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

- ETSU has over 200 registered student organizations. Have you reviewed these organizations on the SORC website? (www.etsu.edu/buc-hub) How is the purpose or scope of your organization different from similar organizations? Can you provide justification for starting a new organization or would joining/partnering with an existing group be more practical?
- Does your organization have a well-defined purpose, mission, and objectives? Is the purpose consistent with the University’s mission, vision and values? (www.etsu.edu/president/mission.aspx)
- Does your organization have committed members? Are there at least five members who are dedicated to the mission and goals of this organization long-term?
- Has your organization developed a thorough constitution with an organizational framework and membership standards that are clear and practical for the current group or any future members to implement and uphold?
- 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 without the commitment of 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, etc.) and **publicity** opportunities (bulletin boards, digital video displays, sidewalk chalk, etc.) in the SORC
- **Copies**—500 black & white per month, and 100 color per semester
- Your own student organization **webpage** on the SORC/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
- Rental of **university vehicles** for appropriate trips
New Student Organization Registration Process

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 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/sorc/documents/Sample_Consitution.pdf.

Step 5: Complete all steps on the Buc-Hub website. Visit https://www.etsu.edu/buc-hub. Log in using your ETSU Goldmail username and password. Once logged in, you will see the “Register a New Organization” button under the left navigation choices. Click here and provide all information requested. The Student Organization Resource Center 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--- etsu.Buc-Hub.net/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 Resource Center will check membership and officer lists, and evaluate constitution and registration forms. If there are deficiencies in fulfilling any of the basic requirements, the SORC 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 multi-week process 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, SORC 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 SORC’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, SORC staff may ask you to provide additional information about plans for sustainability and expansion.

Step 7: Meet with SORC 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 Resource Center 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.

If you have any questions, please contact the Student Activities GA at studactv@etsu.edu.