

Club Recognition Checklist:

- Letter Requesting Recognition
- Constitution
- Club Recognition Application Form
- Officer contact information and Roster (7)
- Advisor Letter
- Compliance Statement (signed)

Checklist Descriptions:

- A letter describing the name, purpose and description of the club along with the desire for recognition. An application containing these items will be provided by CORE and a copy needs to be on file with STUDENT SENATE.
- Completed Constitution containing the following, at minimum:
 - name of the club
 - purpose for the club
 - membership requirement such as dues or fees
 - officer positions with descriptions
 - advisor description
 - how/when the election of officers will take place
 - description of meetingsAn example will be provided by CORE and a copy of the constitution needs to be on file with STUDENT SENATE.
- A roster of at least seven members who will be the starting members for the club. Please include officer names and contact information. For example a phone number and/or e-mail address can be used. A copy needs to be on file with STUDENT SENATE.
- A letter from the advisor overseeing the club detailing his/her role as the club's advisor. Information about the role of an advisor will be given out by CORE along with an

agreement form that needs to be filled out by the advisor. A copy needs to be on file with STUDENT SENATE

- A signed copy of the annual STUDENT SENATE Compliance Statement, provided by CORE.
A copy needs to be on file with STUDENT SENATE.
- Along with these document requirements, the following guidelines need to be established within the club:
 - 1) To provide full disclosure regarding National, State or Local affiliations.
 - 2) To provide full details regarding dues, fees or costs associated with membership. This must be included in the constitution under the membership requirement section.
 - 3) To provide a clear description of all membership requirements and/or recruitment practices. This must be included in the constitution under the membership requirement section.
 - 4) To permit members to disassociate at any time. This must be included in the constitution as desired by the club.
 - 5) To refrain from committing the University, either verbal or written agreement, to any financial obligation.
 - 6) To insure that membership follows the criteria set forth in the membership criteria section of the constitution.
 - 7) To exist for a purpose beyond the fiduciary gain of the members. While fundraising is important to a groups' survival, this cannot be the group's priority or purpose.
 - 8) To hold the membership accountable to the organization's policies and procedures set forth by the Pacific University Student Handbook.
- The club forms must be presented to the CORE Admit Committee for review and everything outlined in this checklist must be included for CORE to recommend club recognition to the STUDENT SENATE body.
- A club is subject to denial of recognition if any of the previously stated items are not included upon submission to CORE. *Current clubs are subject to denial of re-recognition if any of the forms are missing from the files.*

**Undergraduate Student Senate
Club Recognition Application
2017-2018**

Club Name _____

Club Chair _____

UC Phone E-mail

Club Advisor _____

UC Phone E-mail

Budget Request*? Yes _____ **No** _____

**Please Note: Recognized clubs are funded on a case by case basis on the discretion of STUDENT SENATE and the conditions/regulations of the CORE handbook.*

Statement of Purpose: How will Pacific University benefit by having your organization on campus?

What programs and/or events are you planning for your organization?

Officer Contact Information and Roster

Club Name: _____

Advisor: _____

Email: _____ Phone Number: _____

Preferred Method of Contact (please circle one): email phone

President: _____

Email: _____ Phone Number: _____

Preferred Method of Contact (please circle one): email phone

Treasurer: _____

Email: _____ Phone Number: _____

Preferred Method of Contact (please circle one): email phone

Club Roster:

Name	Email
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9.	
10.	

PACIFIC UNIVERSITY
 2017-2018 Compliance Statement
 Operated by the College of Arts and Sciences Student Senate
 For Recognition of Club Status

We, the club/organization president and faculty advisor, of _____ agree that our club/organization will fully comply with the following University codes and regulations pertinent to on-campus student organizations.

1. The organization’s activities, objectives, and mission will be consistent to the rules and regulations of Pacific University and with municipal, state, and federal laws.
2. Our student organization will comply with the Notice of Nondiscrimination Policy of Pacific University:

It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled Veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans With Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. (Questions or complaints may be directed to the Vice President of Academic Affairs or Provost, 2043 College Way, Forest Grove, OR 97116, (503) 352-2215)

3. Every voting member of our organization will be currently enrolled as a student at Pacific University and will be in compliance with the statement of eligibility that is addressed in the Pacific University Catalog. It is hereby understood that only Pacific University students will serve as officers of our club/organization.
4. Our club/organization will manage its own finances but in accordance with the rules and regulations prescribed by Pacific’s Business Office and STUDENT SENATE’s Budget Authority. We understand that all recognized student organizations are nonprofit organizations. We also understand that recognition status in no way implies that STUDENT SENATE guarantees receiving STUDENT SENATE funding.
5. Our club/organization will present a current list of [potential] members and the name of the current [required] University faculty/staff advisor. In addition, our club/organization will provide a current/updated constitution amended and approved by voting members. These documents will be kept on file in the STUDENT SENATE office. Our club/organization will submit a constitution [at least] every four years, to remain active.

6. Our club/organization may use Pacific University's name or designation in its title or publications, only to the extent authorized by STUDENT SENATE. Written communications from our club/organization shall explicitly indicate our recognition status with Pacific University as follows:

[*Club/organization name*] is a recognized student organization at Pacific University.

Our club/organization may not use the University's name in any manner which will imply University endorsement, approval, or sponsorship of our club's/organization's specific actions, purposes, publications, positions, views, or personal ethics.

7. We understand that all of our organization's fund-raising activities and all of our events involving alcohol must be registered with the appropriate University offices.

8. We understand that all student organizations shall abide by the regulations established for the use of various University facilities. Activities and programming shall be in keeping with the purpose and objectives of the specific group and Pacific University. The use of University facilities may be denied to any student organization when, in the judgment of the Vice President for Student Affairs, such use would likely expose the University, its employees, students, or visitors to unreasonable liability for personal or other injury or risks; or, when such use would unfairly deny access to reasonable use by other student organizations; or, when such requested use by a student organization is used as a pretext to gain access to use of University facilities by or for non-university students or groups; or, to conduct purely commercial activities; or, for personal or private use of students or non-students; or, for any other improper use.

9. Our student organization shall inform the Director of Student Activities in writing when it intends to invite a group of non-student guests to the campus and the purpose of such an invitation. This proposal should be directed to the Director at least two weeks prior to the event. It is not the intent of this provision to exercise censorship over activities but to assure that orderly scheduling of facilities and adequate preparation for the event occurs.

10. With regard to hazing our organization shall not take any action nor create any situation, whether on or off University premises, to produce mental, psychological, or physical discomfort, embarrassment, harassment, or ridicule. We understand that such activities may include but are not limited to the items enumerated in the Oregon State Law.

11. We are aware that STUDENT SENATE may temporarily suspend the recognition status of our student organization upon reasonable belief that we have violated the terms of our recognition.

12. We have read the handbook and this Compliance Statement and have shared their contents with our membership who also agrees to abide by the conditions set forth.

Name of Organization

President / Date

Advisor / Date

Return completed application to STUDENT SENATE office in the lower UC, room 104.