

The process for chartering a Registered Law School Student Organization is listed below:

1. The proposed student organization completes the *Student Organization Intent to Charter Form* which can be found at <https://orgsync.com/65687/forms/82070>. Indicate that the organization is a law school organization on the form.
2. The Office of Co-Curricular Programs and Student Bar Association review and approve the Student Organization Intent to Charter Form.
3. Once the proposed student organization has received approval for their Intent to Charter, they have 30 days to [complete the Register New Organization Form](#) on Org Sync. The organization will need an electronic copy of their organization constitution. Organizations can use the [How To: Complete the "Register New Organization Form"](#) and [How To: Write a Constitution](#) as guides in completing the required documentation on OrgSync.
4. The *Register New Organization Form* is reviewed by the Office of Co-Curricular Programs for completion and provided to the Student Bar Association for review.
5. Representatives from the proposed student organization will be invited to a Student Bar Association meeting to speak on the organization's behalf and answer questions regarding the proposed organization.
6. The Student Bar Association will approve or deny chartering the organization.
7. The proposed student organization will be notified of approval or denial of the charter for the proposed organization.
8. If approved, the Student Bar Association will notify the Office of Co-Curricular Programs and they will approve the *Register New Organization Form* on OrgSync. The organization will be deemed a Registered Law School Student Organization at Loyola University New Orleans.