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STUDENT ORGANIZATION UPDATE FORM

Club Name: _____ Date: _____

Where are club/organization meetings held? [] Bedford [] Lowell [] Both
How often? [] Weekly [] Bi-Weekly [] Other:

Please designate the current officers below:

NAME TITLE
Executive Officer (i.e. President, Chair, etc.): _____

Required Address
Phone
e-mail

Vice Executive (i.e. Vice President): _____

Address
Phone
e-mail

Finance Officer (i.e. treasurer): _____

Required for clubs with budgets Address
Phone
e-mail

Secretary: _____

Address
Phone
e-mail

Faculty/Staff Advisor: _____

Telephone/Extension: _____ E-Mail (if not MCC) _____

Primary Campus: _____

Please attach a separate sheet with the names , addresses, phone numbers and e-mail addresses of all current members.

STUDENT ORGANIZATION UPDATE FORM

Please read carefully and sign below:

I. We agree to follow all college policies & regulations, the Laws of the Commonwealth, and the entire Constitution of the United States. The persons signing below acknowledge that they understand, and agree to abide by all applicable regulations/laws as they pertain to student organizations. Such regulations include, but are not limited to:

- a. **College Policies:** those stated in the student handbook and in The Beacon specifically in reference to organization recognition, student action, guest speakers, solicitation, posting policies, distribution of printed material, and fiscal responsibility.
- b. **Hazing:** The Commonwealth of Massachusetts 1985 law: Hazing Act, Chapter 269, sections 17-19, which strictly prohibits any form of "hazing" on campuses throughout the State. A copy of the law is included in the registration packet. Signing below represents that you have received a copy of the law on behalf of your club/organization; that you will distribute copies of the law to each member, and that you and the organization understand and agree to abide by the law.
- c. **Organization Funds:** All organizations are strictly prohibited by law from holding their own bank account and from collecting any funds in any manner without the express permission of the Director of Leadership Development and Student Activities.
- d. **Membership:** All students at MCC must be eligible to participate in an organization's activities and to become members of the organization. If there are any academic restrictions to membership, they must be clearly stated in the club/organization's charter and constitution, and these must relate directly to the functional purpose of the organization. All meetings must be open to all students and college staff and faculty. Persons who are not students attending MCC may not become members of the club/organization.

I have read the above paragraphs and the copy of the Hazing Law. I have also received a copy of the Student Activities Beacon and understand all policies and procedures outlined therein. I agree to abide by all regulations.

Student Executive Officer _____ Date _____

Faculty/Staff Advisor _____ Date _____

This form must be returned to the Office of Student Activities.

Thank You!