INFORMATION FOR NEW STUDENT ORGANIZATIONS

Criteria for Formations and Approval of New Student Organizations

1. The organization should fill an apparent need for ESF students, which is not currently being met by an existing organization on campus at ESF or Syracuse University.

2. It must have an educational purpose that relates to the College with a set of objectives that will prove the organization can sustain itself through time.

3. The organization must have at least FIVE active members in it to be considered. Must also have the following positions: President, Vice President, Secretary, Treasurer, and a Faculty or Staff Advisor from ESF.

4. The constitution of the organization shall be consistent with College rules, regulations, and policies, including valid bylaws. This must outline the specific duties of each officer position, general goals of the organization, and procedures your organization will follow throughout time.

5. The constitution of the organization must follow guidelines on “How to Write a Constitution” included in this manual.

6. The organization must have the approval of the Director of Student Involvement and Leadership and the Undergraduate Student Association.

7. The organization must present a budget (after the first year of existence) and list of officers annually to the Undergraduate Student Association and to the Office of Student Involvement and Leadership.
**Things to Consider When Creating a Student Organization:**

To effectively organize your new group, consider the following questions:

1. What is the purpose of your organization?

2. What will be the goals of your organization?

3. How do you plan to accomplish these goals?

4. What is unique about your group?

5. Are there other students you know who would like to join?

6. What type of commitment will members need to make to the organization?

7. How will you identify and recruit members for the organization?

8. Who will advise the group? (The advisor must be an ESF employee)

Answering these questions will help prepare your group before you make the steps of creating a constitution and bylaws. If your organization is unclear about any of these items, or would like assistance, please do not hesitate to contact the Student Involvement and Leadership Office at (315) 470-6658 or studentinvolvement@esf.edu.

**Registering Your New Student Organization:**

A New Student Organization must submit to both the Undergraduate Student Association (USA) at a USA meeting and the Student Involvement and Leadership Office the following:

- Constitution
- Bylaws
- List of members and officers
- Name of the advisor