

Application Deadline: September 28

STUDENT ORGANIZATION RECOGNITION APPLICATION

Name of Organization:		
1. Sponsor/ Advisor:		-
	Email:	
	Office:	
	Office Telephone:	-
	Other Telephone:	
2. Sponsor/ Advisor:		
	Email:	
	Office:	
	Office Telephone:	
	Other Telephone:	
Statement of Purpose:		

Organization Affiliation: (Circle one)							
Local Sta	te	Na	tional]	Internatio	nal	
Revenues: Sources of Income: (Chec	ck all that apply)						
☐ Fund Raisers			Dues				
☐ Donations			Other				
Use of funds: (Check all t	hat apply)						
☐ Travel			Philant	hropy			
☐ Scholarship			Other _				
Disposition of funds in ca	se organization b	econ	nes defu	nct: (Check	only one)	
☐ Donate to Student Life ☐ Donate equally to all Active Organizations							
☐ Donate to Student Government		☐ Donate to Specific Student Organizations List:					
Meetings: Weekly	Monthly						
List of Officers:							
Position	Full Name			Banner II)	Email	
President							
Vice President							
Secretary							
Treasurer							
Other Office:							

(Attach complete list if necessary)

Other Office:

Other Office:

Members

Provide official names of all members: (Note: All active members must have a minimum 2.0 GPA and enrolled in credit courses at Palo Alto College. Some organizations may require a higher GPA. The organizations advisors are responsible for ensuring that members meet the requirements for membership.)

Name of Members

FULL NAME	BANNER ID	EMAIL

Approvals:	
Sponsor Signature	Date
Sponsor Signature	Date
Director of Student Engagement & Retention	Date
Vice President of Student Affairs	Date

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SAMPLE CONSTITUTION

PREAMBLE

States the purpose and goals of the group.

ARTICLE I---NAME

States the official name of the organization.

ARTICLE II---MEMBERSHIP

States the requirements for membership and size limitation (a minimum of five (10) members).

ARTICLE III---OFFICERS

Contains the list of officers, their term of office and the qualifications and duties for its officers.

ARTICLE IV---EXECUTIVE COMMITTEE

Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specified in this article or in the by-laws.

ARTICLE V---SPONSORS

Students will submit their recommendations for sponsors. However, the Director of Student Activities must approve all recommendations.

ARTICLE VI---MEETINGS

Designates the regular meeting dates and times and provisions for calling special meetings.

Each organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order. (Usually stated in the by-laws).

After an amendment, insert the date that it was passed in parenthesis.

Provisions for the disbursement of funds in case the organization becomes defunct (i.e., all remaining monies are to be given to some specific charitable organization or scholarship fund at Palo Alto College).



Palo Alto College Student Organization Constitution Signature Form

Approvals:		
Advisor	Date	
Advisor	Date	
Director of Student Engagement & Retention	Date	
Vice President of Student Affairs	Date	



PETTY CASH AUTHORIZED SIGNATURE FORM

Listed below are the only individuals authorized to pick up petty cash.

Fa		pring ele one only)	Summer	
Student Organization:				
	Agency A	Account Spon	sor:	
Print Name:				-
Signature:				
	Agency A	Account Offic	cer:	
Print Name: _				-
Signature:				
Banner ID: _				-
	Agency A	Account Offic	cer:	
Print Name:				-
Signature:				
Banner ID: _				_