

New Student Organization Registration Form

(To be completed by those organizations NOT previously registered)

The Student Activities and Organizations Office (SAO) and the Student Government Association (SGA) applaud all students for their desire to get involved at Indiana State University. This form is designed to help you create a new organization with the SAO office. It will guide you step by step through the organizational registration process.

Attached are the following forms necessary for this registration process:

- Student Organization Petition for Provisional Registration
- Student Organization Petition for Official Registration

Part A:

To initiate the process of being a registered organization, please fill out the Petition for Provisional Registration and return it to the Student Activities and Organizations office.

Note: Petition for Official Registration must be completed within six weeks of the original filing of the Petition for Provisional Registration. Failure to do so will result in the nullification of the initial Petition.

Part B:

- 1) The organization must submit the following information:
 - a. Name of the Organization- the title must include the University's name as follows: "The (organization's name) of Indiana State University."
 - b. A list of at least six ISU students in good standing with the University. If you wish to have non-ISU members, you must still meet the minimum qualification of six ISU students.
 - c. Name of your Faculty Advisor and his or her contact information. **YOU MUST HAVE AN ADVISOR IN ORDER TO BE REGISTERED WITH SAO.** The advisor **MUST** be a full-time employee of the University
 - d. Name, number, email address and mailing address of Student Contact (usually the President)
- 2) Other Requirements:
 - a. The organization must submit a constitution. A template is contained in this packet for your reference.
 - b. If the organization's Constitution does not contain a paragraph of the purpose for the Organization, you must submit a paragraph explaining the organization's purpose.
 - c. Any Organization that is associated with a particular university department, must submit approval in writing by the chairperson of that department.
 - d. If the Organization is affiliated with an International/National/Regional association, you must submit documentation from the association of the affiliation.
 - e. The Organization must submit an agency account number. The required can be found in the ISU Controller's office (Parsons Hall, 1st floor, x-3522). Please note that it will take **five working days** to receive your account. If the Organization does not feel they need an account, the **SAO may approve an exemption.**

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Student Organization Petition for Provisional Registration

In order to obtain registration as a student organization at Indiana State University, it is necessary for the prospective organization to be provisionally registered. The temporary status allows organizations to reserve rooms within HMSU to organize the essentials of being a registered organization with the Student Activities and Organizations Office. Please note, that it takes up to five working days to process this form. This status is granted for a period of six weeks. The organization must complete the Official Registration within the six week grace period. Failure to do so will result in temporary status being terminated. If you have any questions, please contact SAO.

PART A:

PROPOSED ORGANIZATION NAME: _____ of ISU

CATEGORY OF STUDENT ORGANIZATION (please select one)

- Academic Department/Pre-Professional
- Faith-based
- Honorary
- International
- Political
- Special Interest
- Sports or Recreation

STATEMENT OF PURPOSE: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

CITY _____ ZIP _____

CONTACT TELEPHONE NUMBER: _____

E-MAIL _____

Date Received: _____ Date Approved: _____ Approved Signature: _____

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PART B: This form **MUST** be signed and turned in

Check off list:

- Name of Organization
- List of six student members with 991 #'s
- Names, phone numbers, and email addresses of all members
- Contact person
- Advisor (Faculty or Full Time Staff member)
- Constitution with adoption date
- Agency Account
- If needed, written approval by Chairperson of the affiliated department
- If needed, documentation of the International/National/Regional affiliation of organization
- If not in the constitution, a brief paragraph of organization's purpose

I hereby petition the Student Activities and Organizations Office for official registration for the student organization listed below. I understand all the requirements that are necessary and have attached the documents that are needed. I also understand that any changes must be reported to the SAO immediately. I affirm that all information given is factual to the best of my knowledge.

Student Signature: _____ Title: _____

Date: _____

Advisor Signature: _____

Date: _____

Name of Organization: _____

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Student Organization Petition for Official Registration

Any group of students wishing to complete their Official Registration with Indiana State University, must submit the following form within six weeks of submission of the Petition for Provisional Registration to the Student Activities and Organizations Office, 5th floor of HMSU.

NAME OF ORGANIZATION: _____ of ISU.

ON-CAMPUS MAILING ADDRESS: _____

Organization mailbox space available on first come first serve basis on 5th floor of HMSU in SAO Office.

ORGANIZATION EMAIL ADDRESS: _____

ORGANIZATION PHONE/FAX NUMBER: _____

TOTAL ANNUAL DUES: \$ _____ AGENCY ACCOUNT #: _____

REQUIREMENTS FOR MEMBERSHIP:

STUDENT LEADER NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

ADVISOR NAME: _____ PHONE: _____

CAMPUS ADDRESS: _____

EMAIL: _____ DEPARTMENT: _____

Date Received: _____ Date Approved: _____ Approved Signature: _____

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STUDENT ORGANIZATION COUNCIL (please rank first 3)

_____ Academic

_____ Pre-Professional

_____ Honorary

_____ Community Service

_____ Volunteer

_____ Faith

_____ Recreation

_____ Sport

_____ Advocacy

_____ Political

_____ Cultural

_____ Programming

How often do you plan to meet?

- Once a week
- Two or more times a week
- Once a month
- Every other week
- Two or three times a semester

If checked, please circle appropriate semester(s): Fall and Spring, Fall, Spring

What day do you plan to meet? (please check all the apply)

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays
- Weekends

When will your organization do officer election and transition?

PLEASE USE THE ENCLOSED CHART TO COMPLETE A LIST OF MEMBERS AND INFORMATION (as required by registration process). If additional space is needed, please attach additional forms to packet when turning in. *please print clearly*

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Student Organization Sample Constitution

This sample constitutional structure is provided to fully explain each section of the document in order to aid your organization in getting off to a good start and maintaining proper standing with the University and registration requirements with the SAO.

WHY AND WHEN

The purpose of an organizational constitution is to ensure efficiency, fair and equal consideration, clarification and continuity in the regular operations of your group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details. Constitutions must be submitted to the SAO each time it is revised.

WHAT

The guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions will be drafted to ensure all members and activities are in accordance with University Policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, the SAO will ask you to resubmit a draft that has the proper changes; official registration with ISU will be delayed until the proper changes have been made. Please note the sections in **bold type** are REQUIRED and MUST use the language that follows in *italics*.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all information must be included. If you required any further assistance in drafting your organization's constitution, please contact the Student Activities and Organizations Office in HMSU 518 at (812) 237-3821.

Title

Constitution should be entitled "*Constitution of [Official name of organization]*"

Formal Name

Not an abbreviation or acronym. The organization's name should not be in conflict with an existing registered organization, nor should it be the same as another regional or national organization unless the group is a chapter of that organization. In addition, the name must not include the words "University", "Indiana State University", or any abbreviation except in the form "at Indiana State University" following the organization's unique name.

Purpose and Mission

Should state the full, official name of the organization as well as the purpose, aims and function of the group. The purpose must be lawful, and may not be for purposes of assuming functions of established student governing/coordinating agencies.

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Article I: Membership

- a) **Non-Discrimination Language** EXACTLY as follows:
 - a. *“except as protected by federal or legislative act, this organization shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in the conduct of its activities or the selection of its members”*
- b) State of limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled and in good standing at ISU.
- c) State the different classes of membership and the requirements for and rights of each class, if any.

Article II: University Compliance

- a) **Expression of adherence to University policies and regulations**, including the following statement EXACTLY as it appears:
 - a. *“This organization shall comply with all policies and regulations of Indiana State University, as well as with all local, state, and federal laws.”*

Article III: Statement of not-for-profit status

- a) **MUST** include the following statement of the **organization’s not-for-profit status**:
 - a. *“this is a not-for-profit organization”*.

Article IV: Relationship with larger organization

- a) **MUST** describe the relationship with any larger organization (affiliation with International/National/Regional organization).
- b) Indiana State University reserves the right to examine the record of any external organization with which the student organization wishes to maintain affiliation, in order to be assured that the parent organization operates in a manner consistent with the professed intentions of the local student organization.)

Article V: Advisor

What are the responsibilities and duties of the advisor?

Article VI: Meetings

- a) Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has the authority to call meetings?
- b) Who sets the agenda for meetings? What rules of order are followed?
- c) How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these emergency/special meetings?
- d) How is attendance recorded for meetings?

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Article VII: Democratic procedures

- a) Elections
 - a. When and how frequently will elections be held?
 - b. How are people nominated to run for an office?
 - c. Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?
 - d. By what means and how far in advance will membership be notified of an upcoming election?
 - e. What is the process for removal of officers?
- b) Policy making
 - a. When are policies changed? How are policies changed?
 - b. How many people must be present to vote for policy changes?
 - c. Is voting by secret ballot or open show of hands?
 - d. Who has the authority to recommend policy changes?

Article IX: Non-Hazing

- a) **Statement of non-hazing activities**, must include EXACTLY as follows:
 - a. *“Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person’s consent or lack of consent.”*

Article X: Dues and Budget

- a) Are dues charged by the organization for membership? If so, how is the amount determined?
- b) How often are dues collected? What happens to members who haven’t paid dues by the deadline?
- c) Who collects dues?
- d) Who creates and maintains the group’s budget? How often is the budget revised?

Article XI: Finances

- a) Who is in charge of financial affairs?
- b) Will the organization be applying for or maintaining an Agency Account?
- c) What happens to the money if the group dissolves?

Article XII: Indemnification Clause

- a) Should the organization be required to indemnify the University with regard to the group’s activities on- or off- campus?

Article XIII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.