

**STUDENT ORGANIZATION REGISTRATION FORM**

**Note:** All student organizations are *REQUIRED* to have a president, vice-president, treasurer, and secretary.

Student Organization Name: \_\_\_\_\_

**PRESIDENT**

**VICE PRESIDENT**

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

EMPLID \_\_\_\_\_

EMPLID \_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**TREASURER**

**SECRETARY**

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

EMPLID \_\_\_\_\_

EMPLID \_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**SAMPLE ELECTION MEETING MINUTES FORM**

Student Organization Name \_\_\_\_\_

Minutes of meeting held on: \_\_\_\_\_

Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting called to order at \_\_\_\_\_ am/pm by \_\_\_\_\_  
Name of President

Motion to open nominations for President made by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for President: \_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for President

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected President.

Motion to open nominations for Vice President made by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Vice President: \_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for Vice President

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected Vice President

Motion to open nominations for Treasurer made by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Treasurer: \_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for Treasurer

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected Treasurer.

Motion to open nominations for Secretary made by \_\_\_\_\_  
Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Secretary: \_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_  
All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_

Election for Secretary

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

\_\_\_\_\_ is elected Secretary.

Motion to adjourn by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ am/pm by \_\_\_\_\_

Minutes submitted by,

X \_\_\_\_\_  
Print name of Recording Secretary

X \_\_\_\_\_  
Sign name of Recording Secretary

X \_\_\_\_\_  
Print name of Advisor

X \_\_\_\_\_  
Sign name of Advisor

