

American Public University System

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American Public University System
Student Organizations Handbook

Policies and Procedures for Student
Organizations Recognized at APUS

Student Services Department
Office of Student Affairs
March 2008

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INTRODUCTION

Students have the right to organize, join, and hold office in associations for their common interests. The policies and procedures stated in this handbook are intended to clarify American Public University System's (APUS) relationship to recognized student organizations and also intended to reflect APUS concerns and interest for promoting awareness, values and responsible behavior. This handbook was created in an effort to assist student leaders, organizations, and advisors by providing accurate information regarding policies and procedures, services and resources. Utilizing the Student Organization Handbook will allow student organizations to be more effective and productive. This handbook is not intended to cover student press issues, for information regarding these matters contact the Office of Student Affairs.

CHANGES TO THE HANDBOOK & APPEALS

APUS reserves the right to make changes and additions to the information in this publication without notice. Major policy and procedure changes that may impact recognized student organizations will be made available to the chapter president and faculty advisor 10 days prior to the change by the Office of Student Affairs. Student Organization representatives may make an appeal, in writing, prior to the change taking place. Appeals will be reviewed by the Student Affairs Committee¹. Questions, suggestions, corrections, or additions with regard to the information in this handbook should be sent to Office of Student Affairs at studentaffairs@apus.edu.

GENERAL INFORMATION

Student organizations provide students with a variety of opportunities to explore academic, professional, political, social, cultural, recreational, and community service interests. Participation in such organizations allows students to develop interpersonal, organizational and leadership skills in a supportive, yet challenging environment.

The Director of Graduation, Alumni and Career Services is responsible for overseeing all student organizations recognized with APUS. The Office of Student Affairs serves under the Director within the department as the main point of contact for chapters, faculty advisors, and students/faculty declaring intent to charter an organization. The Office of Student Affairs is also responsible for ensuring chapters comply with University listed policies. Student Organizations are recognized by both the delegated authority of the University President and the Student Affairs Committee.

Prior to the Student Organizations Handbook adoption, two student organizations were recognized with APUS. The Alpha Chapter of Delta Epsilon Tau International Honor Society and the APUS Chapter of International Association of Emergency Managers. These two organizations are not required to file for

¹ Student Affairs Committee is made up of the Student Affairs Manager, Director of Graduation, Alumni & Career Services, Chief Administrative Officer and other designated APUS constituents as needed.

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intent to charter but will comply with policies and procedures listed in the Handbook for established organizations.

Persons functioning as members of said organizations will be held responsible for their own conduct. Administrative clarification and interpretation of policies can be obtained by submitting a written inquiry or request to the Director of Graduation, Alumni & Career Services. A written response will be furnished within fifteen business days.

RECOGNITION OF STUDENT ORGANIZATIONS

1. CONDITIONS FOR RECOGNITION OF ALL STUDENT ORGANIZATIONS

- a. The purpose and/or functions of an organization seeking recognized status must not duplicate those of an existing recognized student organization.
- b. No organization shall obtain or maintain recognition by APUS on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation or veteran status with respect to membership. Attendance and participation in these programs open to students and/or APUS alumni, faculty or staff must comply with APUS non-discrimination policies.
- c. The constitution of the organization must be consistent with the mission of APUS and align with University rules, regulations, and policies.
- d. The constitution of the organization must be consistent with the constitutional standards established by the group's respective governing body.
- e. All recognized student organizations will be held responsible by APUS for abiding federal, state and local laws, as well as all APUS regulations. APUS may become involved in the offline conduct of recognized student organizations when such conduct is determined to affect the interest of APUS.
- f. Only currently employed faculty, staff and active students² will be eligible for active membership status in student organizations. All other members may be admitted to associate membership if the organization offers that option.
- g. Only active students shall be eligible to serve as appointed or elected officers except under special circumstances as approved by the Director. Student organizations may establish and apply additional eligibility criteria for appointed leaders/officers.
- h. The purpose or purposes of a student organization must not conflict with the educational functions of APUS. It is incumbent upon any persons presenting objections to the application for recognition or continuance of an organization to demonstrate how and in what manner the recognition or continuance of that organization would conflict with the educational functions or established policies of APUS.
- i. Recognized student organizations may not engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property

² An active student is defined in the APUS Student Handbook as a student that continues to make progress toward their academic goals in order to remain in "active" status at any APUS member-institution. They must successfully complete at least one course during each 12-month period to avoid being withdrawn from the institution for lack of course completion.

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for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. Any recognized student organization that commits hazing will be subject to disciplinary action.

2. RELATION OF THE UNIVERSITY TO STUDENT ORGANIZATIONS

- a. Recognition of student organizations shall not be construed as agreement, support or approval by APUS, but only as acknowledgment of the rights of the organization to exist at APUS.

3. RIGHTS AND PRIVILEGES OF STUDENT ORGANIZATIONS

- a. Cooperation and assistance of University staff.
- b. Permission to use the name of the University in connection with its approved programs and activities. No organization, however, shall advertise or promote its programs or activities in a manner that suggests that the function is sponsored by the University.
- c. Use of University resources subject to the duly established written rules governing such use.
- d. Recognized student organizations may petition for the use of University funds subject to University regulations.
- e. With these rights goes the responsibility of each recognized student organization for the consequences of its decisions and activities as a group.

4. RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- a. In addition to the rights and privileges that formal recognition carries, responsibility is placed on each organization, including its officers and individual members, to conduct its affairs within the framework of University policies, rules, and regulations and the provisions stated in the constitution of the organization.
- b. An organization shall have an up-to-date copy of its constitution, a Directory Information form, an up-to-date membership list, Officer Report Form and Faculty Advisor Agreement Form on file with the Office of Student Affairs.
- c. Officers of an organization shall be held accountable and responsible for the programs and activities sponsored by the organization in the event that the organization and/or its members violate established University policies, procedures, rules, or regulations.
- d. Organizations have the responsibility to take reasonable steps to ensure that all programs and activities sponsored by the organization comply with all applicable local, state, and federal laws, and with University policies, procedures, rules and regulations.
- e. Prior to hosting an organized event or meeting, the recognized organization must complete a request to hold the event which includes the event purpose, agenda, copy of proposed vendor contracts for the event, and a liability waiver. All requested must be submitted with the Office of Student Affairs at least 15 days prior to the event. If deemed necessary by the Office of Student Affairs, the organization may be required to obtain special event insurance. The Office of Student Affairs has the right to deny the request or modify the

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- event agenda. For this purpose, the organization is not to enter into any agreements with a vendor without written approval from the Office of Student Affairs.
- f. Organizations have the responsibility to engage in sound financial management.
 - g. Organizations take responsibility for maintaining contact with their approved faculty advisor(s) to share information on current initiatives, personnel, and activities of the organization.
 - h. Organizations have the responsibility to comply with University guidelines and policies when posting materials and communications.
 - i. Organizations must register (submit the Organization Renewal Form and an updated Membership List) with the Office of Student Affairs by September 1 of each year in order to maintain their recognition status.
 - j. Organizations have the responsibility to ensure that all students within the University community, including those with disabilities, are able to participate in and benefit from all programs and activities sponsored by the organization.
 - k. Organizations have the responsibility to supervise their events and ensure the safe operation of their programs and activities.

5. PROCEDURES FOR OBTAINING RECOGNITION AT APUS

- a. Any student group seeking recognition with APUS must first complete the “Intent to Organize” form. Upon confirmation of receipt by the Office of Student Affairs, the group will be given temporary status for three months (90 days). They are then to complete the New Student Organization Application which includes the following:
 - i. Name of the proposed organization.
 - ii. Affiliated national organization if appropriate.
 - iii. A statement of purpose and mission.
 - iv. A statement explaining the potential benefits of the proposed organization to the University.
 - v. A statement of the membership policy.
 - vi. A Membership List which includes names of those intending to declare membership in the proposed organization (minimum of twenty active students).
 - vii. A Faculty Advisor Agreement Form. All student organizations are required to have a faculty advisor(s) who is a member of the teaching faculty.
 - viii. Proposed organization constitution based on policies and procedures as outlined in this handbook.
 - ix. An Officer Report Form.
 - x. A Directory Information Form.
 - xi. An organization desiring University recognition of its affiliation with a state and/or national organization must submit a copy of the state and/or national constitution and bylaws. These shall be reviewed as part of the recognition process.
- b. Upon submission to the Office of Student Affairs, copies of the completed proposal will be distributed to the Student Affairs Committee for review and approval. Some decisions may require the approval of the Executive Committee³.

³ The Executive Committee is made up of the President, CFO, Provost, CAO, CIO, SVP Marketing and SVP Finance.

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- c. An organization granted recognition by the University will be granted provisional status for one calendar year by the Office of Student Affairs. At the end of the provisionary year, the Office of Student Affairs will review the organizations' status and make recommendations to the University that full recognition be approved or denied. During the provisionary period the Office of Student Affairs may terminate a club that does not comply with University policies or regulations or with applicable local, state, or federal laws.
- d. Once the required materials have been reviewed and approved, the organization will be notified in writing of the status.
- e. Decisions made within these processes can be appealed within five business days of the original decision by any party in the original grievance or by an individual group within APUS, by writing a written appeal to the Chief Administrative Officer. If it is determined that there are grounds for appeal, a three person panel will be chosen to review and rule on the appeal. The decision of the panel will be made within ten business days of receipt of the appeal request and will be final.

6. PROCEDURES FOR MAINTAINING RECOGNITION

- a. All recognized student organizations must file a renewal application with APUS. This application must be updated within two weeks of any officer change and/or by September 1. Failure to do so could result in the organization losing one or more privileges of recognition, including status. The renewal application must include the following:
 - i. Student Organization Renewal Form
 - ii. Current Membership List
 - iii. Accomplishments since your last renewal or recognition date
 - iv. Projected plans and goals for the upcoming year
- b. Recognized student organizations must maintain a minimum of twenty active members, unless an exception is granted by APUS.
- c. Recognized student organizations shall be subject to review by the appropriate governing councils and APUS.
- d. When a recognized student organization changes its name, constitution and/or bylaws, those changes are to be submitted to the Office of Student Affairs for review and approval prior to the changes becoming official. Additionally, constitutions should be reviewed; with one copy submitted to APUS every three years beginning with the original time that provisional status was granted.
- e. Failure to meet the terms and conditions of an organization holding recognized status could result in the organization being classified as inactive.
- f. An inactive organization may request active status again by following the procedures listed in how to become a recognized organization.

7. WITHDRAWAL OF RECOGNITION AND DISCIPLINARY ACTION

- a. The privileges of a recognized organization may be withdrawn for cause which shall include willful or negligent violation of University, state or federal standards, codes or policies.
- b. Recognition may also be withdrawn or discontinued:

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- b.** Student officers not fully meeting the eligibility requirements will have to relinquish their office immediately upon notification from the Office of Student Affairs and/or advisor that they do not meet the academic standard. Replacement of ineligible officers will be conducted according to the organization's constitution.

10. STUDENT ORGANIZATION FACULTY ADVISORS

- a.** All recognized student organizations are required to have a faculty advisor(s). The advisor can assist the organization by providing counsel on specialized subjects in which the advisor is experienced and on general matters relating to the conduct of organizational affairs. Advisors are encouraged to offer constructive criticism and guidance without domination. The Advisor must complete the Faculty Advisor Agreement Form during the application process. If there is a Faculty Advisor change then the Faculty Advisor Agreement Form must be submitted within two weeks of the change.
- b.** Some recognized student organizations may have specific staff or faculty assigned to work with them as part of the person's work assignment.
- c.** Faculty and staff who volunteer to advise recognized organizations must be approved by the Dean of Faculty and the Office of Student Affairs.
- d.** The faculty advisor has the following responsibilities to an organization:
 - i.** To be knowledgeable about the purpose and program of the organization;
 - ii.** To ensure that the officers and members of the organization are informed of University policies, procedures, rules, and regulations;
 - iii.** To ensure that University policies, procedures, rules, and regulations governing student activities and student organizations are followed;
 - iv.** To ensure that officers of the organization are selected according to the procedures stated in the organizations constitution;
 - v.** To approve the scheduling of and attend all meetings of the organization;
 - vi.** To review and approve all organizational publications and communications;
 - vii.** To supervise all activities, programs, and events sponsored by the organization;
 - viii.** To ensure that requests for University services or appeals of administrative decisions are processed through the faculty advisor;
 - ix.** To inform the Office of Student Affairs immediately when the organization becomes inactive.
- e.** The organization has the following responsibilities to its advisor:
 - i.** To meet with the advisor on a regular basis and to keep the advisor informed of the overall program and activities of the organization;
 - ii.** To inform the advisor well in advance of the schedule (date, time, and location) of all meetings, activities, programs, and events sponsored by the organization;
 - iii.** To process requests for University services or appeals of administrative decisions through the faculty advisor;
 - iv.** To give the advisor an opportunity to express an opinion on issues that affect the welfare of the organization and the interest of the University.

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FUNDING AND FINANCIAL AFFAIRS OF RECOGNIZED STUDENT ORGANIZATIONS

1. USE OF UNIVERSITY FUNDS BY RECOGNIZED STUDENT ORGANIZATIONS

- a.** The amount of funds budgeted for financial support of recognized student organizations shall be recommended by the President/CEO and approved by the Board of Directors during the annual budget meeting. All requested must be submitted by September 1 of each year.
- b.** The authority for allocation of such funds is delegated by APUS.
- c.** A new organization may apply for financial support to start a chapter. No other means of financial support will be granted in the first year of recognition.
- d.** APUS does not charge student organizations an activity fee to be recognized.

2. FINANCES

- a.** All organizations must anticipate, provide for, and meet promptly their financial obligations or be subject to sanctions by their governing body.
- b.** Any student organization wishing to conduct sales, solicit funds, or charge admission to an event must have the approval of the advisor and Office of Student Affairs.
- c.** All student organizations are subject to financial review or audit when deemed necessary. The University's right to audit the financial operation of non-funded groups is based upon the recognition granted to them and the privileges that come therewith.

3. FUNDS RAISED BY RECOGNIZED STUDENT ORGANIZATIONS

- a.** APUS has a responsibility to provide appropriate services for its students. However, at the same time APUS acknowledges that there may be instances when it is not practical, desirable, or efficient for it to provide certain services that may contribute to its overall welfare.
- b.** All funds raised are to be used for the ongoing support of the organizations' APUS-approved fund raising programs, only currently enrolled students and currently employed faculty and staff members may benefit from said funds.
- c.** Approval to raise funds is required from the Chief Administrative Officer.
- d.** No recognized student organization shall have the right to disturb or infringe upon the privacy of other students, faculty or staff.
- e.** The University may not be used in such a manner as to be performing on his or her own commercial behalf.
- f.** Funds representing a portion of the value may be returned to those individuals by the sponsoring organization, according to a pre determined formula agreed upon by all participating individuals.
- g.** A proposed fundraising program of a student organization will not be approved if it is determined that it is in direct conflict with ongoing business operation of APUS.

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- h.** Chain letters are not permitted, as well as lectures, concerts, demonstrations, displays or exhibits may not be used in any manner promoting commercial companies, products or services and raffles. Lotteries, games of chance or use of premiums are not permitted.

PUBLICATIONS AND OTHER COMMUNICATION DATA

1. The publication by students of any printed or virtual communication bearing the name of APUS must be a publication produced by a recognized student organization, the name of which must appear on said publication. An organization must obtain prior written approval from the Office of Student Affairs before your product is ordered or printed. The Office of Student Affairs will determine the circumstances in which using the University's name or branding is appropriate and will state the details of the approval and the stipulations in a written agreement with the said organization.
2. Publications of recognized student organizations may not be sold or distributed at APUS and authorized locations. Student organizations who publish, sell or distribute printed or otherwise reproduced materials shall be responsible for those materials in the areas of libel, invasion of privacy and obscenity to civil authorities, or both. The standards of APUS shall conform to the principles of civil law.
3. Faculty Advisors are required to review any organizational publications and communications prior to submitting the communication to the Office of Student Affairs for approval.

USE OF APUS WEB RESOURCES

1. Registered student organizations will be entitled to one web page to state information about the organization which may include; the purpose, general information, membership eligibility and history.
2. The Office of Student Affairs will assist the organization with creating a general information web page. The publication of the web page will be coordinated through the Marketing Department.
3. Student Organizations may be eligible for additional resources such as a discussion group in the online student lounge. Additional information may be provided to the advisor through the Office of Student Affairs.

USE OF APUS AND OTHER FACILITIES

Although the request to use APUS facilities in Charles Town, WV and Manassas, VA may be rare due to the online nature of the University, student organizations have the right to apply for use. APUS may require a student, staff or faculty identification for admission to an APUS facility.

1. Designated APUS facilities may be reserved when the University is open for meetings and other noncommercial events by:
 - a. Recognized student organizations for events related to the purposes of those organizations.

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- b. Members of the faculty and staff for extracurricular events related to their APUS duties or activities.
 - c. APUS organizations for events related to the purposes of the organizations.
 2. Conditions for use of APUS and other facilities:
 - a. Assurance that all APUS regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct can and will be followed.
 - b. Assurance that any financial obligations arising from the activity can and will be satisfied by the sponsor.
 - c. Precautions to assure the physical safety and health of the participants.
 - d. Coordination of timing each event to prevent conflict with previously scheduled activities.
 - e. No person or group other than the reserving sponsor may use the reserved space.
 - f. Prior to hosting an organized event or meeting, the recognized organization must complete a request to hold the event which includes the event purpose, agenda, copy of proposed vendor contracts for the event, and a liability waiver.
 - g. Recognized student organizations shall not serve alcoholic beverages at any organization function without written permission from the Office of Student Affairs. The request to serve alcoholic beverages must be received with the request to host an event.
 - h. The student organization is responsible for any damages to the facility used, including any financial loss to the event location or the recognized student organization.
 - i. Exceptions to this policy can be made by the Student Affairs Committee.
 3. Charges for use of APUS facilities:
 - a. For events at which admission is free or no donations solicited, APUS may charge, based on the cost to the University for the following: special arrangements needed by the user, identifiable increments to APUS's operating or overhead expense imposed by the use of the facility and events after building closing hours or on weekends to assure adequate protection of facilities.
 - b. For events at which admission is charged or for which donations are solicited, APUS may charge rental charges for its facilities, as well as charges for the above mentioned criteria.
 4. Responsibilities of organizations using APUS facilities:
 - a. A recognized student organization, its officers, and any individual applying to reserve facilities on behalf of the organization are required for:
 - i. Damages to the facilities used, including any financial loss to APUS or a recognized student organization because of a temporary closing of facilities.
 - ii. The use to which the facilities are put during the time reserved.
 - iii. Any violations of APUS regulations and/or state, local, and federal laws that occur in connection with their use of the facilities.
 - iv. Not permitting the reserved facility to be used by other groups or individuals.

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APUS Student Organization Intent to Organize Form

This form is used for students seeking to become a recognized organization at American Public University System. Send the completed form to the Office of Student Affairs. Upon receipt, the student representative for the group will be notified in writing of the status. If approved, temporary status to organize will be given for three months in order to complete the New Student Organization Application.

Submission Date:

Submitted By:

Name of Proposed Organization:

Number of Students interested in organizing:

Is this organization nationally recognized? YES NO

Briefly describe the purpose of the organization:

I request approval to initiate and organize the above named Student Organization and will ensure that the organization complies with the APUS Student Organization Handbook as well as applicable state and federal laws. I have read the Student Organization Handbook and understand the policies regarding formation, recognition and responsibilities of student organizations at APUS and agree to comply with all University regulations concerning student organizations. I understand that my request may be denied if the organization does not fully meet University regulations. I understand that this form is stating my intent to organize and that I must submit the New Student Organization Application within the next three months.

Signature of Student Representative

Printed Name of Student Representative

Student ID

Telephone Number

Mailing Address

Email Address

Have you secured a faculty Advisor? YES NO

If yes, please include the name and email address of the Faculty Advisor:

PLEASE RETURN THIS FORM TO THE OFFICE OF STUDENT AFFAIRS

American Public University System
ATTN: Carolyn Todaro, Student Affairs
10110 Battleview Parkway, Suite 114
Manassas, Virginia 20109
FAX 304-724-0903 or StudentAffairs@apus.edu

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APUS Student Organization New Student Organization Application

Please complete this form in its entirety. Applications will not be reviewed until all required documents are submitted. The New Student Organization Application must be submitted along with the Organization's Constitution, Membership list, Faculty Advisor Agreement form, Officer Report form, Directory Information form, and the National constitution and bylaws for those organizations that are nationally recognized.

Organizations that are granted recognition will be given provisional status for one calendar year by the Office of Student Affairs. After the calendar year an organizations status will be reviewed by the Student Affairs Committee. If your organization does not fully meet University regulations as stated in the Student Organization Handbook then recognition will not be granted.

Submission Date:

Submitted By:

Name of Organization:

Affiliated National Organization (if applicable):

Purpose of Organization:

Please provide a brief statement explaining the potential benefits of the proposed organization to APUS:

Signature of Organization Representative

Printed Name of Organization Representative

Student ID

Email Address

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APUS Student Organization Directory Information Form

The Directory Information Form is intended for use by student organization applicants and also for recognized student organizations. If you are a current recognized student organization with American Public University System then this form must be submitted in order to update your directory information online. Some reasons for updating your directory information are:

- New Student Organization representative or updated contact information
- New Faculty Advisor or updated contact information
- Updated webpage for the organization

Student organization applicants that are approved for provisional status will have the below information posted on our website as a provisional student organization. This will allow other APUS students to review the current student organizations available for membership and can address questions to the appropriate contact. Please complete the below information in its entirety.

Submission Date:

Submitted By:

Initial Directory Information Form

Updated Directory Information Form

RECOGNIZED ORGANIZATION GENERAL INFORMATION

- Name of organization
- Date organization was recognized by APUS
- Amount of those intending to declare membership in the proposed organization
- Organization's webpage
- Name of student organization representative
- Student organization representative contact information
- Name of faculty advisor
- Faculty advisor contact information
- Officer Board

NATIONAL ORGANIZATION INFORMATION

- Affiliated National Organization (if any)
- Amount of National/State members
- National Membership Total

ORGANIZATION'S PURPOSE & MISSION STATEMENT (500 characters max): please attach separately

ADDITIONAL INFORMATION FOR ONLINE DIRECTORY PAGE (250 characters max): please attach separately

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APUS Student Organization Faculty Advisor Agreement Form

Submission Date:

Student Organization:

Organization President:

This form must be submitted along with the New Student Organization Application OR within two weeks after any Faculty Advisor change takes place within a student organization. This agreement is designed to enhance the relationship between the faculty advisor and the members of the student organization. The faculty advisor has the following responsibilities to an organization:

- To be knowledgeable about the purpose and program of the organization;
- To ensure that the officers and members of the organization are informed of University policies, procedures, rules, and regulations;
- To ensure that University policies, procedures, rules, and regulations governing student activities and student organizations are followed;
- To ensure that officers of the organization are selected according to the procedures stated in the organizations constitution;
- To approve the scheduling of and attend all meetings of the organization;
- To supervise all activities, programs, and events sponsored by the organization;
- To ensure that requests for University services or appeals of administrative decisions are processed through the faculty advisor;
- To inform the Office of Student Affairs immediately when the organization becomes inactive.

In return the Student Organization, if approved, has the following responsibilities to its advisor:

- To communicate with the advisor on a regular basis and to keep the advisor informed of the overall program and activities of the organization;
- To inform the advisor well in advance of the schedule (date, time, and location) of all meetings, activities, programs, and events sponsored by the organization;
- To process requests for University services or appeals of administrative decisions through the faculty advisor;
- To give the advisor an opportunity to express an opinion on issues that affect the welfare of the organization and the interest of the University.

I have read and understand the policies as posted in the Student Organization Handbook. I agree to serve as the volunteer faculty advisor for the listed student organization.

Printed Name of Faculty Advisor

Signature of Faculty Advisor

Email Address

Telephone Number

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APUS Student Organization Student Organization Renewal Form

All recognized student organizations must file a renewal application with American Public University System each year by September 1. This form should also be used to notify the Office of Student Affairs within two weeks of any officer or faculty advisor changes. Please submit this form with a report of your previous year's accomplishments and your plans and goals for the upcoming year. An updated membership list should be attached.

Submission Date:

Submitted By:

Name of Organization:

Affiliated National Organization (if applicable):

Website for Chapter or National Organization:

Purpose of Organization:

Mission of Organization:

Current Officer Information

Office Title	Name	Student ID	Contact Information (Email & Phone Number)
President			
Vice President			
Secretary			
Other			

Faculty Advisor Information

Advisor Title	Name	Department	Contact Information (Email & Phone Number)
Primary Advisor			
Secondary Advisor			

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APUS Student Organization Officer Report Form

Student Organizations are required to submit the Officer Report Form during the application process listing interim officers. The form must also be submitted within two weeks of an officer change. Submission of this Officer Report Form confirms those listed have been voted into their office according to their organizations constitution and have met the requirements as listed in the Student Organization Handbook.

Submission Date:

Submitted by:

Name of Organization:

President

Name:	Start Date of Term:	Student ID:
Address:		Email:

Vice President

Name:	Start Date of Term:	Student ID:
Address:		Email:

Secretary

Name:	Start Date of Term:	Student ID:
Address:		Email:

Treasurer

Name:	Start Date of Term:	Student ID:
Address:		Email:

Additional officers, their positions and contact information should be listed with the submission of this form.

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Sample Student Organization Membership List

Below is a sample of a student organization roster. Student organizations are required to submit a student organization roster during the application process and annually during the renewal process. As a reminder student organizations must have a minimum of twenty members in order to request recognition or to remain as an APUS recognized student organization.

SAMPLE

Submission Date:

Submitted By:

Student Organization Membership List

Organization Name:

Faculty Advisor:

Advisor Contact Information:

Organization Secretary (or other officer):

Submission of this membership list confirms those listed are active members of the listed organization. For those in the application process, please list those interested in joining the student organization currently enrolled at American Public University System. Inactive members should not be listed.

Student Name	Student ID Number	Contact E-mail
1.		
2.		
3.		
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American Public University System

American Military University | American Public University

Sample Student Organization Constitution

This sample constitution is provided as a general guide for student organizations at American Public University System. Officers of new organizations are encouraged to adapt this sample to the unique needs of their organization. New Organizations and organizations submitting a three year review, should submit an updated constitution. Each article should be addressed in your constitution in detail. Constitutions must be submitted to the Office of Student Affairs.

SAMPLE FORMAT

Name of University
Name of Organization
Date Instituted
Constitution

Article I NAME

State what the organization will be called.

Article II PURPOSE

State what the club will do to fulfill the needs of the membership. Example: The purpose of this organization is to broaden the horizons of the intellectual reasoning through readings and discussions.

Article III MEMBERSHIP

State who is eligible for membership. Make sure to mention GPA information. All members must be students at American Public University System (APUS).

Article IV OFFICERS

State what positions will comprise an executive board and what some of the responsibilities for each are. Officers must maintain specific GPA during their term. Officers of student organizations must be students at APUS.

Article V ELECTIONS

Indicate what time of the year elections will be held, and who is eligible. Indicate what will happen if there is a tie and indicate the process for removal from office.

Article VI MEETINGS

State when this club will have its regularly scheduled meetings, what constitutes a quorum, and under what circumstances a special meeting may be called.

Article VII FINANCES

Fundraisers should be mentioned here. Student fee's should be mentioned.

Article VIII RECALL

State whether a member can be expelled for not attending meetings and/or events.

Article IX AMENDMENTS

Any other information should be included in the form of amendments.

Article X RATIFICATION

State the manner in which the constitution can be changed, quorum vote.

By-laws are usually listed here; however, they are not essential to all constitutions. These by-laws can be issues related to forming committees, creating honorary member status, a commitment to programming certain events each year, and so on.