

Nova Southeastern University  
Office of Student Activities  
**Organization Registration Packet**  
**for**  
**NSU Distance Students**



**New organizations must do the following:**

- Complete the Student Organization Application
- Develop an Organization Constitution (template provided)
- Secure an Advisor; have the advisor sign the Advisor Contract
- Meet with the Coordinator of Student Affairs at your SEC to submit the above paperwork and schedule Treasurer's Training

**Office of Student Activities**

University Center  
3301 College Avenue  
Fort Lauderdale, FL 33314  
Phone: (954) 262-7288 • Fax: (954) 262-7289  
[www.nova.edu/studentunion](http://www.nova.edu/studentunion)

**Questions? Contact:**

**Jene Kapela Korzeniowski**  
Director of Student Affairs at the SECs  
[kapela@nova.edu](mailto:kapela@nova.edu) • (954) 262-7198

# Nova Southeastern University

## Office of Student Activities

### Organization Advisor's Agreement

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I, \_\_\_\_\_ agree to be the advisor for  
Advisor's name  
\_\_\_\_\_ during the \_\_\_\_\_  
Organization's Name Year  
academic year.

As organization advisor, I will help develop the organization and its members by providing advisement and mentorship at student meetings and organizational functions. I will also work with any national or community groups that the organization works with. I understand that as an advisor I am responsible for the overseeing that all university procedures regarding organizational funds and expenditures as explained in the Organization Handbook and university policies are followed. I will make certain that all forms submitted to the university on behalf of the organization are completed accurately according to the university policies. I also understand that I must sign all organization requisitions along with the organization's treasurer prior to submitting them for funding by the Student Government Association.

\_\_\_\_\_  
Advisor's name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Department

\_\_\_\_\_  
Advisor's Position

\_\_\_\_\_  
Organization President's Signature

\_\_\_\_\_  
Date

**Nova Southeastern University**  
**Office of Student Activities**

Organization Name: \_\_\_\_\_

Check one:     New Organization                       Returning Organization

Website / Facebook address (if applicable): \_\_\_\_\_

**Officers:**

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

Position: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

N#: \_\_\_\_\_  Fr.    Soph.    Jr.    Sr.    Grad.

ATTACH A FULL MEMBERSHIP ROSTER TO THIS PACKET (Include the Name and N# of each member)

**Nova Southeastern University  
Office of Student Activities**

**Purpose**

The purpose of this organization is:

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**Goals**

Goal one for this year is:

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Goal two for this year is:

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**Office of Student Activities Assistance**

This year, we would like more assistance with:

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We would like the following workshops to be offered for our members:

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**Nova Southeastern University  
Office of Student Activities**

**Nova Southeastern University Compliance Form**

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All organizations must follow all applicable university, state and/or federal policies, procedures, or statutes. This includes following all anti-hazing, alcohol, and non-discrimination policies.

All officers and members of the organization must be registered students.

No organization may discriminate in membership or activities on the basis of race, creed, gender, sexual orientation, age, national origin and/or disability status.

Purposes and activities of a registered student organization must not conflict with the purposes and regulations of the university. Also, the organization will respond all directives from the Office of Student Activities and the Division of Student Affairs.

Failure to follow these policies may result in the suspension of the organization and loss of any or all benefits as a registered student organization.

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Organization's name

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Advisor's name

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Advisor's Signature

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President's name

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President's Signature

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Treasurer's Name

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Treasurer's Signature

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Date

# Nova Southeastern University

## Office of Student Activities

### Organization Constitution

(All Organizations must have a Constitution/By-Laws.  
If you already have one, you may substitute it for this form)

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#### ARTICLE 1: NAME

**Section 1:** Our organization shall be named \_\_\_\_\_

#### ARTICLE 2: PURPOSE

**Section 1:** The purpose of our organization shall be  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### ARTICLE 3: MEMBERSHIP

**Section 1:** Any student currently enrolled at Nova Southeastern University may be an active voting member

**Section 2:** Administrators, faculty, and staff may hold non-voting associate memberships.

#### ARTICLE 4: OFFICERS

**Section 1:** Active membership in this organization is the sole qualification for office.

**Section 2:** The officer's duties shall be:

\_\_\_\_\_  
Position : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Position : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Nova Southeastern University

## Office of Student Activities

\_\_\_\_\_ : \_\_\_\_\_  
Position \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_  
Position \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_  
Position \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_  
Position \_\_\_\_\_  
\_\_\_\_\_

**Section 3:** Officers shall be elected by a majority vote of the active members present.

**Section 4:** The term of office shall be from the time of appointment or election until the student graduates, leaves school, or next election is held for that position.

**Section 5:** In case of a vacancy, an election shall be held at a time agreed upon by the remaining officers. Until that time, the vacancy shall be filled by an appointment made by the organization president.

**Section 6:** An officer may be removed from office by a 2/3 majority of active organization members.

### ARTICLE 5: MEETINGS

**Section 1:** The organization shall meet: Every

Time: \_\_\_\_\_

Day: \_\_\_\_\_

**Section 2:** Special meetings may be called by officers with a minimum of 24 hours notice given to the Office of Student Activities.

**Section 3:** A quorum is not required. All votes may be carried by a majority of the active members present, with the exception of impeachment votes.

# Nova Southeastern University

## Office of Student Activities

### ARTICLE 6: Elections

**Section 1:** Elections of officers shall be held at least once each academic year.

**Section 2:** The annual election shall be on \_\_\_\_\_.

**Section 3:** All elections shall be held during a regularly scheduled meeting.

### ARTICLE 6: FINANCES

**Section 1:** All organization monies shall be handled in accordance with the rules set forth in the Student Fee Manual.

### ARTICLE 7: AMENDMENTS

**Section 1:** These by-laws may be amended by a majority of active members present at any regularly scheduled meeting.

**Section 2:** Once amendments are made, the by-laws must be submitted to the Office of Student Activities