

CLAFLIN UNIVERSITY
OFFICE OF STUDENT LIFE
CLUB / ORGANIZATION REGISTRATION

Club / Organization Name

As an officer of _____, I have read and agree to abide by the policies and procedures as stated in the Student Handbook. I understand that this form must be completed before approval is granted.

Public Contact Person (This information will be given out of people inquiring about your club/organization).

| Full Name | Box# | Phone Number | E-mail Address: |
|------------------|-------------|---------------------|------------------------|
| _____ | _____ | _____ | _____ |

| Advisor Information | | | |
|----------------------------|--------------|---------------------|------------------------|
| Full Name | Dept. | Phone Number | E-mail Address: |
| _____ | _____ | _____ | _____ |

| President / Chair | | | |
|--------------------------|-------------|---------------------|------------------------|
| Full Name | Box# | Phone Number | E-mail Address: |
| _____ | _____ | _____ | _____ |

| Treasure | | | |
|-----------------|-------------|---------------------|------------------------|
| Name | Box# | Phone Number | E-mail Address: |
| _____ | _____ | _____ | _____ |

| Member | | | |
|---------------|-------------|---------------------|------------------------|
| Name | Box# | Phone Number | E-mail Address: |
| _____ | _____ | _____ | _____ |

| Member | | | |
|---------------|-------------|---------------------|------------------------|
| Name | Box# | Phone Number | E-mail Address: |
| _____ | _____ | _____ | _____ |

CONSTITUTION

Please complete the following:

Article I: Name of club

Article II: Statement of Purpose (What is the purpose, goal and philosophy of the organization?)

Section 2: Elections

A. Indicate when the elections will be held

B. Procedures for elections. Detail how the elections will proceed.

Section 3: Term of Officers

How long will officers serve in positions?

Section 4: Duties

Detail the duties each of the officers' duties, including advisor.

Article III: Membership (ALL STUDENTS ARE WELCOMED TO JOIN ANY ORGANIZATION AT CLAFLIN UNIVERSITY)

Section 1. Details how membership will be selected.

Section 2. Students who join a club/organization must be in good standing with the college. Some organizations may have a clarification of good standing, including dues paid, attendance to meetings, GPA etc. List criteria here.

Article IV: Officers

Section 1:

A. Titles: Include the titles of the individuals who will be the leadership of the organization. If there is no hierarchy in the group, include that fact and state who will be the main contact person for logistical purposes.

B. Elected: Indicate which positions are elected by membership

C. Appointed: Indicated those positions appointed by the president or chair.

D. Advisor: All organizations are required to have an advisor who is a member of the Claflin University professional staff. What are the duties of the advisor? Example: The advisor will attend board meetings.

Section 2. Elections

A. Indicate when the elections will be held

B. Procedures for elections. Detail how the election will proceed

Section 3. Term of Office

How long will officers serve in positions?

Section 4. Duties

Detail the duties each of the officers duties, including advisor.

Article V. Meetings

Section 1. Frequency of meetings

Indicate when meetings will be held

Section2. Special meeting procedures

Indicate who will be able to call special meetings

Article VI. Finances

This section should include how records will be kept, by whom etc.

**☆ UPON COMPLETETION OF THIS FORM PLESE RETURN TO DR. LEROY DURANT'S
OFFICE LOCATED IN LAYMEN HALL ROOM 107**