

SUNY CORTLAND REGISTERED STUDENT ORGANIZATION APPLICATION

Information in this application will be shared with the offices of both the Vice President for Student Affairs and the Director of Core Union, Campus Activities and Conferences as well as the Student Government Association Executive Board. Registered organizations are not to receive funding from the College but will have access to College facilities as outlined in the SUNY Cortland Registered Student Organization Procedures document accompanying this application.

NAME OF ORGANIZATION: _____

IS ORGANIZATION A SUBSIDIARY OF A REGIONAL, NATIONAL OR INTERNATIONAL ORGANIZATION?
(Yes or No) _____

IF YES, IDENTIFY NAME OF THAT ORGANIZATION: _____

ADDRESS, PHONE NO., EMAIL ADDRESS OF APPROPRIATE HEADQUARTERS:

WEBSITE/FACEBOOK PAGE OF REGIONAL/NATIONAL/INTERNATIONAL ORGANIZATION
(If applicable): _____

WEBSITE/FACEBOOK PAGE OF REGISTERED ORGANIZATION (If applicable):

YEAR FIRST REGISTERED: _____

TOTAL NUMBER OF MEMBERS: _____

NAME OF SUNY CORTLAND ADVISOR: _____
(Must be employed by SUNY Cortland and cannot be a student)

POSITION/CAMPUS ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

CONTACT INFORMATION (Name, Title, Address, Phone No., Email Address) OF
REGIONAL/NATIONAL/INTERNATIONAL ADVISORS: (If applicable):

ORGANIZATION OFFICERS:

<u>POSITION</u>	<u>NAME</u>	<u>CELL PHONE/EMAIL</u>

TERMS OF OFFICES FROM: _____ TO: _____

SUBJECT: Certification of Compliance with Hazing Laws and Regulations

This is to certify that the campus organization named below is in compliance with the laws of the State of New York prohibiting hazing (Ch. 86, Section 120.16, 120.17 and 120.18) of members, and the State University of New York Codes, Rules, and Regulations of the 8 Education Laws, Volume B, Section 535.3, September 30, 1980. I certify that part 535.3 (l) of the Rules of the Board of Trustees (which prohibit reckless or intentional endangerment of mental and physical health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization will be strictly adhered to as well.

I also understand that the law requires that individuals found to be in violation of such regulations shall be subject to applicable provisions of the Penal Law, in addition to campus disciplinary proceedings.

I further understand that an organization found to be in violation of such regulations shall have their permission to operate on campus rescinded.

I further certify that this statement has been read in its entirety to the general membership and has been entered into the minutes of a meeting of the organization.

President (Sign)

Date

President (Print)

Advisor (Sign)

Date

Advisor (Print)

Organization

Term of Office: From: _____ To: _____

Compliance with Financial Management

Name of Group: _____

Advisor of Group: _____

Person responsible for group's finances: _____

Financial Responsibility of Organizations:

1) **The University is not responsible for debts or other liabilities of student groups.** All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group. If overdrafts occur, the advisor and/or student's account will be charged.

2) **When purchases are to be made for your organization:**

- The Treasurer must approve the spending by looking at the organizations account balance. If there is not enough money in the account, the Treasurer should not approve the purchase.
- The Advisor must be informed of the account balance in order to make informed decisions and approvals about spending on behalf of the organization. If there is not enough money in the account, the Advisor should not approve the purchase.

3) **Deficit Spending**

Deficit spending will not and cannot be accepted.

4) **Audits**

All financial information and documents are subject to be audited at any time upon request by the College.

5) **Organization Funds Usage**

Organization funds should be used to further the mission of the organization, enhance the opportunity of current members, or to recruit members.

Organization funds cannot be used for the personal benefits of any members.

6) **Compliance**

The financial operations of student groups must be conducted in accordance with all applicable federal, state, local and university laws and regulations, as well as the student group's constitution.

7) **Responsibility**

Registered officers of the student group shall have personal responsibility and accountability for the finances and operations of the group, with oversight by the advisor.

8) Banking

Registered Student Organizations shall independently secure and maintain banking services through a service provider of their choice. All accounts should be opened and maintained under a Tax ID# (or EIN) specific to the group.

9) Taxes

Student groups shall be responsible for all applicable taxes, including, but not limited to, collection and payment of sales taxes and filing and payment of income taxes.

10) Dissolution

Upon dissolution of a student group, the group's officers shall be responsible for the distribution of remaining funds, in accordance with the group's constitution.

Recommended Additional Procedures

Check Writing and Expenditures

1. All checks written should be verified by maintaining documentation such as invoices, bills, or other legal evidence.
2. Any check payable to the signer of the check should bear the signature of another registered officer.
3. Keep track of each and every check (written, VOIDed, and blank). Carbon checks are recommended. Keep all returned and VOIDed checks. It is also a good idea to have two signers required on a check.
4. NEVER issue a blank check.
5. Blank checks should be stored under lock and key.
6. Setting an approval process for all purchases will control inappropriate spending/purchases. This could involve a threshold amount (example, any purchase over \$50.00 needs to be approved).

Record Keeping

7. Use budgets. Each group should have a written plan of how they will use the monies for each quarter. Budgets should be developed and approved by members before any expenditures are made.
8. Create and use a reimbursement form each time a reimbursement check is issued. Expenditures must have approval from the proper source (executive board, general membership, advisor, etc.) prior to the actual purchase. No receipt = no reimbursement.
9. The treasurer should keep a record of all monies. Make sure to back up any electronic files in case of emergency.
10. Reconcile accounts monthly which should include balancing the checkbook.
11. Prepare a financial report to share with the group frequently.
12. Keep copies of all records for a minimum of three years.
13. Keep all receipts to account for operating funds.

I agree to comply with all these rules:

Signature

Date