Steps to Starting a Student Organization

1. Meet with the Coordinator of Student Life to discuss the process for registering a student organization. – Megan Krippel – mkrippel@kent.edu

2. After meeting with the Coordinator of Student Life, the group may use space up to two times in the Clark Commons and/or Main Hallway at the Regional Academic Center to recruit members and promote the organization. This can either be a room for an information meeting or a recruitment table. Please contact the Coordinator of Student Life to secure time/space as well as marketing efforts.

3. Complete the necessary information contained on the registration/renewal/change form.

4. Develop a constitution; a sample is provided.

5. **Each Student Organization must have at least 3 documented members.**

6. Submit the registration/renewal/change form and constitution to the Coordinator of Student Life for review and completion of the registration process. Organizations will receive an email confirming their registration status within one week of submitting their paperwork.

7. Any changes to officers or contact persons, constitution, or advisor should be submitted to the Coordinator of Student Life using the registration/renewal/change form.

8. Any changes in meeting day and/or time should be communicated via the organization advisor directly with the Coordinator of Student Life. This will ensure that room reservations as well as postings of group meetings are updated.

Registration of a Student Organization

**Registration Process**

Student organizations are required to register with the Coordinator of Student Life every academic year. Currently registered student organizations will receive a registration/renewal/change form each academic year. Student groups must fill out and return the registration/renewal/change form by the end of the Spring semester. Groups who do not register/renewal/change by this time frame will be considered inactive and will lose their registered organization privileges.

The following information is asked for on the registration/reactivation form and must be filled out completely:

- Name of the organization
- Campus mailing address and phone number for the organization as well as either a web page or e-mail address (if appropriate)
- Names, addresses, phone numbers, e-mail addresses and student ID numbers for two (2) officers/contact persons for the organization
- Name, address, phone number, and e-mail address for the group’s campus advisor; this person must be a full or part-time University employee (faculty or staff)
- All active members - **THIS NUMBER SHOULD BE NO LESS THAN 3.** Organizations will not be established with less than 3 members. Organizations applying for renewal must have 3 documented members as well.
- The number of affiliate members (these are non-student members); this number cannot exceed 50% of the student membership, they cannot hold office, vote or schedule University facilities
- Type of organization
- A brief description of the organization
All officers/contact persons for the organization must sign the registration/renewal/change form. By signing, the officers/contact persons ensure that they agree to uphold all University policies and procedures, to not use student activity fees for political activities, nor to participate in hazing activities. It also grants release of status of eligibility information to the president and advisor of the organization by the Coordinator of Student Life. In addition, all organizations must have a constitution on file with the Coordinator of Student Life.

**Benefits of Being a Registered Student Organization**
All registered student organizations have available to them a variety of services and privileges including:

- Use of University facilities
- Use of Kent State University’s name for identification purposes or organizational activities that are consistent with the goals and mission of the University
- Assistance with program planning
- Training and leadership development opportunities
- Assistance in resolution of organizational problems
- Training and assistance in the interpretation of University policies and procedures
- Fundraising opportunities
- Use of University accounting system
- Assistance with equipment and procedures for ticket sales for events

**Release of Information Related to Student Organizations**

The following information will be made available to the University community and the public on an unrestricted basis:

- Name of student organizations
- Campus addresses and campus phone numbers of student organizations
- Description of student organizations

In compliance with University policy and the Family Educational Rights and Privacy Act regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis; unless students indicate it should not be released:

- Names of officers/contact persons for the organization
- Names of advisors of organizations
- Phone numbers of organization’s officers or contact persons and/or advisors

**Choosing an Advisor**
Organizations rarely become successful without the active involvement of an advisor. The University requires that each student organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the
Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities.

**The Role of the Advisor**

- Attend regularly scheduled meetings when possible.
- Must attend Student Life meetings held by the Coordinator of Student Life.
- Have regular meetings with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Serve as a sounding board for the organization.
- In conjunction with the president, ensure that the officers or contact persons meet University requirements for involvement in student activities.
- Support the group.
- Be familiar with the group’s history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Be knowledgeable about appropriate University policies.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records.
- Monitor the group’s functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement.
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers.
- Provide continuity and stability as leadership changes.
- Contact the Coordinator of Student Life to discuss organizational problems, concerns, plans, and changes in organizational status.
- Sign all documents which require an advisor’s approval.
- Provide honest feedback to group members and positive reinforcement for accomplishments.
- Share their experience and expertise when appropriate.
- Provide an “outside” view or perspective.
- Possess the ability to wear many hats, assume the numerous roles and leap tall buildings in a single bound.