

CREATING A NEW REGISTERED STUDENT ORGANIZATION

Arkansas Tech University welcomes student involvement in campus organizations and activities. If there is an organization that is needed on campus, students are encouraged to fill that void. In order to have all of the rights of a Registered Student Organization, an interested group must complete the following steps to apply for approval. Along with the rights of a Registered Student Organization, there are responsibilities as well.

STEP 1

- Sign in to the LINK.atu.edu with your OneTech username and password.
- Click on the Organizations tab.
- Click on "Register a New Organization" on the left column. Below is a list of instructions you will see:



STEP 2

Faculty/Staff

Advisor Agreement: This form, to be completed by the Faculty/Staff Advisor(s) each year, is completed entirely online on the LINK under Forms on Campus Life's page.

- General contact information for your organization
- Organization membership names and emails.
- Faculty/Staff Advisor contact information
- Secondary Advisor contact information (if applicable)
- Agreement to the Compliance Statement
- Agency Account Approval Form (document upload)
NOTE: Each year RSO leadership must determine who will have access to the RSO's on-campus bank account. This document can be downloaded at www.atu.edu/rso under Forms. Once completed it must be submitted either a) electronically uploaded during the LINK registration process, or b) physically brought to Office of Student Services, Doc Bryan Suite 233. Agency Account number is assigned when the Approval form is received.
- Organization Constitution/Bylaws (document upload)
NOTE: The registration process requires the RSO's constitution to be uploaded. A Sample Constitution can be downloaded at www.atu.edu/rso under Documents. The non-discriminatory clause is required in each constitution: **"Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status."**
- Organization Interests/Categories
- Organization Profile Picture

STEP 3

After the registration information is received via the LINK, the group will be contacted to set up an appointment with the Department of Campus Life in order to communicate the policies and procedures to operate as a Registered Student Organization.



QUESTIONS?

Please contact the Department of Campus Life at 479.968.0276 or campuslife@atu.edu

Policies for RSOs can be found under the Forms & Manual tab at www.atu.edu/rso or in the Student Handbook.