

FORMING A NEW CLUB APPLICATION Student Clubs & Organizations Registration

Academic Year _____ - _____

Recognition as a chartered club requires 1) completion of a re-charter form each academic year, 2) an active membership of at least five currently enrolled and 3) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and secure funding from the Student Services office. Petitions for exceptions and/or provisional chartering information may be obtained in the Director of Student Life Office.

CLUB / ORGANIZATION

(Please provide full names, and print or type clearly)

Date: _____

Name of Club/Organization: _____

Meeting day, time and location: _____

President's or Chair's Name: _____

President's or Chair's Student ID#: _____

Complete Mailing Address: _____

Phone Number: _____ E-Mail: _____

E-mail is the primary mode of communication. Please check your e-mail often.

Signature: _____ Date: _____

My signature above do hereby grant the Student Life Office permission to verify my GPA

ADVISOR

Advisor Name: _____

Office Phone Number: _____ E-Mail: _____

Office Use Only – Do Not Write In This Space

Date received: _____

Current constitution on file: yes _____ no _____

All officers meet 2.0 cumulative GPA requirements: yes _____ no _____

Organization has at least 5 members currently enrolled: yes _____ no _____

Office Phone Number: _____ E-Mail: _____

Forming New Organizations

Requirements:

1. Any group interested in establishing an organization must first submit an application for an Organization Registration Form. This form must be filled out completely with all supporting documents and submitted to the Office of Student Life.
2. New organizations must have a minimum of five (5) charter members, all of whom must be currently enrolled students with a minimum cumulative GPA of 2.0.
3. At least one student leader and an advisor must be identified.
4. A petition of support signed by at least 25 currently enrolled students must be submitted with the application.
5. In addition, a Statement of Purpose and a Constitution must be submitted with the application.
6. The Student Life Director will review the request, and if complete and accurate, forward to the Dean of Students for review. The Dean of Students and the Director of Student Life will then vote on the request.
7. The action will be reported to the designated organization leader and advisor by the Director of Student Life.
8. After at least on full quarter of active participation, an organization may request a bank account through PNC Bank, the corporate banker for Sullivan University. A minimum of \$50 is required to open a banking account.
9. In support of the Sullivan University mission to support academic excellence, all student leaders are required to have and maintain a minimum cumulative 2.0 GPA or higher as designated by a club/organizations constitution. The Office of Student Life will verify officer's qualifications at the time of the official qualifications, and prior to elections. Thus it is the responsibility of the organization advisor to verify academic standing at the end of each quarter prior to continued services in the upcoming quarter of term.
10. All clubs/organizations must abide by the rules and procedures as stated in the Sullivan University Catalog, Sullivan University Student Handbook and Club Resource Manual.
11. Memberships in organizations are open to all currently enrolled students. No organization may limit the membership of their group based on age, race, religion, gender, sexual orientation, or other arbitrary variable. Honors/Professional groups may have limited membership based on GPA or major, as outlined by

- a. national, regional, or state organizations, and under the approval of the Director of Student Life under the supervision of the Dean of Student Services.

Student Organization Membership List

Organization Name _____ Quarter/Year _____

Please have all organization members print their full name, Student ID#, and signature. Also indicate if the student is an officer in the organization and what office they hold. All students must be currently enrolled and all officers must have a minimum cumulative GPA of 2.0 or whatever is required by your organization constitution. By signing, students give the Office of Student Life permission to verify GPA and enrollment status. Print Name	Signature	Office Held	Enrollment Verification (Student ID #)
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