

How to Maintain a Student Organization

Once an organization receives recognition through the office of Student Life and Leadership (see *Becoming a Student Organization* for details), the organization is required to register at the beginning of **the FALL semester** to continue to receive benefits given to recognized organizations for the academic school year. If an organization fails to complete the annual registration process, it will not be permitted to hold campus events, use campus facilities or receive funding from the Gov's Organization Council. Therefore, it is vital that organization officers complete the requirements by the deadline determined and published by the office of Student Life and Leadership. Listed below are the requirements for registration. Samples are listed in the "The Governors Guidance on Essential Paperwork" section of the document.

Requirement	Due Date	Purpose
Annual Registration form completed in Club Manager	Second week in September	Help student organizations maintain a current list of officers with SLL and improve communication between student organizations and other areas of the University.
Annual Activity Report	Third week in April	To inform SLL on yearly activities as well as to assist with award applications. Required by APSU Policy 3.012.
Faculty/Staff Adviser Permission Form	When necessary	To inform SLL of a change in advisers or when an adviser is added.
Updated Club Manager Information	As necessary	Help student organizations maintain a current list of officers and members, improve communication between student organizations and campus community, publicize organization events and compile activity reports.
Pay all campus bills	Second week in September	To remain in good-standing with University departments
Attend annual organization training	Various dated during the first 2 weeks of the fall semester	To be informed of new organization policies as well as policy changes in other APSU departments.
Anti-Hazing Statement	Second week in September	To ensure that all members and advisers are aware of the University's policy on hazing and hazing-related activities.
Updated Constitution and By-Laws with required information	Second week in September	To ensure that the organization's governing documents are in compliance with federal, state and University regulations.

Groups that have questions about the registration process should seek the assistance of the SLL staff.

Termination of an organization's registration is governed by the office of Student Life and Leadership in collaboration with the dean of students. This registration may be terminated for the following reasons:

1. Submission of material for registration is known or determined to be false.
2. Failure to re-register annually by the stated deadline.
3. Failure to update officer information when necessary.
4. Failure to follow college regulations governing organizations