

Student Organization Registration Instructions

- 1) The registration form must be typed. If for some reason it can't be please print legibly.
- 2) Student organization MUST register with the Student Activities Office by the 1st Friday of summer and fall term.
- 3) If there is officer changes winter or spring term please fill out a new form.
- 4) The name of your organization must be completely written out – no abbreviations, acronyms, or Greek letters.
- 5) All organizations must have a Kettering University employed staff or faculty member as an advisor.
- 6) All members must be enrolled as a student at Kettering University.
- 7) Honor societies may register their advisor as president if deemed acceptable by national by-laws.
- 8) Recognition societies, honor societies, and academic organizations must have approval from the appropriate department head to register.
- 9) Social fraternities and sororities must be approved by the Director of Greek Life.
- 10) All new organizations must submit a constitution and by-laws before they can be registered. If they are affiliated with a regional or national organization, they are to submit this constitution and by-laws as well.
- 11) Sample constitutions and by-laws are available in the Student Activities Office.
- 12) Organizations must comply with University regulations governing discrimination based on gender, ethnicity, physical ability and sexual orientation. Kettering Student Handbook is available in the Student Activities Office.
- 13) If your organization needs a mailbox on campus, the Student Activities Office will provide you with one. All correspondence with organizations will be through the organization's campus mailbox.