

Valparaiso University

STUDENT SENATE

Student Union Building, Valparaiso, IN 46383 (219) 464-5524

ORGANIZATION APPROVAL FORM

Organization Name: _____

Seeking recognition for: 20____ - 20____ School Year

Current Status: (If you wish to change status, indicate desired and current status):

Media

Campus Wide

Common Interest Tier 1

Common Interest Tier 2

New Organization

Non-Funded Organization

Organization Officers:

List officers that will be active during the recognition period. If seeking re-recognition, list officers for the next academic year, if new officers have not yet been selected, list a contact person.

NAME

TITLE

PHONE

Organization Advisor:

NAME

TITLE

PHONE

1. Please attach the most recent copy of your Constitution and all other applicable governing documents. All student organizations must be run entirely by students. The executive and salaried positions of the student organization must be filled by undergraduate students. The Constitution must include the following: a) a purpose statement, which does not oppose that of the University, b) a description of the structure and operations of the organization, c) a description of who can be a member, d) an amendment process, and e) a clause which specifies that membership and voting rights will be on the basis of individual merit, free from discrimination because of race, color, national origin, age, sexual orientation or disability. Please note any recent changes to your constitution or bylaws on back of sheet. Re-submit a new copy of your Constitution if changes are made.

2. The benefits of recognition are contingent upon the timely submission of this form to the Student Senate Office or Administration Chair and consideration by the Administration Committee of Student Senate and approval by the full Senate.

3. Before consideration by the Administration Committee and the Senate, all organizations will be required to meet with the Committee. The Committee will ask several questions about the organization to ensure that it is legitimate, well organized, and within the rules. For organizations seeking re-recognition, the Committee will require a plan for the transition in leadership.

Valparaiso University Student Senate will not be liable for any accidents or injuries that might occur during an organization's sponsored activity.

Signature of Principle Officer: _____

Signature of Advisor: _____

For Administration Committee Use Only:
Currently Recognized?
Currently on file?

Approved?
If no, notified principle officer and advisor:
Admin Chair Signature