

2017 – 2018 Recognized Student Organization Registration Form

Office of Student Activities

Name of Organization: _____

of Active Members: _____ Officer Transition (Elections) Month: _____

Organization Website: _____

Organizations must renew recognition **annually** with the United States Merchant Marine Academy. While recognition entitles an Organization to use Academy facilities and access Land Hall, it does not imply Academy sponsorship, approval or disapproval.

**** PLEASE READ:** All organizations are required to have a *minimum of eight officers/members listed* on this form. This form must be completed within 2-3 weeks of any changes (in officers or advisor). **All officers/members listed on this form must be currently enrolled Academy students.** The following information will be released if inquiries are made about the organization. Organizations not wanting certain information released may attach a request to this form. Please include the names (as it appears on your ID) of **eight (8)** student officers/members.

Officers	Name	Classification (1 st cl, 2 nd cl, 3 rd cl, 4 th cl)
President/Chair	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____
Officer/Member	_____	_____

Faculty Advisor	Advisor Name	Dept.	Phone #	E-Mail
	_____	_____	_____	_____

Organization description to be used in directory and on the Student Activities web site (in 25 words or less):

- This organization is associated with another group (locally or nationally): _____
- The anticipated amount of organization dues (if any) are \$ per semester/ year _____

This organization agrees to the following (please INITIAL all items below):

1. _____ Membership in this group must be open to all without regard to race, color, religion, national origin, sex, disability, veteran status, sexual orientation, or age.
2. _____ To abide by all federal, state and local laws and to the United States Merchant Marine Academy mission and its policies and procedures. These policies can be found in Superintendent and Commandant Instructions and via the Student Activities website.
3. _____ To refrain from engaging in any action or situation which recklessly or intentionally endangers the mental or physical health of another or the forced consumption of alcoholic beverages or drugs for the purpose of initiation into or affiliation with the group.
4. _____ To seek approval from the Director of Student Activities before engaging in sales of any item for fundraising.
5. _____ That the organization is not authorized to maintain any external bank accounts including Navy Federal and that OSA shall maintain all funds.
6. _____ The Office of Student Activities will be notified of any changes to the information on this form and to the organization's constitution.
7. _____ Your advisor has been briefed on their role for the organization. They understand that they have no access to club funding and may only advise the club. Advisers understand they will be asked to travel on TMs without additional compensation from the Academy. They also understand they are designated as a Campus Security Authority.
8. _____ This club/team is a democratic organization. In order to qualify for funding from OSA and use of TM vans, the **club must hold democratic elections** where elected officers are selected by the majority of members and report the results of the election to OSA within one week. The organization constitution must reflect officer positions and duties, democratic election process, approximate period for the general election, and procedure for removal of officers.

Date

Signature: President / Chair

Date

Signature: Primary Faculty/Staff Advisor

Attach or email (1) member roster and (2) constitution / bylaws to this document upon submission for final approval.
**** Print 3 copies – (1) Original: submit to the Student Activities Office, (2) Copy: for your organization's records, (3) Copy: for your Advisor. ****

For Official Use Only: Approval / Denial Date: