

Important Information

Please note that this is an application to be considered as an organization for 2023-2024.

All undergraduate student organizations must complete and submit required documents on or before **Friday, June 2, 2023 at 4pm**. All organization applications must be **typed** and completed accurately and thoroughly. Applications that are not typed will be rendered incomplete. All organization applications must be received on or before the aforementioned date.

All organizations must have

TWO ON CAMPUS ADVISORS THAT ARE UNIVERSITY STAFF MEMBERS.
All officers must submit unofficial transcripts. Each officer must have/maintain a minimum 2.5 GPA. Application should be typed and submitted to ClubsOrgsCSU@coppin.edu.

Please be sure to have all signatures where required.

All organizations must have a mandatory minimum of four members to be active.

Late applications will not be considered. Incomplete applications will not be considered.

Only pages 3 and forward should be submitted. Do not submit pages 1-2.

The following information must be submitted:

- ❖ Completed Application – pages 3 and forward ONLY
- ❖ Officers List
- ❖ Members List
- ❖ Anti-Hazing Form

- ❖ Organizational Constitution (Greek/Social Fellowship - submit bylaws only unless your constitution is public information).

Organization Categories

a) Academic & Professional

Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area.

b) Advocacy

Nationally affiliated organizations that work towards increasing knowledge of social, cultural, political and/or economic issues.

c) Arts & Recreation

Organizations that encourage participation in and promotion and support of the visual and performing arts, team sports, physical fitness, health and wellness, leisure and special interest activities.

d) Class Council

Organization whose purpose is to act as a liaison between the class and the Student Government Association.

e) Cultural & International

Organization whose membership is comprised mostly of international students whose purpose is to provide social activities, cultural awareness and/or other activities that support and enhance the international student experience

f) Greek Letter & Social Fellowships

Nationally recognized academic and service-oriented groups that promote the ideals of friendship, community service, and the development of character

g) Honorary

Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors

h) Programming & Special Interest

Organizations whose purposes are to enhance campus life and to provide support to students through a wide variety of programs and events

i) Religious

Organizations whose purpose is faith-based instruction and fellowship. They provide spiritual and religious development and support.

Organization Name:

- Event Request Forms must be completed as noted on the form. They must be submitted a minimum of 21 days prior to the anticipated event. Notice will go out at the start of the fall and spring semesters indicating when event forms can be submitted for the semester.
- Each event, program, flier, etc. requires an Event Request Form to be submitted to the Office of Campus Life (form can be completed and printed from the Events and Conference Services website).
- A copy of each flier distributed must be submitted to the Office of Campus Life for approval. All advertisements must have an official approval stamp from the Office of Campus Life. Only 1 original flier is stamped, all other copies should be made from the original approved flier.
- All events must have an Advisor present, or they will be subject to cancellation.
- Event cancellations must be made at least seven days before. In the case where the University has incurred any cost due to the failure to notify the Office of Campus Life of a cancellation, the cost will be charged to the organization and/or future events will be subject to cancellation/denial.
- Upon changing advisors or officers, a new form must be completed for the organization's packet. Non-documented advisors or officers will not be recognized.
- Event Request Forms for events/programs/fliers etc. may only be submitted during the academic year in which the event occurs.
- All fliers should be removed the first day after the event has taken place.
- **President/Vice President/Senators/Treasure/Secretary positions must attend the Organizational Leadership Conference in the fall. Date to be determined.**
- **All officers must have and maintain a 2.5GPA for the duration of their position in office.**
- **Organizations must follow rules/regulations set forth by the Student Government Association, i.e. mandatory attendance at Senate Meetings.**

I have read and understand the Important Information listed above and I agree to abide by all policies and procedures as set forth by the Office of Campus Life. I further understand that failure to abide by the established rules and regulations will result in the organization being placed on probation, suspension, or revocation of charter.

(Print & Sign Name) President

Date

(Print & Sign Name) Primary Advisor

Date

Club/Organization Application

Organization Name (*spell out all acronyms, list organizations **before** chapter affiliations*):

Type of Organization:

Academic/Professional	Advocacy	Arts/Recreation	Class Board
Cultural/International	Honorary	Greek/Social Fellowship	
Programming/Special Interest	Religious	Other:	

Statement of Organization's Purpose:

Number of Current Members (minimum of 4 for active status) :

Goals and objectives of organization:

Motto/slogan of organization:

How will the students of Coppin State University benefit from your organization?

What separates your organization from others that may appear similar?

I have read and understand the student organization requirements and I agree to abide by all policies and procedures as set forth by the Office of Campus Life. I further understand that failure to abide by the established rules and regulations will result in the organization being placed on probation, suspension, or revocation of charter.

(Print & Sign Name) President

Date

(Print & Sign Name) Primary Advisor

Date

Campus Advisor's Role & Responsibilities

The Advisor must have a basic knowledge of the history, structure, and purpose of the student organization. The Advisor serves as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs within the University setting. In addition, the Advisors must attend the events and activities sponsored by the organization. Advisors must familiarize themselves with the policies and procedures written in the Student Handbook, as they will be held accountable for the student organization. The primary and assistant Advisor must be a full-time employee or faculty member of the university. Advisors are subject to approval by the Office of Campus Life and will be required to participate in Advisors' Training. Not attending will void the opportunity to serve as Advisor, thus causing the organization to be inactive.

All presidents and advisors or their designee must attend the Virtual Event Request workshop before any event is approved. Dates will be posted in August 2023.

I understand that I have the responsibility to assist the University in assuring that the organization I advise complies with all the necessary rules and regulations governing student organizations. I am expected to attend all activities and/or events sponsored by the organization and all required workshops sponsored by the Office of Campus Life and Leadership. **I understand that any Event Forms that I sign obligate me to attend the event/s from beginning to end.** I agree to the following responsibilities:

- Assisting the organization in the establishment of chapter goals and objectives and in setting priorities.
- Assisting the organization in the evaluation of the overall program in an effort to ensure that the organization is serving the purpose for which it was chartered.
- Serving as a resource person and as the liaison between the University administration and the student organization.
- Assisting the organization with the resolution of problems in its operation.
- Offering suggestions which may improve the campus image and/or the function of the organization when necessary.
- Ensuring that the organization follows all rules and regulations established by the Office of Campus Life, Events and Conference Services, and the University at large.
- Continuously monitoring party/crowd activities during an event.
- Attending all events sponsored by the organization and remaining in attendance for the event's entire duration. If the Advisor signs the event form, they are required to attend the event for its duration. If the Advisor is unable to attend the event, he/she must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Campus Life IMMEDIATELY; or the event will be subject to cancellation.
- Encouraging organizations to reserve facilities and complete reservation forms at least three

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- weeks prior to the scheduled event. Failure to do this will result in event being declined.
- For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced. Each Greek and Social Fellowship organization must have two campus advisors **in addition** to their Graduate/Alumni Advisor/s. Campus Advisors do not have to be members of the organizations.
 - Advisor must be present to represent the organization if an investigation of the organization takes place, if requested.
 - Working closely with the members of the organization, the Office of Campus Life and representatives of the regional and national offices of the respective organization (Greek organizations and Social Fellowships)
 - Ensuring that the function ends at the time designated on the form.
 - Reporting any altercations (minor/major) to the Office of Campus Life and Campus Police.
 - Ensuring that the facility is cleaned up after the function ends.

The Advisor’s Responsibility for Organization's Programs Off-Campus:

- Monitoring behavior en route to and while in attendance at all trips.
- Reporting any misconduct IMMEDIATELY upon return to campus.
- Taking attendance before departing campus and again when departing field trip area to be sure all students are accounted for.
- Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.
- Making sure the information booth at field trip area has the name of the chaperone (trip sponsor or designee) in case of emergency during visit.

Organization Name:

Primary Campus Advisor (CSU staff person):

Phone:

Coppin Email:

Office Address:

Signature:

Date:

Secondary Campus Advisor (CSU staff person):

Phone:

Coppin Email:

Office Address:

Signature:

Date:

Officers List

Positions may be doubled up for smaller organizations, however President CANNOT also be Vice President, or Senator. As well, Vice President CANNOT be Senator.

PRESIDENT – SENATOR ARE MANDATORY POSITIONS FOR ALL ORGANIZATIONS.

Officers must have and maintain a 2.5 GPA. Unofficial transcript must be submitted with application.

Organization Name:

President:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:
Vice President:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:
Secretary:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:
Treasurer:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:
Senator:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:
Alternate/Second Senator:		Coppin Email:
Student ID:	Classification:	Phone:
Signature:		Date:

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**Club/Organization Application
2023-2024**

King:

Coppin Email:

Student ID:

Classification:

Phone:

Signature:

Date:

Queen:

Coppin Email:

Student ID:

Classification:

Phone:

Signature:

Date:

HAZING POLICY AND STATEMENT OF ACKNOWLEDGEMENT

All organizations must complete this form.

Organization:

I, an officer of the above-mentioned organization, acknowledge that I have read and understand the policy on “Hazing” as identified in the Guide to Campus Life. I also acknowledge that **Coppin State University strictly prohibits hazing** and recognizes the information below:

State of Maryland Anti Hazing Law

§3-607.

(a) A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization of a school, college, or university.

(b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 6 months or a fine not exceeding \$500 or both.

(c) The implied or express consent of a student to hazing is not a defense under this section.

Coppin State University Policy Information

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Coppin State University encourages the formation and continued existence of student organizations and clubs, which provide students with the opportunity to participate in their educational experience beyond the classroom. In making this opportunity available to the student population, Coppin has the obligation to ensure the fundamental rights of individual members of the groups.

Accordingly, Coppin prohibits individuals or the groups collectively from engaging in verbal or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the mental or physical health or safety of any person, or which destroys public or private property, for the purpose of recruitment, initiations, decision into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing which are prohibited by law.

Violations of the policy will result in withdrawal of the organization's charter and/or institutional recognition for un-chartered groups and will subject individuals who engage in prohibited behaviors to the disciplinary procedures set forth in the Student Code of Conduct.

(https://www.coppin.edu/info/200567/destructive_groups)

I have read the State of Maryland **Hazing** Law and Coppin State University Policy Information above. I further understand that in accordance with the above policy of Coppin State University and the State of Maryland Anti Hazing Law all organizations and their members are forbidden from arranging and/or participating in any **hazing** activities whether on or off campus. **Hazing** is considered a major violation of University policies, rules and regulations and will not be tolerated under any circumstances.

