

STUDENT ORGANIZATION REGISTRATION FORM 2011-2012

Submit Form to: Francis Marion University, UC 205, P.O. Box 100547, Florence, SC 29502
www.fmarion.edu/students

Registration of student organizations is an ANNUAL process and must be completed each academic year. This form is for the 2011-12 academic year. Additional information is available on the Student Organization website at www.fmarion.edu/students. Applications must be received in the Dean of Students Office NO LATER than September 30, 2011.

CHECKLIST: Please ensure that you have completed ALL of the following:

- Participated in Organization Training Session** scheduled for Friday, August 26, 2011 from 4pm-6pm in Chapman Auditorium.
- Name of Organization** (indicate if renewal or new organization)
- Mailing Preference**
- Classification** (up to TWO classifications that best describes your organization)
- Organization Email** (and website if applicable). This information will be available to the public as a way to communicate with your club.
- President Name, Contact Information and Signature. Your signature indicates that you have read all information carefully and that your organization is in compliance with all university policies.**
- Additional Officers**
- Advisor Name and Contact Information** (must be a full-time FMU faculty or staff member). Commitment letter is attached. ****Alternate advisors must complete the same information****
- Statement of Purpose/Mission**
- Roster of Members.** Include FMU ID on form.
- Advisor Commitment Letter** (must be signed by your full-time faculty or staff advisor)
- Constitution.** A sample constitution is attached which can be used as a guideline for your organization.
- Keep a Copy for your Files!** Before submitting to the Dean of Students Office, please photocopy the completed form for your records.

Membership and Officer Requirements:

- The organization must be created and controlled by currently enrolled students of FMU.
- A minimum of three currently enrolled FMU students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at FMU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The number of FMU student members shall always exceed the number of guest participants.
- All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
- All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.
- All of the officers must participate in a mandatory organization training session on the scheduled date.

- o Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status.).

If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the Dean of Students Office.

Name of Organization. First, check the student organizations website at www.fmarion.edu/students to see if a similar organization already exists. If you would like to include “FMU” in the title, make sure it is only used to indicate location affiliation (in the form of “at FMU”)

EXAMPLE: Patriots Movie Club at FMU

Full Name of Organization (as identified in the organization’s constitution:	Type of Registration: <input type="checkbox"/> Renewal <input type="checkbox"/> New
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Mailing Preference: Indicate where you would like your mail sent. **Indicate only ONE mailing address.**

<input type="checkbox"/> Mailbox at FMU Department: Check with your advisor to see if mail can come to their departmental mail code before using this designation. Dept. Name _____ Mail Code _____	
<input type="checkbox"/> FMU Student Center Mailbox: Current Box Name _____ We would like an FMU Mail Box _____	(For Official Use Only) FMU Mailbox Assigned:

Classifications: Check up to **TWO** categories that best describes your organization.

<p>Check the classification that BEST describes your organization. FMU Student Life reserves the right to modify classifications.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arts – Visual <input type="checkbox"/> Arts – Performance <input type="checkbox"/> Asian/Asian Pacific American <input type="checkbox"/> Business <input type="checkbox"/> Biodesign <input type="checkbox"/> College Council <input type="checkbox"/> Community Service <input type="checkbox"/> Cultural / Multicultural <input type="checkbox"/> Design <input type="checkbox"/> Education <input type="checkbox"/> Fraternity & Sorority Life – Fraternity <input type="checkbox"/> Fraternity & Sorority Life – Sorority <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender <input type="checkbox"/> Gender <input type="checkbox"/> Governance

- Graduate
- Health & Wellness

- Honors
- International/Global
- Journalism & Communication
- Law
- Liberal Arts & Sciences
- Music
- Public Programs
- Religious
- Residential Hall
- Scholastic/Honorary
- Socio-Political
- Special Interest
- Sports/Recreation
- Sustainability
- Technology

Contact Information:

President name, organization email and purpose/mission statement will be available on the FMU Student Life website and on hard copy lists produced by the office. Much of the communication provided by the Division of Student Affairs will be conducted via email; thus it is imperative that student organization leaders check email on a regular and continuing basis.

Organization Email (published on the FMU website; default email is club president)	Organization Website Address

Your signature on the registration form means that you have read this information carefully and that your organization is in compliance with all policies, rules and regulations adopted by the university, including the Student Code of Conduct.

President's Name (primary contact person)	FMU ID	FMU Affiliate ID (16 digit number on FMU Card)
President's Signature	Phone Number ()	E-Mail
Second Officer & Title	FMU ID	FMU Affiliate ID (16 digit number on FMU Card)
Signature	Phone Number ()	E-Mail

Additional Officers: Officers must be currently enrolled students in good academic and conduct standing. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.

Name	Title	Email	Phone Number ()
Name	Title	Email	Phone Number ()
Name	Title	Email	Phone Number ()
Name	Title	Email	Phone Number ()

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Advisor: Must be a full-time faculty or staff member at FMU. The advisor should be available to consult with the student organization. Advisors are encouraged to attend meetings and provide on-going academic and social leadership support.

The Advisor Commitment Letter must be signed by your FMU full-time faculty/staff Advisor and attached to this application.

Provide contact information for your advisor and secondary advisor if applicable (off-campus sponsor).

Advisor's Name (FMU full-time faculty or staff)	Department	Mail Code
Title	Phone Number ()	E-Mail
Secondary Advisor (Optional)	Phone Number ()	E-Mail

Statement of Purpose/Mission: Provide your organization's goals, purpose and activities.

For FMU Website: In 50 words or less, please provide a brief description of your organization's goals, purposes, and activities. Do you recruit Fall, Spring, open or by invitation? Information will be listed on the FMU Student Life website to allow others to learn more about your club.

Purpose/Mission Statement is:

Information collected through this process is recorded on a database which supports the FMU website at www.fmarion.edu/students. Officer names and titles, the advisor's name, a description/mission statement, contact email and a web link (if the organization maintains a site) will be displayed on the FMU Student Organization website. In addition, paper historical records are kept by the FMU Dean of Students Office. Any and all information collected may be considered public record.

FOR OFFICIAL USE ONLY	FMU STUDENT LIFE APPROVAL	DATE

ROSTER OF MEMBERS 2011-2012
Dean of Students Office / Student Organizations

Name of Organization: _____

A registered student organization must have a minimum of three members registered for at least one credit hour at FMU. A print out of an organization roster may be attached to your registration packet, if it includes the FMU ID.

First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
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First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail
First Name	Last Name	FMU ID	E-Mail

Sample Constitution

This document is intended to serve as a model for you to follow when writing the constitution for your organization. You may download a copy at www.fmarion.edu/students, “Forms & Resources.” Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules and regulations adopted by the FMU Office of Student Affairs and the university, including the Student Code of Conduct. Keep in mind that an organization’s constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within the organization.

PREAMBLE

We the members of (name of organization), **and subscribing to the regulations and policies of Francis Marion University, establish this Constitution to govern the matters within our organization.**

Article I – Name

Section 1 **The name of this organization shall be** (provide complete, official name, specific and variations on the name which the organization might use in the business it conducts).

Section 2 Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II – Purpose

Section 1 **The purpose of this organization shall be to** (be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: promote, recognize, serve, etc.)

Article III – Membership

Section 1 **Members** (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at FMU.

Section 2 Associate/guest member’s status if any. This would include alumni, staff, faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

Article IV – Officers

Section 1 **The officers of this organization shall consist of:** (state the number of officers, their titles, and their general duties and responsibilities. Officers must be FMU students).

Section 2 Qualifications for each office, if any (GPA requirement, necessary experience, etc.)

Section 3 **Term of office shall be.** (state the period of time that the office will be held).

Section 4 **Provisions for removal of an officer shall be,** (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal, etc.)

Article V – Elections

Section 1 **Election of officers shall be held** (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).

Section 2 **Provisions for filling vacancies** (specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).

Section 3 **The procedures for voting shall be** (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).

Article VI – Meetings

Section 1 **Regular meetings of this organization shall be held** (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).

Section 2 **A quorum shall consist of (x) voting members or a percentage of voting members present at any meeting.** (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

Article VII – Advisors

- Section 1** **There shall be** (1, 2, or more) **faculty/staff advisors who shall be members ex-officio with no voting privileges.**
Note: FMU requires each registered student organization to have a full-time faculty or staff person as an advisor for a registered student organization. An Advisor Agreement Letter is included as part of the registration process for student organizations and outlines the advisor role.
- Section 2** Method of selecting advisor
- Section 3** Duties or responsibilities of advisor. Include the groups' expectations for involvement and refer to the Advisor Agreement Letter.

Article VIII – Amendments

- Section 1** **The constitution may be amended by a vote of** (be specific – majority, 2/3, etc., include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).

This is a SAMPLE constitution. Do Not Sign

_____XXXXXXXXXXXXXXXXXXXXX
Signature of 1st Officer

Date _____

(Officer Title) Print Name

Do Not Sign

_____XXXXXXXXXXXXXXXXXXXXX
Signature of 2nd Officer

Date _____

(Officer Title) Print Name

Advisor Commitment Letter

Dear Student Organization Advisor,

The FMU Dean of Students Office appreciates your commitment to serve as an advisor to a registered student organization at Francis Marion University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

As an advisor you agree:

- ✓ That you are a full-time employee (faculty or staff) at Francis Marion University and that you will notify the Dean of Students Office immediately if your employment status changes.
- ✓ To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- ✓ To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- ✓ To attend executive office, general meetings, and organization events when possible.
- ✓ To receive and review monthly financial reports from the organization's treasurer.
- ✓ To encourage the officers of the organization to share information with the general membership.
- ✓ To assist in the orientation of new members and with the transition process each year.
- ✓ To be familiar with the FMU Student Handbook and the Student Code of Conduct and other institutional guidelines that establish expectations for student behavior and activities.
- ✓ To guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The Dean of Students Office will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the Dean of Students Office will continue to provide information about student risk management. Workshops will include information on event planning, travel, fundraising, and organizational development. In addition, the Dean of Students Office will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year. For more information about these resources, please visit: www.fmarion.edu/students

By signing this agreement letter you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below. If you have any questions regarding the information presented in this document, please contact the Division of Student Affairs at 843-661-1182.

Name of Organization

Organization President Signature

Advisor Signature

Print Name

Print Name

Date

Date

Note: This publication was adopted from the SORC at Arizona State University on June 4, 2007.