New Student Organization Registration Form

New registration packets are due Friday, September 21, 2007 by 5 p.m. to the Student Development Center.

As you begin the process of registering your organization many questions will arise. Your responsibility is to thoroughly read the packet and submit the proper paperwork for the registration of your organization. The following information is meant to help you understand what is required of you to gain recognition as a registered organization on the UTEP campus. All student organization registration materials should be completed and submitted to the Student Development Center (SDC), Union West, Room 106, 915-747-5670.

New registration checklist:

Student Organization Name (print, no initials please):

☐ Organizational Information
☐ Student Officer Information
☐ Advisor Contract Agreement
☐ Organization Representative Release
☐ Affidavits
☐ Member Verification/Roster
☐ Constitution/Bylaws
☐ Financial Information
☐ Attend a New Club Orientation (please check SDC website for dates)
☐ $30.00 Late Fee (checks or cash only if turned in after Sept. 21, 2007)

The final deadline to submit the packet with the $30.00 late fee is Friday, October 5, 2007 before 5:00 p.m. to the Student Development Center. Registration Process will end Friday, October 5, 2007. Make sure all necessary forms and signatures are included in the packet before submitting. The Student Development Center will not accept incomplete forms. For any further information regarding Greek organizations contact Aimee Maczko or Shannon Osborne at 747-5670 for information regarding student organizations. Please visit the SDC website for further information, http://studentaffairs.utep.edu/sdc.

Office Use Only:

Received on: _____________________ Entered on: _____________________
Initials: _____________________ Initials: _____________________
New Student Organization Registration Form

Organization Information:

A registered student organization is a defined group that has a minimum of three members (excluding officers) that are enrolled at The University of Texas at El Paso (UTEP). Members come together for a common goal and purpose. Activities of the organization shall be lawful and not in conflict with the university’s policies, rules, regulations and standards. This form should be completed every semester to remain a registered student organization. All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

Semester (please check only one): ☐ Fall ☐ Spring Year: ____________________________

Student Organization Name (print):

Classification of Organization (please check only one):

☐ Academic/Professional, College of
☐ Advocacy ☐ Greek ☐ Professional ☐ School/Community Spirit
☐ Governing ☐ Honorary ☐ Recreational ☐ Service ☐ Special Interest, please specify
☐ Graduate ☐ International ☐ Religious/Spiritual ☐ Social

Purpose Statement
Summarize the organization’s purpose as stated in the constitution in 25 words only. Please note this will be used in Student Development Center publications.

Membership Requirements
Indicate classification/academic requirements listed in constitution, (i.e., dues, GPA, classification) Membership must be open to all UTEP students without regard to race, color, sexual orientation, disability, national origin, and gender.

Activities
List all planned events and activities with approximate dates that will be conducted this semester.

http://studentaffairs.utep.edu/sdc

Created on 8/14/2006
New Student Organization
Registration Form

Student Officer Information:

A registered student organization is responsible for updating the Student Development Center of any changes within ten days from when the change occurs. This form should be completed as part of the registration packet. All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

Student Organization Name (print):

President
Name
UTEP I.D. #: _____________________________ Telephone Number: _____________________________
E-mail: __________________________________________
Address: ___________________________________________
Number and Street  City  State  Zip
Cumulative G.P.A.: _____________________________
Signature: _____________________________ Date: ________________

Vice President
Name
UTEP I.D. #: _____________________________ Telephone Number: _____________________________
E-mail: __________________________________________
Address: ___________________________________________
Number and Street  City  State  Zip
Cumulative G.P.A.: _____________________________
Signature: _____________________________ Date: ________________

Secretary
Name
UTEP I.D. #: _____________________________ Telephone Number: _____________________________
E-mail: __________________________________________
Address: ___________________________________________
Number and Street  City  State  Zip
Cumulative G.P.A.: _____________________________
Signature: _____________________________ Date: ________________

Treasurer
Name
UTEP I.D. #: _____________________________ Telephone Number: _____________________________
E-mail: __________________________________________
Address: ___________________________________________
Number and Street  City  State  Zip
Cumulative G.P.A.: _____________________________
Signature: _____________________________ Date: ________________
**Advisor Contract Agreement:**

**Student Organization Name** (print):

---

**Congratulations! You have been chosen by a student organization to serve as their advisor. This request entails trust and respect on part of the students. Faculty/staff members should recognize this responsibility requires a time commitment.**

**Involvement provides many opportunities for students to develop organizational and leadership skills. For students to succeed and gain a global perspective of the world, involvement is key. Research suggests that involved students will learn many skills, network and graduate faster.**

**Responsibilities of an advisor at UTEP:**
1. Must be employed full-time.
2. Be informed of University policies and procedures and encourage compliance of the organization to follow them.
3. New Advisors attend an orientation with the Clubs and Organizations Coordinator in the Student Development Center (SDC), 106 Union West.
4. Supervise the Treasurer in administering financial affairs and encourage maintenance of accurate records.

**Responsibilities of an advisor to recognized student organizations:**
1. Have a concern for the ongoing function of the student organization.
2. Become familiar with the mission and goals of the organization and support the group throughout the year to meet their objectives.
3. Serve as a resource for organizational members who seek advice and leadership.
4. Act as a facilitator when members are problem solving.
5. Maintain contact with officers and members by attending as many organization meetings if possible.
6. Participate in Leaders in Motion, a conference for student leaders and their advisors.

**This form signifies a written agreement by the Advisor with the Student Development Center and the Student Organization regarding the responsibilities that have been agreed to be carried out by the Advisor. Please submit any advisor changes within ten working days to the SDC.**

<table>
<thead>
<tr>
<th>Full Time Faculty/Staff Advisor</th>
<th>Please Check One: [ ] Faculty [ ] Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________</td>
<td>Department Telephone: ___________________</td>
</tr>
<tr>
<td>Department Address: ___________</td>
<td>E-mail: ________________________________</td>
</tr>
<tr>
<td></td>
<td>800#: ________________________________</td>
</tr>
</tbody>
</table>

Signature: ______________________ Date: __________

<table>
<thead>
<tr>
<th>Additional Advisor (optional)</th>
<th>Please Check One: [ ] Faculty [ ] Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________</td>
<td>Department Telephone: ___________________</td>
</tr>
<tr>
<td>Department Address: ___________</td>
<td>E-mail: ________________________________</td>
</tr>
<tr>
<td></td>
<td>800#: ________________________________</td>
</tr>
</tbody>
</table>

Signature: ______________________ Date: __________

---

http://studentaffairs.utep.edu/sdc  
Created on 8/14/2006
New Student Organization Registration Form

**Organization Representative(s) Release:**

The University of Texas at El Paso requests the identification of organizational representatives to speak on behalf of the organization. This authorizes the names and e-mail addresses of the listed officers and advisor(s) to be released to the public in any publications produced by the Student Development Center (SDC) and/or on the SDC website as official representatives for this organization. All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

**Student Organization Name (print):**

---

I understand that the names and e-mail addresses of the listed officers and advisor(s) may be released to the public by publications and posted on the SDC website.

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Office held:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

**Constitution/By-Laws:**

Please attach an updated constitution and by-laws to this registration form. A sample constitution is provided on the Student Development Center website (http://studentaffairs.utep.edu/sdc).

**Greek Organizations:**

All Greek Organizations must complete the “Addendum for Greek Organizations” form that can be found on the Student Development Center’s website (http://studentaffairs.utep.edu/sdc).

**Financial Information:**

Each organization interested in opening an account through UTEP must be a current registered organization. Any employee in the General Accounting Services office, Administration Building Room 401B, can assist you with specifics for opening up a bank account and answer any questions you may have. For more information contact General Accounting Services at 915-747-5197. If you have an account with the University or other institution, please include your bank account information.

**Name of Banking Institution:**

**Account #:**

**Names of organizational representatives with check signing and account authorization:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
</tbody>
</table>
AFFIDAVITS

All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

Texas Board of Regent’s Membership Statement

“At the beginning of each semester, each registered student or group must file with the appropriate institutional officer an affidavit stating that the organization or group does not, and will not during the semester, have as a member any person who is not a student or a member of the faculty or staff of the institution.”

Hazing Statement

I am familiar with the provisions of the laws of the State of Texas and the regulations of the University of Texas at El Paso regarding hazing. My organization will not include in its program of pledge training, discipline, or initiation of candidates any practice or practiced which violate in any provision of the laws of the State of Texas or regulations of the University of Texas at El Paso regarding hazing in dealing with pledges, associates, members, or candidates for membership in my organization.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Act of 1964 states that, “No person in the United States shall, on the grounds of race, color, or national origin, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title IX of the Education Amendment of 1972

Title IX of the Education Amendments of 1972 includes a sex discrimination provision and states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under receiving the Federal financial assistance” except that: Social fraternities or Sororities; voluntary youth service organizations, (A) of a social fraternity or social sorority which is exempt from taxation under section 501 (a) of Title 26, the active membership of which consists primarily of students in attendance at an institution of higher education.

As a representative of my organization, I agree that I have read and agree to ensure that my organization complies with the affidavits listed above as well as with the policies and procedures contained the UTEP Handbook of Operating Procedures (http://hoop.utep.edu).

Student Organization Name (print):

__________________________________________________________________________________________________

____________________________________   ______________

Name of President (Print)    Signature of President (Signature)    (Date)


http://studentaffairs.utep.edu/sdc

Created on 8/14/2006
New Student Organization
Registration Form

Member Verification:

A registered student organization must have a minimum of three members **excluding officers**. You may submit an attachment with roster information. Please include name, UTEP student id and an email address. All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

**Student Organization Name** (print):

<table>
<thead>
<tr>
<th>Member Name</th>
<th>UTEP Student ID</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Student Organization Registration Form

The following outline is to be followed by student organizations writing a new constitution for registration by the Student Development Center. If you need further assistance, contact the Student Development Center, 747-5670.

ARTICLE I-NAME

The name of the organization shall be _____________________.

ARTICLE II – PURPOSE

The purpose of the new organization must be stated clearly. Indicate that it will serve a need on the campus, which cannot be met by already established organizations. Needless duplication of clubs should be voiced.

The purpose of ______________________ is:

Example a. to serve as a forum for…
Example b. to promote the growth of…
Example c. to foster the continued interest in…
Example d. to provide experiences designed to develop skills of…
Example e. to provide members with an opportunity to…
Example f. to serve the university community in the following ways…

ARTICLE III- ORGANIZATION

Section 1. MEMBERSHIP - Members must be students, staff, and/or faculty members at UTEP. A nondiscrimination statement must be included in the constitution.

The ___________ organization shall be composed of students who are interested in our purpose.

Section 2. OFFICERS – Names and offices by title, how and when elected and length of terms should be listed.

OFFICERS SHALL CONSIST OF:

A. President
B. Vice-President
C. Secretary
D. Treasurer
E. Judicial

QUALIFICATIONS – To be eligible to hold any office a person must:

A. be currently enrolled at UTEP
B. have a minimum 2.0 GPA
C. not be on any disciplinary or scholastic probation
D. have been an active member of the organization at least one semester (suggested)

DUTIES

A. The President shall…
B. The Vice-President shall…
C. The Secretary shall…
D. The Treasurer shall…

ELECTIONS

A. Nominations for office shall take place…
B. Election of officers shall take place…

VACANCIES AND IMPEACHMENT

A. In the event of a vacancy in office…
B. Special elections will be held when…
C. Elected officers may be subject to impeachment…

CONSTITUTIONAL AMENDMENTS

A. This constitution may be amended at any meeting by a two-thirds vote of the active members present providing it is not in conflict with the University’s Handbook of Operating procedures or…
B. Bylaws may be adopted to fit the needs of the organization at any meeting by a two-thirds vote of the active members present providing such bylaws conflict in no way with the constitution and bylaws of University’s Handbook of Operating procedures or…
New Student Organization Supporting Documents

Organization Program Summary Information

All student organization registration materials should be completed and submitted to the Student Development Center, Union West Room 106, 915-747-5670.

Student Organization Name (print):

__________________________________________________________________________________________________

Summary of Programs:

Please list all programs and events that you would like to be sponsored by your organization during the academic year:

<table>
<thead>
<tr>
<th>Name of Program/Event</th>
<th>Date of Program/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of President (Print)

____________________________________   ______________
Signature of President (Signature)    (Date)

For Office Use Only

Received by:

________________________________  ______________
Student Development Center Staff   Date

http://studentaffairs.utepl.edu/sdc

Created on 8/14/2006