Reactivating Registered Student Organizations

The process for reactivating a Registered Student Organization (RSO) depends on how long the organization has been inactive. Review the appropriate section below to determine the steps required to return to active status.

1 Semester Inactive

Organizations that have been inactive for one semester may reactivate by completing the following requirements **by the end of the second week of classes**:

- **Fall Semester:** Complete the RSO Re-Registration Form.
- **Spring Semester:** Contact CSIL to indicate that the organization would like to reactivate. Provide contact information for the President, Treasurer/Financial Officer, and Advisor, and upload the organization's most recent constitution to its Involved@SU page.
- Update the organization's Involved@SU page with the current executive board and advisor.
- Complete all required CSIL trainings through MyClasses by the assigned deadline.
- Have at least one organization representative attend monthly SGA Forums and Cluster Meetings.

1-2 Year(s) Inactive

Organizations that have been inactive for one to two years must complete the following requirements **by the end of the second week of classes**:

- **Fall Semester:** Complete the RSO Re-Registration Form.
- **Spring Semester:** Contact CSIL to indicate that the organization would like to reactivate. Provide contact information for the President, Treasurer/Financial Officer, and Advisor, and upload the organization's most recent constitution to its Involved@SU page.
- Update the organization's Involved@SU page with the current executive board and advisor.
- Complete all required CSIL trainings through MyClasses by the assigned deadline.
- Have at least one organization representative attend monthly SGA Forums and Cluster Meetings.

Funding Eligibility: Organizations reactivated after being inactive for one to two years are **not eligible for funding during the semester in which they are reinstated.**

3 or More Years Inactive

Organizations that have been inactive for three or more years must **restart the recognition process as a New Club**.

Getting Started

- Submit the New Club Application, which is available during the **first three weeks of each semester**.
- Organizations will not retain access to funds associated with the previous organization. Any remaining funds in the previous organization's SU account after 3 years of inactivity will be transferred to Appropriations for reallocation to RSOs that are eligible for funding.

New Club Phase

The New Club phase lasts for **two consecutive semesters**. During this time, organizations have the opportunity to establish a strong foundation, build membership, engage with the campus community, and demonstrate their ability to operate successfully as an RSO.

Required Meetings & Trainings

- Attend all monthly Student Government Association (SGA) Forums and Cluster Meetings.
- Complete any additional required meetings or trainings communicated by CSIL or SGA.

Organization Expectations

Throughout both semesters, organizations are expected to:

- Maintain active communication with CSIL and SGA.
- Demonstrate consistent membership engagement and participation.
- Hold regular organization meetings.
- Maintain accurate and up-to-date records in Involved@SU.
- Follow University policies and procedures.

Required Documentation

Organizations should maintain:

- Meeting attendance records.
- Membership rosters.
- Updated constitution revisions, if necessary.

Moving Toward Full RSO Status

Organizations must successfully complete the **two-semester New Club phase** before transitioning to full RSO status and gaining access to benefits available to fully recognized organizations, including funding.