

# STUDENT ORGANIZATION REGISTRATION

## Texas State University-San Marcos

*Campus Activities and Student Organizations ♦ 4-2.1 LBJ Student Center ♦ (512) 245-3219*

### APPLICATION FOR NEW STUDENT ORGANIZATION

The **STUDENT ORGANIZATION** to be known as: \_\_\_\_\_  
requests registration as a student organization beginning in the 20\_\_\_\_ - 20\_\_\_\_ school year.

The **PURPOSE** of the organization will be to (PLEASE BE SPECIFIC) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES** will include \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEMBERSHIP** is expected to be \_\_\_\_\_ (NUMBER OF MEMEBERS) and is open to students \_\_\_\_\_  
\_\_\_\_\_

(STATE QUALIFICATIONS, IF ANY)

*Admission to Texas State University-San Marcos and any of its sponsored programs is open to qualified individuals regardless of race, religion, sex, sexual orientation, national origin, or educationally unrelated handicaps.*

STUDENT ORGANIZER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

FACULTY/STAFF ADVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

*For Office use only:*

Date of Review: \_\_\_\_\_  
Application: \_\_\_\_\_  
Officer Information: \_\_\_\_\_  
Advisor Contract: \_\_\_\_\_  
Diversity Statement: \_\_\_\_\_

Statement of Hazing: \_\_\_\_\_  
Constitution: \_\_\_\_\_  
Membership Roster: \_\_\_\_\_

\_\_\_\_\_  
Student Organization Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Assistant for Student Organizations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director, LBJ Student Center

\_\_\_\_\_  
Date

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### OFFICER REGISTRATION

Name of Organization: \_\_\_\_\_ Abbreviation: \_\_\_\_\_

TYPE (check one):    \_\_\_ Academic            \_\_\_ Chartered            \_\_\_ Greek            \_\_\_ Honor  
\_\_\_ Multi-Cultural    \_\_\_ Political            \_\_\_ Professional        \_\_\_ Recreational        \_\_\_ Religious  
\_\_\_ Residence Halls   \_\_\_ Service            \_\_\_ Special Interest     \_\_\_ Sports Clubs        \_\_\_ Spirit

Student Organization Email \_\_\_\_\_

Student Organization Website \_\_\_\_\_

\*\*\* Officer GPA requirement is a 2.25 \*\*\*

#### President (or Primary Contact)

Name \_\_\_\_\_ PLID \_\_\_\_\_

Txstate E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address \_\_\_\_\_

#### Vice President (or Secondary Contact)

Name \_\_\_\_\_ PLID \_\_\_\_\_

Txstate E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address \_\_\_\_\_

#### Treasurer (or Tertiary Contact)

Name \_\_\_\_\_ PLID \_\_\_\_\_

Txstate E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address \_\_\_\_\_

ADVISOR – (must be a Texas State faculty/staff member employed at least on a half time basis)

Advisor Signature \_\_\_\_\_ Email \_\_\_\_\_ Campus Phone # \_\_\_\_\_

Requirements for membership (i.e. Rush, GPA, course load, etc):  
\_\_\_\_\_

Meeting Day(s): \_\_\_\_\_ Meeting time: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Amount of dues or fees collected: \_\_\_\_\_ When do you hold Elections? \_\_\_\_\_

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### **ROLE OF AN ADVISOR**

(please keep this for reference)

It is the goal of the Office of Campus Activities and Student Organizations to create an environment that will promote the education of the whole student...body, mind, and spirit. Advising a student organization provides a unique opportunity to facilitate the growth of students through their organizational involvement. But this kind of teaching requires the advisor to draw on different skills. The advisor to a student organization calls upon knowledge of the institution to help the members accomplish the tasks of their organization.

#### **What does an Advisor do?**

- ◆ *Provides continuity with the past activities of the organization*
- ◆ *Facilitates the development of the organization and its members through providing opportunities to develop individual skills (assertiveness, time management, budgeting) and group skills problem solving, conflict resolution, decision making)*
- ◆ *Provides assistance, ideas, and expertise with tasks to be accomplished by organization – planning a program, running a meeting, holding an election, and publicizing an activity.*
- ◆ *Provides knowledge of university policies and procedures that affect the organization*

An advisor may perform all these functions at once or in any combination at a particular time in the life of the organization, there may be a need for the advisor to be extremely active, whereas at another time the advisor is a passive observer. The determination of what is the appropriate advising style is based on the skill of the advisor, the level of development of the group, and the context in which the group functions. As you work with a group, becoming more familiar with how it operates, and as you develop your skills as an advisor, your advising style may change. As the group with which your work matures, your advising style may change. Most important in determining your advising style is negotiating your role with the members of the organization.

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### ADVISOR CONTRACT

I am an employee of Texas State University-San Marcos,

I agree to serve as an advisor to: \_\_\_\_\_  
(Name of Organization)

An organization officially registered with the Office of Campus Activities and Student Organization.

I understand and agree to meet the following responsibilities:

1. *To be responsibly informed concerning the purposes and programs of the organization;*
2. *To be reasonably informed concerning University policies and procedures governing student activities and student organizations;*
3. *To attend and supervise, if necessary, any event at which my presence is required, or find an appropriate substitute from among Texas State employees;*
4. *To frequently attend the meetings of the organization;*
5. *To encourage the members of the organization to assume responsibility for the effectiveness of their programs;*
6. *To provide advice on the planning and implementation of events and activities;*
7. *To provide continuity for the organization from year to year;*
8. *To be willing as an advisor to accept telephone messages or correspondence via the university mail system regarding activities or announcements that should be conveyed to the officers.*

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Faculty/Staff Advisor Name (Print)

PLID

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Department

Campus Address

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Phone Number

E-mail

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Faculty/Staff Advisor Signature

Date

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### **DIVERSITY STATEMENT**

Admission to Texas State University-San Marcos and any of its sponsored programs is open to qualified individuals regardless of race, religion, sex, sexual orientation, national origin or disability.

All student organizations must be advised that, by law, official recognition will be granted only if the organization is in compliance with Title IX of the Civil Rights Acts.

In the case of sports clubs, separate teams (men/women) where necessary may be organized as long as equal opportunity exists for both sexes to form a team.

National Social Greek Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations. These rights are reserved. However, it is the expectation of Texas State University-San Marcos that social Greek programs are open to qualified individuals regardless of race, religion, national origin, or disability.

Honorary and professional organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office.

Texas State University-San Marcos believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race or disability is inconsistent with the purposes of the University

By signing the form below, you will indicate that you understand the above expectations and that your organization is in compliance with Title IX. This form must be submitted with your Student Organization Registration packet.

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*Name of Organization*

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*Signature of President*

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*Date*

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*Signature of Faculty/Staff Advisor*

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*Date*

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### SUMMARY OF TEXAS HAZING LAWS

**HAZING:** means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- (A) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (C) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- (D) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- (E) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

**PERSONAL HAZING OFFENSE:** A person commits an offense if the person:

- (1) Engages in hazing;
- (2) Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) Intentionally, knowingly, or recklessly permits hazing to occur; or
- (4) Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate official of the institution.

**ORGANIZATIONAL HAZING OFFENSE.** An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

**CONSENT NOT A DEFENSE.** It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in hazing activity.

**IMMUNITY FROM PROSECUTION AVAILABLE.** In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

**STATEMENT OF UNDERSTANDING:** By signing below, I certify that I have read the above information regarding hazing to my organization and that my organization does comply with the Texas Hazing Laws.

\_\_\_\_\_  
*Signature of President*

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Signature of Faculty/Staff Advisor*

\_\_\_\_\_  
*Date*

## **Guidelines for a Student Organization Constitution**

Please use the following outline as a guide to complete your constitution. Be sure to **reflect the name change of the university in your constitution** (Texas State or Texas State University-San Marcos). In addition, only Sports Clubs are allowed to use Texas State at the beginning of their group name. Any other student organization that wishes to include Texas State in their name must use it at the end. (ex. Club at Texas State **not** Texas State Club)

- Article I.** The official name of the organization
- Article II.** A detailed declaration of purpose of the proposed organization
- Article III.** A statement of affiliation with an external organization, national, regional and/or local (if appropriate)
- Article IV.** The criteria for selecting membership
- Article V.** The criteria for voting membership (only Texas State students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)
- Article VI.** The duties and privileges of membership
- Article VII.** The establishment of officers, their duties, and authority
- Article VIII.** The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good standing at Texas State; President, VP and Treasurer must have a 2.25 Texas State GPA)
- Article IX.** The frequency of meetings
- Article X.** Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership (organizational dues are strongly encouraged)
- Article XI.** The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)
- Article XII.** Establishment of committees, if applicable
- Article XIII.** Provision for the selection and replacement of faculty/staff advisor
- Article XIV.** Provision of disbursement of organization assets, should the organization become defunct. Money can **only** go to program, activity or charity
- Article XV.** A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules
- Article XVI.** Statement of Ratification for this document (i.e. by a 2/3 vote of the membership on date)
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