

Student Organization Registration Renewal Form

(To be completed by those organizations previously registered)

Once registered, a student organization must **re-register** at the beginning of each academic year in order to continue receiving campus privileges and services. Organizations that have not completed re-registration by September 15th will forfeit all previously arranged services and reservations.

ORGANIZATION NAME: _____ of ISU

YEAR OF REGISTRATION: _____

CATEGORY OF STUDENT ORGANIZATION (please select one)

- Academic Department/
Pre-Professional
- Faith-based
- Honorary
- International
- Political
- Special Interest
- Sports or Recreation
- Greek Council
- Other: _____

*Social Fraternities and Sororities need to complete the Greek Registration Renewal Form.

STUDENT LEADER'S NAME: _____

ADDRESS: _____

CITY _____ ZIP _____

CONTACT TELEPHONE NUMBER: _____

E-MAIL _____

ADVISOR'S NAME _____

CAMPUS ADDRESS: _____

CONTACT TELEPHONE NUMBER: _____ DEPARTMENT: _____

E-MAIL _____

UNIVERSITY AGENCY ACCOUNT # _____

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

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Organization Website: _____ Organization E-mail: _____

Website Host: (Please check if appropriate):

- Hosted by Indiana State University
 Hosted by another corporation
 Other _____

STUDENT ORGANIZATION COUNCIL (please rank first 3)

- | | | |
|-------------------------|------------------------|-------------------|
| _____ Academic | _____ Pre-Professional | _____ Honorary |
| _____ Community Service | _____ Volunteer | _____ Faith |
| _____ Recreation | _____ Sports | _____ Advocacy |
| _____ Political | _____ Cultural | _____ Programming |

How often do you 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

When do you have meetings? (please check all that apply)

- Mondays
 Tuesdays
 Wednesdays
 Thursdays
 Fridays
 Weekends

Does your organization have a membership fee?

- Yes
If so, how much \$_____.
 No

When does your organization do officer election and transition?

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Check off list:

- Name of Organization
- Roster of *all* members including: name, email, phone, 991#, year
- Contact person information
- Advisor (Faculty or Full Time Staff member)
- Updated Constitution with updated date
- Agency Account Index Code
- If needed, written approval by Chairperson of the affiliated department
- If needed, documentation of the International/National/Regional affiliation of organization

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 Constitution Construction Guide

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.

Adopted/Updated Date