



Application for Student Organization Recognition

Complete application and submit to the Associate Dean of Students Office (229 Main). You must also submit two copies of proposed Constitution & By-laws.

A. Name of Proposed Organization \_\_\_\_\_

B. Purpose of the Organization (brief mission statement): \_\_\_\_\_

C. Status Sought (check one)

- Sponsored Club: A sponsored club must be composed only of Southern Virginia University students, faculty, and/or staff...
Recognized Club: A recognized club provides a form of service that is compatible with Southern Virginia University's mission...

D. Amount of Funding Sought: Student organizations may be granted up to \$150 in "one time" start-up funds. Operating funds come from the SVUSA budget and are dispersed through the Business Office. Please indicate below how much start-up funding you seek and for what purpose.

E. Type of organization (circle one) Academic Athletic Honorary International Political Professional Religious Recreational Service Social Special Interest Other:

F. Affiliation with other group (circle one) National Regional Local G. Name of affiliated group: \_\_\_\_\_

H. Person Submitting Application: Name & Student ID Email Phone Number

I. Please list the names of at least three officers or organizers who are currently enrolled at Southern Virginia University. Print clearly. Name & Student ID Address (City, State, ZIP) Phone Number

J. Please provide the signatures of at least six students currently enrolled at Southern Virginia University who support this organization. The same names may be used from the officer's/organizer's list. Name & Student ID

K. Please provide the name of at least one advisor (required). Name Department Phone Number

L. On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all rules and regulations of Southern Virginia University, including the SVU Honor System as well as all federal, state, and local laws. It is also understood that full recognition as a SVU Student Organization is granted only by the SVUSA Executive Council and the Dean of Students Office.

Signature

Date

DO NOT USE - DEAN OF STUDENTS OFFICE USE ONLY

- Completed application submitted to Associate Dean of Students Office including two copies of proposed Constitution and By-laws
Provisional recognition granted (date): Provisional recognition expiration date:
Copy of application, constitution, and by-laws forwarded to SVUSA.
SVUSA Agenda Date:
Executive Council recommendation (circle one) Approve Deny
Amount of funds approved (if any):
Dean of Students Office Decision Approve Deny
Official letter of recognition sent to president/chair of new organization & the organizations advisor.
Copy of official letter of recognition forwarded to SVUSA

Comments: \_\_\_\_\_

## How to Write a Constitution for Student Organizations

Student group constitutions do not have to be long-winded, Victorian-style proclamations. Groups get clearer direction from short, uncomplicated constitutions that give general guidelines than they do from constitutions cluttered with specific rules for every conceivable circumstance.

***\*Use the following guidelines in drafting your student organization's constitution and by-laws. PLEASE NOTE THAT ALL BOLDED ITEMS MUST BE INCLUDED IN EVERY STUDENT ORGANIZATION'S CONSTITUTION.***

### Article I.

**Name.** The name of the organization shall be [*name of organization*] of Southern Virginia University.

### Article II.

**Purpose/Preamble.** The purpose of the organization shall be... [*list purpose*]

### Article III.

**Membership.** The membership and elected leadership requirements of the [*organization*] shall be open to all duly enrolled students at SVU. Membership and activities are open to all currently enrolled students regardless of race, color, religion, sex, national origin, age disability or Vietnam era veteran status (unless specifically exempted by law).

- Generally, club membership is open to all full-time SVU students. Membership restrictions based on academic divisions, majors, etc. should be noted.

### Article IV.

**Meetings.** Meetings will be held... [*Describe frequency of the meetings*]

### Article V.

**Committees.** [*Describe functions of committees if applicable*]

### Article VI.

**Officers.** Officers shall consist of [*list officers*], and shall be elected [*date*] for a term of [*specify length of term*], by a [*2/3, 1/2, majority, etc...*] vote of the membership. [*Duties shall be listed in the By-laws, see Article X*]

### Article VII.

**Advisor.** [*Required*] The advisor for this organization shall be decided upon by the executive officers of the organization. A qualified faculty or staff member must be selected by the membership as an advisor.

### Article VIII.

**Finances.** [*Provisions for dues, fines and initiation fees, etc. The following statement must be included*]  
All funds collected by this organization shall be placed in a restricted account in the SVU Business Office. Fund raising shall be approved in advance through the Office of Institutional Advancement and proceeds earned are placed in a Business Office restricted account. The books of this account shall be kept up to date and open to the inspection of the University auditor. [*Clubs may not have separate checking accounts (i.e. Bank of America, BB&T, etc.)*]

### Article IX.

**Amendments.** [*State procedure for amendment. The following statement must be included*]  
It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the SVUSA and the Student Life Office every detail of the desired changes to be made.

### Article X.

**By-laws.** [*By-laws should specify more details, such as specific duties of the officers, actual meetings, actual fees, and how the by-laws are enacted.*]

*\*Southern Virginia University Student Association and/or Dean of Students Office may require additional terms or stipulations in your constitution.*