

2008 – 2009 Student Organization Registration Form

// ORGANIZATIONAL RELEASE OF INFORMATION

The following information will be included on the Student Life website and will be available to on and off-campus entities which request a list of student organizations, contact names, phone numbers and email addresses unless you indicate otherwise on this form. It is up to the discretion of the Office of Student Life to approve the requests. The completed form allows the College to release the information provided to interested students, faculty, staff and administrators and to pre-approved requests.

*For more information, please contact the SGA Secretary
in the SGA Office at(843) 953-5722, Stern Student Center Room 401.*

Please include on the Student Life Website (check all that apply):

Contact Name Phone Number Email Address

Name of Organization: _____

Name of Contact Person: _____

Signature: _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

Meeting Day/Times: _____

Meeting Location: _____

Are meetings open for anyone to attend? Yes No

// NATIONAL/INTERNATIONAL INFORMATION

Is this organization affiliated with another local, state, or national organization?

Yes No

If yes, you must submit a copy of your national or international constitution with this form.

Name of International/National Organization: _____

Address: _____

Phone: _____

Email Address: _____

// INSURANCE INFORMATION

Is your organization covered by any type of insurance? If yes, please complete the following and submit a Certificate of Insurance, naming the College of Charleston as additionally insured, with this form.

Name of Insurance Carrier: _____

Address: _____

Phone Number: _____

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// OFFICER INFORMATION

Complete information for the Primary Contact and Financial Officer is mandatory.

Organization Name: _____

Primary Contact: Name: _____ CofC I.D. # _____
(President, Chair, etc)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Secondary Contact: Name: _____ CofC I.D. # _____
(Vice President, etc)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Administrative Officer: Name: _____ CofC I.D. # _____
(Secretary, etc.)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Financial Officer: Name: _____ CofC I.D. # _____
(Treasurer, etc.)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

**Please list any additional officers here.
(include name, address, phone number and C of C I.D. number)**

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// PRESIDENT'S RESPONSIBILITY STATEMENT

I hereby certify the following:

- The purpose of this organization is legal.
- Activities to be engaged in by this organization conform to rules and regulations of the College of Charleston.
- Activities to be engaged in by this organization are compatible with the educational goals of the College of Charleston (see the *Honor Code* and *The Compass* for additional information).
- I will have reviewed the 2008-2009 edition of *The Compass* before the Student Organization Summit and I understand that it is my responsibility to guide and educate the members of my organization with regard to these policies.

President's Signature: _____

Date: _____

For returning organizations:

I confirm that I or a member of my organization's executive board attended the mandatory Student Organization Summit on September 13th, 2008.

President's Signature: _____

Date: _____

// ADVISOR VERIFICATION

The College of Charleston requires all registered student organizations to have an advisor. This person must be a full-time member of the staff, faculty, or administration and is responsible for the following:

- To be available to meet with members of the organization which he or she advises at their regular group meetings or at a special meeting called for that purpose.
- To promote a closer relationship between and among students, faculty and staff.
- To provide assistance to students in setting goals and planning activities for the organization.
- To assist students in developing co-curricular interests consistent with the mission of the College of Charleston.
- If the student organization maintains an on-campus account with the College, the advisor must be a signor on the account and must see every transaction that occurs on the account. Budget reports for the account will be sent upon request to the advisor from the Office of Student Life.

Specifically, the role of the advisor is largely defined by the person filling the position. Additional information is provided in *The Compass* and the *Advisor Handbook*.

I agree to serve as the advisor to the above mentioned student organization for the 2008-2009 academic year, including having my name and email address on the Student Life webpage, and I intend to fulfill the above responsibilities to the best of my ability.

Advisor's Signature: _____

Date: _____

Print Name: _____

Email Address: _____

Phone Number: _____

Sample Student Organization Constitution

Below is a sample constitution to help guide you in drafting a document that fits your organization's needs. Please note that the formatting and text provided below is meant to serve as a template. The constitution of an organization includes the fundamental principles that determine the rights and responsibilities of its officers and members.

CONSTITUTION OF [insert name of organization]

Preamble

The preamble defines the guiding principles of the organization. The sections listed below provide a template that can be used to define these principles.

Article I – Name

Example: The name of this organization shall be [insert name of group].

Article II – Purpose

This section **must include** a statement of purpose for the organization. If a future officer were to read this statement, he or she would understand the goals and intent of the organization. Example: The purpose of this organization shall be to provide and promote good examples of constitutional development for student organizations at the College of Charleston.

Article III – Membership

This section **must include** an equal opportunity/non-discrimination statement and a statement that the organization is open to all College of Charleston students. It should also include information on the types of membership offered and any qualifications for voting in the organization. Example: [Organization Name] shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation.

Article IV – Hazing

This section **must include** a statement that the organization does not engage in any form of hazing. Example: This organization complies with all State and Federal laws and College of Charleston policies on hazing. This organization recognizes hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual or group. Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of SGA recognition.

Article V - Officers

This section should include the title and qualifications of each officer of the organization, the procedure(s) for electing officers and filling vacancies, and the length of term for each office (this should not exceed one year). Officers for each organization **must include** a president (or primary contact) and treasurer (or financial officer).

Article VI – Finances

This article should state the guidelines for appropriating organization funds, collecting dues or fees and conducting fundraising activities within the financial regulations of the College.

Article VII - Elections

This section should explain specific election procedures for the organization which may include information on eligibility, deadlines and dates and rules for handling election procedure violations.

Article VIII – Removal of Officers

This section should define cause for removal and the process of how an officer is removed from his/her position within the organization.

Article IX – Advisor

This section should describe the relationship between the advisor and the organization. The advisor **must be** a full-time staff or faculty member at the College of Charleston. The advisor is required to submit a letter of intent outlining his/her commitment to the organization.

Article X – Amendments

A procedure for amending the Constitution should be clearly outlined. This section should include the requirements for amendments such as how they are to be submitted and to whom. Also include how they are presented, voted upon and approved. Voting should include all members and a majority should be required for approval.

2008-2009 Student Organization Registration Form Final Checklist

Please make sure that all of the following information is included with your packet before it is submitted to the SGA Office. Incomplete information will result in a delay of the registration of your organization and may impact your organization's ability to reserve space on campus, access organization funds and/or apply for SGA contingency funding.

Required Items:

- 2008-2009 Student Organizations Registration Form
- Full Membership Roster with Student I.D. Numbers
- Copy of your local constitution
- President's Responsibility Statement (signed)
- Advisor Verification (signed)
- Have you made a copy of this packet for your files?