REQUEST TO BE AN OFFICIAL ORGANIZATION FORM

If your organization wishes to become an official organization of KYCO, please complete this form and submit to the Office of Student Affairs.

Organization Name: ________________________________________________________________

Founding Officers: ______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Founding Faculty Advisor: __________________________________________________________

With this form, please attach a copy of the organization’s official constitution or other formal statement of purpose. The bylaws and constitution must include:

• purpose of the organization
• requirements for membership
• procedures for election of officers (including the timing of elections, term of office, notification to membership of elections and duties of officers)
• procedures to change bylaws

By applying to become an official organization of KYCO and to maintain the organization’s official status (if granted), the organization’s board and members must follow the policies listed in the KYCO Student Handbook and of the Office of Student Affairs.

Signature of Founding President: ___________________________ Date: ________________

Signature of Founding Faculty Advisor: ___________________________ Date: ________________

Request  ☐ Approved / ☐ Denied by the Director of Student Affairs.

Comments: __________________________________________________________________________

Director of Student Affairs: __________________________________________________________ Date: ________________