

Kingsborough Community College
Student Government Association
Petition to Form a New Registered Student Organization

Registered Student Organizations (RSOs) are an important part of campus life at KCC. Students can start a new RSO with the support of a group of students and approval of the Student Government Association. This document outlines the procedures necessary to start a new RSO on campus:

1. Review the current list of RSOs to make sure a similar RSO doesn't already exist.
2. Obtain a copy of the Petition to Form a New RSO **AND** an electronic Sample Constitution from the Office of Student Life (C-123 or <https://www.kbcc.cuny.edu/studentlife/index.html>).
3. Complete the petition, inclusive of the following:
 - a. Justification for why the new RSO should exist
 - b. Signatures of at least twenty-five (25) students in support of forming the new RSO
 - c. Signature of at least one KCC faculty or staff member agreeing to serve as advisor for the RSO
 - d. Budget proposal for how the RSO would likely use its initial \$200 allocation
4. Using the electronic sample as a guide, create a draft of the constitution for the proposed RSO.
5. Submit a complete petition and draft constitution to the Office of Student Life (C-123) for initial review.
6. Student Life Staff will review the draft constitution and contact the petitioner with any updates.
7. The KCC SGA's Student Activities Committee will discuss and review the petition then a vote will be taken.
8. If the petition is denied, address the concerns brought up by the Student Activities Committee within the given timeline for reconsideration.
9. If the petition is approved, congratulations! **The new RSO will now be added to the official roster, and can move forward with registration as follows:**
 1. Hold an initial elections meeting to officially elect a President, Vice President, Secretary, and Treasurer.
 2. Schedule a meeting with the Director of Student Life to discuss the proposed initial budget.
 3. Submit a completed signature form with the signatures and contact information for all RSO officers and advisors.
 4. Submit an official budget projection for the RSOs initial allocation.
 5. Attend Trainings for Officers:
 - a. **RSO Trainings** – Office of Student Life, C-123, kcc_studentlife@kbcc.cuny.edu
 - b. **Mandatory Budget Training** – for President, Treasurer and Club Advisor
 6. Review the current RSO Handbook for information on RSO policies and procedures, available on the Student Life website (<https://www.kbcc.cuny.edu/studentlife/index.html>).

Contact the Office of Student Life (C-123) with any questions: kcc_studentlife@kbcc.cuny.edu

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Name of Proposed Organization: _____

What is the mission/purpose of the organization?

What services will your RSO provide to KCC students?

Why should this RSO exist on campus/how is it different from other RSOs that already exist?

Proposed Faculty Advisor

Name: _____ **Department:** _____

Signature: _____ **Email:** _____

Student Founder (will represent the RSO to the Student Activities Committee)

Name: _____ **EmplID:** _____ **Phone:** _____

Signature: _____ **Email:** _____

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Provide THREE (3) examples of events your RSO would host to promote its mission or purpose:

Proposed Budget – New RSOs are given an initial allocation of \$200 to begin functioning for the year. Use the chart below to outline how the group expects to spend the initial allocation. Remember that RSOs are not allowed to spend more than 50% of their budget on food expenses.

Purpose	Contract	Food	Supplies	Misc	Total
GRAND TOTAL					\$200.00

Remember to attach your draft constitution to this packet before submission to C-123.

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Name of Proposed Organization: _____

Name	Signature	EmplID	Expected Graduation
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