



UPDATING YOUR ORGANIZATION INFO

As your organization navigates the next school year, there may be times where you need to update information with the Leadership and Service Center. Below are the processes for how to make some common updates to your organization's information with our office.

Change Your Organization's Name

If your organization has changed its name, you need to update it with our office to make it official. In order to submit a name change for your organization, you must:

- Vote and have the approval of your student organization for the name change. This should follow your constitution process for amending your constitution since you will be amending your name.

To officially file to change the name of your organization:

1. Complete the [Student Organization Name Change Request Form](#) in Garnet Gate and don't forget to include the rationale for the name change.
2. Update your organization's constitution with the new name.

Once you've submitted your completed materials and request, the Leadership and Service Center will review it and notify you if the change has been accepted or if further information is needed.

Update Your Constitution

To access your current constitution in Garnet Gate, visit the Documents section of your organization's Garnet Gate profile. Only Associated Student Organizations follow the below steps for constitution updates. Please keep the following in mind as you update constitution:

- Follow your organization's amendment policy to update your constitution. Every organization has an amendment process within their constitution. This is the process you must follow to update your constitution.
- Makes sure that your constitution also has the required sections and phrases as listed in our Constitution Guide. For the full list of what is required in your constitution and sample phrases visit our Constitution Guide in the [documents section](#) of our Garnet Gate page.
- Your constitution must be signed. If it is not signed as dictated within your constitution, it is not valid.

To submit your updated constitution, use the [Update Constitution Form](#) available on Garnet Gate.

Once you've submitted your updated constitution and request, the Leadership and Service Center will review it and notify you if any changes are necessary or if your new constitution has been accepted. Once accepted, we will upload your new constitution to your Garnet Gate page.

Update Your Student Leaders/Officers

In order to update your organization's leaders with our office, you need to update them on Garnet Gate. Please make sure any time you are changing student leaders that your new leaders meet the requirements (see [policy STAF 3.10](#) for requirements). Also note that the Leadership and Service Center checks student leaders' eligibility periodically throughout the semester. If a student leader doesn't meet the requirements he or she will be removed and the organization will be notified.

Only current students listed as "officers" with administration privileges in your organization in Garnet Gate can update your leadership. To update student leaders:

1. Log into [Garnet Gate](#) using your personal USC username and password.
2. Click on the squares next to your icon on the right-hand corner and then click on **Manage**.
3. Click on your organization and then on your organization's landing page, then **click on the three lines on the left-hand side** by your organization's name.
4. Go into the **Roster** tab on your Garnet Gate page and update your roster with your new student leaders. (If you're unsure on how to update, visit the [Documents section](#) of our Garnet Gate page and review [How to Change Your Officers](#)).

Deactivating Your Student Organization

If your organization has decided to dissolve, disband, or deactivate, your President or chief student leader will need to email our office stating that they would like disband the club, effective immediately, and provide a short rationale (lack of interest, time, etc.). The Leadership and Service Center will save the email to the organization's file and then deactivate the organization and remove access to accounts at that time.