



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

**CLUB/SOCIETY
REGISTRATION FORM
2011-2012**

For your registration to be complete, you must have an approved Constitution (either currently on file or an amended one).

Name of Organization

Officers

Chair Name:
 Address:
 Telephone #:
 ACTIVE email:

Treasurer Name:
 Address:
 Telephone #:
 ACTIVE email:

Secretary Name:
 Address:
 Telephone #:
 ACTIVE email:

Advisor Name:
 University Department:
 Telephone #:
 Email:

Additional Officers

Title: Name:
Address:
Telephone #:
ACTIVE email:

Title: Name:
Address:
Telephone #:
ACTIVE email:

Title: Name:
Address:
Telephone #:
ACTIVE email:

Title: Name:
Address:
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Title: Name:
Address:
Telephone #:
ACTIVE email:

Title: Name:
Address:
Telephone #:
ACTIVE email:

Officer's Declaration

A. Responsibilities of a registered club or society

A registered student organization is responsible for conducting its affairs in a responsible manner consistent with applicable University rules and regulations and will be held accountable for the action and behavior of its members or guests at on-campus activities. Each student organization and/or its officers or designated representatives shall anticipate, provide for, and promptly meet its financial obligations.

It is the sole responsibility of the membership and particularly the officers of student organizations to familiarize themselves with the contents of the Student Organization Handbook.

The officers of a student organization shall promptly notify the Student Activities Office of any and all changes in the organizations officers, addresses and phone numbers. Failure to notify the Student Activities Office of any changes will affect the degree of service we are able to provide to your organization and its members.

B. Non-Discrimination Statement

Richmond, the American International University in London as a standing policy does not discriminate against individuals because of their race, color, national origin, sex, age handicap, or sexual orientation. A student organization which restricts membership based on the above shall not be allowed to maintain registered student organization status.

We, the undersigned, agree to abide by the conditions stipulated in the Clubs and Societies Rights and Responsibilities as outlined in the in this registration form and the Clubs & Societies Handbook.

Position	Name	Signature	Date
Chair			
Treasurer			
Secretary			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Advisor			

Approval – for Student Activities Office only – please do not write in this space.

Director of Student Activities: _____ Date: _____

Constitution Submitted on: _____ Budget Amount Approved: _____

Budget Applies to: _____ Fall & Spring 2011/12 _____ Spring 2012