

2011 - 2012

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) _____

Organization Web Site Address _____

Membership – (Actual Voting Members Only)

*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 KSU 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 25, 2011**. 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: _____

Letter to advisor sent _____ Mailbox Number _____ List serve done _____