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|  | **Duke Student Government**  **The Student Organization Finance Committee**  Request to Rename an Existing Group |

**Part 1: Club Name and Officers**

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| Club Name |  |
| Officers |  |
| President (required) |  |
| Name |  |
| Duke E-mail |  |
| Phone Number |  |
| Treasurer (required) |  |
| Name |  |
| Duke E-mail |  |
| Phone Number |  |
| Vice-President |  |
| Name |  |
| Duke E-mail |  |
| Phone Number |  |
| Secretary |  |
| Name |  |
| Duke E-mail |  |
| Phone Number |  |

**Part 2: Club Specifics**

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| Does this organization have affiliations with any organizations outside of Duke? (National affiliates, etc) | Yes No |
| If so, please give the organization’s name, and attach a letter from the organization verifying your affiliation. |  |
| What month are officers elected? |  |
| Do you hold regular meetings? | Yes No |
| If so, when and where? |  |
| Number of active members |  |
| Explanation for Request |  |
| Instructions: Write a brief paragraph explaining why your group would like to change its name. |  |

**Part 3: Constitution**

Attach a copy of your club’s constitution to the email in which you file this form.

*What is a constitution?*

The constitution of an organization contains the fundamental principles which govern its operation. It also establishes the specific rules of guidance by which the group is to function. All groups should have their basic structure and method of operation in writing.

*Why have a constitution?*

The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of the organization goals and functions. If you keep in mind the value of having written a document that clearly describes the basic framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

*What should be covered by a constitution?*

* The name of the organization
* Purpose, aims, and functions of the organization
* Membership requirements and limitations
* Officers (titles, terms of office, how and when elected)
* Meetings (frequency, special meetings and who calls them)
* Quorum (number of members required to transact business)
* Amendments (means of proposal, notice required, voting requirements)
* Ratification (requirements for adopting the constitution)

Note that these requirements should be modified to meet the needs of the club (not every club will need all parts). If you have any questions about your club, please ask your SOFC representative. Examples of constitutions can be found at <https://dsg.dukegroups.duke.edu/student-group-resources/new-organizations/>.

**Part 4: Agreement to DSG Terms, Certification of Accuracy of Application**

We, the undersigned, do attest to the accuracy of the information enclosed on this application. We have reviewed the rules and regulations that apply to student organizations at Duke, and we agree to comply with them. We also understand that if we accept DSG funding, we consent to random audits of our club’s financial information and transactions, and may be asked to explain purchases made with club money.

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| President’s Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Treasurer’s Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

Submit this form as a **pdf** titled **GroupNameChangeDateApplied.pdf** e.g. DSGNameChange101112.pdf by emailto Justin LoTurco, Vice Chair of New Groups, at **dukesofc.groups@gmail.com.** Bring a signed paper copy with you when you are scheduled for a hearing before SOFC.