

Student Organization Formation Process

Thank you for your interest in forming an organization at the University of South Carolina Aiken! Please read the following information carefully. The entire process does take time, so we ask for your patience and compliance.

Step One: Fill out the [Application for Registration of a New Student Organization](#) on Presence.

Step Two: Find a university employee who is willing to serve as the student organization campus adviser. The faculty/staff member must complete the [Advisor Confirmation Form for New Student Organizations](#) in Presence. Additional advisor information can be found in the [Advisor Handbook](#).

Step Three: Find ten (10) students (minimum) interested in joining your organization. They ALL need to complete the [Interest to Join New Student Organization Form](#) in Presence before moving on to the next step.

Step Four: Compose a Constitution for your student organization. Please refer to this [Guide to Writing an Organization Constitution](#) to help you draft your own.

After completing steps 1-4, your organization will be allowed a 3 month trial window to have organizational meetings on campus, submit all necessary paperwork (noted in steps 5-7 below), & prepare for your meeting with the Campus Life Committee (process noted in step six below).

Step Five: The approval process begins! The Assistant Director of Student Leadership & Engagement will read & may provide feedback for revisions of the Constitution. After the Assistant Director of Student Leadership & Engagement provides you with feedback for your Constitution, you will be given the contact information for the Campus Life Committee to schedule your official constitution hearing date. Your official hearing date may not be scheduled until all forms from steps 1-4 have been submitted.

Step Six: At your official hearing date, you will submit your final copy of your proposed constitution for review by the Campus Life Committee and make your case for starting your student organization on campus. Please come prepared to give a brief overview of your proposed student organization (Name, Purpose, & any other key pieces of your student organization you would like to share). After hearing your student organization proposal & receiving your final constitution, the Campus Life Committee will determine your constitution's approval or rejection. If approved, the student organization is officially recognized and entitled to all rights and privileges afforded to all recognized student organizations. If your constitution is rejected, you will need to edit your constitution based on the feedback from your hearing & resubmit it for reevaluation.

Step Seven: Once you have been approved as a student organization officially recognized by USC Aiken, please review our [Student Organization Handbook](#) before conducting any organizational activities.