

General Information:

If a group of students has a desire to renew an existing student organization for the next academic year, the following information should be reviewed and the protocol for the request of establishment of the club should be followed. Overall, there will be 2 levels of organization recognition by the University: Sponsored Organizations and Non-sponsored Organizations. The general differentiation is as follows:

Sponsored Organizations:

- Are granted the use of University facilities and logos with approval
- Are eligible to receive money from the student activity fund as allocated by the Budget and Finance Committee
- Must complete an annual service project that benefits the PNWU community
- Must complete an annual service project that benefits the Central Washington community
- Must complete an annual fundraiser

Non-Sponsored Organizations:

- Are granted the use of University facilities and logos with approval
- Are not eligible to receive money from the student activity fund

Requirements:

- The proposed organization must gather signatures of at least eight (8) current students who are interested in the organization.
- The proposed organization must not be at odds or in conflict with the mission of the University or the mission of the SGA.
- The proposed organization must have a faculty advisor.
- New officer elections must be held annually and must be by blinded ballot.
- One officer must attend all Council of Club Presidents Meetings.
- Each organization must attend the club fair at the beginning of the academic year.
- The proposed organization must have a constitution addressing the following items:
 1. ARTICLE I: NAME ----- State name of group
 2. ARTICLE II: PURPOSE----- Describe the purpose or list mission statement
 3. ARTICLE III: MEMBERSHIP----- Describe how to become a member, what it means to be a member, and if membership can be revoked
 4. ARTICLE IV: DUES----- Describe any dues and deadlines
 5. ARTICLE V: OFFICERS----- State officer titles
 6. ARTICLE VI: DUTIES----- Officer duties
 7. ARTICLE VII: MEETINGS----- Frequency and voting criteria

Student Organization Renewal Request

Please complete this form, attach your constitution, and turn in to the SGA Executive Vice President

Today's date:
Name of requesting student:
Name of organization (please list official name; no abbreviations):
Name(s) of national organization:
Is the PNWU chapter <i>formally</i> affiliated with the national organization?
If nationally affiliated, does your national organization's constitution limit membership to osteopathic students?
Does your local constitution invite participation from other campuses (i.e. Heritage MAMS, Heritage PA, WSU PharmD, etc.)?
All organizations are required to have the 3 following officers: president, vice president, and secretary/treasurer (can be separate or combined position) and are permitted to have up to 3 additional officers for a total of 6 officers. Please list your current officers and their titles:
Is this club seeking sponsored or non-sponsored status?
Does this club collect dues? If so, please list whether local and/or national dues are collected, as well as the monetary amount.
Please provide the purpose and mission statement of the club:

Club president's signature:

By signing this form, I, on behalf of this club's leadership, agree to adhere to the requirements associated with being a recognized PNWU-COM student organization. Failure to meet the requirements could jeopardize the status of this student organization.

Print Name

Signature

Eight (8) signatures of current students in support of the requested organization:

Print Name	Signature

Faculty advisor's signature:

By signing this form, I agree to be present and provide supervision for all club events and activities that require faculty supervision and I agree to arrange a faculty member replacement if unable to attend. I agree to advise students of the policies and procedures which they must follow as a club organization. I agree to see that the continuity of the organization is preserved through constitutions, minutes, and traditions and that the transition of club leadership process involves a thorough transfer of information.

Print Name

Signature

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Received by SGA Executive Vice President: _____

Initials

Date

SGA Executive Council Ranking: 1 2 3

Date approved by SGA: _____

Exec. VP Initials

Date

Date approved by Student Affairs: _____

Assoc. Dean of SA Initials

Date