

New Student Organization Registration Information

(please TYPE or PRINT clearly)

The Office of Student Life (OSL) is required to authorize and maintain current information on each registered Student Organization (SO), its officers or authorized representatives, activities, and advisor. All existing organizations desiring the benefits of recognition at UTMB are required to complete this form each fall and a Registration Update with any change in officers, official representatives, or organizational status.

Name of Organization: _____ Date: _____

Type of Organization: Professional Fraternal Religious Honorary
 Social Cultural Service Sport

Membership is: University-wide By school By profession

List any national or local organizations and academic or University departments with which this group is affiliated:

Approximate number of members: _____ Do you maintain an active membership roster? please circle: YES or NO

Organizational web site URL: _____

Give a clear, concise statement of the **purpose** of the organization. (This statement will be made available to prospective members.)

Activities of the organization will include:

The current **constitution** is on file with the OSL: YES or NO **-OR-** A new/updated constitution is attached: YES or NO

Will your organization be collecting dues or fees? YES or NO

If yes, please describe the fees to be paid by each member: _____

How often will this group meet? _____ When and where will this group meet? _____

office of student life ::.

University of Texas Medical Branch ::. Jamail Student Center, Suite 2.110 ::. (409) 772-1996 ::. <http://studentlife.utmb.edu>

NEW student organization

Authorized Student Organizations Officers or Representatives

Only the members listed below may speak for or represent the organization in relations with the University, including making room reservations, scheduling events, or conducting business for the organization. If any of the below officer information changes, a Registration Update form must be completed as soon as possible.

"I agree to abide by the policies and procedures outlined in the OSL Handbook for Registered Student Organizations."

Name: _____ Title: _____ E-Mail Address: _____

Signature: _____ Phone: _____ Pager/Cell: _____

Name: _____ Title: _____ E-Mail Address: _____

Signature: _____ Phone: _____ Pager/Cell: _____

Name: _____ Title: _____ E-Mail Address: _____

Signature: _____ Phone: _____ Pager/Cell: _____

Name: _____ Title: _____ E-Mail Address: _____

Signature: _____ Phone: _____ Pager/Cell: _____

If a fraternity, your Interfraternity Council rep: Name: _____ E-Mail Address: _____

Signature: _____ Phone: _____ Pager/Cell: _____

Faculty Sponsor/Advisor (please print): _____ Phone: _____

Signature: _____ Department: _____

Do you give the OSL permission to publish the above officer information in the Registered Student Organization directory and/or on the web site?
 Please circle: YES or NO If NO, please note exceptions: _____.

Officer elections are held: _____ Term of office for officers is from _____ to _____.

Solicitation Disclosure

The Office of Student Life is required by state law to keep a record of any type of solicitation, fundraising contribution, or sales conducted on the UTMB campus, but outside of your membership. This does not include dues or rent.

Next year you will be required to provide information on all solicitation done this academic year. (Maintaining accurate records will make this portion of the annual organization renewal paperwork much easier for your group next year.) You will be asked to provide information in the following categories: Term, Sources of Income, Beneficiaries & Expenditures, and Amount.

Community Projects

One of the core values of the University is community service. As part of the Office of Student Life's mission, we want to encourage and support your service activities in any way that we can. Please list the all community service projects that your organization is planning for this upcoming year.

Name of Project	Date(s)	Type of Beneficiaries	# of Beneficiaries
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Organization Registration Agreement

(Please read the below statements very CAREFULLY.)

I, (print name) _____, **as an authorized representative and acting as**

(title) _____ **of** (name of student organization) _____:

have read the Rules of the Board of Regents set out in the attached statements and agree as follows:

1. The above-named organization does not and will not during the semester have as a member any person who is neither a student nor a member of the faculty or staff of the institution.
2. The above-named organization does not and will not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or handicap.
3. A financial statement will be provided to the Office of Student Life each year, fully and fairly disclosing the sources and amount of money which the above-named organization obtained from solicitations (sales, contributions, and/or other revenues) on campus during the immediate prior year and fully and fairly disclosing the beneficiaries and amounts of expenditures which it made during that year or session.
4. The above-named organization or any individual member does not and will not engage in hazing (activities that subject a probationary member to dangerous, harmful, or degrading acts, endangering the mental and/or physical health or safety of any member).
5. The organization will identify the officers/representatives who will attend the Organization Orientation and Risk Management Seminar.
6. The organization will complete a "Registration Update" with any officer or organizational changes.

As president or primary representative of this organization, I have read the most recent edition of the "Handbook for Registered Student Organizations" and agree to abide by all additional policies and procedures governing student organizations set forth in that document.

I assume responsibility to see that all members, especially officers, are aware of and abide by regulations pertaining to student organizations and to see that this organization functions according to its approved constitution.

If a fraternity, I will make sure this organization identifies at least one representative to be a part of the Interfraternity Council.

In addition, I recognize my obligation to be this organization's representative to the UTMB community, to receive official communications, and make the contents known to the entire organization.

My signature below indicates agreement to all above statements included on this document.

Student Signature: _____

Date: _____