 Student Organization

Registration Packet

2015-2016

Congratulations! By establishing a new club or re-registering your existing club, you’ve made the decision to be a part of creating a vibrant student life that will benefit the entire UB community. The Office of Campus Activities along with the Student Government Association is looking forward to working with your group this semester!

In order to officially register your club, simply read the instructions on page 2, then fill out the attached forms and return them to the Student Government Office.

Registration Check-list:

Please use the checklist below to make sure that you’ve completed all the requirements for registering your organization. You won’t be able to register your organization until all of these forms are completed and submitted to the Student Government Association

* Fact Sheet – MUST INCLUDE FACULTY/STAFF AND ADVISOR’S SIGNATURE
* Membership List
* Executive Board Sheet
* A valid constitution – MUST CONTAIN AN ANTI-DISCRIMINATION CLAUSE

Submit forms to:

Student Government Association Office

Student Center, Room 117

203-576-4487

sga@bridgeport.edu

How to Register your Student Organization

**Establishing an Undergraduate Organization**

1. Hold an informational meeting to assess student interest in your club.
2. Identify at least 10 full time undergraduate students who have a minimum GPA of 2.0 Graduate students may also be members
3. Elect Executive officers. The executive board must consist of undergraduate students
4. Fill out all forms included in this packet and submit them to the SGA Office. Use the checklist on page 1 of this packet to make sure you have completed everything necessary to register your club
5. The Director of Campus Activities or the Speaker of the House will notify you once your club has been approved by SGA. This usually takes 1-2 weeks.

**Club Registration Policies**

To ensure accurate communication and record keeping, club registration is required of each new and existing organization on campus within the first two weeks of each semester. In order to be considered an active organization in good standing with the University, the Office of Campus Activities has to have a fully completed and accurate registration packet. Rights and privileges given to student organizations will only be given to those who have met all registration requirements. To ensure your organization is able to function fully, please make sure ALL information included in this packet is completed within the timeline given.

It is the responsibility of the executive board of organizations to ensure accurate record keeping. If contact information or executive board members change within the year, it is your responsibility to update that information with the Office of Campus Activities in order to avoid temporary loss of privileges.

Additionally, it is required that all active clubs attend the following meetings:

* Club Training for executive board members
* House of Representatives (A monthly SGA meeting for club leaders)
* Activity Fair (Fall and Spring)
* Harvest Festival in October
* 20 Community Service Hours per semester (2 hours per member)
* 20 Spirit Hours per semester (2 hours per member). These are hours assisting other campus organizations or offices.
* Other events determined by SGA/Campus Activities

The following is a list of privileges reserved only for those organizations that have completed the current registration forms:

* Allocation of funds from SGA/SPB
* Reservation and use of campus spaces for meetings and/or events
* Permission to hang flyers on campus
* Inclusion in Purple Knights Weekly, Portal Calendar, or other Campus Activities Publicity
* Participation in Club Activity Fairs
* Etc…

Thank you for your cooperation in helping us accurately maintain our student club and organization records!

Office of Campus Activities & SGA

campusactivities@bridgeport.edu

sga@bridgeport.edu

203-576-4487

Fact Sheet

Please print neatly. Use full names and titles. No abbreviations, please!

|  |  |
| --- | --- |
| **Name of Organization**(as stated in your constitution) |  |
| **Purpose Statement** |  |

|  |
| --- |
| **Student Information** |
| President of Club |  |
| Phone Number |  |
| E-mail address |  |
| Signature | (Electronic Signature?) |
| Date |  |
| **Advisor Information** |
| Name |  |
| Title/Department |  |
| Office Location/phone number |  |
| E-mail Address | (no “my.bridgeport.edu” addresses) |
| Signature: “**I agree to advise this club, oversee its activities, and be present at its social events**.” | (Electronic Signature?)  |
| Date |  |
| **Organization Information** |
| Is your organization part of a national or international organization? | \_\_\_\_ No\_\_\_\_ Yes. Please explain: |
| Status | \_\_\_\_ New Registration\_\_\_\_ Previously Registered |
| If previously registered, where is your current office or meeting space? |  |
|  |  |

Membership List

Your club must include at least **10 full-time undergraduate students** who have a minimum **GPA of 2.0.**

(Graduate Students may be members of the club, but not hold executive office.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Last Name | First Name | ID Number | E-mail Address |
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Executive Board Sheet

Please fill out the following form. Remember to print neatly.

(Only Undergraduate students can be on the executive board)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Last Name** | **First Name** | **Phone** | **E-mail Address** |
| President |  |  |  |  |
| Vice-President |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer/ CFO |  |  |  |  |
| (Other executive positions as the organization sees fit) |  |  |  |  |

Constitution

Please create and submit your own constitution. Use the sample constitution included in this packet. Remember, your constitution MUST include the anti-discrimination clause as written in the sample.

SAMPLE CONSTITUTION

**(This is a sample constitution only. Clubs/organizations will need to design a constitution to meet their specific needs)**

\*(This would probably have to be either a text box or a place to attach a document. We would want to provide the template, but the club is required to tailor it to their organization and submit a completed version)

# ARTICLE I – Name

 The name of this club or organization shall be \_\_\_\_\_ and shall be referred to as\_\_\_\_\_\_

# ARTICLE II – Purpose (In a sentence or two, describe what the primary purpose of the organization is

# ARTICLE III – Membership (Who are the clubs members? How is membership decided?)

# ARTICLE IV – Officers (Please list the executive board members and their duties)

This organization shall have a president, a vice president, a secretary and a treasurer.

**The president** shall be the chief executive officer of the organization and shall preside at all meetings and direct the activities of the organization.

**The vice-president** shall assist the president the president and assume his duties in his absence.

**The secretary** shall keep the minutes of all meetings, correspondence for the organization, and keep all records of the organization, including a roster of members.

**The treasurer** shall collect and disperse all funds of the organization and shall keep written accounts thereof, and shall maintain a list of the physical assets, if any, of the organization.

# ARTICLE V – Elections (How are elections structured? How will you fill vacancies in executive board positions?)

The election of officers shall be by a majority vote of the members. The president shall be elected first, followed by the vice-president, the secretary, and the treasurer, in that order. Each officer shall hold office for one year. The election, if possible, shall be held for the forthcoming year at the last meeting of the preceding year.

An officer can be impeached (tried) for cause, upon written request signed by ten (10) members or one-third of the members, whichever is fewer. The president shall preside at any impeachment, unless he is impeached, in which case the vice-president will preside. It shall take a two-thirds vote at a regular meeting to remove an officer.

If the president resigns or is removed, the vice-president will become the president and a new vice-president will be elected.

## ARTICLE VI – Meetings (When are club meetings?)

The club shall hold \_\_\_\_\_\_\_\_\_ meetings a month at such time and place as shall be determined by the club officers and sponsor.

 Meetings shall be conducted according to Robert’s Rule of Order.

# ARTICLE VII – Ratification and Amendments (How should the organization be allowed to change the constitution?)

This constitution must be ratified by 2/3 or the club membership present at a duly announced meeting.

Amendments may be made to this constitution with a 2/3 vote of the club membership present at a duly announced meeting.

ARTICLE VIII - ANTI-DISCRIMINATION CLAUSE (\*Please include this word for word)

Neither this organization, nor any officer or member shall engage in acts that discriminate or tend to discriminate against any person, persons, organization, or groups because of race, creed, color, gender, disability (physical or mental), religion, political views or sexual preference. This club will maintain a positive and empowering environment. Those who discriminate will be asked to leave during club meetings.

# Additional articles as desired