

REGISTERED STUDENT ORGANIZATION REGISTRATION

For a new Registered Student Organization to become officially registered at Eastern Kentucky University, the group must comply with the following policies and procedures.

CHECK LIST:

1. A student of the organization applying for registration must complete, sign and submit the following **TYPED** documents.
 - a. REGISTERED STUDENT ORGANIZATION REGISTRATION FORM – Fully complete this form and have it signed by both the President/Chief Officer and by the Faculty/Staff Advisor.
 - b. REGISTERED STUDENT ORGANIZATION OFFICER & MEMBER FORMS.
 - c. CONSTITUTION – Information for preparing your group’s constitution is enclosed. Assistance may also be obtained in the Office of Student Life.

KEEP THIS FORM UPDATED AND WITH THE CORRECT INFORMATION AT ALL TIMES.

2. Once the registration packet has been completed, **typed** and signed in the appropriate places, it should be submitted to the Office of Student Life. The Office of Student Life staff must check the application to make sure all necessary information has been provided before they can accept the application.

All materials should ALSO be emailed to StudentLife@eku.edu.

3. PROCESS OF REGISTRATION – Once the application is turned in to the Office of Student Life, the application will be reviewed. In all cases, the reviewing will check to see that:
 - a. The organization has clearly stated its name, clearly cited all affiliations (local, state and national) and has clearly stated the purpose for which it is being formed.
 - b. The organization is consistent with the purpose, regulations and policies stated in the Registered Student Organization Handbook.
 - c. The organization is consistent with the purpose, regulations and policies of the University.
 - d. The organization does not discriminate.
 - e. The constitution is clear, concise, and contains all required Eastern Kentucky University procedures and other necessary information for the successful operation of a Registered Student Organization.
 - f. The organization has at least five (5) students currently enrolled at Eastern Kentucky University.
 - g. The organization will have an Advisor who is a full or part-time faculty/staff member at Eastern Kentucky University, and is **approved** by the Assistant Director of Student Involvement and Leadership.

4. All new organizations should be aware that Eastern Kentucky University prohibits the registration of Registered Student Organizations, which include but are not limited to:

- a. Permit or promote hazing on or off campus.
- b. Utilize behavior modification techniques, mind control techniques and similar forms of coercive persuasion.
- c. Do not permit free speech, self-criticism and the right to leave the group without penalty.
- d. By physical stress or any subtle or covert techniques, impair, make captive or destroy an individual's freedom of thought.

6. A Registered Student Organization must go through this application and review process only once as long as the group remains active on campus. However, it should be noted that all registered organizations must complete a registration update each fall or as officers change with the Office of Student Life by the second Friday in September. Each group must also keep a current record of its officers and advisors and a current copy of their constitution and bylaws in the Office of Student Life.

7. Should the group need assistance, please contact the Office of Student Life at:

Powell 128 _____ 859-622-3855



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Part A

Organization Name: _____
Contact Name: _____ Phone: _____
Address: _____
E-Mail Address: _____

Part B

All organizations must have an advisor, approved by the Student Activities Manager from Eastern Kentucky University. Please list the person who has agreed to serve as advisor and he/she must sign this document.

Name: _____ Title: _____
Department: _____ Room: _____ Phone: _____
Email Address: _____
Advisor Signature: _____ Date: _____

Part C

1. Please describe your rationale for starting this organization. (Use separate sheet if necessary.)

2. Describe the organization structure. (Membership, officers, committees)

3. How do you plan to finance your organization? (Fundraising, Dues, ECT.)

Fundraising

Dues

Amount \$ _____

How often will they be collected? _____

Other _____

PART D

1. Date you plan to begin as an official organization? ____/____/____

2. Where/when do you plan on meeting?

On Campus* Off Campus

Days: _____ Time: _____

***Please fill out a Facility Request.**

3. What activities do you intend to provide?

4. Do you have membership requirements? Yes No

If yes, please describe.

All Membership requirements must follow University policies

5. If you are organizing has a national affiliation, please include the national constitution and by-laws.

I understand that I must meet with the appropriate staff of Student Activities to discuss the formation of this organization in the process to become an officially recognized organization at Eastern Kentucky University.

Name _____ Phone _____

Signature _____ Date _____

For Office Use Only

Date received: _____ by: _____

Approved Not Approved

Comments: _____

Approved By: _____

Student Life Official

Date



REGISTERED STUDENT ORGANIZATION OFFICER FORM

All organizations must have a completed listing of all officers and fill out a *Registration Update* and a *Registered Student Organization Officer Form* when changes are made.

Registered Student Organization _____

National Affiliation (if any): _____

President	Signature _____
Address _____	Phone 1 _____
City _____ Zip _____	Phone 2 _____
E-mail _____	Student ID _____

Vice-President	Signature _____
Address _____	Phone 1 _____
City _____ Zip _____	Phone 2 _____
E-mail _____	Student ID _____

Secretary	Signature _____
Address _____	Phone 1 _____
City _____ Zip _____	Phone 2 _____
E-mail _____	Student ID _____

Treasurer	Signature _____
Address _____	Phone 1 _____
City _____ Zip _____	Phone 2 _____
E-mail _____	Student ID _____

Space on back for additional officers

Advisor	Department _____	_____
Email: _____	Office # _____	Ext. _____

By signing this form, officers of the Registered Student Organization are giving permission for the Office of Student Life to perform grade checks to ensure compliance with the registration process. This also gives permission for your name and e-mail address to be posted on the ECU Website, posters and flyers.

The following are authorized to deposit, withdraw or transfer monies from this internal account.

President's Signature: _____ Project ID: _____

Treasurer's Signature: _____

Advisor's Signature: _____

For Office Use Only

Date received: _____ **by:** _____ *Approved* *Not Approved* *Changes to Constitution or bylaws - attached*

Comments: _____

Approved By: _____ Date _____

Student Life Official

Date

Additional Officers or Committees

Print or type

Position ↓

Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID
Address	Signature
City	Phone 1
E-mail	Phone 2
	Student ID



REGISTERED STUDENT ORGANIZATION MEMBERSHIP LIST

A list of current members must be submitted to the Office of Student Life.

<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
<hr/>			
<i>Name</i>	_____		
Address	_____	Phone 1	_____
City	_____ Zip _____	Phone 2	_____
E-mail	_____	Student ID	_____
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