NEW STUDENT ORGANIZATION CHECKLIST

STEP #1 Read the Act for Registration to 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 Search for 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.

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 a Vice President or Secretary.

STEP #6 Complete the registration form at studentorgs.uncc.edu/registration. Click Login to OrgSync, enter your UNC Charlotte username and password, click Browse Organizations, click Register New Organization.

STEP #7 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 #8 The student organization will be invited to appear before the SGA Organizational Ways & Means Committee. At this meeting, members will share the purpose of their new 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.