

Office of Student Organizations



Student Organizations & Leadership Academy (OSCO)

Favrot Student Union, 214 (318)274-3334

Please type all information on this form.

Every fall/spring semester Grambling State University student organizations must submit to the OSCO office current and accurate information concerning their officers, members and advisors. Organizations must also submit a current copy of its constitution and by laws. Failure to provide the information by the due date will result in the loss of chartered status at Grambling State University.

ALL BLANKS MUST BE COMPLETED; AND, THE ORIGINAL MUST BE SUBMITTED OR APPLICATION WILL BE CONSIDERED INCOMPLETE.

General Information

Date: _____ 2020

Organization's Full Name: _____

Chapter name (if applicable): _____

Description and Purpose (25 words or less): _____

Requirements for membership: _____

Does your group have a national affiliation? Yes ___ No ___ (If so please list name and address: _____)

Dues/fees? If so, give details as to amount/purpose: _____

ORGANIZATION CLASSIFICATION

Your student organization will be listed under one category in all GSU publications: Check one (1) ___Departmental ___Honors ___Sports Club ___Social Service ___State/City Club International Organizations ___Religious ___Special Interest ___Residential Life ___Military ___Fraternity ___Sorority ___Other

Contact Information

The chief officer (president) will serve as the contact person for the OSCO office and will be contacted if any additional information is needed. This person will also serve as the primary contact for the Student Organization Council. OSCO will contact your group on a periodic basis using e-mail and student organization mailboxes. It is the responsibility of the student organization to check e-mail and postal mail on a regular basis.

President Name: _____ Local Address _____

Phone Number _____ City/State _____ E-mail _____

Print Name _____ Signature _____

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Adviser Information

All chartered organizations are required to have one GSU faculty or staff adviser. Faculty or staff advisers assume the responsibility of keeping informed about the activities of the student organizations, attending meetings, and advising the officers and members on University policies, procedures, and budgetary matters. An adviser's signature is required on all forms for organization expenditures, scheduling, meetings and activities. Advisers are required to attend all organization, events/activities. Security is required if determined necessary by GSU police department.

Name: _____	Department: _____
Phone Number _____	Campus Address _____
E-mail Address: _____	Signature _____

Organization Officers

Officers of chartered student organizations must be currently enrolled for at least (12) semester hours as an undergraduate student and (6) semester hours as a graduate student. All officers must have a cumulative academic average of no less than 2.0 or higher (unless the organization's charter requires members meet higher academic Grade Point Averages (GPA); and, not be on academic probation. Please attach additional sheets if necessary. Graduate students are not permitted to serve as an officer in an undergraduate student organization. Please list your officers in the space provided below.

Vice President Local
Name: _____ Address: _____ Signature _____

Phone: _____ Cell: _____ E-mail: _____

Secretary Local
Name: _____ Address: _____ Signature: _____

Phone: _____ Cell: _____ E-mail: _____

Treasurer
Name _____ Address: _____ Signature _____

Phone: _____ Cell: _____ E-mail: _____

Organization Representative

Each authorized student organizations must appoint one person from its membership to serve as the representative for the organization. Please list your group's appointment and an alternate if necessary, in the space provided below. Please consult the university calendar for meetings of the House of Representatives. The representative must be present at all meetings for the Student Organization Council. **(Your organization will be fined if a representative is not present, therefore please appoint someone who is responsible and will not miss the meeting).**

1. Name: _____ Campus or Local Address: _____

City _____ State _____ Phone Number: _____

E-Mail Address: _____ Signature _____

Alternate Representative

2. Name: _____ Campus or Local Address: _____

City _____ State _____ Phone Number: _____

Mail Address: _____ Signature _____



Student Organization Requirements

We certify that the above information is accurate and acknowledge our responsibility to keep this record accurate and up to date. Our organization will comply with University policies and procedures outlined in the GSU Student Code of Conduct Handbook and the Student Organization Manual. Included in these policies are regulations on large event planning, hazing, illegal use of alcoholic beverages, narcotics or drugs. Our organization will make this information available to all organization members. Our organization will abide by all applicable state, local, and federal laws. Our organization will not discriminate against members or prospective members on the basis of age, sexual orientation, race, color, creed, national origin, physical handicap, or gender. (Sororities and fraternities may determine the gender of their members under the provisions of the Title IX Education Code). We also certify that there is nothing in the national and/or local constitution of this organization which violates the rules and regulations of Grambling State University. All students must maintain a 2.0 or higher GPA to participate in a club or organization. It is understood that we may be responsible for activities or behavior of the organization and may be personally liable for all debts and obligations incurred by the organization. Further, the undersigned agrees that it is a violation of Grambling State University policies and Louisiana statutes to:

- Use the designation of GSU or Grambling State University in the name of a student organization and to represent themselves as “GSU” or “Grambling State University” on any document, including checks and/or a checking account application or signature; and all monies belonging to the organization must be placed in a GSU agency account.
- Use the University tax ID number and further agrees to not use this designation or the numbers.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Does or will this organization discriminate or differentiate in its membership or in its membership eligibility or to hold office based on race? YES _____ NO _____

Does the National constitution (if applicable) of your organization require that its local chapter restrict eligibility for membership or for holding office based on race? YES _____ NO _____

Does your group plan to be a collegiate chapter of a national organization? YES _____ NO _____

If yes, please attach a letter of endorsement from the national organization with this form and a copy of the local and national constitution.

Signature of Chief Officer/President/**Date**

Signature of Adviser/**Date**

Constitution - bylaws on file in OSCO Office

Updated constitution/bylaws attached

Office of Student Organizations



Organization Membership Information Form

_____ Semester Date_____2020

Name of Organization: _____ Chapter: _____

President Signature: _____ Adviser Signature: _____

Candidates for membership *Show name and G # only (only Gray columns); leave all other columns blank*

NAME	G NUMBER	PREVIOUS SEMESTER GPA	CUMULATIVE GPA	HOURS REGISTERED THIS SEMESTER	TOTAL HOURS EARNED	HAZING TRAINING COMPLETE

Authorization: _____
Student Organization Coordinator

Verification: _____
Registrar

(Make a copy of this form if additional pages are necessary)

Organization Adviser Signature

Date

OSCO Coordinator Signature

Date



Office of Student Organizations

Form for selected candidates only

Grade/Judicial Records Release Form

I am a candidate for membership in _____ (name of organization). My signature

grants my permission to the Office of Student Clubs and Organizations to release my semester and cumulative grades and prior judicial record to the chapter president, academic advisor and the organization's national headquarters, (if any) and this University's governing offices for the purpose of meeting academic goals and behavior expectations for as long as I am a candidate and/or member of the organization.

Print Name	Sign Name	G #

Chapter Information

Due prior to the 1st Information/Interest session or activity

Semester: ____ Fall ____ Spring
 Year Year

Organization Name _____

Chapter: _____

Chapter President _____ *Signature*

Chapter Adviser _____ *Signature*

Will your organization conduct membership intake this semester? ____ Yes ____ No

If no, please check no and return this form to the Student Organization office during the first week of September/January. If your answer is yes, please complete all of the forms in the membership intake packet as instructions indicate.

- A. Organizations must attach a detailed listing of **ALL** intake activities. Attach a single sheet of **all** events by month, if more details are needed.
- B. Any intake activities conducted outside of dates designated as intake activity dates by the University will be fined \$1000. Please advise the Student Organization office by completing the appropriate forms to obtain approval for any activity which may be construed as intake activity.
- C. Planned Information/Interest/Education Sessions:

Intake period:

1. Start date: _____ End date: _____
2. Date(s) of Membership Applications: _____
3. Date(s) of Potential Member Interviews: _____
4. Date members will be initiated: _____
5. Date members will probate (if applicable): _____

Updates must be submitted and approved within 24 hours of any changes to schedules.

Important Reminder: You must complete an Activity Clearance Form for each activity, i.e.: room reservation for education session or any meeting where members/advisor have contact with candidates, probate, initiation, etc.

Advisor Agreement Form

Advisors are essential to the success of student organizations at Grambling State University (GSU). All organizations are required to have a faculty or staff advisor who is a full time employee at GSU. The advisor agrees to assist the organization, to provide educational experiences for the members, and be familiar with its programs and activities. An advisor is a consultant to an organization who assists in the growth and development of the group by providing direction through advice, understanding and clarification.

The advisor to a student organization accepts the responsibility of encouraging the organization to adhere to its aims and purposes in accordance with University policy and regulations.

Advisors:

1. Are expected to be present all of the organization's functions during the entire period of the activity.
2. Must attend at least one of the advisor training workshops offered by OSCO (TBA; office will notify).
3. Must be involved with the group's activities to assist the group in evaluating progress toward reaching desired goals. This assures open communication with various officers and members and can effectively guide the organization in fulfilling its purpose.
4. Should be familiar with the organization's constitution and bylaws to assist with its interpretation. Assistance should be provided in orienting new officers and promoting leadership development.
5. Should assist with the transition of officers and year to year changes (for continuity).
6. Should know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by University policies and procedures.
7. Should be acquainted with the financial condition of the organization and promote efficient record keeping by all officers.
8. Advisors should assure that all student organization funds are deposited in an on campus account.
9. Must sign all requisitions presented for processing.
10. Should oversee the planning of all activities/functions to ensure optimal success for the organization and its members. Further, an evaluation measure should be employed for each activity or function of the group's activities in such a manner that they will reflect the best experience possible for the students and the University.
11. Must attend OSCO orientation/registration held in August and January.
12. Must ensure that all organizations comply with federal, state, parish and municipal laws.
13. Must assist the officers in enforcing sanctions for any violations according to the organizations' bylaws and constitution.
14. Should be aware of the policies and procedures in all University handbooks.
15. Must bring any violations to in item 11 to the attention of the Office of Student Clubs and Organizations.

By signing this agreement, the GSU faculty or staff member certifies that he or she will fulfill the duties of a registered student organization to the best of his /her ability; and, he/she has read, understands and agrees to act in accordance with University policies and procedures.

Advisor Information:

Name _____ Job Title _____ Address _____

Full time Employee _____ Campus Phone Number _____



**GRAMBLING STATE UNIVERSITY
OFFICE OF STUDENT CLUBS AND ORGANIZATIONS**

SIMPLE MEMBERSHIP INTAKE ORGANIZATIONS POLICY

**RECRUITMENT ACTIVITY REQUIREMENT AGREEMENT
FOR NON-NATIONAL PAN HELLENIC COUNCIL ORGANIZATIONS**

Grambling State University (GSU) has certain expectations of authorized student organizations that operate on the campus. Students who seek membership in organizations expect to join those organizations if the requirement to join is based on interest in the organization's purpose and when academic and judicial requirements are met. As regards membership intake, these organizations are authorized only to provide general education of the organization's purpose, understanding of the rules of their organization and collect any fees and dues necessary for membership. Additionally, organizations must abide by the University hazing policy in the GSU Student Handbook. Any further membership intake activity is prohibited by this policy. A calendar of membership recruitment, including interest meetings must be submitted to the student organization office prior to the activity. Names and Student Identification numbers of candidates and members must be submitted within seven days of acceptance into the organization. All intake activity must take place on the campus of Grambling State University. Please submit an Activity Clearance form for **all** activities scheduled (this includes organization meetings).

It is understood that individual members and the organization may be held responsible if this policy is violated. Therefore, we certify that our organization will comply with University policy regarding membership intake. The organization will not discriminate based on race, age, creed, sexual orientation, national origin, physical handicap or gender. (Sororities and fraternities may determine the gender of their members under the provisions of Title IX Education Code). Organization officers/advisors will make this information available to organization members.

I certify that I have read and will comply with the above policy.

Organization Name Chapter name

Date Date
Advisor (signature) President (signature)

Print advisor name Print president name