



## Club/Organization Application

Robert Morris University provides students with many opportunities to obtain valuable experience and develop skills that enhance their personal and professional lives. One of those opportunities is campus clubs and organizations.

Students who are part of a campus club/organization gain valuable skills in the following:

- ✓ Leadership
- ✓ Teamwork
- ✓ Communications/Marketing
- ✓ Membership Recruitment
  - ✓ Organization
- ✓ Time Management
  - ✓ Event Planning



**Office of Student Affairs  
Student Club/Organization Application for Official Recognition**

A student organization application must be completed and submitted to the Director of Student Life/Housing. The application will then be reviewed by the Student Club/Organization Committee. Please allow up to 30 days after submission date for notification of status. All student officers must be enrolled for a minimum of 2 classes per quarter in accordance with the RMU regulations. All student officers involved on co-curricular activities must be in good academic standing, which is defined as having a minimum of a 2.5 cumulative G.P.A. on course work attempted at Robert Morris University. New students may only serve as officers in a probationary status until grades are posted.

**New Student Organization Process Check List:**

- Review the regulations outlined in the Student Club/Organization Handbook.
- Recruit members to your proposed organization by holding informational meetings and/or setting up an informational table. These can be arranged by contacting Janely Rivera, Director of Student Life/Housing, at [jrivera@robertmorris.edu](mailto:jrivera@robertmorris.edu).
- Find an advisor from the RMU Faculty, Staff or Administration.
- Complete the Defining Roles worksheet with the proposed Advisor.
- Write a proposed constitution using the guidelines included in this packet.
- Submit your completed application packet, with your proposed constitution, a list of at least five members at large, and the name of an advisor to Janely Rivera, Director of Student Life/Housing.

Janely Rivera  
Director of Student Life/Housing  
401 S State Street  
7<sup>th</sup> Floor  
Chicago IL 60605  
O: 312/935-2004  
F: 312/935-2018  
[jrivera@robertmorris.edu](mailto:jrivera@robertmorris.edu)

**APPLICATION FOR STUDENT CLUB/ORGANIZATION RECOGNITION**

By completing this application, you are officially requesting recognition status for a new or inactive group at RMU.

Please Print or Type (*clearly*)

Are you restarting an inactive student club/organization?       Yes       No      Date \_\_\_\_\_

Proposed Name of Organization \_\_\_\_\_

Proposed Email for Organization \_\_\_\_\_

Proposed President: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Vice President: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Secretary: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Treasurer: \_\_\_\_\_ ID# \_\_\_\_\_ Phone: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club/Organization Advisor: \_\_\_\_\_ Ext: \_\_\_\_\_

RMU Title: \_\_\_\_\_ Campus: \_\_\_\_\_

Non Discrimination

WE HEREBY CERTIFY that the members of \_\_\_\_\_ will choose and accept new members without discrimination as to race, national origin, age, disability, sexual preference, or gender. We further certify that the members of the above proposed organization do not, at any time, engage in hazing practices. We have read the RMC Student Handbook. We further certify that this organization's membership is comprised of currently registered RMU students, that all officers are currently registered RMU students in good academic standing and that the organization's advisor is a RMU Faculty/Staff member.

President \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

## Types of Organizations at RMU

With which organizational category would your new club/organization like to be associated (check one)?

**Academic and Departmental Student Organizations** are recognized student groups sponsored by the University's academic and non-academic departments.

**Athletic and Recreational Student Organizations** are recognized student groups that place an emphasis on sports, outdoor activities and other fun games.

**Honor Societies** include all recognized student groups that exist to recognize the outstanding scholastic achievements of member students.

**Intercultural Student Organizations** include all recognized student groups that focus on some element of this diverse world's many cultures. These organizations provide support for students, while also promoting a better understanding of a given cultural group.

**Performing Arts Groups** include all recognized student groups that are heavily involved in musical performance, acting, etc.

**Service Organizations** include all recognized student groups that wish to engage in or promote community service or philanthropic activities.

**Social Interest Groups** include all recognized student groups that bring a group of students together to focus on a specific special interest. These groups promote social activities related to their particular themes.

**Student Chapter of a Regional/National Professional Organization** include all recognized student groups that are also affiliated with an outside professional organization.

**The Student Media** includes all recognized student groups that involve themselves with media of kinds, including publications, and broadcasting. The Student Media typically promotes communication and awareness.

## DEFINING ROLES

*The Advisor and each Organization Officer should meet to respond to each of the following items and mutually agree on who possesses the responsibility for its fulfillment prior to submitting the application.*

✓ Place a check mark next to each item in the appropriate column(s)

*Advisor*

*Club*

### **Attendance**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Attend all regular meetings of the club              |
| _____ | _____ | Attend Officer meetings                              |
| _____ | _____ | Attend Organization's Campus Wide Activities         |
| _____ | _____ | Attend Organization's Internal Activities and Events |

### **Meeting Involvement**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Assist in the preparation of meeting agendas                  |
| _____ | _____ | Call meetings of the Executive Officers when necessary        |
| _____ | _____ | Explain College policy when necessary                         |
| _____ | _____ | Present personal point of view during discussions at meetings |

### **Goal Setting**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Take an active role in formulating the goals of the group |
| _____ | _____ | Provide feedback to Officers on progress toward goals     |
| _____ | _____ | Follow up on progress toward goals                        |

### **Club Development**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Coordinate leadership development workshops                      |
| _____ | _____ | Take initiative to instill teamwork, cooperation & collaboration |

### **Representation**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Speak on behalf of the organization to the campus community   |
| _____ | _____ | Speak on behalf of the organization to the general public   |
| _____ | _____ | Assist in conflict resolution with the organization, College administration, officers, or other organizations |

## EXECUTIVE COUNCIL AGREEMENT

Officers of the club should:

1. Keep the advisor informed of what is happening in the organization, both positive and negative
2. Invite the advisor to activities
3. Should have a complete understanding of the Club/Organization Handbook and policies and procedures
4. Make the advisor feel like a welcome member of the group
5. Be honest and open with the advisor
6. Take the advisor's schedule into consideration when arranging special meetings
7. Agree to support the policies of Robert Morris University
8. Extend appropriate courtesies to the advisor and his/her guest
9. Discuss the advisor's role in conjunction with the club, and establish reasonable expectations
10. Allow an advisor the opportunity to express opinions on issues which affect the welfare of the organization

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

## ADVISOR AGREEMENT

An Advisor:

1. Is a member of the Robert Morris University faculty or staff.
2. Should have a complete understanding of the Club/Organization Handbook and policies and procedures.
3. Should, through regular contact with the student officers, provide opportunity and guidance for individuals to gain experience in leadership and interpersonal relationships.
4. Should be aware of the long-term purposes and goals of the Club/Organization, providing long-term continuity within the group. The advisor should be familiar with the group's history, including major changes in the group's program.
5. Should assist in determining realistic goals for the Club/Organization and in evaluating the Club's/Organization's progress toward those goals.
6. Should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
7. Should be aware of any special or emergency meetings, and should attend as many of these meetings as may be necessary.
8. Should act as a source of general information regarding RMU policies and procedures.
9. Should oversee financial transactions of the Club/Organization.
10. Should assist with new officer orientation, making certain that new officers have a copy of the Handbook and any other pertinent information.
11. Will represent Robert Morris University when dealing with the Club/Organization.
12. Will complete Club/Organization confirmation and evaluation in January and in May.
13. Act as liaison between the Club and the Director of Student Life.

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Advisor

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Date





## GUIDELINES FOR WRITING A CONSTITUTION

All clubs/organizations must adhere to the policies outlined in the *Student Handbook* and the *Club/Organization Handbook*. Despite this, all student organizations should have, and are encouraged to create their own constitution. These constitutions will be used to govern the day-to-day operations of a student group. They will also lay out the standards by which an organization can be effectively run for years, even after the original members have come and gone. Use these guidelines to write a new constitution. Note that if a group fails to include one of the following, it may slow the process of recognition or result in the denial of a proposal for organization recognition. New constitutions must include (in no particular order):

1. Assurances of compliance with RMU policies and procedures;
2. Assurances of compliance with Federal, State, and Local laws;
3. Statement of mission/goals;
4. Provisions on eligibility for membership;
5. Provisions on event attendance requirements;
6. Qualifications for members in good standing;
7. Standards for officer elections;
8. Rules for the conduct of meetings;
9. Policies for the creation, revision and publication of agendas and minutes;
10. Provisions on voting eligibility;
11. Standards for the removal or impeachment of officers;
12. Provisions on constitutional amendments and amendments to by-laws (if applicable);
13. A statement that all amendments must be approved by the Student Senate;
14. Standards regarding fundraising, financial oversight, and the administering of funds;
15. A statement of non-discrimination; and
16. A statement on Rules of Procedures (i.e. Robert's Rules of Order or some other procedural regulations).

**FINALLY...**

- Did you attach a copy of your constitution to this application?  Yes  No
- Did you recruit and list five members?  Yes  No
- Did you and your advisor complete the Defining Roles worksheet?  Yes  No
- Did the executive council members sign the Executive Council Agreement?  Yes  No
- Did your advisor sign the Advisor Agreement?  Yes  No

**Notice**

Upon completion of this packet, you must submit your application for recognition to Janely Rivera, Director of Student Life, in the Student Center. The Student Club/Organization committee meets once a month. Your request will be reviewed at the next meeting. If your organization is approved, the advisor and executive council members will meet for training.

By signing, you are acknowledging that you have read and understand all of the information found herein. You are agreeing to these terms, and are stating that you have completed this application.

_____	_____
Advisor	Date
_____	_____
President	Date
_____	_____
Vice President	Date
_____	_____
Secretary	Date
_____	_____
Treasurer	Date

<b>Director of Student Life Use Only</b>	
Club/Org Status	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied <input type="checkbox"/> Pending: _____
Reason for denial : _____	
Type:	<input type="checkbox"/> Academic & Departmental <input type="checkbox"/> Athletic & Recreational <input type="checkbox"/> Honor Societies <input type="checkbox"/> Intercultural <input type="checkbox"/> Performing Arts <input type="checkbox"/> Other <input type="checkbox"/> Service <input type="checkbox"/> Chapter of Prof. Org. <input type="checkbox"/> Social Interest <input type="checkbox"/> Student Media
Training Date _____	Training Room _____    Email _____
SLM Signature _____	Date : _____