

# Student Organization Registration



For Office Use ONLY  
Date Received \_\_\_\_\_  
By \_\_\_\_\_

PLEASE READ CAREFULLY BEFORE SIGNING

We, the undersigned, request that our organization be officially recognized as a student organization for the \_\_\_\_\_ year, with the right to use the university name and facilities. We guarantee full cooperation with the University's standards and regulations.

**PLEASE PRINT OR TYPE**

FULL NAME OF ORGANIZATION

\_\_\_\_\_

ABBREVIATION \_\_\_\_\_ DATE \_\_\_\_\_

**LIST OF OFFICERS:** (This will be treated as public information)

President: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

Vice-President: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

Secretary: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

Treasurer: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

Advisor: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

IOC Rep: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

IOC Rep: \_\_\_\_\_  
(Name, first Last) (phone)

\_\_\_\_\_

(address)

CAMPUS FINANCIAL MATTERS: The following signatures are filed with the Business Office to authorize expenditures or fund withdrawals from the organization's campus accounts.

(Name)	(Address)	(Phone)
(Name)	(Address)	(Phone)
(Name)	(Address)	(Phone)

As a registered Montana State University-Northern Organization,

\_\_\_\_\_  
(Organization name)

Agrees to:

1. Uphold all local, state and federal laws.
2. Comply with university regulations regarding health, safety and the use and scheduling of university facilities and property.
3. Fulfill all financial commitments within thirty days of due date.
4. Have only Montana State University-Northern students, faculty, administration and/or staff as voting members and officers.
5. Conduct all business (including officer election) in an orderly and democratic fashion.
6. Agree not to discriminate on the basis of race, age, creed, religion, sex or national origin.
7. Submit a current list of names and addresses of officers to the ASMSUN Vice-President within fifteen days of any change.
8. Register with the ASMSUN Vice-President annually (at the end of each academic year, club registration becomes invalid and must be renewed by re-registration the following fall).
9. Agree to keep the organization financially solvent.

The ASMSUN Vice-President may withdraw registration from a group whenever the conditions of the registration contract and/or the rules and regulation of the Inter-Organization Council are violated. Prior to this action the Council will give the organization the opportunity to take corrective steps. The ASMSUN Vice-President decision will be sent to the Judiciary Council for the final decision.

As a condition of providing funding, the Associated Students of Montana State University-Northern, Montana State University-Northern, the Montana Board of Regents of Higher Education, and the State of Montana disclaim any liability for damages of whatever nature that the grantee of individuals associated with the grantee; and the grantee release the Associated Students of Montana State University-Northern, Montana State University-Northern, the Montana Board of Regents of Higher Education and the State of Montana from such liability.

The grantee, acting through the undersigned representative, has read the conditions placed for funding, understand this condition and agrees to the condition.

GRANTEE:

\_\_\_\_\_  
(Organization Name)

BY:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Revised 1/93; Retyped 6/09

Violations of the conditions of the registration contract and/or the rules and regulations of the Inter-Organization Council shall be subject to one or more of the following sanctions:

1. Loss of scheduling privileges
2. Loss of University facilities and services
3. Loss of registration
4. Loss of control over funds in the club account

MAILBOXES: Mailboxes are available for registered groups and are located in the ASMSUN office.

#### REGISTRATION APPROVAL

\_\_\_\_\_  
ASMSUN President

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASMSUN Vice-President

\_\_\_\_\_  
Date