As important elements in the co-curricular options offered at Elizabeth City State University (ECSU), student organizations offer group members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through the pursuit of academic study. The Office of Student Engagement and Leadership administers the University's policies requiring registrations for all student organizations. Student organizations registration is valid one academic year. Registration is annual and required of all groups involving ECSU students. All registration forms and information are available online via Viking Engage.

Registered student organizations are private, voluntary associations and are not official components of ECSU. Annual registration allows student organizations to enjoy basic privileges granted by the university when the organization meets the minimum standards for registered and active status. Registration does not imply University approval of the organization or the activities of the organization. Elizabeth City State University, Division of Student Affairs nor the Office of Student Engagement and Leadership in no way accept liability for the actions of registered student organizations. More information about the policies and procedures related to registered organizations is available in the ECSU Student Handbook.

**Benefits of Annual Registration & Renewal**

1. Use of University facilities including Walter N. and Henrietta B. Ridley Student Center, Williams Hall Gymnasium, and Viking Lanes Bowling Center meeting rooms at no cost.
2. Sponsorship of events, on-campus solicitation, and fundraising activities.
3. Obtain a portal in Vikings Engage, which also serves as a historical documentation vehicle for organization history and organization management tool for communication and marketing.
4. Eligibility to apply for organization funding, when available.
5. Eligibility to register on-campus events utilizing the event calendar in Vikings Engage.
6. Opportunity to participate in the Fall & Spring Club & Organization Fair.
7. Access to Vikings Engage online organization management system and inclusion in the Student Club & Organization Directory.
8. Access to consultation with the Office of Student Engagement and Leadership (SEAL) professional staff on organizational issues (e.g. conflict resolution, retreats, officer transition, etc.)
9. Free advertising of programs/activities in the Walter N. and Henrietta B. Ridley Student Center in approved locations and other campus locations where applicable (e.g., chalking, bulletin boards, etc.).

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Office of Student Engagement and Leadership
Walter N. & Henrietta B. Ridley Student Center, Suite 211 | (252) 335-3143 | studentengagement@ecsu.edu
Submission Period
During the submission period, new applications and renewals are reviewed as they are received. Typically, all organizations approved during this timeframe will begin their official provisional status at the start of the next semester. Once the submissions period has closed, applications will not be reviewed until next submission period. Any application submitted after this time will be eligible for approval during the next submission period.

- **Fall Recognition Submissions Period**: Fourth Monday of March – First Friday of September
- **Spring Recognition Submissions Period**: First Monday of November – Second Monday of February

Steps for Successful Submission!

1. **Documents** – Your submission will require you to attach your most recent constitution, by-laws and membership roster. These templates can be downloaded from the Council of Presidents Portal in Vikings Connect under files.
   - **Full Membership Roster** – You will need the email addresses of your full membership roster, which should total at least 6 ECSU student members, as they will need to be uploaded on the roster section of the application.
   - **Officer List** – You must have a designated unique student to serve as President, Vice-President, Treasurer, and Advisor (ECSU full-time employee). You will need the contact information of each of these individuals to include name, cell number, ECSU email address, and position. You will also need your Advisor’s campus office location, office phone number, position/title in addition to other details requested.
   - **Constitution & Bylaws** – You will need to submit your most current organization constitution and bylaws that meets the required guidelines outlined in “How to Write Your Organizations Constitution & Bylaws Guide”.

2. **Advisor Role** – Ensure your current advisor is a full-time ECSU employee and agrees to continue serving in this capacity for the academic year. If the advisor will not be returning to this role for the organization, you must identify a new advisor. You will officially change out advisors during the registration renewal process. Your advisor must have downloaded Viking Engage App or visited https://us.campuskit.io/ and logged in to be listed on your registration form. If you cannot add the advisor minimum required, you will not be able to submit. Advisors who are not ECSU employees can choose the public guest option when logging in.

3. **Renewal Application** – Once you have the above information ready. Find the event under upcoming events. Scroll down to survey, click, complete and submit. This process is for organizations that were in an active and approved status the previous academic year. If this does not define your group, complete the new organization registration process.