

Office of Student Life Roscoe Brown Rm. 309 718-289-5194/5

Bronx Community College of the City University of New York 2155 University Avenue Bronx, New York, 10453

CLUB & COLLEGE-WIDE ORGANIZATION REGISTRATION FORM (TO BE COMPLETED EACH SEMESTER)

Name Of Organization:						Semester: Fall / Spring 20
Academic Dept.:	Meeting Day/s:		Meeting Time:		Meeting Location:	
		Execut	ive Office	ers		
	EMPLID	Phone 1	Number	BCC E-mail		Office Use Of GPA Check Complete
President's Name:						
Vice-President Name:						
Secretary Name:						
Treasurer Name:						
I.O.C. Rep. Name:						
Alternate I.O.C. Rep.:						
IOC Representative's Sig	gnature		Treas	urer's Signature		

My signature above certifies that the following statements are true:

- Iam currently registered for classes at Bronx Community College.
- I meet or exceed the minimum academic requirements to be a club or college-wide organization officer: (2.0 GPA & 6 credits for clubs or 12 credits for college-wide organizations).
- I was elected by the majority of the members (50% + 1) of the club or college-wide organization named above.
- I am not an executive member or officer of more than 1 (one) BCC club or college-wide organization.
- I agree to abide by CUNY, Bronx Community College, BCC Inc., Student Government Association, IOC and all federal, state and local policies.



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Club & Organization Membership List

(Clubs must have a minimum of 10 members. College-Wide Organizations must have a minimum of 15 members)

Full Name	Phone Number	BCC E-mail

This registration form must be completed and returned to the Inter-Organizational Council (IOC) office RBSC, room 309 no later than (45) days from the start of the current semester for <u>returning</u> clubs/college-wide organizations or (60) days from the start of the current semester for <u>new</u> clubs/college-wide organizations. Be sure to complete the application in its entirety to ensure the timely processing of this application. Clubs/Organizations are expected to retain copies of all forms submitted to the IOC office. Please contact the Inter-Organizational Council Office, if you have any questions or comments, at (718) 289-5194/5 or go to RBSC, room 309.

Checklist:	Important Dates:	For Office Use Only
_ Sections A, B, C, D and E are complete and accurate		Date received:Received by:
(signatures, dates, etc.); I have made copies of this form for my file;		Date Chartered by BCC Senate Student Activities Committee:
I have a constitution on file I have read - a hard copy or online - the Club Handbook		Date Constitution Submitted:
outlining IOC Policy & Procedure and the Roles and Responsibilities for		
Executive Officers.		



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Instructional Staff Advisor

Instructional Staff Advisor's Name:
E-mail:
Extension:
Signature:

GENERAL RESPONSIBILITIES OF INSTRUCTIONAL STAFF ADVISOR

- To offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed activities: social, recreational, intellectual, cultural, or athletic.
- To help students formulate and pursue clear aims through bylaws, so that the club/college wide organization may operate for the welfare of all its members.
- To require adherence to Board of Trustees Bylaws and College Regulations as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Life).
- To protect the safety and security of student participation.
- To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
- To help students foster good public and human relations.
- To help students achieve the highest moral, intellectual and social standards of which they are capable, in their best interest and those of the college.