



Application for Recognition as an Official Student Organization

This form must be submitted to the Student Life Office with a copy of the proposed group's constitution.

Date: _____

Organization: _____

Type of Organization: Service: _____ Special Interest: _____

Recreational: _____ Academic: _____ Other: _____

Proposed purpose, objectives, and activities: _____

Faculty Advisor: Signature: _____

Print Name: _____

Proposed Dues (if any): _____ **per** semester/year. (circle one)

President: _____

(Print Name)

(Signature)

(Phone Number)

(OCC Student ID Number)



**Application for Recognition as an
Official Student Organization**

We, the undersigned members of the Associated Students of Ocean County College, hereby petition for the establishment of the organization described above and confirm that we will be members of the organization if it is approved.

Signature 1. _____	6. _____
Print Name _____	_____
Student ID # _____	_____
Signature 2. _____	7. _____
Print Name _____	_____
Student ID # _____	_____
Signature 3. _____	8. _____
Print Name _____	_____
Student ID # _____	_____
Signature 4. _____	9. _____
Print Name _____	_____
Student ID # _____	_____
Signature 5. _____	10. _____
Print Name _____	_____
Student ID # _____	_____

Action: _____

Director of Student Life Date

ASOCC President Date

Faculty Advisor Date

Date of Final Action



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Sample Constitution

Article I	<u>Name and Purpose of the Organization</u>
Section 1	State the name of the organization
Section 2	State the purpose of the organization
Section 3	State whether there is an affiliation with a State, Regional, or National organization.
Article II	<u>Membership</u>
Section 1	State who may belong; shall be accessible to all full time and part-time students upon payment of Student Activities Fees in said semester.
Section 2	State how membership shall be elected.
Section 3	What vote is required.
Section 4	State the penalties imposed for the neglect of duties and/ or nonpayment of dues.
Article III	<u>Officers</u>
Section 1	Designate the officers, president, etc.
Section 2	Define the duties of the officers.
Section 3	Define the date of election, length of term of office, and method of election.
Article IV	<u>Meetings</u>
Section 1	State how often meetings shall be held.
Section 2	State the provisions of special meetings.
Article V	<u>Executive Board</u>
	State who shall comprise the executive board.

Sample Constitution (continued)

Article VI	<u>Committees</u>
Section 1	State the names of various standing committees. (Use separate headings if the duties are considerable.)
Section 2	State the means of forming special committees.
Article VII	<u>Parliamentary Authority</u>
	State textbook the will be used as a reference guide by the organization.
Article VIII	<u>Quorum</u>
	State the number of members needed for the quorum.
Article IX	<u>Amendments to the Constitution</u>
Section 1	State the method of amending.
Article X	<u>Organizational Monies</u>
	All monies of the organization shall be kept in the Internal Banking System maintained in the Office of Student Life. (State who will be allowed to withdraw funds.)
Article XI	<u>Organizational Operations</u>
	This organization shall abide by all applicable rule and regulations of Ocean County College and under the privileges of the Student Government Association and the Student Life Office.

Note: Please submit a hard copy along with an electronic copy to the Office of Student Life.