

# Clubs and Organizations Annual Registration Form

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Due on or before September 15<sup>th</sup> at the beginning of the academic year.

Organization \_\_\_\_\_ Date \_\_\_\_\_  
Active Members \_\_\_\_\_ Org. President \_\_\_\_\_  
New Members \_\_\_\_\_ Org. Advisor \_\_\_\_\_

Recognition is the formal process by which Nova Southeastern University recognizes that a club or organization may function on the campus. Each club or organization must re-register every semester in order to retain status as a University-recognized club or organization and to accrue the benefits from recognition.

In addition to submitting the forms enclosed, please submit the following documents and information

- Proposed budget for current academic year*
- Current constitution*

Please review and submit the following forms enclosed in this package:

*Active Membership form*  
*Faculty/ staff Advisor Contract*  
*Non-discrimination form*

*New Member Report form*  
*Officer Report form*

# **Nova Southeastern University Clubs and Organizations Non-Discrimination Statement**

Admission to Nova Southeastern University and any of its sponsored programs is open to qualified individuals regardless of race, religion, sex, national origin or disability. All student organizations must be advised that, by law, official recognition will be granted only if the organization is in compliance with Title IX of the Civil Rights Acts.

These rights are reserved. However, it is the expectation of Nova Southeastern University that clubs and organizations are open to qualified individuals regardless of race, religion, sex, national origin or disability.

Nova Southeastern University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the University has a special responsibility to seek cultural diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race or disability is inconsistent with the purposes of the University.

By signing the form below, you will indicate that you understand the above expectations.

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Name of organization

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Chapter President's signature

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Date

# **Nova Southeastern University Clubs and Organizations Faculty/Staff Advisor Contract**

As an employee of Nova Southeastern University, I agree to serve as an advisor to \_\_\_\_\_, and organization officially registered with the Student Activities office. I understand and agree to meet the following responsibilities:

1. To be reasonably informed concerning the purpose and programs of the organization;
2. To be reasonably informed concerning university policies and procedures governing student activities and student organizations;
3. To attend and supervise, if necessary, and event at which my presence is required, or find an appropriate substitute from among NSU employees;
4. To frequently attend the meetings of the organization;
5. To encourage the members of the organization to assume responsibility for the effectiveness of their programs;
6. To provide advice on the planning and implementation of events and activities;
7. To provide continuity for the organization from year to year;
8. To be willing to accept telephone messages or correspondence via the University mail system regarding activities or announcements that should be conveyed to the officers.

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Advisor's name (Print)

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Department

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Campus address

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Campus Phone Number

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Email Address

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Advisor's signature

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Date

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Club/Org. President's Signature

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Date

# NSU Clubs Organizations Officer Report Form

Organization: \_\_\_\_\_  
Council: \_\_\_\_\_  
Status: \_\_\_\_\_

Active Members \_\_\_\_\_ Election Date \_\_\_\_\_  
New Members \_\_\_\_\_ Total Members \_\_\_\_\_

President \_\_\_\_\_ Faculty Advisor \_\_\_\_\_  
Pres. Address \_\_\_\_\_ Fac. Adv. Address \_\_\_\_\_  
Pres. Phone \_\_\_\_\_ Fac. Adv. Phone \_\_\_\_\_  
Pres. Email \_\_\_\_\_ Fac. Adv. Email \_\_\_\_\_

Vice President \_\_\_\_\_ Other Advisor \_\_\_\_\_  
VP Address \_\_\_\_\_ Other Address \_\_\_\_\_  
VP Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
VP Email \_\_\_\_\_ Other Email \_\_\_\_\_

Secretary \_\_\_\_\_ National HQ \_\_\_\_\_  
Sec. Add. \_\_\_\_\_ HQ Contact \_\_\_\_\_  
Sec. Phone \_\_\_\_\_  
Sec. Email \_\_\_\_\_ HQ Phone \_\_\_\_\_  
HQ Fax \_\_\_\_\_

Treasurer \_\_\_\_\_ Prog. Dir. \_\_\_\_\_  
Treas. Add. \_\_\_\_\_ Prog. Dir. Add. \_\_\_\_\_  
Treas. Phone \_\_\_\_\_ Prog. Dir. Phone \_\_\_\_\_  
Treas. Email \_\_\_\_\_ Prog. Dir. Email \_\_\_\_\_

Social Chair \_\_\_\_\_ Historian \_\_\_\_\_  
Social Add. \_\_\_\_\_ Hist. Phone \_\_\_\_\_  
Social Phone \_\_\_\_\_ Educator \_\_\_\_\_  
Social Email \_\_\_\_\_ Educator Phone \_\_\_\_\_

Please attach separate page if your club or organization has additional officers,  
and include their contact information.

# Nova Southeastern University Clubs and Organizations Active Membership Form

Organization \_\_\_\_\_  
Today's Date \_\_\_\_\_

Please type neatly or print the name of each active member in the columns below.

Student's name (Print)	Local Phone Number	Signature
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# Nova Southeastern University Clubs and Organizations New Membership Form

Organization \_\_\_\_\_  
Today's Date \_\_\_\_\_

Please type neatly or print the name of each new member in the columns below.

Student's name (Print)	Local Phone Number	Signature
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## **Clubs and Organizations**

Student clubs and organizations are under the supervision of the NSUSGA and the Office of Student Life, jointly. The NSUSGA is responsible for chartering and registering all student clubs and organizations, excluding Greek-Letter organizations that are governed by Panhellenic Council (PC) or Interfraternity Council (IFC).

### **Section 1. Chartering**

- A. For a club or organization to become a chartered Undergraduate organization at Nova Southeastern University, the following steps must be fulfilled:
  1. A petition with one hundred (100) Undergraduate activity-fee paying student signatures shall be turned into the IOC.
  2. A presentation shall be made to the IOC providing the want or need for the club on campus.
  3. At the time of the presentation, a four (person) Executive Board, composed of a President, Vice President, Treasurer, and Secretary shall have already been designated along with an advisor who is an employee of Nova Southeastern University.
  4. The IOC will then, after the presentation, vote on whether or not the club or organization shall be made official on Nova Southeastern University's campus. A vote of 2/3 majority of all members by the IOC is needed for the club or organization to become officially active on campus.
  5. See IOC guidelines for additional rules and regulations.
- B. Chartering Renewals
  1. The IOC Chair shall call for all chartered organizations to submit updated charters and rosters by September 15 of every year.
  2. All chartered organizations must have their charters approved for renewal by the IOC in order to request and spend funds after the deadline for submission.
  3. Any organization which fails to present a charter for renewal will have no funds allocated until a charter is submitted and approved. The submission of the charter must occur within four (4) weeks of the deadline.
  4. If a renewed charter is not presented within four (4) academic weeks the former charter will be invalidated with no funding allowed.



### C. Suspension of Charters

1. The IOC may suspend the charter of any IOC organization in cases of misfeasance or malfeasance by a 2/3 vote, thereby freezing the NSUSGA allocated funds of that organization.
2. The IOC may suspend the charter of an organization for being in bad standing as defined by Section 5 of this Article.

### **Section 2. Executive Boards**

The Executive Board of any club or organization shall be made up of at least four (4) members all of who have a minimum of a 2.3 GPA and are in good standing with the University.

### **Section 3. General Membership**

Club or organization general membership is open to any activity-fee paying Undergraduate student in good standing with the University. General membership implies that the student is an active participant in the activities of the individual club or organization.

### **Section 4. Good Standing**

A club or organization is in good standing with IOC/Organizational Standards Board if they have at least one general member by the second meeting, have their first meeting seven (7) days after being made active/official by IOC, have turned in a complete (at current time) club or organization roster and club constitution to the IOC Secretary by September 15 annually (or in the event of establishment of a new club or organization, no more than fourteen (14) days after their initial IOC approval).

### **Section 5. Bad Standing**

Clubs or organizations in bad standing with IOC/Organizational Standards Board shall have their account frozen for thirty (30) days. After thirty (30) days the club or organization shall have their official University Recognition suspended for twenty (20) days. If no action is taken to put the club or organization back in good standing after the fifty (50) days, the club's or organization's charter is revoked along with membership in IOC and they must wait thirty (30) days for reinstatement. Any club or organization disbanded by IOC/Organizational Standards Board shall have their NSUSGA allocated funds put into the matching funds account.

## **OSB Club and Organization Guidelines**

1. Mission: What is the general purpose of your organization?
2. Constitution and By-Laws: What are the rules and guidelines by which you club or organization operates?
3. Roles and Responsibilities of Executive Board: What does each Executive Board member have to fulfill in terms of responsibilities?
4. Roles and Responsibilities of Members: What does each member have to fulfill in terms of responsibilities?
5. Regular meetings: When are the meetings? How many are needed?
6. Calendar of events: Tentatively, what events or programs are planned for the semester?
7. Goals/Objectives for the semester: What is your organization planning and how will it accomplish it? A form can be used to plan and assess these activities?
8. Advisor: Who is the advisor? Does he/she know the responsibilities associated with being the advisor?
9. Roster: How many people are in the organization? What are their addresses, phone numbers and email addresses?
10. Attendance: How is attendance kept at meetings?
11. Minutes: How are minutes kept and maintained for others to freely see?
12. Money Guidelines: How are the clubs and organizations permitted to use funds?
13. IOC guidelines for Good Standing
14. How to's: What are the processes for utilizing Student Life resources?