

Student Organization Registration

All student organizations are required to provide the Department of Student Affairs the following:

- Registration Information
- Representative Officers
- Non-Discrimination & Risk Management Compliance
- Membership Roster

Additional documents required for **Registered** Student Organizations and **Sponsored** Student Organizations:

- Advisor Agreement of Responsibility
- Constitution and Bylaws

Note: This is an annual process; to assist with continuity of information you are **strongly** encouraged to complete this documents electronically.

Registration Information

Organization Name: _____

Organization Website: _____

Organization E-mail: _____

Organization Acronym: _____ Does your organization have a bank account? _____

Recognition Level *(Descriptions can be found at the end of the packet)*

- Interest Group
- Registered Student Organization
- Sponsored Student Organization

Type

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Professional/National | <input type="checkbox"/> Honorary |
| <input type="checkbox"/> Service/Outreach | <input type="checkbox"/> Spiritual |
| <input type="checkbox"/> Social | <input type="checkbox"/> Governing |

Affiliation

- | | |
|--|---------------------------------|
| <input type="checkbox"/> ATSU/ University-Wide | <input type="checkbox"/> KCOM |
| <input type="checkbox"/> ASDOH | <input type="checkbox"/> MOSDOH |
| <input type="checkbox"/> ASHS | <input type="checkbox"/> SOMA |

Social Media

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> WordPress |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Tumblr |
| <input type="checkbox"/> YouTube | <input type="checkbox"/> Other |

Organization Mission Statement/Purpose

Membership Requirements

Authorized Representatives/Officers

Only members listed on this authorized representative sheet may represent the student organization/interest group in an official capacity with the University.

Authorized Representatives should be considered members with an elevated leadership position, elected or otherwise, with your student organization/interest group.

Name	Title of Office	@ATSU E-mail

For organizations seeking recognition levels of registered or sponsored, an advisor is required:

Full Time Employee Name	Department	@ATSU E-mail

Nondiscrimination Philosophy

_____ does not deny membership on the does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status; except that a) an organization created primarily for religious purposes may restrict that right to vote or hold office to persons who subscribe to the organization's statement of purpose, and b) an organization may restrict membership based on the provisions of Title IX of the Educational Amendments of 1972.

Acknowledgement of Responsibility

I, _____, President/Chairperson/CEO of, _____, acknowledge my organizations commitment to upholding the above nondiscrimination philosophy for current academic year/registration cycle.

Signature: _____ Date: _____

Risk Management Philosophy

All events sponsored by _____ or any event the student organization is associated with, including off-campus events, must be in compliance, as stated below:

Alcohol/Illegal Drugs

No member of the student organization shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or activities that violate the rules of ATSU. If any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The possession, use, and/or consumption of alcoholic beverages during any organization event, any event that an observer would associate with the University, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and ATSU. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization-sponsored event, or at any event that an observer would associate with the organization, is strictly prohibited. The organization shall not use or condone the use of alcoholic beverages/illegal drugs as part of their membership intake recruitment or education programs.

Hazing

No member of the student organization shall take part in hazing activities, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Transportation and Travel

Members of the student organization shall strictly obey all applicable motor vehicle laws and rules of ATSU as it relates to transportation. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

Sexual Harassment/Abuse

Members of the student organization strictly prohibit the act of sexual harassment/abuse discrimination, in any form. No member shall take part in activities deemed sexual harassment and/or abuse discrimination, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status, or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment, or deemed demeaning to all.

Any member who witnesses discriminatory behavior, or is informed of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact Lori Haxton, Vice President of Student Affairs, on the Missouri campus or Beth Poppre, Associate Vice President for Student Affairs on the Arizona campus.

Acknowledgement of Responsibility

I, _____, President/Chairperson/CEO of, _____, acknowledge my organizations commitment to upholding the above nondiscrimination philosophy for current academic year/registration cycle.

Signature: _____ Date: _____

**Only Registered Student Organization
Need to Continue**

Required Advisor Agreement

Advising a student organization is an exciting opportunity to interact with ATSU students outside of the classroom setting. An advisor-advisee relationship is one that impacts students' lives on a different level and gives students the opportunity to get to know a faculty/staff member in a different capacity.

The role of an advisor will vary in some degree between organizations. As organizations vary in their expectation and needs, it is important that you develop an understanding with the organization as to the nature of your involvement. While an advisor and organization should agree on a set of expectations for one another, the following are expectations the Department of Student Affairs will have of the advisor:

- Be available to the officers and/or members of the student organization for advising and required signing of documents (e.g., financial statements, annual activity reports, etc.).
- Assist both the old and new leadership in transitioning to ensure historical continuity.
- Attend any student organization event held off-campus and/or outside of business hours on campus.
- Obtain signature authority on all financial-related student organization accounts.
- Ensure the student organization properly re-registers each academic year and submits authorized representative forms, as updates are needed.
- Meet with the duly elected or appointed organization leadership and members, as determined by the organizations constitution, as appropriate
- Allow the duly elected or appointed organization leadership to exercise primary decision-making authority with regards to the student organization's goals, objectives, and activities within limitations of expectations.

Acknowledgement of Responsibility

Student Organization: _____

Advisor: _____ Title: _____

Signature: _____ Date: _____

Please list additional advisors if applicable:

Definitions

Note: *You are strongly encouraged to meet with a staff member of the Department of Student Affairs if you have any questions about which option you should register your student group as.*

Interest Group

A group of students with an interest in a particular cause or topic that is generally academic in nature. Interest groups are required to register with the Department of Student Affairs and may use university facilities. Interest groups are not required to have a constitution or by-laws but are encouraged to have them on file for organizational continuity. Interest groups may not collect funds.

Registered Student Organizations

A registered student organization provides students with opportunities to expand and support professional, personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus/local/global communities. Registered student organizations are required to register with the Department of Student Affairs and have both constitution/bylaw and a full-time ATSU employee advisor.

Sponsored Student Organizations

A registered student organization provides students with opportunities to expand and support professional, personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus/local/global communities. Sponsored student organizations are officially sponsored by the University. Currently sponsored student organization status is reserved exclusively for the Arizona, Missouri student government association's and the University Student Association.