

Student Organization Registration

Organization Name: _____

Organization President: _____

Semester/Year: _____

Please turn in the Student Organization Registration packet which includes this slip, the registration form, a list of current members, Advisor Agreement, and a copy of your most updated Constitution (only if applying for recognition). You may keep the pages with privileges/expectations of student organizations and the sample Constitution.

University of Science and Arts of Oklahoma

Student Organization Registration & Recognition Packet

2019-2020

The purpose of this packet is to provide registration and recognition information for current and new student organizations. The registration process has been developed to give the university community an accurate listing of active student groups on campus. The following information is included in this packet:

- Privileges and Expectations of USAO's Student Organizations
- Student Organization Registration Form
- A sample constitution and a constitution description

Registered vs. Recognized Student Organizations

Registered student organizations are any organizations that meet on campus and use campus facilities. They may consist of many different types of groups and may not fall under the traditional definition of a student organization (for example, faculty-led organizations, departmental organizations, off-campus religious groups, etc.). Registered student organizations do not have to have a formal Constitution.

Recognized student organizations are student-led groups that are managed by the office of Student Services. Recognized student-groups have the traditional setup of officers, general members, and regular meetings with a common purpose and goal. Recognized student organizations must have an organizational Constitution on file in Student Services.

Who should apply for recognized status? All student-led on-campus organizations must be both registered and recognized by turning in this packet with a copy of their Constitution.

Expectations of Student Organizations

The following items outline expectations of student organizations recognized with the Office of Student Services:

- Develop a clear definition of its goals and ideals and educate its members about the group's identity.
- When appropriate, recruit members from all colleges and disciplines to create an interdisciplinary learning environment.
- Encourage personal development through leadership positions and self-awareness programs.
- Promote USAO through active participation in campus events and positive relationships with other organizations and the community.
- Conduct itself in such a way that is consistent with USAO's Mission.
- Accept responsibility and accountability for its members and guests at all on-campus and off-campus functions and events.

STUDENT ORGANIZATION REGISTRATION FORM

Student Services

2019-2020

Please complete and submit form to Student Services, 3rd floor of Student Center. In order to be recognized as a Registered Student Organization at USAO, the student organization must complete and submit the following items **each fall and spring semester**:

1. Original copy of the *Student Organization Registration Form (including advisor agreement)*.
2. Original signed & dated copy of the student organization's *Constitution* and/or *Bylaws*
 - a. Note: After this semester, you may keep your current Constitution on file for up to three (3) years. At this point, you must turn in a new updated Constitution with a new amendment date, even if there are no changes. This is to ensure that new leadership is continuously updating their Constitution as necessary.
3. Original copy of the student organization's *Officer and Membership Roster* (minimum of 4 members including officers). Membership roster must be as current and accurate as possible.

I. Organization Information:

Name of Organization: _____

Type of Registration: _____ New Organization _____ Renew 2019-2020

Classification:

- () Academic () Campus Ministry () Honor Society
() Fraternity/Sorority () Special Interest

Please answer the following questions.

1. What month are your elections held? _____

2. Does your organization collect Membership Dues: _____ Yes _____ No

3. Does your organization have a checking account? _____ Yes _____ No

If yes, please include the name of the bank: _____

4. Do you currently have an organization website? _____ Yes _____ No

If it is in existence, please include the address: _____

II. Current Officers: (*please star the person who will serve as a contact for Student Services)

Student Name	Officer Position	Email Address	Phone Number

III. Member Roster: Please use back of sheet if you need additional space. Alternatively, you may attach another sheet with your current roster. Remember, for a student to be considered a member, he/she must meet the membership requirements set forth in your organization's Constitution.

Student Name	Email Address	Phone Number	Signature

IV. Faculty/Staff Advisor:

(Must be a full-time USAO employee)

Please turn in Advisor Agreement form found in this packet.

Name: _____

Department: _____

Phone Number: _____

Email Address: _____

V. Description and Mission:

Please write a brief description of your organization. This information will be used for inclusion in places such as USAO brochures and the USAO website, as well as a recruiting tool. **This description must be under 1500 characters or 300 words.**

VI. Constitution: Please attach an updated constitution for your organization to this form. After this semester, you will only need to attach an updated constitution every 3 years.

VII. Signatures & Agreement:

Our organization has read and understands the privileges and expectations as defined for student organizations in 2019-2020 USAO Student Organization Registration Packet.

Signature: _____ Date: _____
(Student Contact Person)

Signature: _____ Date: _____
(Advisor)

Signature: _____ Date: _____
(Director of Student Involvement)

Please submit to the Director of Student Involvement, located at 300 Student Center.

ADVISOR AGREEMENT

STUDENT SERVICES

Each club/organization must have a registered advisor on file with Student Services. The advisor must be a full-time faculty or staff member of the University of Science and Arts of Oklahoma. If the advisor is unable to fulfill the role of advisor adequately, the organization must identify a new advisor before the beginning of the subsequent semester (fall or spring). Please submit any advisor changes to the Student Services office, Student Center 3rd floor. For questions call (405) 574-1311.

ROLE OF ORGANIZATION ADVISORS

Faculty and staff advisors provide a number of important roles with USAO student/club organizations:

- Provide historic context for organization programs and events
- Assist with goal-setting, assessment, and ensures organization works towards its designated purpose and follows its constitution and by-laws.
- Intervene in conflicts between group members and/or officers
- Provide key mentoring role within a student organization
- Serve as a knowledgeable campus community referral and resource for the student organization
- Give honest feedback to group members and provide continuity and stability as student leadership changes
- Serve as a resource and support person as well as facilitator of creativity, new perspectives and innovation for the members
- Ensure that the student organization follows guidelines for registered student organizations according to university policies, local, state, and federal laws
- Guide members on membership recruitment, intake, and new member/officer training processes
- Assist in monitoring authorized financial accounts of the registered student organization

University of Science and Arts of Oklahoma Faculty/Staff Advisor

Student Club/Organization's Name: _____ Date: _____

Name: _____ Office Phone Number: _____

Department: _____ Email Address: _____

Advisor Signature: _____

An Organizational Constitution is...

A constitution is the basic framework of an organization. It states the purpose, indicates the number of officers, the method of their selection, requirements for membership, and other general operating procedures. Detailed methods of doing business and specific rules belong in a document called the By-Laws. For example, a Constitution would establish that dues are required for membership, and a method of determining the amount of dues. By-Laws state the dues structure.

Article I.

Name

The name of the organization should reflect the nature of the group.

Article II.

Purpose

This section states the purpose, aims, and functions of the organization.

Article III.

Membership And Dues

This section states the requirements and size limitations of the membership and any dues.

Article IV.

Officers

This section lists the officer positions and the duration of terms. There are provisions made for vacancies, elections, appointments, or recall of officers. Names never appear in the constitution.

Article V.

Meetings

This article states the provisions for setting up a regular meeting time and any provisions for calling special meetings. The officer position, which has the authority to call meetings, is stated here.

Article VI.

Non-Discrimination Statement

Every USAO student organization is encouraged to have a non-discrimination statement in their constitution.

Other sections may include: Quorum, Amendments and/or Ratification.

USAO STUDENT ORGANIZATION SAMPLE CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be the USAO Organization.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be:

1. to function as a student organization
2. to encourage participation
3. to create campus programs and services
4. etc., as desired

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all USAO students.

Section 2. Membership shall be maintained by the payment of dues which are established by the Executive Committee, (or as decided by the membership) or there shall be no dues.

ARTICLE IV. OFFICERS

Section 1. The officers of the organization shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2. Duties and Powers

- a. The duties of the President shall be to (for example) preside at all meetings, call special meetings, appoint special committees, etc.
- b. The duties of the Vice President shall be (for example) to perform all duties of the President in her/his absence, to foster membership development, etc.
- c. The duties of the Secretary shall be (for example) to keep an accurate and permanent record of the organization, to prepare all correspondence, to notify the Office of Student Affairs of all meetings and activities, to make necessary reports, etc.
- d. The duties of the Treasurer shall be (for example) to keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. Request funding for all events and should keep track of student funding received through the Office of Student Affairs.

Section 3. Election of Officers:

- a. The officers shall be elected at the beginning of April to allow time to prepare the budget, constitution, and registration forms for the coming year.
- b. State any qualifications necessary to hold office.
- c. The candidates shall be nominated in the following manner: a nominating committee, nominations from the floor, or a combination of both of these.

- d. Voting shall be by ballot, standing vote, show of hands, oral vote, or etc., as decided by the organization.
- e. Notify the Office of Student Affairs with officer changes.

ARTICLE V. MEETINGS

Section 1. The USAO Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc., as decided by the organization.)

ARTICLE VI. NON-DISCRIMINATION STATEMENT

Section 1. A student organization will admit students without regard to their race, religion, color, sex, age, handicap, sexual orientation or national origin to all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization and the campus community.