Getting Recognized as a New Undergraduate Student Organization

To become a registered student organization at Hofstra University, you must:

1. Email osle@hofstra.edu and request a meeting with an advisor.
   a. Include your proposed organization name, a brief description of your organization, and what type of organization you’re looking to be categorized as.
      i. Categories are: Academic, Service, Fraternity/Sorority, Graduate, Media, Multicultural, Performance, Politically/Socially Active, Pre-Professional, Religious, Social/General Interest, Club Sports, Honor Society.
   b. The meeting can serve to give you an in-person overview of the process as you begin to plan, or can serve as a final check before you’re ready to move forward with the recognition process.
      i. If the advisor determines you’re ready to move forward to the club recognition process, they will give you the link to our Club Recognition Form. In order to move to the form, you need to have a constitution and an assembled executive board that consists of 15 members from various class years.

2. Once you’ve been given the link to the form, fill it out in a timely manner. If you have any questions about the form, you can ask the advisor you met with for help.
   a. The form will ask you to submit your constitution, e-board, as well as a roster of 15 students who are interested in being a part of the organization. You e-board members can be listed as students who are interested. For each student, you will need their name, pride email, and their 700#.
   b. The form will also ask general questions about your mission, values, and intent for programming.
   c. The form will list when the next committee meeting will be held to review all form submissions.

3. After your application is reviewed, returned, or denied, you will receive an email to invite you to the Club Recognition Committee meeting. You will be asked to give a 5 minute presentation to the committee. The presentation should include your organization’s mission, an overview of your current e-board, intent for programming, and how you see this benefitting the larger Hofstra community. You must have two e-board members present at the meeting. Again, the advisor you met with can provide with any assistance needed during this process.

4. You will receive a response from the committee within a week of your presentation.
   a. If denied and you would like to appeal, you can submit an appeal letter within 10 days of the decision to the Associate Director for Student Leadership and Engagement, as well as the Associate Dean for Student Life.
   b. If approved, you will be a Hofstra University recognized student organization.

5. Once achieving recognition, you will be invited to meet with your new club advisor. You will also be required to attend the Student Organization Leadership Training at the beginning of the next semester.
   a. Once your organization meets with your club advisor, you’ll be ready to begin reserving space and become active on GetInvolvedHU!
   b. All organization e-boards are required to attend Student Organization Leadership Training once a year. In the case that you fail to attend the training next semester, your club could go on probation, or become derecognized.
   c. You’re required to meet with your advisor twice a semester to remain in good standing.

Questions? Email osle@hofstra.edu or visit us in Rm. 244, Student Center!
Information Regarding University Regulations, Greek Letter Organizations, and Student Government Association Recognition:

In order to ensure that a proposed organization is compatible with the University’s mission, and that it is in compliance with all federal, state, and University regulations, the University reserves the right to review and approve all proposed student organizations. Students who are interested in forming a new student organization must discuss their plans with the Office of Student Leadership and Engagement before having organization meetings, writing a constitution or planning activities. The Office of Student Leadership and Engagement will work with the students to identify existing student organizations that may meet students’ needs or help the students to develop the appropriate documentation to support successful completion of the recognition process.

Registered student organizations at Hofstra University must comply with University policies, including University policies on non-discrimination. Hofstra University is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such: In keeping with applicable law and University policy, membership and participation in this organization is open without regard to age, race, color, national origin, religion, disability, gender, or veteran status unless exempt under Title IX.

Students who wish to form a Greek letter organization must meet these guidelines as well as those set by their respective overarching councils. The process for recognition for a new social Greek letter organization is chaired by the Assistant Director for Fraternity and Sorority Life.

Recognition by the Hofstra Student Government Association is a separate process chaired by the SGA Rules Chair. A formal request should be sent to sga_rules@pride.hofstra.edu.

The New Club Registration Committee is chaired by the Associate Director of Student Leadership and Engagement with representatives from OSLE, Campus Recreation, Student Advocacy and Prevention Awareness, Event Management and the Student Government Association.