



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: _____