

2018-2019 Student Organization Renewal Form

DUE Wednesday, APRIL 18, 2018 by 5:00 PM
(For Chartered and Sanctioned Organizations Only)

Center for Student Development
Texas Woman's University

Student Union 135, 940-898-3626, <http://www.twu.edu/student-organizations/default.asp>

Every spring semester Texas Woman's University chartered and sanctioned student organizations must submit to the Center for Student Development current and accurate information concerning their officers and advisors. Failure to provide this information by the due date will result in the loss of chartered/sanctioned status at Texas Woman's University. **ONE (1) COPY MUST BE SUBMITTED TO STUDENT ORGANIZATIONS COUNCIL AT THE CENTER FOR STUDENT DEVELOPMENT FRONT DESK IN THE STUDENT UNION.**

IN ADDITION TO THIS PACKET, YOUR ORGANIZATION MUST INCLUDE THE FOLLOWING TO COMPLETE THE RENEWAL PROCESS FOR THE 2017-2018 ACADEMIC YEAR:

- One (1) copy of your organizations constitution or bylaws

General Information

Date: _____

Organization's full name: _____

Description and purpose (25 words or less): _____

Requirements for membership: _____

Does your organization have a national affiliation? Yes No

(If so, please list name and address): _____

Tax ID# _____

How many members are in your organization? 1-25

26-50

51-100

101+

Student Organization website (URL): _____

Primary Contact Information

The Chief Officer (most often referred to as President) will serve as the primary contact person for the communication with the Center for Student Development throughout the academic year. This person will also serve as the primary contact listed for the Student Organization Directory. The Center for Student Development will contact your group periodically using your TWU email address. It is the responsibility of the student organization to check this email on a regular basis.

Chief Officer's name: _____

TWU Email: _____ Phone : _____

Advisor Contact Information

All chartered and sanctioned organizations are required to have ONE (1) TWU faculty or staff advisor. Faculty or staff advisors 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 advisor's signature is required on all forms for scheduling meetings and activities. Advisors are also required to attend all organization events/activities where security is required and if attendance is more than 100 people.

Name: _____ Department: _____

Phone #: _____ Campus Address: _____

TWU Email: _____

Second Advisor (if your organization has one)

Name _____ Department: _____

Phone #: _____ Campus Address: _____

TWU Email: _____

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 Student Handbook including policies on large event planning, hazing, illegal use of alcoholic beverages and narcotics or drugs. Our organization's officers 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 Texas Woman's University. It is understood that we may be held 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 Texas Woman's University policies and Texas statutes to:

- Use the designation of "TWU" or "Texas Woman's University" in the name of a student organization and to represent themselves as "TWU" or "Texas Woman's University" on any document, including checks and/or checking account application or signature; and
- Use the Texas Woman's University Tax ID Number and further agrees to not use this designation or the numbers.

Please select "Yes" or "No" in response to the following questions:

Does the student organization give permission to the Center for Student Development to use and advertise the information provided in the "General Information, Contact Information and Adviser Information" section of this charter renewal, including but not limited to, the TWU website, Student Organization Brochure and the Student Organization Directory?

YES NO

Does the student organization give permission to the Center for Student Development to advertise the organization's social media information provided in this renewal packet?

YES NO

Signature of Chief Officer/Student Representative

Date

Signature of Advisor

Date