

**HUSTON-TILLOTSON UNIVERSITY
STUDENT AFFAIRS OFFICE
OFFICE OF CAMPUS LIFE & FYE**

Student Organization Renewal Form

Organization Name: _____

I. Officer Information:

Title	Contact Information
President	Name: _____ Student ID #: _____
	Street: _____
	City: _____ State: _____ Zip: _____
	Phone: () - _____
Vice President	Name: _____ Student ID #: _____
	Street: _____
	City: _____ State: _____ Zip: _____
	Phone: () - _____
Treasurer	Name: _____ Student ID #: _____
	Street: _____
	City: _____ State: _____ Zip: _____
	Phone: () - _____
Secretary	Name: _____ Student ID #: _____
	Street: _____
	City: _____ State: _____ Zip: _____
	Phone: () - _____
Other	Name: _____ Student ID #: _____
	Street: _____
	City: _____ State: _____ Zip: _____
	Phone: () - _____

II. National/Regional Information:

Does your organization have any national or regional affiliation? Yes No

Current National Officer				Current Regional Officer			
Name:				Name:			
Title:				Title:			
Address:				Address:			
City:				City:			
State:		Zip:		State:		Zip:	
Phone Number:	()	-		Phone Number:	()	-	

III. Advisor Information:

Note:	All organizations must have a faculty/staff member as an advisor.
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Primary Advisor				Secondary Advisor			
Name:				Name:			
Address:				Address:			
City:				City:			
State:		Zip:		State:		Zip:	
Home Number:	()	-		Home Number:	()	-	
Work Number:	()	-		Work Number:	()	-	
Mobile Number:	()	-		Mobile Number:	()	-	

Note: A copy of the organization’s current constitution and by-laws, membership roster with contact information (i.e. e-mail addresses and telephone numbers) and student identification numbers, as well as an activities calendar must be submitted to the Office of Campus Life & FYE along with this form. There will be no exceptions.

Admission to Huston-Tillotson University and any of its recognized organizations is open to all qualified individuals. All student organizations must be advised that, by law, University official recognition will be granted only if the organization is in compliance with the statement above and with Title IX of the Civil Rights Act of 1974, Amended. In order to comply with Title IX, your organization must provide equal opportunity for full participation by either sex and must not discriminate on the basis of sex in any area of activity or membership in the organization. In the case of sports clubs, separate teams (men/women), where necessary, may be organized as long as equal opportunity exists for either sex to form a team. Honorary and professional organizations are exempt from Title IX and must be able to furnish written proof from the national office.

Huston-Tillotson University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus that are sponsored by any recognized student organization.

We hereby certify:

1. The above named organization complies with Title IX and all applicable Federal and State regulations;
2. The information appearing above is true and correct;
3. A current copy of the organization's constitution and by-laws, membership roster with contact information and an activities calendar is on file in the Office of Campus Life & FYE;
4. The officers of the organization are students and meet the requirements for student leaders in accordance with Office of Student Affairs and the Office of Campus Life & FYE;
5. At least one of the advisor(s) for this organization is employed as a full-time faculty or staff member at Huston-Tillotson University;
6. We have read the most current version of the Student Organization Handbook and agree to abide by all of the guidelines governing student organizations as set forth in this document.

Signature of Student Organizer

Date

Signature of Primary Advisor

Date

Signature of Secondary Advisor

Date

FOR OFFICE USE ONLY	
<input type="checkbox"/> Renewal Approved	<input type="checkbox"/> Renewal Denial
Signature of Director of Campus Life & FYE	Date
Signature of Dean of Student Affairs	Date
Semester Recognized: _____	
Reason for Denial: _____	