

## Registered Student Organization (RSO) Recognition Process

The following are procedural steps which must be followed in order to achieve student organization registration:

1. Notify the Department of Student Activities & Organizations that you are interested in starting a new recognized student organization.
2. Before you move forward with any additional steps, you need to obtain names and email addresses of at least seven (7) members who are interested in joining the organization --- you may hold informal meetings to discover potential members and to discuss the purpose of the organization. Student Activities & Organizations will allow two different recruitment events to discover potential.
3. Create a constitution (see sample [Guide for Writing a Constitution](#)) that pertains to the intended organization. Once you have completed the constitution, please email it to the SGA President Pro-Tempore at [sga.ppt@gcsu.edu](mailto:sga.ppt@gcsu.edu). The Senate Rules & Oversight committee will review the constitution for the necessary items.
4. AFTER you received the signed and approved constitution back, you will complete the Registration form on GC Connect.
5. Obtain an on-campus advisor and have them complete the advisor agreement form found [here](#).

6. At least officer of the organization must attend the required RSO Leader training offered once a year.

Once all of these steps are completed, the organization will be approved and become an official RSO. Each organization is required to complete a renewal every year.