

# MEMO

**To:** Registered Student Organizations

**From:** Bill Harlan, Assistant Coordinator  
Office of Student Activities and Services

**Subject:** 2009-2010 Student Organization Registration

**Date:** March 24, 2009

---

It's time again to register your student organization. If you do not renew your registration by April 27<sup>th</sup>, your organization will lose University privileges and not be eligible to receive funds from the Student Governing Association until you register.

Enclosed are the 2009-2010 student organization registration form and other materials that may be of interest to your organization. Please complete the registration form with the fall address of your president. Be sure to have the form signed by both the President and Advisor.

This year we are again requiring that all organizations have a representative attend a meeting before their registration is complete. Additional information is enclosed in this packet. **Please bring your registration form to one of the scheduled meetings.**

If you have any questions, please contact me at 532-6541 or via email at bharlan@ksu.edu.

# **REGISTRATION NOTICE**

The registration deadline for the 2009-2010 school year is **April 27, 2009**.

The Office of Student Activities and Services (OSAS) requires that all student organizations attend one of the scheduled meetings to complete their registration process. Organizations will be required to send at least one representative to any of the scheduled meetings listed below.

**Organizations will turn in their registrations forms at the meeting they choose to attend.**

If you have not attended a meeting by April 26<sup>th</sup>, your organization will lose University privileges until you complete the registration with our office.

These changes have been implemented in an effort to keep existing groups informed of changes in student organization policies at K-State.

Topics to be covered include.

- o General Information (Campus and OSAS Resources)
- o Role of the Advisor
- o Risk Management
- o Facilities Policies and Campus Reservation Information
- o Funding through Student Governing Association
- o Sales Tax Responsibilities
- o Fund Raising

Any questions about these meetings should be directed to the Office of Student Activities and Services at 532-6541 or [bharlan@ksu.edu](mailto:bharlan@ksu.edu).

**Out of courtesy to others attending the meeting and because all of the information presented at the meeting is important, late arrivals to the meeting will not be allowed. Please plan to come early to assure you are prepared.**

## **MEETING DATES**

### **April**

Wednesday, April 8, 2009	2:00 PM	Union Room 212
Tuesday, April 14, 2009	2:00 PM	Union Room 212
Wednesday, April 15, 2009	10:00 AM	Union Room 212
Thursday, April 16, 2009	4:30 PM	Union Room 212
Monday, April 20, 2009	3:00 PM	Union Room 212
Tuesday, April 21, 2009	10:30 AM	Union Room 212
Wednesday, April 22, 2009	1:30 PM	Union Room 212
Friday, April 24, 2009	11:00 AM	Union Room 212
Monday, April 27, 2009	2:00 PM	Union Room 212
Tuesday, April 28, 2009	3:30 PM	Union Room 212
Wednesday, April 29, 2009	2:00 PM	Union Room 212
Thursday, April 30, 2009	10:30 AM	Union Room 212

# 2009 - 2010

## STUDENT ORGANIZATION REGISTRATION FORM

**Instructions:** Fill out this form completely. All information is required. Return this form to the organization registration meeting of your choice. For a list of meetings please visit our website. Questions? Please call 532-6541.  
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 Office of Student Activities and Services: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

### Membership

These numbers should reflect actual voting members of your organization and should not include your organization's advisors.

Student Members: \_\_\_\_\_

Faculty/Staff Members: \_\_\_\_\_

Community Members: \_\_\_\_\_

TOTAL NUMBER OF MEMBERS: \_\_\_\_\_

### Organization Type

Please indicate if your organization can be classified as religious, multicultural or an honor society. This information will be used for the online directory of student organizations. (Please Circle)

Is your organization a Religious Group? Yes / No

Is your organization a Multicultural Group? Yes / No

Is your organization an Honor Society? Yes / No

**President of Organization:** (Notify the OSAS *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/Staff Advisor:** (Notify the OSAS *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** \_\_\_\_\_

### Fall Activities Carnival

\_\_\_\_\_ Please check here if your organization would like a table at the Union Expo (Activities Carnival) on **Thursday, August 27, 2009**. There will be **NO** electricity connections and only wireless internet will be provided for the carnival. The tables are on a first come first served basis.

**Officers:** (Notify the OSAS 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 OSAS.
7. Maintain a current listing of officers on file in the OSAS.

Requirements for organizations seeking recognition from the OSAS 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: \_\_\_\_\_