**Starting A Student Organization** **BUCKet list**

**New student organization process will be available for the 2024 Spring Semester until March 31st .**

Students wishing to organize into a new organization must meet the following criteria:

1. Must be a current student(s) at ASU.
2. Must have prior experience serving in a student organization at Albany State University.
3. Attend **Starting A New Organization Petitioning Information Session** to learn about the new student organization chartering process. **Note**: One of these officers must be the registered point of contact (President).

**Spring 2024 New Organization Chartering Workshops Dates. All sessions are virtual. Once sessions conclude, you may schedule an individual coaching session as needed.**

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| Date | Register |
| February 6 – 1:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |
| February 9 – 3:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |
| February 13 – 1:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |
| February 16 – 3:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |
| February 20 – 1:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |
| February 23 – 3:00 PM | [Register](https://forms.office.com/r/01sdKVwDsY) |

1. Have at least seven (7) chartering members. Each member must be currently enrolled at Albany State University. **Note**: One of the seven students must be designated as the initial Registered Point of Contact. The Registered Point of Contact is the legal contact and spokesperson for the group. Each chartering member must possess a minimal 2.5 cumulative GPA (OSE) staff reserves the right to check officer’s academic standing).
2. Secure an organizational Advisor. Advisor must be a full-time faculty/staff member at Albany State University, and complete any university trainings associated with this affiliation.

External co-advisors must be vetted through Human Resources, register as campus volunteers, and complete any university trainings associated with this affiliation.

1. Draft a Constitution/Bylaws that will govern your organization. You will be provided a ***checklist***to help you create your own Constitution/Bylaws for your new organization.
2. Groups affiliated with national/parent organizations, meaning you are seeking to charter an affiliate program at ASU, must provide expressed written support and approval from the membership chair and/or appointed representative for that organization.
3. After completion of the New Organization Information Session, the registered agent (President) must submit an official, new organization registration form (with a formal Constitution and roster) to the Office of Student Engagement by the designated deadline in the application packet.
   1. If your organization is re-chartering or you believe it previously existed as ASU, please email the Office of Student Engagement at [rso@asurams.edu](mailto:rso@asurams.edu)
4. After submission of the registration forms by the deadline, the student organization review committee (a panel of your peers) will review your documents and make recommendations to the Dean of Students to approve or decline the petitioning group.
5. Approved groups will be notified via a welcome letter that will detail the next steps of accepting active status as a new registered student organization on campus.
   1. The registered agent (President) and one (1) additional chartering member must complete the New Organization Chartering Training. (You must pass each module quiz with an 80% or higher within the training.)
   2. RSO Training is ongoing via the Office of Student Engagement for organization sustainability.
6. Denied groups will be notified in writing and will have an opportunity to schedule a consultation with an Organizational Leadership Consultant and resubmit at the next review period.