

THE MANSFIELD CAMPUS STUDENT CLUBS & ORGANIZATIONS

(PLEASE REFER TO THE STUDENT ORGANIZATION HANDBOOK ON THE WEBSITE FOR
DETAILED INFORMATION RELATED TO STUDENT ORGANIZATIONS.)

Introduction

Student organizations have been alive and well for some years now on the Mansfield Campus. Groups involved with programming, governance, and academic concerns have been active for the majority of the lives of the institutions on campus. These organizations have positively impacted the campus environment by increasing student/faculty interaction, providing leadership opportunities for students, presenting programs open to the student body as a whole that enhance academic and/or social skills, assisting community service organizations, and providing our commuter students with an opportunity to make friends with similar interests.

Why add the additional hassle to these groups of petitioning for some type of formal registration? Many answers to this question are available. Some of the more obvious ones are enumerated below.

1. Recent court decisions of a liability nature increasingly hold the institution (as well as the officers and members of the sponsoring student organization) responsible for the behavior of students and others at events sponsored by student organizations. It is very difficult to take appropriate control and risk management steps when we not only do not know what a group is planning, but even what their purpose is and that they exist at all.
2. Through a complete knowledge of student organizations' existences and purposes, more effective cooperative efforts can be facilitated. This should result in less duplication and a more efficient use of available student development resources.
3. To effectively use student organization existence as a recruitment tool, we need to know what exists and the purpose of each group.
4. Each organization can be made aware of the resources available to assist them in accomplishing its mission.
5. Merely requiring each student organization to select an officer, state a purpose, and recruit three members should aid in the development of that organization as a viable one.

For these and other reasons, the following registration process has been developed. It is anticipated that, as the process is actually utilized over time, revision will be necessary to address issues not currently identified.

It is also an inherent purpose of this document to facilitate the number and type of student organizations on our campus, and to assist those already in existence to better grow and accomplish their goals.

PROVISIONAL REGISTRATION

Newly created organizations will be **provisionally** registered upon submission of the Registration Form to the Office of Campus Life. The Registration Form must include the following:

1. Name of organization
2. Statement of purpose
3. Name of advisor
4. Minimum of 3 student members
5. Minimum of one temporary student officer.

New groups will then have 90 days in which to meet, prepare a constitution, and elect officers and select a student government representative. Once all registration materials are complete and submitted to the Office of Campus Life, the organization will be officially registered.

PROCESS FOR OFFICIAL REGISTRATION

Requirements

1. To be officially registered, each organization must apply for formal registration each academic year.
2. Any registered student organization must be open to all interested students of NC State and OSU-Mansfield.
3. Every registered student organization must have at least one advisor who is a faculty or staff member of either OSU-Mansfield or NC State.
4. Every registered student organization must have a written statement of purpose or mission on file in the Office of Campus Life.
5. Every registered student organization must have a Constitution and By-Laws submitted to the Office of Campus Life within 90 days of the time of formation.
6. All members of the organization listed for purposes of formal registration must be registered for classes at either NC State or OSU Mansfield. These individuals must continue to enroll for classes at least every other term/quarter throughout the academic year in which group recognition is held. (In other words, members may not “stop-out” for more than one consecutive term or quarter.)
7. Every registered student organization must have at least two officers selected by the group. The officers must meet the criteria of the other members of the organization, and in addition must both have an overall GPA of at least 2.0 at the time of selection and throughout his/her term of office.
8. Every registered student organization must select one student member to serve as a representative for the Mansfield Campus Student Government.
9. Registered organizations are encouraged to utilize the on-campus Student Organization bank account, which is managed by the OSU Mansfield Business Office. Funds are kept group specific and checks can be issued on

site when appropriate paper work is submitted. (See Allocation Request Form and Funding Request Form on the website.) Using on-campus bank accounts facilitates monitoring and control of funds for student organizations.

Benefits of Official Registration

Officially registered organizations may:

1. Utilize campus facilities without a rental fee. (Maintenance and security charges may still apply.)
2. Request funds from the Office of Campus Life. (See Student Organization Handbook, Sections 3.5 & 3.6, on the website for details.) do we need to make clearer?
3. Receive free publicity in the form of posters and signs on campus and inclusion in campus publications ("InterSpeak" and "News Briefs").
4. Use the Campus Life Office facilities during Student Union operating hours.
5. Use the campus audio/visual equipment (in compliance with the applicable rules and regulations of the LRC) free of charge.
6. Participate in Club Social, "activities fairs", May Daze, and other campus special events as determined by the Coordinator of Campus Life.
7. Utilize the resource files located in the Office of Campus Life.

How to Complete Official Registration

The registration process has been made as simple as possible. All that needs to be done is to complete the information called for on the attached form and submit it to the Coordinator of Campus Life, Room 214-A Eisenhower Center. The president and advisor(s) will be notified in writing within seven working days of the status of the application.

Once the application has been accepted and notification of acceptance sent, the organization shall be considered officially registered as a Mansfield Campus Student Organization for the duration of the academic year during which the application was submitted.

Please keep in mind the following:

- Officers, advisors, and members may be held accountable and liable to both institutional rules and regulations and applicable laws for the behavior of members and/or guests at organization functions.
- The organization's stated mission/purpose must comply with the missions of the institutions on the Mansfield Campus, as well as equal opportunity guidelines stated by the institutions.

- “Hazing” behavior will result in revocation of the organization’s recognition status.

The Coordinator of Campus Life, and/or other appropriate administrative officials, may deny or revoke registration status for reasons of not meeting the requirements outlined in this document, failure to observe applicable institutional rules/codes of conduct or local, state, or federal laws, or for purposes or activities that are not supportive of the missions of OSU Mansfield or NC State.