

Club Check Sheet

CLUB _____

ITEM	RECEIVED	CHECKED
Statement Of Intent	_____	_____
Petition For Official Registration Form	_____	_____
Student Organization Status Report	_____	_____
ICC Registration Form	_____	_____
Account Maintenance Form	_____	_____
Signature Registration Card	_____	_____
Constitution	_____	_____
List of Members	_____	_____
Budget Information	_____	_____

Notes :

Please make sure that you have all the above documents needed by checking the received section. Also, please use this checklist as a review for ensuring that you are submitting all the forms that are required. *This manual was edited August 2006.* For a copy of this manual visit

<http://www.fau.edu/student/broward/activitiesbroward/>

For a copy of the Student Handbook visit

<http://www.fau.edu/dean/handbook/>



PROCEDURES FOR THE FORMATION OF NEW STUDENT ORGANIZATIONS

Form A – STATEMENT OF INTENT

An enrolled FAU student acting as a representative of the group wishing to be recognized on campus must file a “Statement of Intent to Organize” (see Form A) with the Broward Student Activities Office. When this form has been reviewed and signed by appropriate Broward Student Activities representatives, the group may then begin to advertise and hold meetings on campus for the purpose of organizing and recruiting new members. The group may not hold other types of activity until it is a fully registered organization. **No new student organization can form at FAU using the name of any existing student organization.**

Form B – PETITION FOR OFFICIAL REGISTRATION FORM

The privilege of holding organizational meetings is granted for a period of six weeks, during which time the group must complete and submit the “Petition for Official Registration” the proposed constitution of the group, and the constitution/charter/articles of incorporations or other documentation is to be filed as soon as the group membership contains at least ten members who are registered FAU students. **All names on the petition must be original signatures.**

Forms C – STUDENT ORGANIZATION STATUS REPORT

In order to be considered a registered student organization at FAU, all student clubs and organizations must file a **Student Organization Status Report** with the Student Activities Office at the beginning of each academic term. No organizational activities of any kind will be permitted unless current copies of this form are on file.

ACCOUNT MAINTENANCE FORM AND SIGNATURE AUTHORIZATION FORM

Each organization will be given an account through the University Controller’s office. An **Account Maintenance Form** and **Signature Authorization Forms** must be on file for all authorized signers on the account. These must be updated each term with the Student Activity Office. **No fun raising activities of any type will be permitted on university property unless the organization maintains a campus financial account. Refer to the Student Controller’s Manual for more information.**

PROCEDURES FOR THE RE-REGISTRATION OF STUDENT ORGANIZATIONS

Forms C – STUDENT ORGANIZATION STATUS REPORT

In order to be considered a registered student organization at FAU, all student clubs and organizations must file a **Student Organization Status Report** with the Student Activities Office at the beginning of each academic term. No organizational activities of any kind will be permitted unless current copies of this form are on file.



Statement of Intent to organize a New Student Organization

Name of Proposed Organization

Mission of Organization

Four horizontal lines for writing the mission of the organization.

Membership Qualifications

Three horizontal lines for writing membership qualifications.

Name, Address, and Phone # of student completing this form

Two horizontal lines for writing student information.

Signature

Date

Organizational Rights and Privileges

The proposed organization may advertise and reserve campus facilities for the purpose of organizing and recruiting new members for a period not to exceed six weeks from above date.

Period of Registration

The preliminary registration period for this new student organization expires on _____ (to be completed by Student Activity Office). If the organization has not filed the Petition for Official Registration and all other required paperwork by this date, the right and privileges indicated above are considered revoked.

NONE-DISCRIMINATION AND HAZING CLAUSE

We hereby certify that the members of _____ will choose and accept any new member without discrimination as to race, religion, national origin, age, disability, sexual orientation, or gender (except in the case of social fraternities and sororities who are exempted from the gender discrimination restriction). We further certify that the members of the organization above do not, as part of their initiation procedures or at any other time, engage in hazing activities. We understand that hazing is defined as any activity which causes or is likely to cause physical danger or bodily harm, other injury, degradation, or disgrace to any fellow student with or without their consent.

APPROVAL FOR PRELIMINARY ORGANIZATION REGISTRATION

BROWARD SG GOVERNOR _____

DATE: _____

BROWARD ASSOCIATE DIRECTOR OF STUDENTS AFFAIRS _____

DATE _____



PETITION FOR OFFICIAL REGISTRATION

The following do hereby petition for the official registration of

(PRINT NAME OF ORGANIZATION)

Please print names and include social security numbers

Table with 2 columns: Name, Social Security Number. Rows include President, V.P., Secretary, Treasurer, and numbered rows 1-6.

*(NOTE: MAJORITY OF PETITIONERS MUST BE FAU STUDENTS)
(*Already existing clubs only require a total of 7 active members/officers)

Name of FAU employee who will be Advisor:

PRINT SIGNATURE

The following changes have been made since submitting the Statement of Intent to Organize: (if non were made, then put "none")

Will this organization be affiliated in any way with an off-campus organization?

Yes No

If "yes", a copy of the constitution, charter, or articles of incorporation of the parent organization must accompany this form.

The following is to be completed by the student submitting this form:

(NAME) (ADDRESS) (PHONE)

APPROVAL FOR PETITION FOR OFFICIAL REGISTRATION

ICC DATE:

(The petitioning organization will be notified in writing by the office of Student Development and Activities of its acceptance or in cases of denial, the reasons for denial.)

STUDENT DEVELOPMENT & ACTIVITIES DATE:



**STUDENT ORGANIZATION STATUS REPORT
(Fall 2006, Spring 2007)**

PLEASE READ: All student organizations must complete a status report by the **second Friday in September (September 8, 2005)** to be a recognized organization on campus. All organizations are required to have a *minimum* of two officers (different individuals). Any changes to this report (in officers, advisor, or contact information) must be completed by the end of the semester for the following semester or as soon as the change has taken place. All undergraduate student officers must be enrolled in a minimum of six credit hours (for the fall and spring) and all graduate student officers must be enrolled in a minimum of three credit hours (for fall and spring). In accordance with FAU regulations, all officers must be in good academic standing, which is defined as having a minimum of a 2.0 cumulative GPA and not placed on probation. *New students may only serve as officers in a probationary status until grades are posted.*

This form MUST BE COMPLETED in its entirety. Please print or type CLEARLY:

Name of organization _____ Date: _____

Web address (if applicable) _____

Organization e-mail or preferred contact e-mail (**REQUIRED** - if the club or club officers do not have an e-mail address please sign up for a free e-mail account at Yahoo or Hotmail)

PRESIDENT

Name _____ Student ID# _____

Phone number _____ E-mail address _____

VICE PRESIDENT

Name _____ Student ID# _____

Phone number _____ E-mail address _____

SECRETARY

Name _____ Student ID# _____

Phone number _____ E-mail address _____

TREASURER

Name _____ Student ID# _____

Phone number _____ E-mail address _____

ICC REPRESENTATIVE

Name _____ Student ID# _____

Phone number _____ E-mail address _____

ADVISOR

Name _____ Campus address _____

Phone number _____ E-mail address _____

ORGANIZATION TYPE:

Please circle the category that best describes your organization. The organization will be listed under this heading in publications designed to promote student organizations.

- | | | | |
|---------------|---------------|------------------|-----------|
| club sport | recreational | academic | religious |
| honor society | service | Greek | political |
| hall council | international | special interest | diversity |

MEETING INFORMATION: The following information will be made available to students inquiring about the organization.

Meeting day (circle one): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Meeting location(s): _____ Time(s): _____

How often does group meet? (circle one)

- | | | |
|-------------------|-------------------------|-------------------------|
| Every week | 1st & 3rd week of month | 2nd & 4th week of month |
| 1st week of month | 2nd week of month | 3rd week of month |
| 4th week of month | Irregularly | |

Non-Discrimination and Anti-Hazing Clause

We hereby certify that the members of _____ will choose and accept new members without discrimination as to race, religion, national origin, age disability, sexual preference, or gender (NIC fraternities, NPC sororities and NPHC groups are exempt from the gender discrimination restriction). We further certify that the members of the above-named organization do not, as a part of their initiation procedures or at any other time, engage in hazing practices. We have read the University anti-hazing policy and will abide by the guidelines as set down. We further certify that a majority of this organization’s membership is comprised of registered FAU students and the advisor is a full-time FAU administrator or faculty member.

President _____ Advisor _____

Return to the Office of Student Development and Activities, LA 117 (phone number 954-236-1001)



Roster List 2006-2007

Effective immediately: During the re-registration period all student groups will be required to submit a roster list, detailing the members of their organization. ALL organizations must have 7 members (for fall 2006). All members must be registered FAU students (part-time status for undergraduate student means they are registered for 6 credit hours; 3 credit hours for graduate students). Officers can be listed on the roster list as a general member, as well.

Name of Organization _____

E-Mail Address for Organization _____

Name	SS#	Phone Number	E-Mail Address	Signature

I verify that the above information is correct (to the best of my knowledge):

Signature of Advisor _____

Print Name _____

Signature of President _____

Print Name _____

Suggested form for constitution and by-laws for student organizations. THIS IS A GUIDE ONLY. ALL CONSTITUTIONS MUST BE TYPED, DOUBLE SPACED.

CONSTITUTION

ARTICLE I -- NAME OF ORGANIZATION

The name of this organization shall be **ABC Club**

ARTICLE II -- PURPOSE OF ORGANIZATION

(NOTE: This section must include a statement that the organization will ABIDE BY ALL FAU REGULATIONS AND FEDERAL AND STATE LAWS.)

The purpose of this organization shall be

ARTICLE III -- MEMBERSHIP OF ORGANIZATION

Membership in this organization shall be open to those who:

- A.
- B.
- C.
- ETC.

ARTICLE IV -- OFFICERS

(NOTE: This section must include a statement that all officers will be registered FAU students who meet the University's minimum qualification for student officers.)

Section 1. The officers of this organization shall be President, etc.

Section 2. In order to be eligible for office, candidates shall specify requirements.

Section 3. The officers shall be elected when and shall take office when. A majority (or plurality) of the votes cast shall be necessary to elect to any office.

Section 4. Should a vacancy occur in any office, it shall be filled how.

Section 5. The duties of the officers are as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Etc.

ARTICLE V -- MEETINGS

Section 1. Regular meetings shall be held when.

Section 2. Special meetings may be called why and how.

Section 3. A quorum for any regular or special meeting shall consist of what number or fraction of membership

ARTICLE VI -- AMENDMENTS

This constitution may be amended how.

BY-LAWS

ARTICLE I...ETC.

By-laws include details relating to committees, dues, parliamentary authority, disciplinary action, etc.)



EXAMPLE CONSTITUTION AND BY-LAWS
For a New Student Organization

ARTICLE ONE - NAME OF ORGANIZATION

The official name of this student organization shall be [INSERT NAME HERE].

ARTICLE TWO – PURPOSE OF ORGANIZATION

The purpose or mission of this student organization shall be [INSERT DESCRIPTION OF ORGANIZATION'S PURPOSE HERE]. This organization will abide by all FAU regulations, federal, and state laws.

ARTICLE THREE – ORGANIZATION MEMBERSHIP

Membership in this student organization shall be open to those who [INSERT MEMBERSHIP REQUIREMENTS HERE]. *This Section Handbook policy number 6C5-4.007, and an anti-hazing statement.*

ARTICLE FOUR – ORGANIZATION OFFICERS

Section 1 The elected officers of this organization shall include [President, Vice President, Secretary, Treasurer, etc.]

Section 2 In order to be eligible for office, candidates shall be [specify requirements].

Section 3 These executive officers shall be elected [insert day and month] for a term beginning [insert day and month] and ending [insert day and month]. A simple majority of the votes cast shall be necessary for election to any office.

Section 4 Should a vacancy occur in any office, it shall be filled by [insert procedures for this].

Section 5 The duties of each officer include. [List each office and their duties. This section must include a statement that all officers will be registered FAU students who meet the University's minimum qualifications for officers.]

ARTICLE FIVE – MEETINGS

Section 1 Regular meetings shall be held [insert day and month or frequency of meeting].

Section 2 Special meetings shall be called by the President in an emergency.

Section 3 A quorum for any regular or special meeting shall consist of [determine a minimum number of members necessary to be present in order to conduct business.]

ARTICLE SIX – AMENDMENTS

This constitution may be amended by

ARTICLE SIX – AMENDMENTS

This constitution may be amended [insert procedures for this].

BY-LAWS

[By-laws includes detailed descriptions regarding committed structure, dues, parliamentary authority, disciplinary actions, and other organizational information]

WORKSHEET FOR PERFORMANCE AGREEMENT

Artist _____

Nature of Program _____

Performance day and date _____

Performance location _____

Performance time(s) _____

Length of performance (s) _____

Artist to arrive at performance location by _____

Total compensation \$ _____ Expected attendance _____

Check made payable to _____

SS # _____ or Federal Tax # _____

Equipment and personnel requirements _____

Unless Sponsor is notified of delayed arrival at least _____ hours before....

Artist must file signed copy of agreement before (date) _____

All performing personnel:

NAME

SOCIAL SECURITY NUMBER

Name of Artist contact _____

Address _____

_____ Phone # _____

Special provisions _____
