

## **Meadville Lombard Theological School**

### **Student Organization Registration Form**

#### Requirements of Becoming a Registered Student Organization

A group of 3 or more currently enrolled students may form a registered student organization by following these steps:

- Complete a yearly registration form (see below)
- Secure a full-time faculty/professional staff advisor
- Develop a constitution and/or bylaws to govern the organization and ensure a version is on file with the Assistant Dean of Students. The bylaws must include the following information:
  - Name of organization
  - Purpose of the organization
  - Eligibility for membership
  - Description of the duties of each officer
  - Voting procedures
  - Schedule of meetings
  - Description of committees and their functions (if any)
  - Provisions for amendments to the constitution
- Limit group membership to students, faculty and staff at Meadville Lombard
- Extend membership without biases prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, disability, marital status or sexual preference
- Agree to conduct organization affairs in accordance with school regulations
- Only students in Academic Good Standing as defined by the Student Handbook can participate in student organizations

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