

# Student Organization Registration Application

Registration Year (e.g. 2005-2006): \_\_\_\_\_

Person Completing Application: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of organization (e.g. Social, Spiritual, Recreational, etc.): \_\_\_\_\_

Purpose and Objectives (**Please Attach Constitution**): \_\_\_\_\_

\_\_\_\_\_

Membership Requirements: \_\_\_\_\_

Major Activities and Events: \_\_\_\_\_

Dues (if any): \$ \_\_\_\_\_ / year Total # of Members: \_\_\_\_\_

Elections (Please Circle When Held): Fall Spring Summer Length of Term: \_\_\_\_\_

Organization's Web Site Address: \_\_\_\_\_

**President:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Vice President:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Advisor:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Department: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## NOTE

**The Indiana University South Bend and Office of Student Life policy is to respect and promote diversity and equality in all campus organizations. Participation involving any IU South Bend facility or funds must be without regard to race, age, gender, religion, sexual orientation, or disability. Exception to this might include sororities and fraternities, which may limit participation on the basis of gender or those based on academic standing. By registering as an official IU South Bend organization you agree to abide by and follow the same policies provided in the Indiana University *Code of Student Rights, Responsibilities, and Conduct* and those set forth on the Indiana University South Bend campus.**

Organizations require a full-time faculty or staff member of the IU South Bend community to serve as an advisor. The advisor will serve as an advocate for the organization and will help facilitate a smooth transition from one academic year to the next. The advisor should not function as an officer or leader of the organization. The advisor will verify that all business conducted by the organization meets university standards. The organization will keep the advisor informed of all activities and plans.

**I understand the two statements above and agree to abide by Indiana University's policies.**

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Constitution for RSO's

A constitution is a set of rules for your organization. A well-written constitution can be a great asset to your group. Use the sample constitution below to generate ideas, and then spend time writing a constitution for your student organization. It may be any length, but must cover the basic components of the sample constitution. **The non-discriminatory statement in Article III is required of all registered student organizations (RSO).**

## **Article I – Name**

The name of this organization shall be IUSB Fanatics.

## **Article II – Purpose**

The purpose of this organization is to promote excellence and increase awareness in all areas of IUSB athletic competition.

## **Article III – Membership**

Membership in IUSB fanatics is open to all students expressing interest and enthusiasm for IUSB athletics. Members must attend an 80 or higher percentage of meetings and activities each semester (fall and spring) to retain voting privileges.

**No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.**

## **Article IV – Officers**

IUSB Fanatics shall be governed by an executive board consisting of a president, vice president, secretary, and a treasurer.

The president shall conduct all meetings and shall serve as the primary representative for IUSB Fanatics. The president is responsible for leading the organization in a positive and productive direction and for encouraging the spirit and motivation among the membership.

The vice president shall perform the duties of the president in his/her absence. The vice president is responsible for conducting a membership drive each fall and spring semester and shall oversee planning for all activities and projects of the organization.

The secretary shall keep records of all meetings and activities of the IUSB Fanatics. He/she shall take attendance at all events and shall notify members of upcoming meetings and information related to the organization.

The treasurer shall maintain all financial records and administer all accounts of the organization. The treasurer shall create a budget each semester and make monthly reports to the organization.

## **Article V – Amendments**

Amendments or issues not specifically addressed in this constitution may be decided with a  $\frac{2}{3}$  vote of the active membership. A quorum of over 50 percent is required for voting.