



OFFICE OF STUDENT LIFE

# **OFFICIAL PETITION FOR FORMATION OF A NEW ORGANIZATION**

Submit A Completed Application to the Office of Student Life

# ORGANIZATION REQUIREMENTS

STUDENT(S) FORMING A NEW ORGANIZATION SHOULD:

- Check the Clubs list in the Office of Student Life to see if there is an existing club that satisfies the interest of the group.
- Identify the type of club it will be (academic, arts, community service, cultural, educational, media, publication, recreational, social or religious).
- Develop a constitution for the club (use the sample attached as a guideline)
- Have a minimum of 10 currently enrolled students who are interested in the club and who will serve as charter members.
- Develop the purpose of your organization.
- Identify ways the organization will contribute to the Langston University community.
- Identify goals and how the organization will achieve them.
- Select at least four students from the group to serve on the executive board (positions and responsibilities are outlined in the constitution). Be advised the students selected should have a cumulative GPA of 2.5, not on probation, or currently not within good standing of the institution.
- Recruit a full time faculty or staff member to serve as the primary club advisor.
- Recruit a faculty, staff, or community member to serve as secondary club advisor.
- Complete the Application for New Clubs and Organization.

# GUIDELINES FOR NEW ORGANIZATIONS

## A. **Timeline:**

Review of the Official Petition for Formation of a New Organization will occur on a year around basis. Applications for New Organizations should be completed in its entirety. Applications will be reviewed with in one week of submission date. Incomplete applications will become void after 14 days of submission date.

## B. **Process:**

Upon receipt of the application and advisor recommendation, the Assistant Director of Student Life will review and may or may not recommend approval. If approval is recommended, the petition will be forwarded to the Director of Student Life for final approval.

## C. **Registered Organizations:**

Organizations that are approved by the Director of Student Life will be registered with Office of Student Life. As an approved organization, the organization may reserve campus facilities and can collaborate with the Student Government Association and Student Activities Board.

## D. **Requirements/Responsibility:**

### **Club:**

Organizations formally registered with the Office of Student Life must submit the following information each spring before the last day of classes.

- Current Constitution (only necessary if there have been changes made)
- List of newly elected officers and Advisors (remember to update when throughout the year)
- Officers and Advisor Contact Information
- Have representation at Inter-Club Council Meetings

### **Executive Board:**

Student organizations are encouraged to hold election of officers each spring with regular terms running through the following academic year. However, groups may vary from this as needed or as outlined in the organization constitution. In order for students to be eligible as an executive board member of a student organization they must meet the following criteria at the time of election throughout their tenure.

- Be enrolled in at least twelve (12) credit hours at Langston University
- Maintain a minimum GPA of 2.5, both cumulative and semester
- maintain good academic and disciplinary standing
- Know and understand this manual and Student Code of Conduct
- Exhibit appropriate behavior of a Student Leader on and off campus

- Be willing to represent organization in ICC meetings

### **Advisor:**

In an effort to meet the expectation of the Office of Student Life and better serve students, the following is a list of preferred qualifications and responsibilities for those serving as advisor.

- Primary advisor should be full-time employee, faculty, or staff member of the university
- Secondary may be community member or university employee, faculty, or staff
  - Secondary advisors do not have authority to sign off on any official documents
- Must submit a “Responsibility Agreement Form” to Student Life

Must submit a “Contract for Organization Sponsors” to Student Life

- Be present at Inter-Club Council Meetings
  - Secondary advisors can attend ICC with or in place of the primary advisor
- Attend scheduled organization meetings as necessary
- Meet with executive board for the following purposes
  - Discuss Organizational goals and direction
  - Assist with development of organization programs
  - Discuss internal organizational difficulties
  - Discuss financial status of the organization
  - Give honest feedback and direct expectations to the board
- Understanding of university policies
- Know and understand this manual and Student Code of Conduct
- Provide a connection to a variety of on and off campus resources
- Ensure executive board members maintains a 2.5 GPA
- Provide continuity and stability as student leadership changes
- Share experiences and expertise when appropriate

### **E. Principle for all Clubs and Organizations.**

\*\*Membership in clubs or organizations is open to all enrolled students. No organization may limit the membership of their group based on age, race, religion, gender or sexual orientation. Honors/Professional groups have limited membership based on GPA and /or major.

\*\*All clubs/organizations must abide by the rules and procedures as stated in the Langston University Student Code of Conduct.

# **SAMPLE CONSTITUTION**

## **Sample Constitution for New Organization**

### **Langston University**

#### **Preamble**

This organization, known as the Langston University Honor Society, is established for the purpose of promoting and proliferating intellectual and social interaction.

#### **ARTICLE 1: NAME**

This organization shall be called the Langston University Honor Society

#### **ARTICLE II: PURPOSE**

- A. To provide an opportunity for social and intellectual interactions in the College.
- B. To encourage and promote participation in academic activities.
- C. To encourage and provide leadership opportunities.

#### **ARTICLE II: MEMBERSHIP**

##### **Section 1 ELIGIBILITY**

Any Student is eligible for membership if s/he meets requirements for Honors Courses and meets one of the following criteria:

- A. Is currently taking honors courses.
- B. Has taken honors courses and is maintaining eligibility.
- C. Is anticipating participating in honors programs when schedule permits.

##### **Section 2 TERMINATION OF MEMBERSHIP**

Membership will be terminated in the following circumstances:

- A. Failure to maintain eligibility in Honors Program
- B. Withdrawal from Langston University
- C. Withdrawal of one's own membership by request.

#### **ARTICLE IV: MEETINGS**

##### **Section 1**

Officers will meet on weekly or biweekly basis to plan and coordinate club activities.

##### **Section 2**

Members will be expected to attend regularly scheduled meetings

## **ARTICLE V: OFFICERS**

### **Section 1**

- A. Officers shall include President, Vice President, Secretary and Treasurer.
- B. Committees may be appointed as deemed necessary by the officers.

### **Section 2 ELECTIONS OF OFFICERS**

- A. Any participating member is eligible to hold office.
- B. Officers are elected by majority vote of the membership during a designated meeting in the Spring semester. Term of office is one year.
- C. A special election will be held if an office comes open during the year.

### **SECTION 3 DUTIES OF OFFICERS**

- A. **President**- Presidents at all meetings, appoint committee members, and directs and supervises all club activities.
- B. **Vice-President** - Presides in the absence of the President, and acts as a liaison between club and student government and the Inter-Club Council.
- C. **Secretary**- Will keep all club records of membership meeting minutes and upcoming club activities.
- D. **Treasurer** - Will keep records of club expenditure and report status of budget on a monthly basis. He/ She will also meet with the Assistant Director of Student Life to verify account status on the second Thursday of each month.

## **ARTICLE VII: ADVISOR**

A member of the Langston University faculty or staff will be selected by the club. This person will provide direction and support to members and officers in matters dealing with the organization.

## **ARTICLE VIII: AMENDMENTS**

This constitution may be amended by a vote of 2/3 of the active members at a regularly scheduled meeting.



# New Club/Organization Application

Proposed Club/Organization Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

## Charter Member Contact Information:

Name:	
Email Address:	
Phone Number:	
Student ID#	

What is the purpose of the organization?

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How can the organization contribute to the Langston University community?

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Indicate the club's primary goals and how the group will attempt to achieve them?

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## Primary Advisor Contact Information:

Name:	
Email Address:	
Phone Number:	
Faculty/Staff ID#	

Name:	
Email Address:	
Phone Number:	
Faculty/Staff ID#	





# Club/Organization Registration Form

## OFFICER LIST

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:

LU E-Mail Address:	ICC Rep.: Yes No
Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

Name:	Officer Position:
Address:	City & Zip:
Phone #:	Student ID#:
LU E-Mail Address:	ICC Rep.: Yes No

ALL INTERESTED MEMBERS OF THE CLUB MUST PROVIDE THE FOLLOWING INFORMATION.

*\*\*\*Attach additional sheets if necessary\*\*\**

Printed Name	Signature	Student ID #	Are you Registered this Semester?

ALL EXECUTIVE BOARD MEMBERS MUST HAVE A 2.5 GPA.

I, \_\_\_\_\_ fully understand and accept the responsibilities of President.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Vice President.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Secretary.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Treasurer.

**Langston University  
Office of Student Life**

# Primary Advisor Responsibility Agreement Form

Organization Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

LU Email Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

By My signature below, I attest that I am a full-time employee of Langston University and accept the responsibility of serving as advisor of the above mentioned organization.

As the advisor and by my signature below, I understand that I am directly responsible for all the activities of this organization. I agree that I:

1. Will attend the organization's meetings, programs, social functions, service projects, etc.
2. Will sign for authorization to use university facilities.
3. Will sign for authorization to sponsor activities and all financial transactions.
4. Will provide advisement and consultative service to the officer and members of the organization.
5. Will be responsible for understanding and interpreting the rules and regulations of Langston University.
6. In the event of an infraction of university regulation or any like occurrence, it is my responsibility as the advisor to notify the Office of Student Affairs within 24 hours of the incident.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Assistant Director of Student Life: \_\_\_\_\_

Director of Student Life: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Langston University**  
**Office of Student Life**

# Secondary Advisor Responsibility Agreement Form

Organization Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

By My signature below, I attest that I am a full-time employee of Langston University and accept the responsibility of serving as advisor of the above mentioned organization.

As the advisor and by my signature below, I understand that I am directly responsible for all the activities of this organization. I agree that I:

1. Will attend the organization's meetings, programs, social functions, service projects, etc.
2. Will provide advisement and consultative service to the officer and members of the organization.
3. Will be responsible for understanding and interpreting the rules and regulations of Langston University.
4. In the event of an infraction of university regulation or any like occurrence, it is my responsibility as the advisor to notify the Office of Student Affairs within 24 hours of the incident.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Assistant Director of Student Life: \_\_\_\_\_

Director of Student Life: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_