



Request for Establishing a New Organization

Name of Organization _____

Type of Organization: Academic Honorary Service Religious Special Interest Sorority Fraternity

Organization Advisor(s): _____

Organization Representative/Alternate: _____

Organization President: _____

Purpose of Organization: _____

Scheduled Meetings (Day of the Week/Time/ Location): _____

Proposed Activities:

Fall Term:

Spring Term:

Organization Membership (Please print or type, students must be currently enrolled, enrollment will be verified).

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Please attach a written formal constitution that includes the following information:

- Name of organization and sponsorship
- Purpose of organization
- Acknowledgement of adherence to the jurisdiction of College regulations
- Member qualifications, method of selection and termination of membership (a minimum of ten members is required)
- Officers, duties of officers, tenure, and method and time of elections
- Fees and dues
- Insignia
- Ceremonies, rituals, and meetings (which must be open)
- Definition of a quorum
- Method of selection and duties of the faculty/full-time staff advisor.
- Standing committees and their purpose
- Publications

Application Submitted by: _____ Date: _____

Academic Year Submitted: _____

	Recommended	Not Recommended	Date
SGA- Student Life Coordinator	_____	_____	_____
Dean, Student Services	_____	_____	_____
Vice Pres., Educational & Student Services	_____	_____	_____
	Approved	Disapproved	Date
College President	_____	_____	_____