



## **New Student Organization Application**

**NAME OF PROPOSED ORGANIZATION:**

\_\_\_\_\_

**Name of person submitting application:**

\_\_\_\_\_

**Student I.d. Number** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Each student organization is **required** to have an advisor who is a **full-time administrator or faculty member of Morgan State University**. Advisors should be someone who is willing to actively serve, approve/ attend all events sponsored by the student organization, track the financial records with the treasurer and contribute to the positive holistic growth of a student organization.*

**Proposed advisor:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

*The University shall exercise sole and complete discretion whether to approve or not approve a proposed student organization.*

**Please return to the Office of student Activities University  
Student Center, Suite 303  
443-885-3471**



### **Forming a New Student Organization**

Students who may not find a current club or organization to fit their interest, may start their own. However, there are several things to consider before embarking on the recognition process:

- Is the need that will be addressed by your proposed organization already being filled by another student organization? If so, please consider joining the existing organization rather than starting a new one.
- Does the proposed organization have durability, i.e. is there a reasonable potential that the organization can attract new members on a yearly basis so that it can remain viable after the initial members graduate from Morgan? If not, you may want to find ways to pursue your interests that do not involve creating a new organization.
- Is the membership willing to actively participate in the Morgan student organization community and develop programs and events that foster relationships with the entire Morgan campus and the surrounding community?
- Applications for a new student organization are only accepted in the months of November and March. The deadline for all new applications is the last day of the aforementioned months. No Exceptions

Student groups desiring to be officially recognized as a student organization at Morgan State University must submit the following application components to Office of Students Activities, USC 300:

1. **New Student organization application**
2. **Purpose of organization and its benefits to the university**
3. **List of offices and the names of at least eight other students and their student ID numbers**
4. **Membership requirements**
5. **A signed letter on Morgan State University letterhead from a full-time University administrator or faculty member consenting to serve as advisor that includes that individual's email address and telephone number. Letters that are not signed or on University Letterhead will not be approved.**
6. **Constitution and By-Laws**
7. **Written consent from the national organization, if applicable**
8. **Types of activities planned**
9. **Dues statement, if applicable**

***The purpose, program and constitution of the proposed organization must not be in conflict with the policies, rules and regulations of the University.***

Once application packets are received, they are reviewed by the Coordinator for Student Activities and then forwarded to the Associate Vice President for Student Affairs for final approval. The Associate Vice President for Student Affairs may elect to approve an organization on a trial basis, stipulating that one year must elapse from the date of approval before a final decision for recognition will be rendered. This process can take up to 45 business days to render the final approval.