



**Office of Student Activities & Events**  
**Student Organization Annual Registration Form**  
**One Main Street, Suite S-204 Houston, TX 77002**  
[www.uhd.edu/sae](http://www.uhd.edu/sae)

Please note that each student organization must register annually and a registration packet must be completed each school year.

This form is for the **2008-2009** school year.

Registration for returning organizations begins **August 1, 2008** and ends **September 5, 2008**. Registration for newly formed student organizations begins **August 1, 2008** and ends **September 12, 2008**.

Registration Checklist: Please be sure to complete and submit ALL of the following:

- Participation Student Organization Workshop and Workshop Completion Form
- Website Info Sheet
- President name, contact information, signature
- Signed Student Organization Policy and Contract (Included in Registration Packet)
- Signed Advisor Contract
- Roster of Officers and Members Including Student ID Numbers and E-mail Addresses
- Constitution
- Copy of Registration Packet for Your Files

\*Only student organizations registered through the Office of Student Activities & Events are eligible for the privileges granted to organizations. It is the responsibility of the organization to notify the Office of Student Activities & Events if there is any change in the eligibility status of the organization.

## Registration Information

\*This entire packet must be typed

Organization Name:

Organization Website Address:

Organization E-mail Address:

Organization Phone Number (if applicable):

### **Type of Organization**

Please check the classification that best describes your organization.

<input type="checkbox"/> Academic	<input type="checkbox"/> Honor	<input type="checkbox"/> Religious	<input type="checkbox"/> Recreational
<input type="checkbox"/> Cultural	<input type="checkbox"/> Political	<input type="checkbox"/> Service	<input type="checkbox"/> Special Interest
<input type="checkbox"/> Greek	<input type="checkbox"/> Professional	<input type="checkbox"/> Social	<input type="checkbox"/> Other

### **Organization Officer List**

An updated officer list must be on file with the Office of Student Activities & Events at ALL times. Officers must be currently registered with the University, in good standing and must maintain a cumulative UHD GPA of 2.5.

#### **President**

Name	Student ID#	
Address	City	State/Zip
E-mail	Telephone	

#### **Vice-president**

Name	Student ID#	
Address	City	State/Zip
E-mail	Telephone	

#### **Secretary**

Name	Student ID#	
Address	City	State/Zip
E-mail	Telephone	

#### **Treasurer**

Name	Student ID#	
Address	City	State/Zip
E-mail	Telephone	

**Organization Member List**

All UHD student organization members must be currently registered, be in good standing with the University and must maintain a cumulative UHD GPA of 2.0.

Name	Student ID#	E-mail	Position
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**Office of Student Activities & Events  
Student Organization Registration Packet  
Policy and Procedure Contract  
2008-2009 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.**

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**Signature of President of Organization**

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**Date**

**Office of Student Activities & Events  
Advisor Contract  
2008-2009 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

**Note: This is your organization's information listing as it will appear on the list of registered student organizations on the Student Activities & Events website.**

Student Organization Name:

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

President's Full Name:

Contact Phone Number (optional):

President or Organization E-mail Address:

Advisor's Name and E-mail Address:

Organization's Website Address (if applicable):

What are the requirements to join your student organization?

Fees (per semester, annual, one-time fee, etc if applicable):