



University of Houston-Downtown
Office of Student Activities & Events
Student Organization Registration Packet

Forms:

Student Organization Annual Registration Form
Student Organization Policy and Procedure Contract
Advisor Contract
Website Info Sheet

For Office Use Recvd. By _____ Date Received _____ _____

Student Organization Annual Registration Form – Spring 2008
University of Houston-Downtown
Office of Student Activities & Events
Room S-204

This form is to be completed and returned to the Office of Student Activities & Events, Suite S-204 no later than **February 1, 2008**. The organization's constitution must accompany this form if the organization was not previously registered and there is not one on file in the Office of Student Activities & Events.

THIS FORM MUST BE TYPED

Organization Name _____ Organization Phone Number _____ Organization E-mail Address _____
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Type of Organization Please Check One
<input type="checkbox"/> Academic <input type="checkbox"/> Greek <input type="checkbox"/> Honor <input type="checkbox"/> Professional <input type="checkbox"/> Religious <input type="checkbox"/> International/Ethnic <input type="checkbox"/> Recreational/Sports <input type="checkbox"/> Political <input type="checkbox"/> Special Interest <input type="checkbox"/> Service

<u>Organizational Officer List</u>
<p> All student organizations must have an updated officer list on file in Student Activities & Events at <u>all</u> times. To be an officer of an organization, students must be a registered student in good standing with the University and also maintain a 2.5 cumulative UHD GPA. </p> <p align="center">Please Type or Print Information Below Clearly</p> <p> <u>President</u> Name _____ Student ID# _____ Address _____ City _____ State/Zip _____ Telephone _____ E-mail _____ </p> <p> <u>Vice-president</u> Name _____ Student ID# _____ Address _____ City _____ State/Zip _____ Telephone _____ E-mail _____ </p> <p> <u>Secretary</u> Name _____ Student ID# _____ Address _____ City _____ State/Zip _____ Telephone _____ E-mail _____ </p>

**Department of Student Activities & Events
Student Organization Registration Packet
Policy and Procedure Contract
2007-2008 Academic Year**

Name of Organization: _____

Responsibilities of a Registered Student Organization:

- Abide by all University policies and procedures as well as federal, state, and local laws
- Conduct membership recruitment without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status (with the exception of Greek organizations)
- Have a **minimum of 8 members** who are currently enrolled University of Houston- Downtown students (as per University Policy) interested in being members of this organization. Members must maintain a minimum **2.0** grade point average and officers must maintain a minimum **2.5** grade point average
- Maintain a full-time University of Houston-Downtown faculty or staff member as an advisor
- Attend a mandatory organization orientation sponsored by the Department of Student Activities & Events
- Update the Department of Student Activities & Events when changes occur in rosters, contact information, governing documents, etc.
- Maintain an organization e-mail address and check e-mail account on a weekly basis
- Attend all Council of Organizations meetings
- Attend a Council of Finance training session
- Greek organizations must participate in the Multicultural Greek Council
- Greek organizations must be and are currently in good standing with their national affiliate chapter
- Participate in department events not limited to UHD Activities Day, Student Leadership Conference, Crossroads Festival, UHD Mardi Gras, and Culture on the Bayou

- Coordinate at least two (2) on-campus events per semester of at least one hour in length
- The organization must insure payment of any/all expenses incurred by the organization
- I certify that I have received, read and understand the Student Activities & Events Student Organization Handbook in its entirety; as well as received a copy of the Student Activities & Events Calendar of Events and Council of Organizations schedule. I understand that dates and meeting times are subject to change
- Certify that this organization does not, and will not during the semester, have as a member any person who is not either a student or a member of the faculty or staff or the institution.
- The president (or a student designee in his/her absence) shall represent the organization in its relation with the University and be held accountable for the actions of the members of the organization. Accountability will also be placed on the organization as deemed necessary and appropriate. Failure to be consistent with these responsibilities may lead to loss of recognition and/or disciplinary action.

I understand that my organization and all of its members must comply with the aforementioned responsibilities when registered as a student organization at the University of Houston-Downtown. I have read the previous policies and procedures and ensure that my organization will adhere to them. I also fully agree to the terms and conditions of being president of a student organization at the University of Houston-Downtown and accept my officer position knowingly and willingly. I submit this application and request for registration as a student organization at the University of Houston-Downtown.

Signature of President of Organization

Date

**Office of Student Activities & Events
Advisor Contract
2007-2008 Academic Year**

As a full-time faculty/staff member of the University of Houston-Downtown, I agree to serve as the advisor to the _____, An organization officially recognized by the Office of Student Activities & Events. I understand and agree to:

- While understanding the goals of the organization; will take an active role in the organization's meetings, programs, and events on campus in an effort to ensure that the organization is operating to the best of its ability
- Understand the policies and procedures of the University concerning organizations
- Fill out and sign any paperwork that requires the organization's advisor approval
- Assist in the officer and/or advisor transition within the organization
- Have verified that all officers listed on the student organization registration form are in fact currently registered University of Houston-Downtown students, meet the required minimum 2.5 GPA and are willing to serve as officers
- Provide advice on the planning and implementation of events and activities
- Respond to the e-mail sent from the Office of Student Activities & Events to confirm role as advisor to officially recognize the organization after their registration materials are submitted

Name (print): _____

Department: _____

Office Number: _____ Extension: _____

E-mail address: _____

Signature: _____ Date: _____

Organization Information Listing (must be typed)

Note: this is your organization's info page that will be on the Student Activities list of student organizations website.

Student Organization Name:

Description (as you would like it to appear on the website). Limit 200 words:

Advisor's Name & E-mail Address:

President's Full Name:

Contact Phone Number (optional):

President or Organization E-mail Address:

Organization's Website Address (if applicable):

What are the requirements to join your student organization?

Meeting Time and Location (if applicable):

Fees (per semester, per year, one-time payment, etc. if applicable):
