



Organization Update Form

Office of Student Activities
 Belmont Abbey College
 204 Student Commons
 704-461-6780
 patrickmotter@bac.edu

Received: _____

Organization Information

Name of the Organization: _____

Contact E-mail Address: _____

Organization Website: _____

Type of Organization: (circle one)

Advocacy/Awareness

Academic

Arts

Cultural

Greek

Honor Society

Law/Political

Religious

Service

Social

Sports

Student Publication

Please provide a one-sentence description of the organization and its purpose on campus:

Estimated Size of General Membership: _____

Regular Meeting Time/Location: _____

Officer Election Held: (circle one) **Fall** **Spring** Election Month: _____

Officers

Student Organization Officer Eligibility Requirements: *Students must be in good standing with the College and have at least a 2.2 cumulative GPA. Students must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.*

Name	Position	E-mail	Phone
	<i>President</i>		
	<i>Vice President</i>		
	<i>Secretary</i>		
	<i>Treasurer</i>		



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President

President's Full Name: _____

President's Campus/Local Address: _____

President's Cell Phone: _____ E-mail: _____@abbey.bac.edu

I hereby certify that all the information on this form is accurate and up-to-date and that this organization is active and conduct its affairs in accordance with all applicable laws and College policies.

President's Signature: _____ Date: _____

Advisor Info

Advisor's Name: _____ Campus Phone: _____

College Department: _____

Campus Address: _____ E-mail: _____@bac.edu

By signing this agreement, the BAC faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability and that he/she has read, understands and agrees to advise the organization to act in accordance with all applicable College policies and procedures.

Advisor's Signature: _____ Date: _____

Form Submission

Submit the completed Organization Registration Update Form to the Office of Student Activities with the following attachments:

1. Current Constitution & Bylaws (if changed)
2. Membership Roster