

PMU CLUBS & SOCIETIES

APPLICATION/RENEWAL PACKAGE

COMPLETED PACKAGES MUST BE SUBMITTED BY:

Fall Term: _____ by _____
 Spring Term: _____ by _____

Should you have any questions before the deadline or about anything contained within this package, please feel free to call us at _____, or email us at _____; or drop by our office at _____ anytime, and we will try our best to address your concerns.

Please refer to Club/Societies code of conduct for all policies and procedures.

CLUBS/SOCIETES APPLICATION CHECKLIST	Student Use	Official Use
Code of Concut		
Signature Sheets		
Membership List		
Organization's Constitution/Mission Statement		
Booking Guideines		

If any of these components are missing or not filled out in it's entirety, your application will be considered incomplete.

1. CONTACT INFORMATION

Name of Club/Society			
Club E-Mail			
Main Contact Person			
Telephone Number			
E-Mail			
Website Address			
Acronym (if applicable)			
Faculty/Staff Advisor	Ext.		Office No.
Department Affiliation (for societies only)			

2. SIGNING OFFICERS FOR THE ORGANIZATION

PRESIDENT		TREASURER	
Full Name		Full Name	
PMU Student ID		PMU Student ID	
Address		Address	
Email		Email	
Signature		Signature	
<i>(to be done in the Campus Life Office)</i>		<i>(to be done in the Campus Life Office)</i>	

3. RELEASE OF INDEMNITY

Each member, particularly executives, of the clubs/societies must read, understand and accept this "Release of Indemnity" statement before signing the member's list in section 7. Club executives MUST obtain the signature of every student, on this release of indemnity, before the student can participate in a given Club activity. If a participating member is harmed or injurec in any way, and the member's signature has not been obtained in accordance with this release of indemnity, the liability will fall upon the President of the Club/Society. This waiver is valid for a period of one semester and is renewed with every recertification process.

In consideration of the acceptance by _____

(INSERT FULL CLUB NAME)

a recognized PMU Club/Society, of my application for membership and the sponsorship by PMU of the events conducted by the club/society I hereby discharge the Club/Society and PMU, its employees and representatives from all claims, demands, costs, in respect damage to my person or property connected to my participation in the events organized or conducted by the Club/Society and sponsored by PMU whether at its facilities or not.

I also agree to indemnify and hold harmless the Club/Society and PMU, its employees and representatives, from all claims connected with my participation in the activities of the Club/Society.

This Indemnity Policy, is binding upon me, and I acknowledge my acceptance of its conditions by signing section 6 of this application.

4. RECEIPT POLICY/FINANCIAL ACCOUNTABILITY

Any funds from must be kept in a club/society books. Since clubs executives regularly handle cash from events and membership fees, and take funds from PMU, a record must be kept of all financial transactions. An electronic spreadsheet must keep track of all money coming in and spent, as well as the date on which the transaction occurred, its source, and the particulars of the transaction, (such as the reason for the payment). Keeping all receipts is necessary in order to claim any PMU funding, as well as to document a club/society expenses for other reasons. Student clubs and societies are not-for-profit organizations, therefore all financial transactions must be transparent, and club/society executives must be accountable for them. This means that money must be spent ethically, in ways which directly support the mission of the club/society. The Department of Campus Life may audit a club/society. In at any time, the treasurer must therefore keep track of all transactions, as well as the date on which the transactions occurred, and make it available for audit within 5 days of the request.

5. SIGNATURE SHEET

In signing this document it confirms that you have read, understood and plan to follow all guidelines for rights and responsibilities within your organization.

THE SIGNING OF THIS DOCUMENT STANDS AS A BINDING CONTRACT

Name		Signature	
Position		Date:	

Name		Signature	
Position		Date:	

Name		Signature	
Position		Date:	

6. MEMBERSHIP LIST

Name of Club/Society	
Number of Members	

	NAME	STUDENT #	SIGNATURE	DATE
1.				
2.				
3.				
4.				
5.				

	NAME	STUDENT #	SIGNATURE	DATE
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7. CODE OF CONDUCT AGREEMENT

Please submit this application to the Department of Campus Life.

We, the club/society officials have read, understood, and

(INSERT FULL CLUB NAME)

strictly abide by Clubs and Societies Code of Conduct. We understand that failure to abide by any of these rules may result in a three (3) months suspension, de-certification, and/or a permanent ban from using Prince Mohammad Bin Fahd University facilities and materials. We also understand that should any of these materials or facilities be damaged, it would be the responsibility of the club/society executive to repay these damages.

We also understand that as executive members, we are responsible to uphold this Code of Conduct. If this Code of Conduct is not adhered to, the President of the Club in question will be contacted immediately by the Department of Campus Life. Our signature on the next page indicate that we understand and agree to the terms, conditions and responsibilities associated with being the executive members of this club/society and will do everything to ensure that this club/society is run in a responsible manner.

Name	
Student ID	
Position (President, VP Finance, etc)	
E-Mail	
Signature	

Name	
Student ID	
Position (President, VP Finance, etc)	
E-Mail	
Signature	

Name	
Student ID	
Position (President, VP Finance, etc)	
E-Mail	
Signature	