

IV. Constitution

An updated, typed copy of the organization constitution or charter must be on file with the Leadership, Experience, and Programs Office. Additionally, you must submit a copy on a PC-formatted disk, which will be kept in your organization file in the LEAP Office.

V. Membership

A current list of members and box numbers for the upcoming academic year must be on file with the Leadership, Experience, and Programs Office. Indicate which members will be continuing their involvement and please indicate officer titles.

VI. Information for website

Please submit a short description (no more than 3 sentences) of your organization for the Leadership, Experience, and Programs Office website. Please attach a logo, if you have one. Examples of descriptions:

“The members of the Anthropology Club promote an understanding and appreciation for cultural diversity to the student body and faculty of Whittier College through educational, social and community activities.”

“The International Relations Club is determined to foster and promote the ideals of freedom and justice for all peoples of the world, to help erase the inequalities of standards of living of the various peoples of the world, to study the methods used by the United Nations to attain the goals of the Charter of the United Nations, and to affirm our belief in the Charter of the United Nations as the means to a peaceful and prosperous world.”

VII. Signatures

As a **leader** of this organization, I am a full-time Whittier College student in good academic and disciplinary standing and will serve this organization from _____ (month/year) to _____ (month/year). As a **leader** of this organization, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization’s constitution, and the policies outlined in the Whittier College *Student Handbook*.

Primary Leader’s Signature Date

Secondary Leader’s Signature Date

As **the treasurer** of this organization, I am a full-time Whittier College student in good academic and disciplinary standing and will serve this organization from _____ (month/year) to _____ (month/year). As **the treasurer**, I understand that I will be responsible for duties as outlined in this organization’s constitution and will be held accountable to the Office Leadership, Experience, and Programs Office and the Whittier College Business Office on the management of this organization’s funds, in line with the policies outlined in the Whittier College *Student Handbook*.

Treasurer’s Signature Date

I agree to serve as **the Advisor** to the organization stated on this application. I verify that I am a full-time faculty or staff member of Whittier College. As **Advisor** of this organization, I agree to help the students of this organization whenever necessary in such areas as budgeting, leadership, organization, and upholding the club’s mission, and will advise them regarding school policies.

Advisor’s Signature Date

Co-advisor’s Signature (if applicable) Date

For Leadership, Experience, and Programs Office Use Only:	
<input type="checkbox"/> Confirmation Letter Sent: _____	<input type="checkbox"/> Mailbox created: _____
<input type="checkbox"/> On-campus Account #: _____	<input type="checkbox"/> EMS code: _____
<input type="checkbox"/> Email: _____	