To: New Student Organizations

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, Union West, Room 106, 915-747-5670.

Please use the checklist below to assist with the completion of the Organization Registration packet.

- Organizational Information
- Student Officer Information
- Faculty/Staff Advisor Information
- Organization Representative Release
- Affidavits
- Member Verification/Roster
- Constitution/Bylaws
- Program Summary

** Registration Packets are due Friday, October 6, 2006 by 5 p.m. to the SDC**

The final deadline to submit the packet is Friday, October 6, 2006 before 5:00 pm to the Student Development Center. Registration Process will end Friday, October 6, 2006. 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 at 747-5670. For any further information regarding registering or registered student organizations contact Shannon Osborne at 747-5670.
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
☐ Graduate  ☐ International  ☐ Religious/Spiritual  ☐ Social
☐ Special Interest, please specify

Purpose Statement
In 25 words, copy or summarize the organization’s purpose as stated in the constitution.

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.
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: ____________

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

Faculty/Staff Advisor Information

Advisors for student organizations must be full time UTEP employees, who want to make an additional contribution to the greater campus community. Advisor should be dedicated to meet with members on a regular basis and attend a function which is pertinent to the success of the organization. Please submit any advisor changes within ten working days to the Student Development Center, Union West Room 106, 915-747-5670.

Student Organization Name (print):

__________________________________________________________________________________________________

Full Time Faculty/Staff Advisor
Name: ____________________________ Department Telephone: __________________________
Department Address: ____________________________ E-mail: __________________________
__________________________________________________________________________________________________
Please Check One: ☐ Faculty ☐ Staff

Signature: ____________________________ Date: ____________________________

Additional Advisor (optional)
Name: ____________________________ Department Telephone: __________________________
Department Address: ____________________________ E-mail: __________________________
__________________________________________________________________________________________________
Please Check One: ☐ Faculty ☐ Staff

Signature: ____________________________ Date: ____________________________
New Student Organization Registration Form

Organization Representative Release:
The University of Texas at El Paso requests the identification of an organizational representative to speak on behalf of the organization. The undersigned authorizes his/her name and e-mail address to be released to the public in any publications produced by the Student Development Center (SDC) and/or on the SDC website as an official representative 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):
__________________________________________________________________________________________________
Name: _______________________________________ E-mail: _________________________________
Address: _____________________________________ Telephone: ____________________________
Office held: __________________________________ Signature: _____________________________

Constitution/By-Laws:
Please attach a copy of your organization’s 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).

Office Use Only
Received by:

Student Development Center Staff Date

http://studentaffairs.utep.edu/sdc

Created on 8/14/2006
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)
**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):

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Created on 8/14/2006
New Student Organization Supporting Documents

SAMPLE STUDENT ORGANIZATION
CONSTITUTION & BYLAWS

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.

Constitution

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

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…
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:

Name of Program/Event: Date of Program/Event:

_______________________________________________  ____________________________

_______________________________________________  ____________________________

_______________________________________________  ____________________________

_______________________________________________  ____________________________

_______________________________________________  ____________________________

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_______________________________________________  ____________________________

_______________________________________________  ____________________________

Name of President (Print)

Signature of President (Signature) (Date)

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Received by:

______________________________  __________________
Student Development Center Staff  Date