



Office of Student Activities
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www.marshall.edu/student-activities

Student Organization Recognition Form

Organization Name:
Organization Home Page:
Organization Email Address:
Organization Description:
Total Number of Members:

Faculty/Staff Advisor Information (Chapter Advisors are acceptable)

Name:	Campus Address:
Email:	Campus Telephone:
I am aware of the responsibilities of a student organization advisor and realize that I need to make officers aware of university policies regarding fundraising, alcohol, marketing, and procedures for reserving rooms on campus. I agree to serve in the capacity of advisor throughout the academic year.	
Signature:	Date:

Federal Employer Identification Number

FEIN:	A FEIN is not required. However, it is necessary to open bank accounts and apply for Student Government funding. FEINs are placed in the organization's permanent file. IRS SS-4 forms and assistance are available from the Student Activities Office.
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Non-Discrimination in Membership Selection

<p>Every student organization recognized by Marshall University is expected to be free to select its membership upon the basis of individual merit without regard to race, gender, color, ethnic origin, religious affiliation, age, physical or psychological handicap, or sexual orientation. This policy applies to all student organizations recognized by Marshall University with the exception of those organizations specifically exempted by virtue of Sec. 804 (b) of the Higher Education Act. Marshall University reserves the right to consider withdrawal of recognition to any organization found, in due process, to be in violation of said policy.</p> <p>Signature of appropriate officers on the lines indicated verifies receipt and comprehension of the above statement.</p>	
President's Signature:	Date:
Advisor's Signature:	Date:

Officer and Addition Advisor Information

In accordance with MU Student Handbook guidelines, organizations must have at least two officers—one in the position of president and one in the position of secretary/treasurer. All officers are required to have a minimum cumulative GPA of 2.2.

Name:	Telephone:
Student Number:	Office: President
Address:	Email:
I authorize the release of contact information to individuals inquiring about this organization [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	
My cumulative GPA is 2.2 or above. Signature: _____ Date: _____	

Name:	Telephone:
Student Number:	Office:
Address:	Email:
I authorize the release of contact information to individuals inquiring about this organization [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	
My cumulative GPA is 2.2 or above. Signature: _____ Date: _____	

Name:	Telephone:
Student Number:	Office:
Address:	Email:
I authorize the release of contact information to individuals inquiring about this organization [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	
My cumulative GPA is 2.2 or above. Signature: _____ Date: _____	

Name:	Telephone:
Student Number:	Office:
Address:	Email:
I authorize the release of contact information to individuals inquiring about this organization [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	
My cumulative GPA is 2.2 or above. Signature: _____ Date: _____	

Please submit officer updates after elections/appointments within two weeks of changes to the Office of Student Activities

Student Organizations Relationship Statement

“Marshall University recognizes the right of co-curricular and extra-curricular activities to exist while also acknowledging the mutual benefit of these groups to students and the University community.

The University, in the recognition process set forth for student organizations, allows for the freedom of existence for such organizations and ensures that designated privileges and support are available equally to all groups that uphold the specified requirements. The University does not, however, automatically endorse the mission, goals or purpose of any student organization. Use of the University’s name does not denote or assume that the institution will be liable for matters such as debts incurred or contractual arrangements.”

It is hereby certified that the previously named organization will abide by and conduct its activities in accordance with State and Federal Laws, its constitution and MU’s rules, regulations, policies and procedures governing student organizations published in the Student Handbook. It is further certified that the information provided is correct and contact information only will be released as directory information

Every student organization recognized by Marshall University is expected to be free to select its membership upon the basis of individual merit without regard to race, gender, color, ethnic origin, religious affiliation, age, physical or psychological handicap, or sexual orientation. This policy applies to all student organizations recognized by Marshall University. Signatures of the officers and advisor verify receipt and comprehension of the above statement. Marshall University reserves the right to consider withdrawal of recognition to an organization found, through due process, to be in violation of said policy.

Signature of appropriate officers on the lines indicated verifies receipt and comprehension of the above statement.

President’s Signature:	Date:
Advisor’s Signature:	Date:

Marshall University Hazing Policy

According to the policies of Marshall University, the National Interfraternity Council, the National Panhellenic Conference, and all other national organizations represented on campus, hazing is not permitted and has no place in student organizations. All acts of hazing by an organization, members or alumni are forbidden. Hazing is defined as:

“Any action taken or situation created intentionally, whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e. any activity which deprives a student of at least six continuous hours of sleep; physical and psychological shocks; inappropriate quests, i.e. stealing of items; treasure hunts, scavenger hunts, road trips, or any other such inappropriate activities carried out either on or off campus or in a Greek house; wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the proper bearing bodies, engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and other activities which are not consistent with fraternal law, ritual or policies or regulation; any act which would degrade or otherwise compromise the dignity of the individual, including forced use and abuse of alcohol and drugs.”

We will/have read the Marshall University Hazing Policy to our membership at the following meeting(s) (Enter DATE) _____ . As President and Advisor, we also pledge to work to eliminate all forms of hazing practices found within our organization, as well as to uphold the other rules and regulations as specified in the Student Code of Conduct of Marshall University.

President’s Signature:	Date:
Advisor’s Signature:	Date:

1. New organizations must submit a complete list of members (7 names must include a student number).
2. Constitutions: New organizations must submit a constitution that contains the non-discrimination policy as stated in the MU Handbook. Existing groups must submit a copy of amended constitutions only.