REQUIREMENTS AND THE REGISTRATION PROCESS FOR STUDENT ORGANIZATIONS

In order to be officially registered, ALL student organizations must have:

1. A clear purpose that does not duplicate the goals of an existing student organization.
2. At least three (3) student officers; including a President, Treasurer, and Vice President or Secretary in good academic standing with the University.
3. A list of at least eight (8) current UNC Charlotte students (including the three officers) who are participating within the group along with their e-mail addresses.
4. A current copy of the organization’s constitution and by-laws on file each year.
5. Official meetings, no fewer than three (3) times each semester.

*All of this information must be submitted via the online registration form. All documents and registration information will remain on file with the Student Organizations office.

Existing student organizations are required to register annually with the Student Government Association (SGA). Existing student organizations must re-register online at http://studentorgs.uncc.edu/registration by 5:00 p.m. on the second Friday in September. Any existing student organization that does not re-register by the stated deadline will lose its registered status, which includes all student activity funds allocated to the organization and all rights granted by the registration process. Should the organization desire to register following the deadline, funding and storage space will not be restored. Your group must reapply for these benefits.

To re-register your organization, go to http://studentorgs.uncc.edu/registration, click on “Login to OrgSync,” enter your UNC Charlotte username and password. All student organizations must send at least one member of their new executive board to a Student Organization Registration Workshop. Organizations must complete this between April 1 and the second Friday in September to be considered registered for the academic year.

New student organizations can register at anytime throughout the fall and spring semesters at http://studentorgs.uncc.edu/registration. A meeting with a Student Organizations’ staff member is recommended prior to completing the online form. New groups are not approved over the summer or on school breaks and can only be completely approved when the SGA Senate is in session.

All groups should also make sure they register with any office they are associated with on campus:

- **Graduate groups** - If an organization has 80 percent or more graduate student membership, it must register with the Graduate and Professional Student Government (GSPG), in addition to its registration with the Student Organizations Office. Groups with significant graduate and undergraduate membership may wish to form separate organizations with separate leadership that may still organize and host joint events. For information about graduate groups, visit http://suargroupsync.com/org/gspsguncc/home.

- **Sport Clubs** - Any organization that would like to register as a Sport Club must first meet with the Assistant Director for Sport Clubs with Recreational Services prior to registering as a student organization through the Student Organizations Office. For more information about Sport Clubs and to contact the Assistant Director for Sport Clubs please visit http://recservices.uncc.edu/sport.

- **Greek Organizations** - Fraternities and Sororities wishing to form on the UNC Charlotte campus must seek recognition by both the Office of Fraternity and Sorority Life and the Student Organizations Office. Receiving this recognition allows fraternities and sororities to be advised by the University under the Office of Fraternity and Sorority Life, take advantage of privileges, funding, resources offered by the university and engage in activities and resources offered specifically to fraternity men and sorority women. The Office of Fraternity and Sorority Life will only grant recognition to fraternities and sororities who abide by the Recognition Guidelines set forth by both the Student Organizations Office and the Office of Fraternity and Sorority Life. For more information and to contact the Office of Fraternity and Sorority Life, visit http://www.greeklife.uncc.edu/ or call (704) 687-0360.