### NEW STUDENT ORGANIZATION CHECKLIST

**STEP #1**  
Read the *Act for Registration* so you can understand what rights and responsibilities student organizations have at UNC Charlotte.

**STEP #2**  
Have at least eight (8) UNC Charlotte students who are interested in participating in the organization. Record these students’ names, phone numbers, and email addresses, which will need to be included on the online registration form.

**STEP #3**  
Find a UNC Charlotte faculty or staff member who is willing to serve as an advisor to your organization. An advisor is not required but recommended.

**STEP #4**  
Write a constitution for the organization, include by-laws if necessary. To download the online template, visit [studentorgs.uncc.edu/neworganization](http://studentorgs.uncc.edu/neworganization).

**STEP #5**  
Select officers for the organization. Each organization must have at least three (3) student officers who are in good standing with the University and enrolled as full-time students. Your organization must list a President, Treasurer, and Vice President or Secretary.

**STEP #6**  
Contact the Student Involvement Office at (704) 687-7176 or studentorgs@uncc.edu to schedule an appointment to meet with the Associate Director for Student Activities for Student Involvement.

**STEP #7**  
Complete the registration form at [studentorgs.uncc.edu/registration](http://studentorgs.uncc.edu/registration). Click *Login to OrgSync*, enter your UNC Charlotte username and password, click *Browse Organizations*, click *Register New Organization*.

**STEP #8**  
The student organization will be invited to appear before the SGA Organizational Ways and Means Committee. At this meeting, members will share the purpose of their organization. The Organizational Ways & Means Committee will submit the organization’s request for approval to the SGA Senate. The Senate will vote on whether to officially recognize the group.

### GOVERNANCE AND CLASSIFICATION

All student organizations are governed by the Student Government Association (SGA) and the Senate Organizational Ways and Means Committee. The following are the categories that all student organizations fall under:

- **Academic/Pre-Professional**: Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area.

- **Fraternity&Sorority**: Traditionally known as Greek-letter fraternities and sororities, these academic and service-oriented groups work to foster the ideals of friendship and the development of character.

- **Graduate**: Organizations designed specifically to meet the needs of graduate students in their specific areas of study or interest.

- **Honor Society**: Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.

- **Interest**: Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events.

- **International**: Focused on providing support, knowledge, and awareness through interactions and discussions of international culture, language, and people in the global community.

- **Media**: Main purpose is education about and production of mass communication.

- **Multicultural**: Focused on providing support and fostering community within the various cultures, races, religions, and orientations represented among the student body.

- **Performance**: Main purpose is to entertain and educate through dance, vocal, and other performances.

- **Political**: Student groups that encourage expression, debate, and support of political issues, views, and/or candidates.

- **Religious/Spiritual**: Groups that provide spiritual and/or religious development and support.

- **Service**: Organizations that provide volunteer opportunities for civic-minded students eager to serve the campus and/or community.

- **Sport Club**: Groups that encourage participation in and promotion of team sports, physical fitness, health and wellness, as well as leisure and special interest activities.