



Thurgood Marshall School of Law Student Organization Registration Form

Academic Year: _____

Submission Date: _____

1. Organization Information

Proposed Name of Organization: _____

Acronym (if applicable): _____

Anticipated Date of First Meeting: _____

Does this organization affiliate with any national or regional parent organization?

☐ Yes – *Attach affiliation agreement or charter*

☐ No

Type of Organization (Academic / Honor / Professional / Religious / Service / Social):

Mission Statement:

☐ **TSU Registration Receipt** (due within **7 days** of registration with Law Student Affairs)

2. Faculty/Staff Advisors (Minimum of 2 required)

Full Name	Department	Email Address
Adv. #1		
Adv. #2		

3. Advisor Acknowledgment

Faculty/Staff Advisors acknowledge receipt of the Advisor Roles and Responsibilities form and understanding of their role in supporting the organization and agree to abide by institutional policies.

☐ Attach Advisor Acknowledgment

4. Executive Board

Minimum of 4 members; each must submit a Letter of Good Standing from the office of Student Affairs.

Position	Name	Email	Phone Number	Letter of Good Standing (Y/N)
President				
Vice President				
Secretary				
Treasurer				
Optional Role				

☐ Attach Letters of Good Standing for Each Officer

5. Membership

Total Number of Members (Minimum of 10 required): _____

☐ Attach member roster.

6. Proposed Calendar of Events

Must include at least 2 service projects.

☐ Attach Letters of Good Standing for Each Officer

7. Proposed Service Projects

Describe your planned service initiatives:

8. Fees / Dues

Are fees or dues required? ☐ Yes ☐ No If yes, specify amount and purpose:

9. Meetings

Proposed Meeting Dates/Times and Format (In-person / Virtual / Hybrid):

10. Constitution and Bylaws

☐ Constitution Attached

☐ Bylaws Attached

11. Annual Budget Proposal (Optional)

Anticipated income (dues, fundraising, sponsorship):

Will your organization request student government or institutional funds this year?

☐ Yes ☐ No

☐ If yes, attach a proposed itemized budget.

12. Social Media & Branding Use

Will your organization maintain social media accounts? ☐ Yes ☐ No

If yes, list account names/handles: _____

☐ We agree to follow TSU branding and social media guidelines.

13. Risk Management & Event Approval

Will your organization host any off-campus events? ☐ Yes ☐ No

If yes, describe briefly and submit a separate Event Request Form.

14. Affirmation of Non-Discrimination & Code of Conduct

☐ Our organization affirms that it does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin.

☐ We agree to uphold the TMSL Honor Code, the TSU Student Code of Conduct and all university policies and state and federal laws.

15. Signature and Acknowledgment

By signing below, we affirm that:

- All provided information is true and complete to the best of our knowledge.
- The organization and its members will abide by all law school and university policies, including those governing non-discrimination, student conduct, and responsible use of funds.
- We understand that any changes to the Executive Board must be reported to the Office of Student Affairs within **14 calendar days** to remain in good standing.
- We understand that failure to maintain good standing may result in suspension or deactivation of the organization.
- We understand that registration must also be completed with the TSU Student Organization Office within **7 days** of registration with the TMSL Student Affairs Office.

President's Name (Print): _____

President's Signature: _____ **Date:** _____

Vice President's Name (Print): _____

Vice President's Signature: _____ **Date:** _____

Required Attachments

Please attach the following documents:

1. ☐ Mission Statement (Indicate if included in Constitution)
2. ☐ Calendar of Events for the semester (must include at least 2 community service initiatives)
3. ☐ Membership list
4. ☐ Constitution & Bylaws
5. ☐ Letters of Good Standing for each Executive Board Member
6. ☐ National Affiliation Documentation (if applicable)
7. ☐ Proof of Advisor Consent (if not signing above)
8. ☐ Advisor Acknowledgment
9. ☐ Budget Proposal or Request (if seeking funding) – optional

Submit application to studentaffairs@tmslaw.tsu.edu

Student Organization Advisor Roles and Responsibilities

Faculty and staff advisors serve a critical role in supporting student organizations at Thurgood Marshall School of Law. Advisors ensure organizations align with the mission and policies of the law school while providing mentorship, oversight, and risk management support.

General Expectations

Advisors are expected to:

- Serve as a mentor and guide to the organization's executive board and general membership.
- Provide advice and feedback on the organization's mission, goals, and activities.
- Be familiar with and help ensure compliance with all university policies, the TMSL Honor Code, and applicable laws.
- Maintain regular communication with student leaders and the Office of Student Affairs.

Risk Management Responsibilities

To ensure safety and compliance, advisors must:

- Review and approve all proposed events, with special attention to off-campus, high-risk, or late-night activities.
- Be designated as the first point of contact for any organizational event, trip, or activity.
- Ensure all required event request forms, waivers, and approvals are submitted prior to the event date.
- Help identify potential risks and support mitigation planning.
- Assist with incident response or reporting if an issue occurs during an event.

Event Participation & Availability

Advisors agree to:

- Attend any student organization event that occurs outside of regular university business hours (weekends, evenings, or holidays).
- Ensure that no event proceeds without advisor presence or an approved faculty/staff designee.
- Support logistics and maintain a visible presence when appropriate.

Program Planning and Oversight

Advisors will:

- Review and provide input on the student organization's calendar of events each semester.
- Assist student leaders in developing meaningful, mission-aligned programming, including at least two community service initiatives annually.
- Encourage planning that is inclusive, educational, and professionally enriching.

Governance Support

Advisors will:

- Review the organization's Constitution and Bylaws, and ensure they remain updated and compliant with institutional standards.
- Advise the executive board on leadership transitions, elections, and conflict resolution.
- Support efforts to sustain institutional memory and uphold continuity year to year.

Communication and Reporting

Advisors must:

- Respond promptly to communications from the Office of Student Affairs regarding their organization.
- Ensure the organization submits all required documents (e.g., updated membership lists, budget proposals, letters of good standing).
- Report any misconduct, violations, or concerns to the Office of Student Affairs in a timely manner.

Acknowledgment

By signing below, I acknowledge that I have read and understand the roles and responsibilities of a Student Organization Advisor at Thurgood Marshall School of Law. I agree to uphold these duties to support the growth, safety, and compliance of the organization(s) I advise.

Advisor Name (Print): _____

Advisor Signature: _____

Date: _____

Student Organization Name: _____