agency fund **accounts**—an on-campus bank account for your organization

- **Participation** in campus-wide events such as Homecoming and Winter Cruise

- **Listing** in the ETSU Organizations Directory—so students can learn about your organization

Registration: Steps to Registering a New Organization

Step 1: Review the benefits and requirements of becoming a registered student organization.
- Read the "New Student Organization Registration Process" handout.
- Read the TBR Policies for Student Organizations.
  http://www.state.tn.us/sos/rules/0240/0240-02/0240-02-04.pdf
- Read the ETSU Catalog Policies on Student Organizations.
  http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Institutional_Disciplinary_Rules

Step 2: Recruit a minimum of five currently enrolled students with a minimum 2.0 GPA to serve as charter members and officers. You will need their ETSU email addresses to enter into Buc-Hub. Once their names

have been entered and your group has tentative approval, all members will receive a system-generated email asking them to confirm their membership. Each member must click the link and confirm membership before your organization receives full recognition.

Step 3: Recruit a faculty/staff advisor. Every organization is required to have an on-campus advisor, regardless of the number of additional alumni or community (off-campus) advisors. Faculty/Staff Advisors must be full-time employees of ETSU – no Graduate Assistants, Teaching Assistants, Adjuncts, or Part-time Faculty/Staff. You will need the faculty/staff advisor's email address. The faculty/staff advisor must respond to the Buc-Hub email requesting confirmation of membership as well as acknowledgement of the faculty/staff advisor agreement.

Step 4: Develop a constitution. The constitution should include: the organization name, purpose, proposed activities, rules and procedures, the officers, their roles and responsibilities, their terms and methods of selection, the proposed nature and frequency of meetings and activities, the financial intentions of the organization, including any proposed fees, dues and assessments. See a Sample Constitution at http://www.etsu.edu/students/soa/documents/Sample_Consitution.pdf. Additionally, make sure to review the rubric attached to the end of this packet, everything listed on that rubric MUST be included in your constitution in order for it to be approved.

Step 5: Complete all steps on the Buc-Hub website. Visit www.etsu.edu/buc-hub. Log in using your ETSU email username and password. Once logged in, you must click on the "Register an Organization" button located under the categories, and you will see the "Register a New Organization" button under the left navigation choices. Click here and provide all information requested. The Student Organizations and Activities office will not accept incomplete packets. Information that will be requested in Buc-Hub includes:

- Official Name and Nickname/Acronym of the Organization
- Organization Description
- Organization Website URL (this is asking you what you would like the extension to be for your Buc-Hub page, which will be--- www.etsu.edu/buc-hub/your preferred org name for the URL)
- Website address (if your organization has an external website already)
- Facebook and Twitter pages for your organization
- Organization Contact Information
- Meeting times and locations
- Organization goals
- Categories with which you would like your organization to be associated
- Advisor Agreement
- Names and contact information for President, Vice-President, and Secretary for the organization. (All positions must be filled with a contact, even if your organization does not use these titles for executive officers or is not set up to have all of these executive officers.)
- Upload your Constitution/Bylaws (PDF format is recommended)
- Interests of the Organization (Selected from a list of categories)
- Submit! Don't forget to hit the "submit" button when you have completed the process.

Step 6: The Student Organization and Activities office will check membership and officer lists, and evaluate constitution and registration forms. If there are deficiencies in fulfilling any of the basic requirements, the SOA staff will notify the primary contact listed for the organization. The organization will then have an opportunity to re-submit any missing or corrected items. ***This is often a <u>multi-week process</u> depending on the quality of the first submission and the number of new organizations applying for registration.***

Reasons an application may be delayed include:
- Deficiencies in the Constitution—The sample constitution provided is an example of the absolute minimum content required for all organizations by TBR. Please adhere to the example and be sure that all sections are covered in your constitution. In addition, think of this document as a guide for your group for years to come, and make sure you have provided information in a way that is clear and adequate for new leadership to interpret when you are no longer here.

- Duplication of Purpose—There are over 200 organizations registered at ETSU. When your organization appears to have a purpose and scope similar to an already established organization, SOA staff will likely encourage you to join or partner with that existing group to achieve your aims, rather than creating an entirely new organization.
- Insufficient Details—The SOA's primary aim is to help your organization become established in a way that is sustainable long-term. If your organization appears to lack a solid basis on which to build, SOA staff may ask you to provide additional information about plans for sustainability and expansion.

Step 7: Meet with SOA Staff to review recommendations and/or annual requirements of all registered student organizations.

Step 8: Once all materials are determined to be satisfactory, the Student Organization and Activities office will notify the president and faculty advisor of the status of their registration. Groups will initially receive "tentative" approval (termed "Frozen" status in Buc-Hub) until all members, including the faculty/staff advisor have logged in to Buc-Hub to confirm their membership. Your members will have the ability to log in and make changes to your organization's Buc-Hub pages, but the general public will not yet be able to view the organization's site.

Step 9: Once all members, including the faculty/staff advisor have confirmed their membership, the president and advisor will receive notification of full approval, and the organization will begin to appear in the ETSU Student Organizations Directory online.

Step 10: Start accessing resources to promote and strengthen your organization! And don't forget to register the organization each fall to continue receiving the benefits of recognition. All your organization's information will be in the Buc-Hub system. Annual registration simply gives your organization an opportunity to update any information or officers that have changed and is required by TBR policy. Look below for more information about the three annual requirements for all Student Organizations.

How Do You Remain in Good Standing with SOA?

- Attend an **Annual Student Organization Orientation**, usually occurs in September
- Complete the **Annual Re-Registration**, this is done through Buc-Hub by going to your organization page and clicking the register button on the blue bar towards the top, usually starts in August and you have until September to complete it.
- Complete the **Annual End-of-the-Year Report**, usually starts in December and you have until early February to complete it.
- Failure to complete any one of these will result in your organization being put on frozen status, which leads to the loss of all benefits listed above, for up to a year.

Constitution Rubric

(This rubric provides for you everything we look for in reviewing a constitution. Please include everything provided in each column until from left to right. Doing so will drastically speed up your registration process.)

	NOT ACCEPTABLE Constitutions with these concerns present will not be approved.	MINIMUM These items must be included.	EXCELLENT In addition to the MINIMUM, these items will enhance.
NAME	"ETSU" in front of the name of the organization (references to ETSU in the constitution must follow the organization name—e.g. "at ETSU") Name duplicates an already existing organization	Organization name follows TBR standards	Creative name that is easy to remember and communicates purpose to anyone unfamiliar with the organization
STRUCTURE	Improper Article/Section/ Subsection Structure or inaccurate reference to another section or article Confusing, incomprehensible, or contradictory information or phrasing	Article/Section/Subsection structure is present but lacks continuity	Each section is clearly and consistently labeled and information is logical and easy to find
PURPOSE	Unclear or duplicated organizational purpose	The purpose is clear, unique and representative of the organization's intent	Purpose and Objectives leave no questions.
MEMBER REQUIREMENTS	Lack of member requirements and/or responsibilities listed. Examples include: a. Number of meetings they must attend b. Number of events they must work c. Date for payment of dues, etc. d. Procedures for becoming a recognized or fully active member e. Missing a non-discrimination clause (i.e. "This organization shall not discriminate on basis of age, race, color, religion, gender, national origin, disability, veteran's status, sexual orientation, or political affiliation.") Discrimination is prohibited by law.	Member requirements are present and clear, including: a. Number of meetings they must attend b. Number of events they must work c. Date for payment of dues, etc. d. Procedures for becoming a recognized or fully active member e. Non-discrimination clause included (i.e. "This organization shall not discriminate on basis of age, race, color, religion, gender, national origin, disability, veteran's status, sexual orientation, or political affiliation.") Discrimination is prohibited by law.	Member requirements leave no questions
MEMBER REMOVAL	Missing procedure for removing members a. What precipitates removal? b. Who notifies the member? c. Who is involved in the decision? Does the decision require advisor approval? d. To whom does the member appeal?	Reasons and Process for removal of members is defined a. What precipitates removal? b. Who notifies the member? c. Who is involved in the decision? Does the decision require advisor approval? d. To whom does the member appeal?	Member removal process leaves no questions

FINANCES & DUES	Dues, if applicable, for the Organization not clearly defined
	  a. How much are dues?
	  b. How often does a member pay their dues? Once, Twice, each semester or year?
	  c. Outline dates for payment
	
	Dues article missing the dissolution section (i.e. "In the event this organization is dissolved all organization funds will be given to _____.") Payment of organizational funds to an individual in the case of dissolution is prohibited by law.
		Dues, if applicable, are defined
		  a. How much are dues?
		  b. How often does a member pay their dues? Once, Twice, each semester or year?
		  c. Outline dates for payment
		Dissolution Clause regarding finance present (i.e. In the event this organization is dissolved all organization funds will be given to _____)
			● A organization dissolution section is included

MEETINGS	Meeting times or frequency not outlined i.e. (once a week or month)
	No process for special meetings
	  a. Who determine the necessity?
	  b. Who notifies the members?
	  c. Can votes be taken by email? If so, what are the guidelines?
	
	Quorum (number of people required to conduct organization business) not defined.
		Meeting times and/or frequency are given
		
		Process for special meetings established
		  a. Who determine the necessity?
		  b. Who notifies the members?
		  c. Can votes be taken by email? If so, what are the guidelines?
		
		Quorum established
			Meeting times/frequency outlined
			
			Quorum for meetings/voting leaves no questions
			
			There is a meeting procedure or rules for conducting business, i.e. Roberts Rules

OFFICERS	Not all officer positions listed
	
	Not all listed positions have defined job description
	
	Doesn't state which officer is in charge of money
	
	No process for officer removal
	  a. Who notifies? When?
	  b. How is the advisor involved?
	  c. Can the appeal?
		All officer positions are listed and responsibilities described
		Clearly states who is in charge of money
		Officer removal process outlined
		  a. Who notifies? When?
		  b. How is the advisor involved?
		  c. Can the appeal?
			Officer descriptions are complete and leave no questions
			
			Officer removal process and process for filling vacancies leaves no questions

ELECTIONS / BUSINESS	Missing election process
	  a. Who is eligible to serve? (pre-requisite positions, attendance, activity, shadowing)
	  b. How are individuals nominated?
	  c. Must candidates be present for election?
	  d. Timeline for elections
	
	Failure to include officer requirement of 2.5 GPA and in good standing with ETSU
	
	Doesn't state what % of votes needed to win elections or pass motions
	
	No process to fill a vacant position
	  a. Special election? Appointment? Succession?
		Clearly outlined election process
		
		Eligibility and election/appointment process outlined for officers and committee chairs with minimum TBR requirements
		
		Percentage of votes needed to win is stated
		
		A process for filling vacant positions is stated but leaves some questions
			Election process leaves no questions
			
			Eligibility, nomination and election processes for officers & committee chairs are all defined
			
			A timeline for the election & other procedures is realistic
			
			States what % of votes are needed to win elections or pass motions

	b. How long after the position becomes vacant?		
CO M MI TTE ES	Committees not stated and described—Who carries out the purpose or projects of the organization? a. Who assigns members to committees? b. What is the term, purpose or restrictions related to committee authority? No process for creating special committees	Committees are listed and vaguely described Method for creating special committees is written	All committees are listed and described in detail (including procedure for creating special committees)
RE VIS IO NS	No process for amending the constitution/bylaws (number of votes need to pass, voting procedure, appeal process) Authority/Supremacy Clause missing	Process for Amendments stated with all the following clarified; votes need to pass, voting procedure, appeal process The Authority/Supremacy Clause is included in the constitution	Process for making amendments for the constitution is clearly laid out The Authority/Supremacy Clause is included in the constitution