

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 Involvement and Leadership Office. When this form has been reviewed and signed by appropriate Broward Student Involvement and Leadership 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.**

MINIMUM REQUIREMENTS ESTABLISHED BY THE UNIVERSITY FOR ORGANIZATION LEADERS:

Officers must be registered FAU students enrolled during the period of the Petition and their term of office. All undergraduate officers must be enrolled in a minimum of six credit hours each term in the fall and spring terms, three credit hours for Summer A, Summer B, or Summer C term.

All officers must be in good academic standing defined as having a minimum of 2.5 cumulative GPA on all coursework attempted at FAU.

If the student organization is filled affiliated with an off-campus organization, the constitution/ charter/ articles of incorporation of the parent organization must be filed with the petition. When the appropriate Broward Student Involvement and Leadership representatives have approved these documents, the group will be eligible to register as an active FAU student organization.

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 Involvement and Leadership 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.

CLUB AUTHORIZED SIGNATURE FORM

In order that clubs may access funds, the Broward Student Government Treasurer’s office maintains accounts for authorized clubs and requires current information for all offices through the Club Authorized Signature Form. These must be updated each term with the Student Involvement and Leadership Office. **No fundraising activities of any type will be permitted on university property unless the organization maintains a campus financial account.**

Form A – Statement of Intent to organize a New Student Organization

Name of Proposed Organization

Mission of Organization

Membership Qualifications

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

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 the Student Involvement and Leadership 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.

NON-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: _____

FAU OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP

Florida Atlantic University

FORM B — PETITION FOR OFFICIAL REGISTRATION

The following hereby petition for the official registration of: _____
 (PRINT NAME OF ORGANIZATION)

Please print names and include Z numbers

	Name	Z Number
President	_____	_____
V.P.	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
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 none were made, then put "none"):

Will this organization be affiliated in any way with an off-campus organization? Yes _____ No _____
 If "yes", include a copy of the constitution, charter, or articles of incorporation of the parent organization.

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

 (NAME) (ADDRESS) (PHONE)

APPROVAL FOR PETITION FOR OFFICIAL REGISTRATION

COSO _____ DATE: _____
 (The petitioning organization will be notified in writing by the Office of Student Involvement and Leadership of its acceptance or in cases of denial, the reasons for denial.)

STUDENT INVOLVEMENT AND LEADERSHIP _____ DATE: _____