



**Graduate Programs and Student Affairs
Olin Hall, Suite 320
781-239-4474**

NEW ORGANIZATION REGISTRATION PACKET

Clubs and organizations form a nucleus of co-curricular activity where leadership and life-skills are learned and refined in out-of class settings. Through leadership training and hands-on experience, students can learn numerous skills including financial management, decision-making, planning and implementation, communication skills, risk taking delegation, initiative, and the art of compromise.

This packet is designed to assist students wishing to found a new club/organization at Babson College. Along with the team at the Graduate Programs and Student Affairs (GPSA) office, this goal can be reached.

Registration Process Check-List

- Review all material contained in this packet.
- Complete Anti-Hazing Form.
- Complete Student Organization Registration Application.
- Attach two typed copies of your Charter.
- Meet with GSC representative and team member of the GPSA to review packet.
- Once the packet is reviewed and *approved*, the organization is an officially registered Babson College student organization. Registrants will be notified when the procedure is complete.

Registration Guidelines

1. The above registration process must be followed.
2. If you desire to use the College's name as part of the name of your organization, it should follow one of these forms:
 - a. "Babson ... "
 - b. "Babson College ... "

Please note: No use of the College's name is permitted that would imply college sponsorship or endorsement of the organization.

3. The student organization must have an advisor in order to be registered with the Graduate School. An advisor must be a current faculty or staff member at Babson College.
4. The organization must follow Babson policy and practice with regard to "openness to full membership and participation without regard to race, religion, national origin, handicap, sexual orientation, age, veteran status or gender."
5. The membership of this organization must be registered students, faculty or staff at Babson College.

Privileges of Babson College Student Organizations (*Complete explanation of each of these privileges is outlined in the Babson College Student Organization Handbook*)

1. Be listed as a registered organization.
2. Sponsor or present an event on college property.
3. Raise funds.
4. Reserve the use of college facilities in accordance with established procedures.
5. Be eligible for Student Government funding according to Student Government guidelines.
6. Participate in Leadership Activities sponsored by the Graduate School.

TIPS ON WRITING A CHARTER

An effective charter should reflect the purpose and goals of the organization you are forming. A well-written charter should:

- Be simple
- Use concise language (avoid "legalistic terms")
- Be composed by several members of the group
- Include appropriate guidelines to govern your organization with clear purpose

To assist you in the composition of your charter, follow this outline. Additionally, as you compose your charter, you may find that meeting with a member of the Office of the Dean to review your draft would be helpful.

ARTICLE I -- NAME, PURPOSE AND AFFILIATION

- Section 1 Name of Organization
- Section 2 Purpose/objectives of Organization
- Section 3 Affiliation with local, state, national or international organizations (if necessary)

ARTICLE II -- MEMBERSHIP

- Section 1 Membership requirements (listed as "a", "b", "c")
- Section 2 Membership privileges
- Section 3 Said organization does not discriminate based on race, religion, national origin, handicap, sexual orientation, age, veteran status or gender.

ARTICLE III -- OFFICERS

- Section 1 Officer directory
- Section 2 Qualifications
- Section 3 Duties

ARTICLE IV -- ELECTION AND REMOVAL OF OFFICERS

- Section 1 Time of election
- Section 2 Procedure of election
- Section 3 Procedure for removal of officers

ARTICLE V -- MEETINGS

- Section 1 Frequency of regular meetings
- Section 2 Provision for special meetings

ARTICLE VI -- QUORUM

- Section 1 What quorum consists of i.e. 2/3 majority, 50%, etc.
- Section 2 When a quorum is necessary

ARTICLE VII -- AMENDMENTS AND BY-LAWS

- Section 1 Provision for amendments
- Section 2 Provision for by-laws

ARTICLE VIII -- COMMITTEES

- Section 1 Will there be any standing committees

ARTICLE IX -- ADHERENCE TO COLLEGE POLICIES

Section 1 Statement of adherence to college rules, regulations and policies

Section 2 Statement of adherence to all local, state and federal laws

ARTICLE X -- ADVISOR

Section 1 Advisor Selection Process

*Please note: Two copies of the final charter must be submitted with this packet.
The charter must be typed.*

HAZING LAWS ACKNOWLEDGEMENT

All organizations must complete and submit the following to the Graduate School each year and upon application for recognition.

On this _____ day of _____, _____, we the officers and members of _____ hereby acknowledge that Babson College has made available copies of the Massachusetts General Laws Chapter 269, Sections 17, 18, and 19, also known as the Massachusetts Hazing Laws (please refer the Hazing chapter in the Graduate Student Handbook). The hazing laws have been circulated and read by the entire membership of this club.

Print Name

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Signature

MEMBERS

Print Name

Signature

Office Use Only

Reviewed by: _____

Date: _____

**** In the event that you are unable to obtain the signatures of all the members, the signature of the Executive Board members will be adequate. However, this acknowledgement form must be circulated and read by the entire membership.**

STUDENT ORGANIZATION APPLICATION FOR REGISTRATION

Check appropriate response: Date of Application: _____

- This is a new organization
- This is a re-application (anti-hazing statement attached)

Name of Organization: _____

Permanent mailing address OR College Box #: _____

Officers (Please print full name)

OFFICE	NAME	BOX	PHONE
President			
Senator			
Vice President			
Secretary			
Treasurer			

Advisor: _____ Phone: _____

How do you categorize the nature of your organization? (Check all that apply)

- Academic Arts/Entertainment Greek
- Media International/Cultural Political/Government
- Religious/Spiritual Special Interest Other: _____

Briefly describe the purpose and scope of your organization: _____

Certification

- A. Your organization must follow Babson College policy and practice with regards to "openness to full membership and participation without regard to race, religion, national origin, handicap, sexual orientation, age, veteran status or gender." PLEASE NOTE: Openness to full membership and participation to all handicapped students involves meetings held in accessible locations for persons with mobility limitations. Most SOCIAL FRATERNITIES AND SOCIAL SORORITIES are exempt for the provisions of "Title IX Regulations" prohibiting gender discrimination in higher education.
- B. We certify that all members of this organization are registered students, faculty or staff of Babson College.
- C. We certify that the organization will abide by all College regulations and all local, state, and federal laws.

- D. We acknowledge that all organizational sponsored events, on and off campus, will be registered and approved through the Graduate Programs and Student Affairs.
- E. We understand that we must have an account with Unified Federal Credit Union to be eligible to apply for funding through the Student Government Association.
- F. We understand that participation in the GSO is mandatory for all organizations. Failure to have representation at scheduled GSO meetings may result in the loss of organization recognition.

Signature of President/Chairperson: _____ **Date:** _____

Signature of Advisor: _____ **Date:** _____

Signature of GSC representative: _____ **Date:** _____

GPSA Approval: _____ **Date:** _____