

**STUDENT ORGANIZATION
OFFICER FORM
2011-2012**

Organization: _____
(Type full name as it appears in the constitution on file in the Kimmel Leadership Center)

Campus Box: _____ **Date of Next Election:** _____ (month/year)

University Adviser: _____ **Campus Box:** _____

Campus Phone: _____ **Email Address:** _____ @siue.edu

Fiscal Officer: _____ **Campus Box:** _____

Campus Phone: _____ **Email Address:** _____ @siue.edu

OFFICERS:

President Name: _____ **Student ID#:** 800/ _____ / _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____ @siue.edu

Vice-President Name: _____ **Student ID#:** 800/ _____ / _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____ @siue.edu

Treasurer Name: _____ **Student ID#:** 800/ _____ / _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____ @siue.edu

Secretary Name: _____ **Student ID#:** 800/ _____ / _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____ @siue.edu

(OVER)

Each Recognized Student Organization must certify that it has AT LEAST **FIVE ACTIVE** student members, **excluding officers**, in order for the organization to demonstrate sufficient membership to sustain its existence. An organization with fewer than five members will be forwarded to the Student Government Student Organization Advisory Board for advisement.

In order to remain in good standing with the Kimmel Leadership Center and Student Government, all student organizations must adhere to the following student organization responsibilities:

- *Complete and return to the Kimmel Leadership Center an Officer Form and Adviser Authorization Form by the second Friday of the fall semester, AND within two weeks of any election, or if officer or adviser information changes.*
- *Attend a MANDATORY officer orientation.*
- *Pick up mail from the organization's mailbox AT LEAST once a week.*
- *All Officers maintain a grade point average of no less than 2.0 on a 4.0 scale.*
- *Maintain a current copy of the organization's constitution on file in the Kimmel Leadership Center. (If affiliated with any national, state, or local organization, a copy of the current constitution of the parent organization MUST also be on file.)*
- *Abide by the organization's constitution and stated purposes.*
- *Abide by the University, local, state, and federal laws.*

The president/chair is advised that providing false or misleading information to a University officer about an organization's membership is a violation of the *Student Conduct and Student Grievances: Rights and Responsibilities* document. Violation of this document may result in suspension of an organization's registration status.

I hereby give permission for the information on this form to be made public upon request. I also confirm that I will ensure that the named organization will adhere to the above listed student organization responsibilities.

I CERTIFY THAT OUR ORGANIZATION IS COMPRISED OF _____ ACTIVE STUDENT MEMBERS, EXCLUDING OFFICERS.

Signature of president/chair

Date

RETURN COMPLETED FORM TO THE KIMMEL LEADERSHIP CENTER, BOX 1168,

- 1. WHEN NEW OFFICERS ARE SELECTED, and/or**
- 2. WHEN NEW OFFICER INFORMATION CHANGES, and/or**
- 3. WHEN A NEW ORGANIZATION IS FORMED**