

Registered Student Organization - Defined

A registered student organization is a group (president, treasurer, and a minimum of three additional officers/members) comprised of at least five students enrolled at Texas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations, and standards of the University and/or federal, state and/or local statutes. The student organization also cannot deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except what is defined in the student handbook as areas of exemption.

[View Student Handbook and Code of Conduct](#)

Registration Process

The registration process is a 4-step process that takes place once a year for student organizations.

Step 1: Answer the questions on each page **fully** and **accurately**.

Step 2: Review, update, and upload a current Constitution and/or Bylaws.

The Student Handbook requires an organization's constitution and/or bylaws to address a minimum of these areas:

1. Name & Purpose
2. Membership Requirements and Expectations
3. Member Selection Process
4. Member Accountability Process & Removal Process
5. Anti-Discriminatory Statement
6. Officer List and Duties (President and Treasurer Required)
7. Officer Election and Removal Process
8. Department and/or External Relationship explanation
9. Financial Procedures
10. Procedures for Decision Making (Quorum and Voting)
11. Faculty/Staff Advisor Selection Process and Expectations
12. Parliamentary Authority.

Step 3: Meet with your Faculty/Staff Advisor to complete then upload an **Advisor Agreement Form** in the Faculty/Staff Advisor area of the re-registration process.

Step 4: Complete **Student Org Leader Orientation** virtual modules and receive a Student Org Leader Orientation Certificate of Completion. Upload the SOLO Certificate of Completion to the re-registration process.

Your registration will not be approved until all items are updated and correctly uploaded to the re-registration template. Please upload the org's **Constitution/Bylaws document**, the **Advisor Agreement Form**, and the **SOLO Certificate of Completion**.

If you have any questions, please contact studentorgs@ttu.edu or call 806-742-5433.

Privacy Statement

All requests for records and information related to registered student organizations at Texas Tech University will comply with the Family Educational Rights and Privacy Act of 1974 as amended, commonly known as the Buckley Amendment. Information included in this registration material is considered in the public domain and may be released as directory information.

The organization's profile includes the: organization's name, acronym/nickname, description summary and full description, organization contact information, social media links, and information tracking the organizations registration and Risk Management Requirement status (Managed internally by Student Involvement). At this time, we have not added any additional fields. Each organization can adjust their privacy settings after their registration application has been approved. If there are any questions concerning the publication of this information, please contact Student Involvement at 806-742-5433 or email studentorgs@ttu.edu.