

## **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 (North Central Campus) or Student Organization and Leadership Coordinator (Calumet 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 **Type of Organization:** \_\_\_\_\_

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

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**Reason for Seeking Registered Organization Status:**

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

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**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.		
6.		
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10.		
11.		
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18.		
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** \_\_\_\_\_

**Student Government Association Review**

This student organization was reviewed by the undersigned members of the  
Student Government Association

Name	Signature
1.	
2.	
3.	

**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 (Calumet Campus)

\_\_\_\_\_ Date: \_\_\_\_\_  
Director of Student Life (North Central Campus)