

New Student Organization Registration Process



We appreciate your interest in becoming an actively registered Loyola University Chicago Student Organization. All proposed New Student Organizations must adhere to the following steps.

Step 1: Fill out the Request for Registration Application. Create a Constitution for your proposed Student Organization and attach it to the application (to assist you, a sample constitution is attached). Once the forms have been completed, submit them to Student Activities, CFSU, LL39. Your application and constitution will then be reviewed, and a meeting will be scheduled. Upon approval, a letter will be sent to the primary contact person listed on the application confirming your Emerging Organization Status. Emerging organizations are eligible to reserve one campus reservation with the purpose of holding a recruitment meeting for the organization. This meeting will be your opportunity to elect officers and recruit students interested in the Emerging Organization. Once step one has been completed, the organization may proceed to step two.

Step 2: Fill out the Registered Student Organization (RSO) Registration Form. Include a list of officers along with their contact information. Provide us with an updated version of your constitution. If you did not update your constitution, please provide us with another copy of your current constitution. Return the completed Registration Form, along with your constitution, to Student Activities, CFSU, LL39. Your final paperwork will then be reviewed. Upon approval, a letter will be sent confirming your Registered Student Organization status and explaining, in more detail, the guidelines and requirements that your organization will need to follow in order to remain an actively registered organization as well as receive Student Activity Funds.

From the time you hand in the Request for Registration Application, you will have exactly two months in which to complete the entire process. Any paperwork not completely filled out will be rejected and/or not accepted. If you have any questions, please feel free to call Student Activities, CFSU, LL39 at (773) 508-8850.

Request for Registration Loyola University Chicago

Name of Proposed Registered Student Organization (RSO):

Campus: *Primary campus where organization will meet* Lake Shore Water Tower

Students: Organization will be composed of primarily: Undergraduates Graduates

Statement of Purpose: *Please provide a brief description of the organization. Summarize clearly the purpose, aims and functions of the organization, outlining goals, and how they will be achieved.*

Student Contact Person:

Name: _____ E-mail: _____
Address: _____ Phone#: _____
City: _____ State: _____ Zip Code: _____
Signature: _____ Date: _____

Proposed Student Organization Advisor: *All organizations must have an advisor who is a full-time member of the University faculty, staff or a member of the Jesuit Community in order to be a registered student organization.*

Name: _____
Department: _____ E-mail: _____
Campus Address: _____ Campus phone: _____
Advisor Signature: _____

Local, Regional, National, or International Affiliation: *Any organizations with an outside affiliation must provide the name, address and telephone number of the external contact person.*

Name: _____ Phone: _____
Address: _____ Web Address: _____

Interested Students/Members/Officers: (A minimum of five students are required)

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Please attach additional names to this sheet.

Constitution

Use the attached sample constitution to create a constitution for your organization and attach to this form.

Timeline

You will be contacted to set up a meeting with members of your organization before proceeding to the next step of the registration process.

RSO Sample Constitution Loyola University Chicago

Name of Organization
Date Original Constitution Ratified:(date)
Dates of Amendments:(dates)

ARTICLE I. NAME

Section 1. The name of this organization shall be the (new organization's name).

ARTICLE II. PURPOSE

Section 1. The purpose of the organization shall be:
a. to function as a student organization
b. to encourage participation
c. to foster loyalty to the organization
d. etc, as desired.

ARTICLE III. MEMBERSHIP AND DUTIES

Section 1. Membership in this organization shall be open to all Loyola University Chicago students.

Section 2. There shall be no dues.
or
There shall be maintained by the payment of dues which are established by the Executive Committee (**or** as decided by the membership).

ARTICLE IV. OFFICERS

Section 1. The Executive Committee/Officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Duties and Powers
a. The duties of the President shall be to (**for example**) preside at all meetings, call special meetings, to appoint committees, etc.
b. The duties of the Vice-President shall be to (**for example**) to perform all duties of the President in her/his absence, to serve as program chairperson, etc.
c. the duties of the Secretary shall be (**for example**) to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the **Phoenix, (for example campus brief)** and post information regarding meetings and activities, to make necessary reports, etc.
d. The duties of the Treasurer shall be (**for example**) to attend Student Activity Fund Budget Workshops, submit budget requests to the Student Activities Office in accordance with the organization's mission and goals, keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with regulations of the University.

- Section 3. Election of Officers
- a. The officers shall be elected (**for example**) each spring semester to allow time to prepare the Student Activity Fund budget, revise the constitution as needed, and prepare re-registration forms for the coming year.
 - b. State any qualifications necessary to hold office.
 - c. The candidate shall be nominated in the following manner: (**for example, a nominating committee, nominations from the floor, or a combination of both of these.**)
 - d. Voting shall be (**by ballot, standing vote, show of hands, oral vote, or etc.**), as decided by the organization.
 - e. A majority of 2/3 of all votes cast shall be necessary for election.
 - f. Following each election or change of any officer/advisor, the Student Activity Fund Office in the Student Life Area will be notified in writing.

ARTICLE V. MEETINGS

- Section 1. The (**name of organization**) shall meet (**once a month, weekly, etc.**) as decided by the organization.

ARTICLE VI. QUORUM

- Section 1. (**2/3, 3/4, etc**) of the members of this organization shall constitute a quorum to transact business.

ARTICLE VII. AMENDMENTS

- Section 1. Proposed amendments shall be submitted in writing and read at a regular meetings and shall be acted upon at the following meeting.
- Section 2. This Constitution may be amended by a majority of 2/3 of those members at the meeting.

ARTICLE VIII. RATIFICATION

- Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.

ARTICLE IX. ANTI HAZING STATEMENT

- Section 1. The (**name of organization**) considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. The (**name of organization**) recognizes the dignity of every individual and opposes all forms of hazing.

ARTICLE X. NONDISCRIMINATION STATEMENT

- Section 1. The (**name of organization**) admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.