



University of Missouri System Constituent Group Annual Registration Form - 2012

Constituent organizations using the name of the University of Missouri or any college, school or division, or implying they are associated with the University will be approved and recognized by the University and, through the advancement office, will submit annually, for approval, copies of currently effective articles of incorporation, charter, or constitution and an audited annual financial statement. Such documents will specify the objectives of the organization, its structure, and its financial arrangements. Such documents will also include: the name of the organization, the objectives of the association, requirements for membership, dues structure, organizational structure, definition of officers, terms of office and basic responsibilities, financial arrangements, method of amendment and other pertinent information detailing the not-for-profit status of the organization.

Organization Name:	
Campus:	
President/Chairperson:	
Dean/Director:	
Staff Liaison:	
Mailing Address:	
Phone:	
Email:	

Brief description of purpose or mission statement:	
Current number of board members:	
Current number of members (if a membership organization):	
Names of university employees doing direct administrative work for the organization	
Payments, other than reimbursements, made to any university employee	

Required information for All Constituent Groups

(Please answer all questions and complete and attach all of the following materials)

Is the organization's original charter and/or Articles of Incorporation documentation on file with the respective campus?

- Yes No

Does the organization have an articulation agreement or MOU on file with the respective campus?

- Yes No

Does the organization have annual board training including education on fiduciary responsibility?

- Yes No

Does the organization keep minutes? Yes No

Does the organization approve an annual budget? Yes No

○ Operating Budget Amount \$ _____

○ Total Assets \$ _____

- Current dated copy of Bylaws
- Current dated copy of Board Roster with contact information and please use 8.5 x 11 paper size
- Current dated list of Past Presidents

For 501(c)3 Organizations: Investment policies and assets

(Please answer completely the questions below, and check off and attach all of the following materials)

- Tax ID # _____
- Total Operating Revenues \$ _____
 - Audited Financial Statement
 - Form 990
 - Copy of Current Bank Statement
 - Asset Mix (include for example: cash holdings real estate and market investments)
- Total amount of financial support to the University this fiscal year \$ _____
- Does the organization perform an annual audit? Yes No
Is there a fee? \$ _____

Names of those who have signature authority for your organization's funds:

_____	_____
_____	_____
_____	_____

Are any of the above persons who hold signature authority employees of the University?

- Yes No

Do you have requirements for signatures on checks or transactions above a certain dollar amount? If so, please detail your policies below (use separate sheet or attach as needed).

Additional information required of 501(c)3 organizations

- | | | |
|--|------------------------------|-----------------------------|
| Does your organization hold directors & officers insurance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do your organization's bylaws include a conflict of interest policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do your board members sign a conflict of interest disclosure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your organization have a whistleblower policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes to the above, please attach the forms/policies as appropriate.

Annual registration form completed by: _____

Title and phone : _____

Date: _____

Approved by board president (or other elected officer designated):

_____ Date _____