**Student Organization Registration Policy**

**Procedures of Organization Registration**

1. In order to become officially registered as a student organization, a group must meet the criteria set forth in Section IV and must do the following:
2. Meet with the Office of Student Activities to discuss the proposed organization and to secure the appropriate forms and instructions.
3. Review all organization policies in the *Student Handbook* and the *Registered Student Organizations Manual*.
4. Submit a completed “Student Organization Registration Form” with any required additional information.
5. Sign the statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the Tennessee Board of Regents and the institution and with all federal and state laws and regulations (statement is located on registration form).
6. Submit a completed “Membership Roster Form” with all members and officers’ names, T-numbers, and contact information. The signatures of the charter members of new student organizations must be submitted.
7. Identify three (3) advisors and submit their names and contact information with the registration form. The primary advisor must be a fulltime faculty or staff member of the institution. The two (2) secondary advisors can be faculty or staff members or community advisors related to the purpose and interest of the organization.
8. Submit the constitution and bylaws of the organization, which must clearly contain the following: name, purpose, proposed activities, 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, and assessments (details can be found in the *Registered Student Organization Manual*). The organization president and the faculty/staff advisor must sign all documents (including the constitution). Newly registering organizations must acquire permission from the Office of Student Activities to secure and hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws.
9. Attend Mandatory Registered Student Organization and Advisors Orientation and Training as well as any risk management and anti-hazing activities sponsored by the Office of Student Activities.
10. Pay the Student Organization Registration Fee, but only after the organization has received a written confirmation of approval of the organization’s registration from the Office of Student Activities. Registration fee amounts and payment guidelines are located on the “Student Organization Registration Form.”
11. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose, aims or proposed activities of the organization.
12. The designated number of copies of the foregoing document and information must be submitted to the Office of Student Activities authorized to review and make recommendation concerning proposed organizations.
13. An organization cannot operate or meet as a Registered Student Organization until it has completely submitted its registration packet, received official documentation from the Office of Student Activities confirming approval of the organization’s registration, attended mandatory orientations and workshops, and paid its organization registration fee to the Office of Student Activities.

**Nature** **and Conditions of Registration**

1. 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 fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
2. Student organizations may operate only after they are officially registered with Tennessee State University. Student organizations are expected to register annually with the Office of Student Activities, operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to thesepolicies and/or guidelines may result in the loss of privileges and/or loss of University recognition.This decision is vested with the Vice President for Student Affairs. To maintain its official university registration and be recognized as active, a student group must:
3. Adhere to the purposes, aims, and activities as stated in the approved Constitution and Bylaws. It must submit all changes in the Constitution and Bylaws to the institution for approval immediately after changes are made.
4. 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.
5. Provide a current roster with T-numbers and contact information of all officers and members to the Office of Student Activities each semester.
	1. Roster information must be updated throughout the academic year whenever the membership or officers change. An updated roster with all members during the academic year and new officers for the next academic year must be submitted by April 30 of each academic year.
	2. Organizations must maintain a current and accurate list of officers’ names and contact information on file with the Office of Student Activities.
	3. The Office of Student Activities will declare organizations that do not submit rosters for two consecutive semesters inactive.
	4. The Office of Student Activities will declare organizations with less than seven (7) members for two consecutive semesters inactive. Student organizations that do not meet these criteria may remain active if the organization applies for and receives an exemption from the Office of Student Activities.
6. Recruit and retain 3 advisors (at least one full-time faculty or staff member (primary) and two secondary advisors) who will advise the organization and attend on-campus and off-campus meetings and activities. Organization must maintain a current and accurate list of advisors’ names and contact information on file with the Office of Student Activities.
7. Submit all required forms for the approval of all events, including regular scheduled meetings and both on and off-campus activities to the Office of Student Activities in compliance with established requirements and procedures (forms and instructions are on file with the Office of Student Activities).
8. Provide at least one representative to participate in all mandatory student organization meetings or activities as instructed by the Office of Student Activities. Attend mandatory organization orientation workshops and mandatory risk management and anti-hazing programs. The Office of Student Activities will determine if more than one representative must attend.
9. Attend and complete the requirements for the SGA General Assembly (found in Article X in the constitution of the Student Government Association in the *Student Handbook*).
10. Submit at the end of the academic year an annual report concerning its programs and activities during the current academic year. This report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.
	1. Annual reports must include all activities held during the academic year including on-campus, off-campus, and community service activities, an assessment by the organization of these activities, and a roster of names with T-numbers of all members of the organization from the entire academic year.
11. Maintain a sound financial system related to the collection and disbursement of revenue in accordance with generally accepted accounting principles.
	1. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
	2. An annual financial report or such a report concerning any fundraising and spending of the organization must be submitted at the end of each academic year. This report shall be reviewed by the designated bodies or officials of the institution and might be a requirement for renewal of registration.
	3. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records must be maintained for the purposes of audit.
12. Annual renewal of registration of an organization shall be dependent upon the organization’s demonstration of compliance with the aforementioned requirements.

**Probation, Suspension, and Withdrawal of Registration**

1. An organization may be placed on probation, be suspended, or have its registration withdrawn by the Associate Vice President for Student Affairs for any of the following reasons:
2. The organization fails to maintain compliance with the initial requirements for recognition.
3. The organization ceases to operate as an active organization (as defined under the Nature and Conditions of Registration in the *Student Handbook* and *Registered Student Organizations Manual*)**.**
4. The organization requests withdrawal of registration**.**
5. The organization operates or engages in any activity in violation rules and regulations of the institution or federal and state laws**.**
6. The organization fails to submit any required reports.
7. An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization that is placed on cease and desist must immediately stop operating as an organization including holding meetings, sponsoring activities, wearing paraphernalia or representing the organization in any way until further notice from proper authorities such as Director of Student Activities and the Dean of Students**.** An organization that is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. When registration of an organization is withdrawn, it shall cease to exist as an organization.
8. In the event an organization is placed on probation, cease and desist, or suspension, or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.
9. An organization may, at anytime, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Office of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. At any time the organization may apply to reactivate under the original charter.