

Student Organization Formation Process

Thank you for your interest in forming a new student organization at the University of South Carolina Aiken! We are excited to support students who are passionate about building community and enhancing campus life. Please read the following process carefully. Establishing a new organization takes time, so we appreciate your patience and attention to detail throughout this process.

STEP ONE: SUBMIT THE NEW ORGANIZATION APPLICATION

Complete the [Application for Registration of a New Student Organization](#) located on Presence.

STEP TWO: SECURE A CAMPUS ADVISOR

Identify a university employee (faculty or staff) who is willing to serve as your organization's campus advisor. The advisor must complete the [Advisor Confirmation Form for Student Organizations](#) in Presence. Additional information about advisor roles and responsibilities can be found in the Advisor Manual Section of this document.

STEP THREE: RECRUIT INTERESTED MEMBERS

Gather a minimum of ten (10) currently enrolled USC Aiken students who are interested in becoming members. Each student must individually complete the [Interest to Join New Student Organization Form](#) on Presence.

STEP FOUR: DRAFT YOUR CONSTITUTION

Develop a formal constitution for your organization. Use the Guide to Writing an Organization Constitution resource located on page 73 of this handbook.

This document should clearly outline the organization's mission, structure, membership criteria, officer roles, elections, meetings, and other operational details. When you submit your constitution, please make sure you have proofread the document closely. All constitutions must be read, edited, and proofread by the student organization's advisor before submission to the Student Organization Review Team. The advisor must sign the last page of the Constitution verifying that he/she has read and edited the document.

Note: As changes are made to your constitution, a new copy must be uploaded into your organization's Presence platform. Any changes that will alter the name, purpose, or general nature of the constitution must be approved by the Student Organization Review Team.

TRIAL PERIOD

Once Steps 1–4 are completed and verified, your organization will be granted a three-month provisional period. During this time, you may host interest meetings, further develop your structure, and finalize all required documents in preparation for your organizational review.

STEP FIVE: CONSTITUTION REVIEW

The Assistant Director of Student Leadership & Engagement will review your draft constitution and provide feedback or required edits. Once the constitution is deemed ready, you will be invited to schedule an organizational review meeting with the Student Organization Review Team (comprised of the Assistant Director, two Student Coordinators, and a representative from SGA). The rubric used to grade your constitution can be found at the end of this handbook on page 80.

STEP SIX: ORGANIZATIONAL REVIEW MEETING

Attend a scheduled meeting with the Student Organization Review Team to present your proposed organization. You should be prepared to share a brief overview including your organization's name, purpose, goals, and any unique aspects of your vision. The team will evaluate your constitution and presentation, then provide a final decision on recognition status.

- *If approved, your group will become an officially recognized student organization at USC Aiken.*
- *If revisions are needed, you will receive detailed feedback and may resubmit your constitution for reevaluation.*

STEP SEVEN: FINAL APPROVAL AND ORIENTATION

Upon official recognition, your organization will gain full access to the rights and privileges of recognized student organizations.

Before engaging in any organizational activities, all officers must complete the Student Organization Orientation & Handbook Acknowledgment Form, confirming that they have read and understand the policies and expectations outlined in the Student Organization Handbook. This step ensures that your organization is informed and set up for long-term success.