To be registered and recognized during the 2014-2015 Academic Year, a student organization must file this registration with Campus Life immediately upon creating a new group. Registered Student Organizations may sponsor activities and use college facilities and services once they are approved through the Campus Life Office. The information and signatures below must be completed to be registered.

1. Name of Organization (Cannot include AQ): ____________________________

2. The officers who will be authorized to reserve facilities and spend the monies in the name of the organization:

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3. Number of Members: ____________________________

4. Registration submitted by: ____________________________

____________________________________  ____________________________
Advisor’s Signature  Date

____________________________________  ____________________________
Presiding Officer’s Signature  Date

RETURN THIS REGISTRATION TO:  
Campus Life Office, Cook Carriage House
Procedures and Criteria for the Recognition of Student Clubs/Organizations

At

AQUINAS
COLLEGE

A group seeking recognition may, for the purposed organization, enjoy the privileges of a recognized campus organization by filing a written application to be recognized by the Campus Life Office.

Materials to be submitted to Campus Life by a new organization seeking recognition include the following:

1. A list of E-Board officers with their current addresses, class status, and telephone numbers and some indication of an expected membership.
2. A letter from a full-time member of the faculty or administrative staff indicating his or her willingness to act as advisor to the group, including pertinent contact information. (on campus only)
3. 1 copy of the organization’s purposed Constitution/By-Laws with a minimal requirement of:
   a. Statement of purpose.
   b. The process used to elect officers
   c. Elections for the following year must take place by April 1st each year.
   d. Rosters must be emailed to the Campus Life office every semester to maintain active recognition.

A copy of a blank Constitution may be found on the Campus Life website: www.aquinas.edu/students/clubs.html

**If affiliated with a national organization, a copy for the national constitution and local by-laws must also be submitted.

Based on its review of the required materials, the Campus Life department will grant recognition or non-recognition to the organization. The Campus Life Office will be responsible for publicizing a list each semester of all recognized student organizations.

Privileges of Recognition:

1. Listing of the organization in all printed Aquinas College materials where recognition of official clubs and organizations are listed.
2. Access to College facilities at no charge and use of technical equipment and assistance for activities of the organization as long as guidelines in each of these areas are followed.
3. Campus advertising privileges; hanging posters around campus, access to duplication and copying equipment (which must be approved).
4. Access to requesting an annual budget consideration from the Student Senate.
Obligations of Recognition:
SAMPLE CONSITUTION FOR
STUDENT ORGANIZATIONS AQUINAS COLLEGE

Article I: Name
The name of this organization shall be:______________________________

Article II: Purpose
A general statement of the purposes and the scope of the organization.

Article III: Membership
1. State specific qualifications…any student, any traditional aged student, alumni for special membership?
2. How is the membership maintained? Attendance at meetings? How many? Dues? Other?
3. Termination of membership and reinstatement (state the conditions under which membership is terminated and how reinstatement is accomplished).

Article IV: Officers
The officers shall be_____ (Please do not list the individual names)____
And shall compose the Executive Committee of the Organization.

Article V: Qualifications and Elections of Officers
1. Qualifications, such as__________________________Every member of the organization shall be eligible for office? A student elected President may only serve a one-year term? Other officers can succeed themselves in office? No one individual may hold more than one elective office? Other?
2. Elections:
College Policy: Officers must be elected by April 1st for the following year. This must be included. How will balloting be done? Voice Secret?
3. Replacement of vacancies: Vacancies due to whatever reasons will be replaced by? Ballot of Membership. Executive Committee makes appointments? Executive Committee suggests appointment to membership and they approve? Other?

Article VI: Duties and Powers of Officers
1. President: The President shall call and preside at all meetings? Shall appoint committees as needed with approval of Executive Committee? Set agendas for all meetings?
2. Vice-President: Shall perform all duties of the President in the absence or disability of the President? Shall act as a student representative to the Community Senate? Shall do any other duties as deemed necessary by the Executive Committee?
3. Secretary: Shall keep accurate minutes of all meetings. Shall keep a correct roll of all members, to keep all records (with exception of financial records [unless position is secretary/treasurer]). Conduct all correspondence of the organization. Submission of Rosters bi-annually (November 1st and March 1st) Other?

4. Treasurer: Keeps all financial records of the organization. Add relationship with budget director

5. RSO Rep- This representative will represent the entire student organization at the bimonthly Registered Student Organization Assembly; where will report, if necessary, the club’s activity and collaboration opportunities. It is imperative that the representative report back to the board of all things discussed.

Article VII: Advisor
Must be a full-time faculty or staff member at Aquinas College

Article VIII: Meetings
1. Annual meetings: There shall be an annual meeting of the organization each year in the month of _________ at a time established by the Executive Committee?
2. Regular meetings are usually held weekly, bi-weekly or monthly as deemed necessary for organizational purposes. How often meetings are held will be decided by the organization.
3. Special meetings of the organization may be called by the organization.
4. Notice: will be posted for annual and special meetings _____ prior to the meeting. [we suggest one week]
5. Quorum: We suggest that this be more than ½ of your membership!

Article IX: Parliamentary Authority
1. All meetings shall be conducted according to the procedures specified in most recent edition of Roberts Rules of Order.
2. The presiding officer shall appoint a parliamentarian to advise on parliamentary matters.

Article X: The annual dues for membership shall be _____________ (If there are dues)

Article XI: Standing Committees shall be established and their functions determined by the Executive Committee. Members shall be appointed by the President with the approval of the Executive Committee. All committee action must be approved by the Executive Committee.