Re-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.

Re-registration checklist:

Student Organization Name (print, no initials please):

Please check the box if updated information is included. President must provide signature if information remains the same from the previous semester.

- Organizational Information
- Student Officers Update Information (must be included with new email addresses)
- Advisor Contract Agreement (must be included)
- Organization Representative Release
- Constitution/Bylaws
- Financial Information
- Member Verification/Roster (must be included)
- $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://studentsaffairs.utep.edu/sdc.

Office Use Only:

Received on: ______________________  Entered on: ______________________

Initials: ______________________  Initials: ______________________
Student Organization
Re-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.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
# Student Organization
## Re-Registration Form

### Student Officer Update 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):**

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Secretary</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>UTEP I.D. #:</td>
<td>UTEP I.D. #:</td>
<td>UTEP I.D. #:</td>
<td>UTEP I.D. #:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Telephone Number:</td>
<td>Telephone Number:</td>
<td>Telephone Number:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Number and Street</td>
<td>Number and Street</td>
<td>Number and Street</td>
<td>Number and Street</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
<td>Zip</td>
<td>Zip</td>
<td>Zip</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

http://studentaffairs.utep.edu/sdc

Created on 8/14/2006
**Student Organizational Re-Registration Form**

**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: __________________________

Student Development Center – 106 Union West – El Paso, TX 79968 – (915) 747-5670 – fax: (915) 747-7400

http://studentaffairs.utep.edu/SDC

Created on 8/14/2006
Student Organization Re-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.

Name: ____________________________  E-mail: ____________________________
Address: __________________________  Telephone: __________________________
Office held: ________________________  Signature: _________________________

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 much 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:

Name: ____________________________  Name: ____________________________
Signature: __________________________  Signature: __________________________
Title: ____________________________  Title: ____________________________

http://studentaffairs.utep.edu/sdc

Created on 8/14/2006
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>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Member Verification: