

# 2008 - 2009

## STUDENT ORGANIZATION REGISTRATION FORM

**Instructions:** Fill out this form completely. All information is required. Return this form to the Office of Student Life, 208C College Center. Questions? Please call 826-2610.

Please Fill Out Both Sides

**NAME OF ORGANIZATION** (as it appears in your constitution): \_\_\_\_\_

Is this a new campus organization? \_\_\_\_\_

Please assign our organization a mailbox in the Student Activity Center: Yes \_\_\_ No \_\_\_

Organization E-Mail Address (e.g., [sga@ksu.edu](mailto:sga@ksu.edu)) \_\_\_\_\_

Organization Web Site Address: \_\_\_\_\_

### Membership

Number of Members in organization (this is required): \_\_\_\_\_ (Do not include your advisor)

Number of Students: \_\_\_\_\_ Number of Faculty/Staff: \_\_\_\_\_ Number of Community Members: \_\_\_\_\_

\*\*These numbers should reflect actual voting members of your organization and should include your organization's advisors.

**President of Organization:** (Notify the Office of Student Life *immediately* of any changes during the year.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I, the undersigned Primary Officer, on behalf of the organization and with its authority, affirm that it is in compliance, and will continue to operate in compliance with all requirements for a registered student organization. In addition, I affirm that all information given regarding the organization is true and correct.

**Signature of Primary Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Time Faculty/Advisor:** (Notify the Office of Student Life *immediately* of any changes during the year.)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Building & Room Number: \_\_\_\_\_

I, the undersigned Advisor, understand the requirements for registration and agree to serve as Advisor for the upcoming year. In addition, I understand that as the Advisor I will be cognizant of all organizational activities, aware of financial status and understand and enforce all University policies and procedures.

**Signature of Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Lights On Salina

\_\_\_\_\_ Please check here if your organization would like a table at the Lights on Salina on \_\_\_\_\_. There will be NO electricity connections provided for the event. The tables are on a first come first serve basis.

Federal Identification Number: \_\_\_\_\_ State Sales Tax Exemption Number: \_\_\_\_\_

**Officers:** (Notify the Office of Student Life immediately of any changes in officers during the year).

Please list all officers for your organization. If more space is needed please attach an additional sheet. For Student Organizations (80% or more student membership) all officers must be K-State students. For University/Community Organizations (50-80% student membership) K-State students must be at least half of the officers for the organization.

| Officer   | Name | Phone Number | Email |
|-----------|------|--------------|-------|
| President |      |              |       |
| Treasurer |      |              |       |
|           |      |              |       |
|           |      |              |       |
|           |      |              |       |
|           |      |              |       |
|           |      |              |       |

**KSU Notice of Nondiscrimination:** Kansas State University is committed to a policy of nondiscrimination on the basis of sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons, in admission, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, has been delegated to Jane D. Rowlett, Ph.D., Director of Unclassified Affairs and University Compliance, 111 Anderson Hall, Kansas State University, Manhattan, KS 66506-0124, (785) 532-4392.

All fraternal and campus related organizations will follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Educational Amendments of 1972.

**Regents Policy on Student Organizations and Activities:** The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972.

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgement shall assure that there exist no restrictions on membership, either local or national, which violate this policy.

**Registration Compliance Statement:**

To register or maintain registration, the organization must agree to the following regulations:

1. Abide by the established policies of the University, Board of Regents, and the State of Kansas prohibiting discrimination in membership.
2. Abide by all University policies, campus regulations, federal, state, and local laws.
3. Maintain at least five members.
4. Membership must consist of at least 50% students for University Community status.
5. Maintain an advisor who is a full-time member of the KSU faculty, staff, or administration.
6. Maintain a current copy of the organization's constitution on file in the Office of Student Life.
7. Maintain a current listing of officers on file in the Office of Student Life.

Requirements for organizations seeking recognition from the Office of Student Life or to maintain registration are not limited to those listed above. Noncompliance with any of these requirements is adequate grounds for revocation of registration.

**For Office Use Only**

Date Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_