

Petition for a New Registered Student Organization

Active Organization Status

The following is required by all student clubs and organizations seeking charter from the Offices of the Dean of Students and Student Life.

- Completes Student Organization Registration Form online once an academic year (after Welcome Week), and then within three (3) weeks of any officer change/election.
- Hosts one campus event a semester, which should be determined by the organization.
- Participates or completes one recruiting event a semester (includes Student Organization Fair).
- Holds at least three meetings in a semester.
- Must maintain three (3) active members.
- Has one representative of the student organization attend ALL Student Organization Meetings
- The student organization must adhere to the Purdue University Northwest Student Code of Conduct, along with state and federal laws.
- The student organization shall not participate in hazing activities.
- The student organization cannot discriminate against race, color, gender, socioeconomic class, nationality, disability, religion, military status, or sexual orientation.

A *recognized organization* is a student organization that has been approved by the Director of Student Life (Westville Campus) or Student Organization and Leadership Coordinator (Hammond Campus).

An *organization member* is defined as an individual enrolled at Purdue University Northwest who attends regular meetings, assists with, attends club events on a regular basis, or has paid yearly dues.



**Purdue University Northwest
Petition for a New Registered Student Organization**

Date Submitted: _____ **Semester:** _____

Name of Student Organization: _____

Open Membership: ___ Yes ___ No **Location:** ___ Hammond ___ Westville ___ Both

Purpose: (Please write a brief statement describing the proposed organization's purpose/mission. Attach additional sheets if necessary.)

Reason for Seeking Registered Organization Status:

Outside Affiliations: (Is your club/organization associated with an outside entity? If so, please describe.)

Petition Support: Provide names, signatures and emails of 20 undergraduate students interested in supporting your proposed student organization.

Name	Signature	PNW Email
1.		
2.		
3.		
4.		
5.		
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19.		
20.		

Officer Information: (Provide Name of Office Held, Officer Name, and PNW E-mail Address)

Officer Position: _____

Officer Position: _____

Officer Position: _____

Officer Position: _____

Faculty/Staff Advisor(s) Name: (Provide Name and E-mail Address)

Advisor Office Location and Office Number:

Registered Student Organization Approval Checklist

- The purpose and reason have been clearly stated in the petition.

- Twenty signatures have been provided of students who would like to support your new student organization.

- The organization officer and advisor information has been included in the petition.

- The written constitution and bylaws have been submitted to the Director of Student Life or Student Organization and Leadership Coordinator.

- The Signature Authorization Form has been included.

- The Registered Student Organization Membership Form has been provided.

_____ **For Office Use Only** _____

Official Registered Student Organization Approval

By the authority vested in us by Purdue University Northwest, we are approving this student organization as a registered student organization on campus and therefore take responsibility to assist its members and advisor.

_____ Date: _____
Student Organization and Leadership Coordinator (Hammond Campus)

_____ Date: _____
Director of Student Life (Westville Campus)