



STUDENT ORGANIZATION REGISTRATION FORM 2007-2008

(SORC staff use only)
Date Submitted: _____
Info Session Completed: _____

Submit Form to: SORC, Arizona State University, Memorial Union 345, P.O. Box 873001, Tempe, AZ 85287-3001
www.asu.edu/clubs

Registration of student organizations is an ANNUAL process and must be completed each school year. This form is for the 2007-08 academic year. Priority registration for the following academic year begins in April and ends September 15. Organizations that register after the priority registration deadline will be processed monthly thereafter until the announced deadline. Additional information is available on the Student Organization Resource Center (SORC) website at <http://www.asu.edu/clubs/>. Information for effective student risk management in practices and activities is available at www.asu.edu/studentrisk.

CHECKLIST: Please ensure that you have completed ALL of the following:

- Participated in Organization Information Session** prior to registration (MUST be completed before submitting this form to SORC). A list of workshops and the online quiz are available at www.asu.edu/clubs at "SORC Workshops."
- Name of Organization** (indicate renewal or new)
- Mailing Preference**
- Classification** (up to TWO classifications that best describes your organization)
- Organization Email** (and website if applicable). This information will be available to the public as a way to communicate with your club.
- President Name, Contact Information and Signature.** Your signature indicates that you have read all information carefully and that your organization is in compliance with all policies.
- Additional Officers**
- Advisor Name and Contact Information** (must be a full-time ASU faculty or staff member)
- Statement of Purpose/Mission**
- Roster of Members.** Include ASU ID and Affiliate ID (10 digit number that is the second number on your SUN Card).
- Advisor Commitment Letter** (must be signed by your full-time faculty or staff advisor)
- Constitution.** A sample constitution is attached which can be used as a guideline for your organization.
 - Use constitution currently on file with SORC.
- Keep a Copy for your Files!** Before submitting to SORC, please photocopy the completed form for your records.

Membership and Officer Requirements:

- The organization must be created and controlled by currently enrolled students of ASU.
- A minimum of three currently enrolled ASU students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The number of ASU student members shall always exceed the number of guest participants.
- All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
- All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.
- At least one officer must either participate in a mandatory organization information session or meet with an appropriate staff person prior to registration.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status.).

If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the SORC.

Name of Organization. First, check the SORC website at www.asu.edu/clubs to see if a similar organization already exists. If you would like to include "ASU" in the title, make sure it is only used to indicate location affiliation (in the form of "at ASU").

EXAMPLE: *Sun Devil Movie Club at ASU*

Full Name of Organization (as identified in the organization's constitution):	Type of Registration:
	<input type="checkbox"/> Renewal <input type="checkbox"/> New

Mailing Preference: Indicate where you would like your mail sent. **Indicate only ONE mailing address.**

<p>o Mailbox at ASU Department: Check with your advisor to see if mail can come to their departmental mail code before using this designation.</p> <p>Dept. Name _____ Mail Code _____</p>	
<p>o SORC Mail Box: Current Box # _____ We would like a SORC Mail Box _____</p>	<p>(For Official Use Only) SORC Mailbox Assigned:</p>

Classifications: Check up to TWO categories that best describes your organization.

Check the classification that BEST describes your organization. SORC reserves the right to modify classifications.

<input type="checkbox"/> African American	<input type="checkbox"/> Education	<input type="checkbox"/> Honors	<input type="checkbox"/> Religious
<input type="checkbox"/> Arts - Visual	<input type="checkbox"/> Engineering	<input type="checkbox"/> International/Global	<input type="checkbox"/> Residential Hall
<input type="checkbox"/> Arts - Performance	<input type="checkbox"/> Fraternity & Sorority Life	<input type="checkbox"/> Journalism & Communication	<input type="checkbox"/> Scholastic/Honorary
<input type="checkbox"/> Asian/Asian Pacific American	<input type="checkbox"/> Fraternity & Sorority Life - Sorority	<input type="checkbox"/> Law	<input type="checkbox"/> Socio-Political
<input type="checkbox"/> Business	<input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender	<input type="checkbox"/> Liberal Arts & Sciences	<input type="checkbox"/> Special Interest
<input type="checkbox"/> Biodesign	<input type="checkbox"/> Governance	<input type="checkbox"/> Multicultural	<input type="checkbox"/> Sports/Recreation
<input type="checkbox"/> College Council	<input type="checkbox"/> Graduate	<input type="checkbox"/> Music	<input type="checkbox"/> Sustainability
<input type="checkbox"/> Community Service	<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Native American	<input type="checkbox"/> Technology
<input type="checkbox"/> Design	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Para-Professional	<input type="checkbox"/> Women
<input type="checkbox"/> Downtown Phoenix campus		<input type="checkbox"/> Public Programs	

Contact Information:

President name, organization email and purpose/mission statement will be available on the SORC website and on hard copy lists produced by the office. Much of the communication provided by the SORC will be conducted via email; thus it is imperative that student organization leaders check email on a regular and continuing basis.

Organization Email (published on SORC website; default email is club president)	Organization Website Address
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Your signature on the registration form means that you have read this information carefully and that your organization is in compliance with all policies, rules and regulations adopted by the Board of Regents and the university, including the Student Code of Conduct.

President's Name (primary contact person)	ASU ID	ASU Affiliate ID (10 digit number on Sun Card)
President's Signature	Phone Number ()	E-Mail
Second Officer & Title	ASU ID	ASU Affiliate ID (10 digit number on Sun Card)
Signature	Phone Number	E-Mail

Additional Officers: Officers must be currently enrolled students in good academic and conduct standing. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.

Name	Title	ASU ID	ASU Affiliate ID
Name	Title	ASU ID	ASU Affiliate ID
Name	Title	ASU ID	ASU Affiliate ID
Name	Title	ASU ID	ASU Affiliate ID

Advisor: Must be a full-time faculty or staff member at ASU. The advisor should be available to consult with the student organization. Advisors are encouraged to attend meetings and provide on-going academic and social leadership support.

The Advisor Commitment Letter must be signed by your ASU full-time faculty/staff Advisor and attached to this application.

Provide contact information for your advisor and secondary advisor if applicable.

Advisor's Name (ASU full-time faculty or staff)	Department	Mail Code
Title	Phone Number ()	E-Mail
Secondary Advisor (Optional)	Phone Number ()	E-mail

Statement of Purpose/Mission: Provide your organization's goals, purpose and activities.

For SORC Website: In 50 words or less, please provide a brief description of your organization's goals, purposes, activities. Do you recruit Fall, Spring, open or by invitation? Information will be listed on SORC website to allow others to learn more about your club.

Use Statement currently on file with SORC (for existing organizations only.) Please review your information for accuracy at www.asu.edu/clubs prior to checking this box

Purpose/Mission Statement is:

Information collected through this process is recorded on a database which supports the SORC website at www.asu.edu/clubs. Officer names and titles, the advisor's name, a description/mission statement, contact email and a web link (if the organization maintains a site) will be displayed on the SORC website. In addition, paper historical records are kept by the SORC and University archives. Any and all information collected may be considered public record by Arizona statute ARS 39-121.

FOR OFFICIAL USE ONLY	SORC APPROVAL	DATE



Sample Constitution

Use constitution currently on file with SORC (for existing organizations only.)

This document is intended to serve as a model for you to follow when writing the constitution for your organization. You may download a copy at <http://www.asu.edu/clubs>, "Forms and Resources." Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules and regulations adopted by the Board of Regents and the university, including the Student Code of Conduct. Keep in mind that an organization's constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within an organization.

PREAMBLE

We the members of (name of organization), **and subscribing to the regulations and policies of Arizona State University, establish this Constitution to govern the matters within our organization.**

Article I - Name

- Section 1** **The name of this organization shall be** (provide complete, official name, specific and variations on the name which the organization might use in the business it conducts).
- Section 2** Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Purpose

- Section 1** **The purpose of this organization shall be to** (be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: promote, recognize, serve)

Article III - Membership

- Section 1** **Members** (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at ASU.

- Section 2** Associate/guest members status if any. This would include alumni, staff, faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

Article IV - Officers

- Section 1** **The officers of this organization shall consist of:** (state the number of officers, their titles, and their general duties and responsibilities. Officers must be ASU students).
- Section 2** Qualifications for each office, if any (GPA requirement, necessary experience, etc.)
- Section 3** **Term of office shall be.** (state the period of time that the office will be held).
- Section 4** **Provisions for removal of an officer shall be,** (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal)

Article V - Elections

- Section 1** **Election of officers shall be held** (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).
- Section 2** **Provisions for filling vacancies.** (specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).
- Section 3** **The procedures for voting shall be** (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).

Article VI - Meetings

- Section 1** **Regular meetings of this organization shall be held** (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).
- Section 2** **A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting.** (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

Article VII - Advisors

- Section 1** **There shall be (1, 2, or more) faculty/staff advisors who shall be members ex-officio with no voting privileges.**
Note: ASU requires each registered student organization to have a full time faculty or staff person as an advisor for a registered student organization. An Advisor Agreement Letter is included as part of the registration process for student organizations and outlines the advisor role.
- Section 2** Method of selecting advisor
- Section 3** Duties or responsibilities of advisor. Include the groups' expectations for involvement and refer to the Advisor Agreement Letter.

Article VIII - Amendments

- Section 1** **The constitution may be amended by a vote of (be specific – majority, 2/3, etc., include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).**

This is a SAMPLE constitution. Do Not Sign

XXXXXXXXXXXXXXXXXXXX
Signature of 1st Officer

Date _____

Officer Title Print name

Do Not Sign.

XXXXXXXXXXXXXXXXXXXX
Signature of 2nd Officer

Date _____

(Officer Title) Print name



Advisor Commitment Letter

Dear Student Organization Advisor,

The Student Organization Resource Center (SORC) appreciates your commitment to serve as an advisor to a registered student organization at Arizona State University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

As an advisor you agree:

- That you are a full-time employee (faculty or staff) at Arizona State University and that you will notify SORC immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- To be familiar with the student organization’s constitution and all other governing documents, so that you may advise effectively.
- To attend executive office, general meetings, and organization events when possible.
- To receive and review monthly financial reports from the organization’s treasurer.
- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the Arizona Board of Regents *Student Code of Conduct* and other institutional guidelines that establish expectations for student behavior and activities.
- To guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The SORC will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the SORC will continue to provide information about student risk management. Workshops will include information on event planning, travel, fundraising, and organizational development. In addition, the SORC will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year. For more information about these resources, please visit: www.asu.edu/clubs.

By signing this agreement letter you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below. If you have any questions regarding the information presented in this document, please contact the Student Organization Resource Center at 480-965-9665.

Name of Organization

Organization President Signature

Advisor Signature

Print Name

Print Name

Date

Date