

TUN | OMSGA

STUDENT GROUP REGISTRATION FORM

VERSION 2.1

- Group/Organization Name**: _____
- Academic Year: _____
- President/Point Person(s)**: _____
 - Email/Contact info**: _____
- OMSGA Student Group Delegate**: _____
 - Email/Contact info**: _____
- Faculty Advisor: _____

Benefit to Community (*separate from mission statement, attach if needed*):

Check List:

1. Constitution/Mission Statement**
2. Budget Attached (if applicable)**
3. *Applying for classification as:*
 - a. General Interest
 - b. Professional Interest
 - c. Social Interest
4. Renewal Application
5. Interested Students/Members:
(*minimum of 10, attach list***)
6. List of Officers

Nationally Affiliated? Yes No

Parent Organization (if any): _____

*** Please provide this information in electronic format to the VP Student Affairs for record keeping and addition/modification to the www.tunlive.com Student Interest Group page.*

Classification

I. Student interest groups shall be assigned to one of the following classifications upon registration:

1. General Interest Group
2. Professional Interest Group
3. Social Interest Group

II. **General Interest Group**

Defined as a group with *nonspecific membership*, not based on individuals' area of professional focus. The groups' interests should be nondescript and applicable to all students of respective schools focusing on the national well being of their respective discipline. General interest groups should be a voluntary interest group, comprised of students, that has no direct relationship to the University; but upon completion of the established registration process is entitled to certain privileges including operating, meeting, advertising, and participating in activities on the TUN campus. All monies attained from respective national organizations or any other source will be encumbered, monitored, and reverted through the Financial Advisory Standing Committee and monitored by the VP of Finance. General interest groups are eligible to petition for money as needed and are eligible for budget petition. Each group must plan one community event each year. The general interest groups are to report to the VP of Student Affairs.

III. **Professional Interest Group**

Defined as a professional interest group whose primary function is the development and refinement of objective or subjective professional *aptitude*; in the present or future. These groups may be, but are not limited to, topics intrinsically associated to programs available at TUN. All monies attained from respective national organizations or any other source will be encumbered, monitored, and reverted through the Financial Advisory Standing Committee and monitored by the VP of Finance. Professional interest groups are eligible to petition for money as needed, however, they are *not* eligible for budget petition from the designated student fees. Each group must plan one community event each year. Professional interest groups are to report to the VP of Student Affairs.

IV. **Social Interest Group**

Designated for non-academic or non-professional special interest groups where students may meet regularly regarding mutual interest and or talent. These programs are to aid in a holistic development of the community and unique character of TUN's campus and its students. All monies attained from respective national organizations or any other source will be encumbered, monitored, and reverted through the Financial Advisory Standing Committee and monitored by the VP of Finance. Once registered, social interest groups are eligible to petition for money via OMSGA Resolution funding requests as needed, however, they are *not* eligible for budget petition from the designated student fees. Each group must plan one community event each year. Social interest groups are to report to the VP of Student Affairs.

Please submit completed application to the VP Student Affairs. Documentation and correspondence will be managed by the VP of Student Affairs. All additional forms can be found on www.tunlive.com. This is a work in progress and the Student Government reserves all rights.

SELF-GOVERNING STUDENT GROUP STANDING RULES

Criteria

- I. All student-run and governed groups, either academic or non-academic, are eligible to petition for registration with the OMSGA. All student groups must comply with the following minimum requirements:
 1. **Membership:** Student groups must consist of at least ten (10) TUN students. Non-students may be involved in student groups, but may not be a voting member or officer.
 2. **Registration:** Student groups *must register annually* and maintain current registration information on file with the VP of Student Affairs, including an up to date *Student Group Registration Form* with current names of members and contact information for at least one (1) group officer or point person assuming personal responsibility and accountability. Established groups must submit a renewal application each year. The group renewing must confirm with the VP of Student Affairs that a constitution, bylaws or mission statement is on file otherwise a new one must be submitted. Groups who do not submit a renewal application will not be eligible for funding requests or registered student group privileges and will be deemed “Inactive”. Please provide relevant information in electronic format to the VP Student Affairs for addition/modification to the www.tunlive.com website.
 3. **Constitution/Mission Statement:** Constitutions are required by General Interest Groups and should specify the name and mission of the group, standards for membership and voting, election and duties of officers, standards for meetings, constitutional amendment procedure, name of faculty advisor, and three officer signatures. Professional Interest Groups can provide either a constitution or mission statement. Social interest groups only need to supply a mission statement. Student groups must maintain a current constitution/mission statement on file with the VP of Student Affairs.
 4. **Budget:** Only registered General Interest Groups (*see classification above*) may apply for a budget through the OMSGA. All other registered groups may submit funding requests on a need-to-need basis. General Interest Groups must submit an annual budget proposal by the appropriate deadline to the VP of Finance for review by the Financial Advisory Standing Committee and reserves the right to approve, return to group for revision, amend, or deny budget proposals. Final approval of budgets is through the OMSGA General Assembly by vote. Budgets should be an itemization of annual proposed expenses and incomes; noting fund-raising plans. The VP of Finance will monitor all cash flows and reimbursement of allocated funds and well as champion expense accountability.
 5. **Funding Requests:** All registered groups are eligible to submit an Advanced Funds Request Form for funding requests. The form can be found on the www.tunlive.com website in the OMSGA section. The funding request must be completed and submitted to VP Finance. The Financial Advisory Standing Committee will review the funding request and present the resolution to the next General Assembly for approval or disapproval. Until approval by the OMSGA General Assembly, funding cannot be guaranteed.
 6. **Compliance:** Student Groups must comply with all University Policies and procedures, as well as local, state, and federal laws and regulations. This includes, but is not limited to, the Board of

Regents Policy on Diversity, Equal Opportunity and Affirmative Action as they relate to group membership and access to programs. Religious student organizations may require their voting members and officers to adhere to the organization's statement of faith and its rules of conduct.

7. **Event Requirements** ⁽¹⁾: Groups are required to plan each year a community event regardless of classification or group budget eligibility. If a group does not comply with these criteria they will not be able to petition for money, as needed from OMSGA for said term. If non-compliance continues for an additional term the registration for the said group and use of the Touro name will be denied for the following year. If you have any questions on what is considered an appropriate event please talk with the VP of Student Affairs.

8. **Deadlines** ⁽²⁾: Deadline for submission of all necessary registration paperwork by all student groups new and established is by the first OMSGA General Assembly (following General Assembly rules for addition to the agenda). Please confirm the date with the VP of Student Affairs or the VP of Communications. This is important so that student interest groups are eligible for privileges, reimbursement and recognition in a timely matter. After the deadline student interest groups can be formed, established and renewed but through a one on one basis submitted to the General Assembly through the Student Affairs Standing Committee by that specific student interest group.

This deadline includes specifics for the General Interest Groups that they must submit their finalized yearly budget proposal for review by the Financial Advisory Standing Committee and for incorporation into the General Assembly Agenda as discussed above. After the deadline the General Interest Groups who did not submit their finalized budget proposal will not be eligible for a budget for that academic year but are eligible for funding requests on a need to need basis. Even if the OMSGA budget is not finalized on the first OMSGA General Assembly Meeting the General Interest Groups who do not meet the deadline will not have the ability to submit a budget proposal.

9. **OMSGA Student Group Delegate** ⁽³⁾: All student interest groups have one (1) nonvoting privileged seat on the OMSGA General Assembly. This member must not be an active OMSGA member and is considered the voice of the specific group. The rep is determined by the specific group and is encouraged to attend all General Assembly meetings to add input and report on the groups' activities, plans and accomplishments.

10. **Petition for Group Classification Change**: The VP of Student Affairs reviews the submitted Student Group Registration Form. A determination is made on what the most appropriate classification for the group is according to the standing rules criteria. The VP of Student Affairs presents to the OMSGA General Assembly three resolutions, being either the list of groups determined to be General, Professional or Social Interest. All interest groups are eligible to petition to the OMSGA General Assembly for a repeat vote at a later date in the instance when the student interest group does not believe their group was classified in the manner they believed their group should be classified.

(1) : OMSGA Resolution 001 – Student Group Requirements (approved September 21, 2006)

(2) : OMSGA Resolution 035 – Deadlines for Student Groups (approved February 22, 2007)

(3) : OMSGA Resolution 020 – Student Organization Speaking Seats (approved November 15, 2007)