

2021 Student Club/ Organization Registration Agreement and Identification of Club Officers

The Office of Student Affairs is responsible for the registration of student clubs/organizations. Only registered clubs/organizations will be recognized as an affiliate to Rao's Educational Institutions. A copy of this form, club constitution and member list will be kept on file in the Office of Student Organization Board.

Club/Organization Name: _____

Active From : _____ To : _____.

Members of the Executive Board

Position:	Name:	Cell Phone :	Email:
President			
Vice President			
Treasurer			
Secretary			
Adviser(Faculty or Staff)			

Student Affairs Representative

Student Affairs Representative

Adviser

As a Student Club/Organization at Rao's Educational Institutions, we, the executive board members, agree to the following:

- ❖ Work collaboratively with all areas of the college in order to better serve the campus population.
- ❖ Uphold the Principles; which are the foundation for conduct at Rao's Educational Institutions.
- ❖ Be a positive role model for all students.
- ❖ Participate fully in the clubs community.
- ❖ Maintain communication with the Student Organization Board.
- ❖ Abide by all rules and procedures as listed in the Student Club/Organization Handbook, and all other club implemented policies relating to student organizations.
- ❖ Accept responsibility for all actions affiliated with events sponsored by the organization.

Student Organization Board Roles & Responsibilities

Each student organization should outline the roles of each organization office in its constitution.

This list includes only the most standard officer roles, President, Vice President, Treasurer, and Secretary. Many organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks. While it does not matter *who* is responsible for each duty, it is important that someone be assigned the task.

Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Further, traditional titles, such as “president” or “vice president” are not required; be creative – if you have a film club, perhaps you’d like for your leadership titles to reflect your interest (i.e. Director, Producer, Editor). Another example would be a BBQ club (i.e. Grill Master in lieu of President).

Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

President	
<ul style="list-style-type: none"> ❖ Presides over meetings of the organization ❖ Calls special meetings of the organization ❖ Facilitates executive board meetings ❖ Prepares and files any report required ❖ Appoints committee chair people ❖ Maintains contact with organization adviser ❖ Maintains contact with organization alumni ❖ Maintains contact with affiliated university department or community partner ❖ Maintains contact with (inter)national organization ❖ Represents the organization to the University 	<ul style="list-style-type: none"> ❖ Serves as a spokesperson for the organization ❖ Serves as a secondary signatory on financial accounts ❖ Assists all executive officers ❖ Provides follow-up to organizational tasks ❖ Organizes executive board retreats ❖ Coordinates executive board officer transitions ❖ Represents organization at official functions ❖ Remains fair and impartial during organization decision making processes ❖ Provides encouragement and motivation to fellow officers and organization members

Vice President	
<ul style="list-style-type: none"> ❖ Assumes the duties of the President in his or her absence ❖ Serves as an ex-officio member of standing committees ❖ Directs Constitutional updating and revisions ❖ Facilitates election of officers ❖ Recruits new members 	<ul style="list-style-type: none"> ❖ Serves as Parliamentarian ❖ Organizes an end-of-year celebration ❖ Represents organization at official functions ❖ Remains fair and impartial during organizational decision making processes ❖ Performs other duties as directed by the President
Secretary	
<ul style="list-style-type: none"> ❖ Obtains appropriate facilities for organization activities ❖ Keeps a record of all members of the organization ❖ Keeps a record of all activities of the organization ❖ Prepares an agenda with the President for all meetings ❖ Notifies all members of meetings ❖ Prepares organization's calendar of events ❖ Keeps the organization informed of both organizational and university business ❖ Keeps and distributes minutes of each meeting of the organization ❖ Creates and distributes agendas for each meeting of the organization 	<ul style="list-style-type: none"> ❖ Maintains attendance at all meetings ❖ Serve as the organization's recognition and appreciation coordinator ❖ Maintains organizational records, storage, and office ❖ Prepares and files any report required ❖ Handles all official correspondence of the organization ❖ Collects organization mail from the adviser or wherever mail is received ❖ Represents organization at official functions ❖ Remains fair and impartial during organization decision making process ❖ Performs other duties as directed by the President

Treasurer	
<ul style="list-style-type: none"> ❖ Is familiar with accounting procedures and policies ❖ Serves as the primary signatory on financial accounts ❖ Serves as chair of the finance committee ❖ Pays organization bills ❖ Collects organization dues ❖ Keeps all financial records of the organization ❖ Prepares an annual budget ❖ Prepares all budget requests for funds ❖ Prepares and submits financial reports to the members ❖ Maintains a financial history of the organization 	<ul style="list-style-type: none"> ❖ Provides advisor with summary of financial records at the end of the academic year ❖ Advises members on financial matters (i.e. vendors, ticket selling procedures) ❖ Prepares purchase orders, requisition forms, or supply requests ❖ Coordinates fundraising drive ❖ Coordinates solicitations ❖ Files reports on all stolen or lost equipment ❖ Maintains an inventory of all equipment and its condition ❖ Represents organization at official functions ❖ Remains fair and impartial during organization decision making processes ❖ Performs other duties as directed by the President
Other possible officer positions:	
<ul style="list-style-type: none"> ❖ Parliamentarian ❖ Programming ❖ Recruitment/Retention Director 	<ul style="list-style-type: none"> ❖ Marketing/Public Relations ❖ Community Service Director ❖ Historian