

# Student Organization Change of Officer / Advisor & Account Form 2016-2017

(Up-to-date Officer information is a requirement of the Annual Registration Process)

Please use this form to request a change in **ONE** officer or faculty/staff mentor for your organization. For multiple officers, multiple forms must be filled out. Return by email to [sigform@echo.rutgers.edu](mailto:sigform@echo.rutgers.edu).

**Organization Name:** \_\_\_\_\_ **SABO Acct #:** \_\_\_\_\_

Our Organization is changing the following **Officer Position/Title:** \_\_\_\_\_

**currently held by** \_\_\_\_\_, **to be replaced with** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_ Can we release the new officer's email address? **Yes or No**

**\*\* Changing/adding officers to your group site on getINVOLVED does NOT officially change your executive board. Any change is not considered valid until this form is also submitted and the replacement officer/mentor deemed eligible.**

## Officer Requirements

All student organizations are required to have a minimum of 3 officers. All officers must be full-time undergraduate students registered at Rutgers University- New Brunswick/Piscataway or one of the professional schools located on the New Brunswick/Piscataway campus with a minimum GPA of 2.0.

### Primary Officer (Mandatory):

I, the undersigned **Primary Officer**, on behalf of the organization with its authority, affirms that it is in compliance, and will continue to comply with all Rutgers University regulations, policies, and procedures and local, state and federal laws. In addition, I will take responsibility for ensuring payments of all organization bills and debts.

**Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Net ID:** \_\_\_\_\_ **Email:** \_\_\_\_\_@scarletmail.rutgers.edu **Phone:** \_\_\_\_\_

### Treasurer (Mandatory):

I, the undersigned **Treasurer** of the organization accept responsibility for the organizations' account, following all guidelines, as stipulated by the policies and procedures developed by the Student Activities Business Office in which the organization's fees are held. I will abide by all University, state and federal laws and regulations regarding the use of University collected fees.

**Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Net ID:** \_\_\_\_\_ **Email:** \_\_\_\_\_@scarletmail.rutgers.edu **Phone:** \_\_\_\_\_

### Additional Officer (Mandatory):

I, the undersigned **Officer**, on behalf of the organization with its authority, affirms that it is in compliance, and will continue to comply with all Rutgers University regulations, policies, and procedures and local, state and federal laws.

**Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Net ID:** \_\_\_\_\_ **Email:** \_\_\_\_\_@scarletmail.rutgers.edu **Phone:** \_\_\_\_\_

### Faculty/Staff Mentor (Not required but recommended):

I, the undersigned **Rutgers University faculty/staff mentor**, agree to serve as the faculty/staff advisor to the student organization for the 2016-2017 academic year. As the advisor, I will be cognizant of all organization activities, be aware of the financial status of the organization, provide continuity to the organization, and periodically affirm that the organization meets specified requirements and adheres to all Rutgers University regulations, policies, and procedures, and local, state, and federal laws.

**Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Net ID:** \_\_\_\_\_ **Email:** \_\_\_\_\_@scarletmail.rutgers.edu **Phone:** \_\_\_\_\_