



**Name of Organization** \_\_\_\_\_

**Contact Information (Attach additional sheet with listing of other officers, if applicable)**

\_\_\_\_\_  
*President* (\_\_\_\_\_) \_\_\_\_\_ @students.cumberland.edu

\_\_\_\_\_  
*Vice President* (\_\_\_\_\_) \_\_\_\_\_ @students.cumberland.edu

\_\_\_\_\_  
*Secretarty* (\_\_\_\_\_) \_\_\_\_\_ @students.cumberland.edu

\_\_\_\_\_  
*Treasurer* (\_\_\_\_\_) \_\_\_\_\_ @students.cumberland.edu

\_\_\_\_\_  
*Staff/Faculty Advisor* (\_\_\_\_\_) \_\_\_\_\_ @cumberland.edu

**National Affiliation** \_\_\_\_\_

**Officer Elections for this organization are held during the (Circle One):**      Fall Semester      Spring Semester

**Please attach the following:**

1. A roster of active members and officers. All student organizations at Cumberland University must have five (5) active members at all times.
2. A Constitution which includes at minimum the Name of Organization, Purpose of the Organization, Operating Structure (ex. Committees, voting procedure, amendment procedure, etc.), Membership Criteria, Officer Criteria, and a Meeting Outline
3. A Mission Statement covering the following topics: the Organization's Mission, Goals, Activities, Community Service Projects and University Service projects.

**By my signature below I certify and agree to the following:**

1. That the information above and attached is correct.
2. That the above organization and its members will abide by the policies and regulations of Cumberland University. I realize that noncompliance could result in forfeiture of approval status by Cumberland University or other necessary actions as determined by the Office of Student Life.
3. That all changes in the above information and attached documents will be communicated to the Director of Student Services within two (2) days.
4. That all events will be registered with the Office of Student Life through the use of Organizational Event Forms at least two weeks prior to the event date for approval. These forms may be picked up from Labry Hall-second floor.
5. This organization will participate in one community service project each semester, host an event open to all students, and meet at least once a month in order to meet university guidelines, and maintain a membership of five (5) active members.
6. That a Yearly Review Form will be completed at the end of each Spring Semester listing the events, community service projects, etc. and given to the Office of Student Life before summer semester.

All of the above information and attached documents must be in the possession of the Office of Student Life before approval status is granted. Only organizations with approved/active status are eligible to participate in campus functions as prescribed by the Cumberland University Catalog and Student Handbook. Failure to meet all requirements may result in probation for the organization.

**Signatures:**

\_\_\_\_\_  
*Organization President*      *Date*

\_\_\_\_\_  
*Staff/Faculty Advisor*      *Date*

\*\*\*\*\* FOR OFFICE OF STUDENT LIFE USE ONLY \*\*\*\*\*

**Rec'd By** \_\_\_\_\_ **Date** \_\_\_\_\_ **Approved** \_\_\_\_\_