SECTION 1 - Establishing a New Student Organization

Student organizations represent an important part of the educational growth processes. When groups of students seek to organize and associate with one another in a structured group on the campus and with use of University facilities and resources, this marks the start for establishing a new organization. All registered organizations are given the same privileges and are bound by the same regulations and sanctions. Any new student group may apply for University recognition by submitting the following documents to the Department of Student Activities:

Step 1. Find at least 5 students (Non-Seniors) who are interested in participating in the organization. Then create a typed list of the interested students, including their names, email addresses, and telephone numbers and submit it when you turn in the other essential paperwork.

Step 2. Find a faculty or staff member who is willing to serve as an advisor to your organization. Have him/her complete and sign the advisor agreement form.

Step 3. Create a constitution and/or bylaws for the organization. The typed copy of the proposed or current constitution should include the following information:

i. Name of organization;
ii. Statements of the organization's purpose;
iii. Membership eligibility requirements;
iv. Officers, listed by title and function;
v. Statement of terms of office, and time and method of election;
vi. Frequency of meetings;
vii. Statement of any dues, including amount and frequency of collection;
viii. Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin; and
ix. Provision for disposition of funds should the organization be dissolved.

Step 4. Select officers for the organization. Each organization must have at least 3 student officers who are in good standing with the University, enrolled as full-time students and have a cumulative grade point average of at least 2.5.

Step 5. Complete the registration packet provided by the Department of Student Activities.

Step 6. Turn in all completed paperwork to the Student Activities/Greek Life Coordinator for review.

You must attach:

- Organization Constitution and Bylaws

Your organization must turn in a registration packet to the Department of Student Activities once!! After your registration packet has been approved, you must
issue a registration form every semester. This will allow you to update your original registration packet and keep our database accurate. Changes will not be honored by Shaw University if they are not attached to this document.

Get a copy of Shaw University’s Student Organization Manual. Guard it with your life!!

SECTION 2 - Registration Process & Registration Form/Packet for Student Organizations

All student organizations are required to register with the Department of Student Activities. Reinstating student organizations must fill out a registration form every semester after the approval of the initial registration packet. Registration forms are due no later than the last week in September (fall semester) and the last week of February (spring). Any existing student organizations not completing a registration form will lose its registered status and all rights granted by the registration process. New student organizations must fill out a registration packet. Registration packets (formally known as charter packets) are available in the Department of Student Activities or online at www.shawuniversity.edu under “Information for Students.” New student organizations can register at any time throughout the academic year. In order to be officially registered for the academic year, all executive officers of the organizations must be in good standing with the University and have a cumulative grade point average of at least 2.5. A current copy of the organization’s constitution and/or bylaws must be on file with the Department of Student Activities. Organizations must also have a University faculty or staff advisor. Student organizations must conduct official meetings, no less than twice a semester. Existing student organizations are also required to participate in at least two campus wide events during the academic year, which may include Homecoming, Student Organization Expo, Student Leadership Summit and/or host an event open to the campus. An organization may be denied registration if any of the following apply:

1. The organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities;
2. The organization violates University regulations, including those governing student organizations, or local, state, or federal laws; or,
3. The organization does not comply with the terms under which it was registered, or its purposes and goals are determined not to be congruent with the goals and purpose of the University.

An updated list of registered organizations is prepared each semester by the Department of Student Activities.

SECTION 3 - Reserving University Facilities and Space

The Department of Student Activities can assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of special programs. University facilities are to be used in accordance with established rules and regulations governing their use.
Registered student organizations requesting use of facilities must obtain the approval of the Student Activities/Greek Life Coordinator. They are also expected to comply with all of the following regulations:

1. Reservations for meetings and events should be made at least 14 working days in advance in order for the activity to receive proper publicity and accommodations;
2. Student organizations are responsible for reading their space confirmations carefully, understanding that all rooms originally requested may not be confirmed. A copy of the Event Confirmation issued by the Department of Student Activities must be present at all times during the course of an event. Failure to present this confirmation to the Department of Student Activities staff, Willie E. Gary Student Union staff, and/or University Police may result in the cancellation of your event.
3. Cancellation/Change of any event must be made to the Department of Student Activities and all necessary groups (i.e. Campus Police) at least 72 hours in advance of the beginning of the scheduled event through written completion of the DSA Cancellation/Change form. Failure to properly cancel a reservation will result in the forfeiture of your reservation and/or suspension or termination of the right to request or reserve space;
4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of right to reserve space;
5. Individuals and organizations on campus that schedule use of University facilities are responsible for making arrangements for any necessary food service and should consult with Thompson Hospitality;
6. Publicity concerning on-campus events/activities should not begin before the organization or requestor has received written confirmation of the reservation from the Department of Student Activities. THE REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST. Any written/online materials to be used for marketing of on-campus events must receive stamped approval from the Department of Student Activities. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space;
7. Posters, decorations, displays and the like are not to be attached to the walls of meeting rooms or other facilities without permission form the Student Activities/Greek Life Coordinator;
8. Willie E. Gary Student Union conference rooms and facilities are available Monday through Friday from 8AM until 11PM, and on Saturday and Sunday from 6PM until 11PM. Special consideration may be given for activities for extended hours;
9. Seating arrangements from meetings and dining should be specified at the time the request for space is made;
10. Priority for use of the Willie E. Gary Student Union meeting rooms and facilities shall be given to registered campus organizations. Organizations that are not registered with the University are prohibited from reserving space in the Union and in other University facilities, unless otherwise authorized by the Student Activities/Greek Life Coordinator;
11. Request for meeting rooms, displays, and special arrangements must be made by first obtaining the appropriate forms and available dates from the Department
of Student Activities. These forms must be submitted to the Department for approval in order to secure the facility and date for the event;

12. University individuals and organizations may request facilities for regular meetings or other activities as early as one semester in advance;

13. As much as possible, the Student Activities/Greek Life Coordinator will adhere to room assignments as confirmed; however, the Coordinator reserves the right to change assignments should conditions require it. Consideration will be given to room size, estimates attendance, and special equipment needed. Organizations or University individuals will be consulted before room assignments are made, and all such changes will be properly announced;

14. Individuals or organizations assigned use of facilities are responsible for leaving the facilities in clean and orderly condition and for return of any special equipment; they will be assessed a $30 fee or become subject to losing their privileges for use of such facilities if they fail to comply with this regulation;

15. Individuals or organizations who consistently cancel reserved space or who do not cancel in advance of a scheduled activity that is no longer being held will lose their privileges to use University facilities for a specified period of time;

16. The Department of Student Activities may, at any time, reassign, or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interests of the university or such reservation is deemed outside of the overall University mission and goal;

17. The University reserves the right to assign University Police coverage to any event deemed as a safety risk. Shaw University will not be responsible for security costs associated with the event. Please note that all events requesting door sales require University Police coverage.

18. Individuals or organizations given permission to solicit in the Willie E. Gary Student Union will be limited to use of the area provided in the main lobby of the Willie E. Gary Student Union unless other special arrangements are made;

19. Rental equipment (tables, chairs, tents, etc) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the Department of Student Activities. The Department of Student Activities is not responsible for rental equipment;

20. In order to gain access to locked facilities after 5:00pm and/or weekends, contact Police Dispatch at (919) 546-8249 no less than 20 minutes prior to event time. A copy of the event confirmation must be present in hand, otherwise, access will not be granted; and,

21. The Department of Student Activities serves as the liaison between Kreative Koncepts and all student organizations.

22. All outside groups, including alumni, must contact the Business Office to reserve facilities on campus.

For a list of available rooms and spaces, contact the Department of Student Activities.

Reservation Request form should only be used by recognized student organizations who wish to reserve a venue at Shaw University for an event. This form must be
returned to the Department of Student Activities 14 days before the scheduled event.