Registration Packet for New Campus Organizations

A Guide for Gaining Campus Recognition At West Texas A&M University

Provided by the CORE Center (Campus Organizations, Resources and Entertainment)
Jack B. Kelley Student Center, Suite 103
806.651.2313
www.wtamu.edu/orgs
WHY DOES YOUR GROUP NEED TO REGISTER?

Becoming a registered campus organization at West Texas A&M University presents a terrific opportunity to engage in campus life, serve the campus community, develop personal and professional skills within the group, and get the most out of college.

Official campus recognition involves many privileges and responsibilities, such as:

Privileges
- access to campus meeting facilities
- access to Campus Organization Funds
- free mailbox in the JBK Student Center
- access to JBK bulletin boards
- assistance from CORE staff
- listing in the Campus Organization Guide, WTAMU Catalog
- use of West Texas A&M University to signify campus affiliation
- access to Collegiate Link, our campus organization management software
- access to cubicle space in the CORE Center

Responsibilities:
- abiding by procedures and regulations pertaining to campus organizations found in the current Code of Student Life and Campus Organization Handbook and to state and federal laws.
- attending CORE Roundtable retreats, meetings and workshops
- attending state-mandated risk management trainings
- submitting a Semester Registration Form each fall and spring semester by the announced deadlines
- submitting a Risk Management Policy form each year
- training your members in risk management practices and incorporating risk management practices and policies into your own organizational culture
- creating and maintaining an organizational web page through Collegiate Link

Note: If a campus organization does not submit a Semester Registration Form for two consecutive semesters, it will be considered inactive.
HOW TO REGISTER NEW AND INACTIVE ORGANIZATIONS

1. Obtain and complete the Registration Packet for New Campus Organizations. The packet is available in the CORE Center, Suite 103 of the Jack B. Kelley Student Center, and online at: www.wtamu.edu/orgs

The packet contains the following forms:

- **Application for Registration.** Every new student organization must submit this form stating intended purposes and activities.

- **Semester Registration Form.** This form lists officers, advisors, and contact information. This form must be updated and submitted to the CORE Center each semester.

- **Membership Roster Form.** All new campus organizations must submit a roster of at least eight (8) members, complete with names and Buff Gold numbers.

- **Guidelines for Creating a Solid Constitution.** Every campus organization must have an up-to-date constitution and/or by-laws. This will help in the development of a new organization and in the stability of an existing one.

  Important things to remember about the constitution are (1) it must be voted upon and approved by the general membership, and (2) it must be submitted to the CORE Center at the time of registration and any time it is changed.

2. Secure an advisor for the organization. University regulations require each campus organization to have at least one advisor. The advisor must be a full-time faculty or staff member at WTAMU.

3. Return completed forms to the CORE Center and schedule a Packet Review appointment with the Director of Student Activities.

   During your Packet Review meeting, the Director of Student Activities will evaluate your registration packet and make further recommendations or approve it for final signatures.

4. Become familiar with WTAMU policies concerning campus organizations. As soon as the organization is notified of its status, it can begin operating and meeting. One representative of the organization is expected to attend CORE Roundtable retreats, meetings and workshops.

5. New and inactive student organizations may register at any time of the year. Existing groups must meet announced registration deadlines or they will not be able to meet or operate on campus.
GUIDELINES FOR CREATING
A SOLID CONSTITUTION

All constitutions must contain statements or articles which cover the following points:

ARTICLE I. NAME.
State the name of the organization, as well as any national affiliation the organization may hold.

Example: The name of this campus organization shall be the Buffalo Booster Club.

ARTICLE II. PURPOSE AND GOALS
Provide a concise statement of the purpose and goals of the organization.

Example: The purpose of this organization is to promote West Texas A&M University unity and spirit throughout the campus and community. The major goals of the organization are to: 1) assist the WTAMU cheerleaders and mascot in major spirit events; 2) sponsor bus trips to out-of-town athletic events; and 3) raise funds to improve spirit activities.

ARTICLE III. MEMBERSHIP
Provide a clear description of membership requirements, the selection process, attendance, and member removal procedures.

Example: Any member of the WTAMU student body may apply for membership.

Applications for membership will be open September 15 until April 15 of each year, with an interview process to accompany each application. Twenty-five new members will be selected annually by the selection committee.

Attendance at all meetings and events is mandatory, and only recognized excuses will be accepted. No more than two unexcused absences per semester will be allowed.

Any member or officer having more than two unexcused absences per semester shall be subject to removal from the organization. A quorum of 50% + 1 must be present at the meeting and a 2/3 vote must be obtained in order to remove an individual.

ARTICLE IV. OFFICERS
List titles of officers, their duties and requirements to hold said office. Officers must maintain a 2.0 g.p.a. (undergraduate student) or 3.0 g.p.a. (graduate student) to hold an office in any campus organization. Procedures for removal of officers must be included.

Example: The officers of this organization must meet the following requirements: 1) be registered for a minimum of 9 semester hours, both at the time of the election and
while serving as an officer; and 2) have attained and must maintain a minimum 2.0 current and cumulative grade point average at the time of the election and while serving as an officer.

An officer will be subject to removal from office should he or she fail to maintain the requirements stated above or fail to fulfill the duties of the office.

President: Shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and advisor(s) on all matters.

Vice President: Shall assist the President and preside over meetings in the absence of the President.

Secretary: Shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.

Treasurer: Shall collect dues, pay bills, oversee other monetary transactions, including fund raising and social activities, and prepare and maintain an annual budget.

Membership Chair: Shall coordinate recruitment and the selection of new members during the Fall and Spring semesters.

CORE Roundtable Representative: Shall attend all monthly CORE Roundtable meetings, including workshops and retreats, and provide a detailed report on CORE activities to the general membership at each regular meeting.

In regard to officer removal procedures, refer to Article III. Another election to fill the vacancy will be held immediately.

ARTICLE V. MEETINGS

Explain when meetings will be held. Define what will constitute a quorum in order to conduct business.

Example: Regular meetings will be held every second and fourth Tuesday of the month at 6:00 p.m. in the University Fieldhouse.

A quorum shall consist of 50% + 1 of the membership, and 2/3 of the general membership must be present to conduct official business.

ARTICLE VI. FINANCES

Describe the process for the assessment of dues and other finances. The CORE Office recommends that your organization maintain an off-campus checking account in order to manage finances. We highly discourage any organization from creating an on-campus account through the WTAMU Business Office. For off-campus checking accounts, we recommend requiring two signatures on all checks.

Example: Dues will be determined at the first meeting of the academic year and will be collected from all members of the organization.
All funds belonging to this organization will be deposited and disbursed through a local bank account established for this organization. All funds must be deposited within 24 hours of collection. Two signatures are required on all checks.

ARTICLE VII. ADVISOR(S)
Include a statement that discusses organization advisors. All campus organizations are required to have an advisor who is a full-time faculty or staff member at WTAMU.

Example: The organization will have a full-time WTAMU faculty or staff member serving as advisor at all times.

ARTICLE VIII. AMENDMENTS AND REVISIONS
Provide a process to make amendments to the constitution, if any. You must include a statement that acknowledges that changes/updates to your constitution must be submitted to the CORE Office.

Example: This constitution may be amended by a 2/3 vote of the active membership. All changes will be submitted to the CORE office, Suite 103, of the Jack B. Kelley Student Center.

President’s Signature

Date

Advisor’s Signature

Date
CAMPUS ORGANIZATIONS
APPLICATION FOR REGISTRATION

The campus organization to be known as ____________________________
requests official recognition as a campus organization beginning in the __________ academic year.
The specific purposes of the organization are _____________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Activities will include _____________________________

_____________________________________________________________________

_____________________________________________________________________

Membership is expected to be approximately _______ and is open to West Texas A&M University
students who meet the following qualifications: ____________________________

_____________________________________________________________________

The campus organization described above hereby applies for registration from West Texas A&M
University, and the officers and advisors certify that they will conduct the business and activities of the
organization in accordance with the current editions of the Code of Student Life and Campus
Organizations Handbook.

President’s Signature ___________________________ Date __________

Advisor’s Signature ___________________________ Date __________

President’s Printed Name ________________________

Advisor’s Printed Name _________________________

-office use only-

Approval Recommended __________________________
   Director of Student Activities ______ Date

Approval Recommended __________________________
   Sr. Director of Student Life ______ Date

Approved __________________________
   Vice President for Student Affairs ______ Date

Registration Packet
Revised November 2010
MEMBERSHIP ROSTER

Name of Organization: ________________________________________________

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You must submit the names and Buff Gold Card numbers of at least eight (8) members.
CAMPUS ORGANIZATION REGISTRATION FORM

SEMESTER: ____________________ YEAR: ____________________

CONTACT INFORMATION

Name of Organization: _________________________________________________________

Campus Mailing Address: _____________________________________________________

Organization Email Address: _________________________________________________

OFFICERS

Student officers must be currently registered at WTAMU. Undergraduate officers must maintain a cumulative GPA of 2.00. Graduate officers must maintain a cumulative GPA of 3.00. CHANGES IN ANY INFORMATION PROVIDED ON THIS FORM MUST BE REPORTED TO THE CORE OFFICE, SUITE 103 OF THE JACK B. KELLEY STUDENT CENTER, TO KEEP THIS REGISTRATION VALID.

Primary Contact: __________________________________ Officer 2: ______________

Position: __________________________________ Position: ______________________

Phone: __________________________________ Phone: _________________________

Email: __________________________________ Email: _________________________

Officer 3: ____________________________ Officer 4: __________________________

Position: __________________________________ Position: ______________________

Phone: __________________________________ Phone: _________________________

Email: __________________________________ Email: _________________________

ADVISORS

Campus organizations must have one advisor who is a full-time faculty or staff member at WTAMU.

Advisor: ____________________________Advisor: ____________________________

Dept./Address: __________________________________ Dept./Address: ______________

Phone: ____________________________ Phone: ____________________________

Email: ____________________________ Email: ____________________________

I certify that the above information is accurate and acknowledge my responsibility to keep this record accurate and up-to-date. The student organization described above hereby applies for registration for the current semester and the officers and advisors certify that they will conduct the business and activities of the organization in accordance with the current editions of the Code of Student Life and Student Organizations Handbook, including rules and procedures on hazing and illegal use of alcoholic beverages and narcotics or drugs, and unlawful discrimination. The organization will not discriminate against members or prospective members on the basis of race, creed, color, religion, gender, age, disability, national origin, or sexual orientation (except those under Section 86.14 and 86.31 of the Higher Education Amendments of 1972.) The organization's officers will make this information available to all organization members. The organization will abide by all applicable state, local and federal laws. I understand that I may be held responsible for the activities or behaviors of the organization.

President's Signature __________________ Date ____________ Advisor's Signature ____________ Date ____________

It is the responsibility of the organization to update contact information as appropriate. Failure to do so could result in suspension of status.
West Texas A&M University

Campus Organization Registration Approval Form

Name of Organization: ____________________________ Date: ________________

☐ Application for Registration (completed with all signatures)
☐ Semester Registration Form (completed with all signatures)
☐ Constitution and/or By-Laws
  ☐ Name of Organization
  ☐ Statement of Purpose
  ☐ Membership Requirements
  ☐ Membership Removal Procedures
  ☐ Officer Duties & Requirements, including minimum GPA
  ☐ Officer Removal Procedures
  ☐ Meetings/Quorums
  ☐ Dues Assessments
  ☐ Checking Account with 2 signatures
  ☐ Full-Time WTAMU Faculty/Staff Advisor
  ☐ Amendments must be turned in to CORE office
  ☐ Membership Roster

I have reviewed the packet and found it to be complete.

__________________________ Date
Matt Maples, Interim Director of Student Activities