Student Organization Registration
@ Texas A&M University-Kingsville

Student Activities encourages students to form new organization when there is not an organization to fit their interests or needs. The process is fairly simple and is outlined below. At any time, if you have any questions or need assistance, please stop by our office in Javelina Student Engagement Center (JSEC), call 593-2760 or email mariselda.delapaz@tamuk.edu

1. **Department of Student Activities Meeting** - You will want to schedule an appointment with the Leadership Coordinator who works with student organizations. The Leadership Coordinator will provide you with the necessary forms and procedures to get your organization off the ground.

2. **Advisor**: Each organization must have an advisor who is member of the faculty or staff at TAMUK. **Graduate students and teaching students are not eligible to be advisors.**

3. **Statement of Purpose**: It will be important for you to create a statement of purpose, which will be submitted with other paperwork to complete your recognition.

4. **Information Sheet**: A form outlining your organization’s leadership will need to be submitted (form is attached).

5. **Constitution/By-Laws/Governing Documents**: All organizations must submit (and update anytime there are changes) a constitution and any other governing documents, such as by-laws. These will also routinely need to be updated every three years.

6. **Membership Roster (attached)**: Each organization must have at least 10 members.

7. **Advisor Contract** – (attached) Each organization must submit Advisor Contract. He or she must complete the *Campus Clery Compliance Training on TrainTraq (2111844: Clery Act Guidelines for A&M System Campus Security Authorities).*

   * **Mandatory Expectations**: Each advisor must complete an annual State Mandated Risk Management and Campus Clery Compliance Training. In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

8. **New Student Organization** documents must be submitted on Collegiate Link http://tamuk.collegiatelink.net/ for approval.

9. **Collegiate Link** is through which you will be updated on the latest important deadlines and information on student groups and organizations on campus. Collegiate Link will provide information on events, activities, and programs.
### Student Organization Information Sheet

**Organization** _____________________________ **Year** __________

**Public contact information** (this will be listed on the Collegiate Link student organization website)

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**Primary Purpose of Organization (select only one)**

- [ ] Academic-Ag & Human Sciences  
- [ ] Academic-Arts & Sciences  
- [ ] Academic-Business Admin  
- [ ] Academic-Education  
- [ ] Academic-Engineering  
- [x] Campus Service  
- [ ] Club Sport  
- [ ] Community Service  
- [ ] Cultural/International  
- [ ] Faith based (religious)  
- [ ] Fraternity/Sorority  
- [ ] Health and Recreation  
- [ ] Honor  
- [ ] Military  
- [ ] Professional  
- [ ] Performing & Visual Arts  
- [ ] Programming  
- [ ] Residence Hall  
- [ ] Social & Political Issues  
- [ ] Spirit and Tradition  
- [ ] Student Media  
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**Advisor** | **Campus Phone** | **Department** | **Office Location** | **MSC** | **Email Address**
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**Officer elections are generally held in the month of _____________**

We certify that the above information is accurate and acknowledge any responsibility to keep this record correct by informing, in writing, the Department of Javelina Student Engagement Center (JSEC). We understand that by registering with the University, and as a condition of our recognition, we must adhere to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct (http://osa.tamuk.edu/dean/studenthandbook) and all university policies and procedures. It is understood that the advisor will meet regularly with the officers of the organization. It is further understood that some information is distributed electronically. As such, we will provide e-mail addresses and check e-mail regularly.

**President Signature** | **Date** | **Advisor Signature** | **Date**
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Last Updated on 9/8/17  
by: M.A.D.
Texas A&M University-Kingsville
Javelina Student Engagement Center
Membership List

Organization Name: ____________________________ Year __________________

Membership List
This form will be used as the official membership list for this organization. All STUDENT members should print their name and provide their student identification number or their birth date. The information will be used to verify the number of registered student members. Student Activities will then use the information to determine how many students actively participate in TAMUK student organizations.

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Advisor Contract

I am an employee of Texas A&M University-Kingsville,
I agree to serve as an advisor to: _______________________________________________________

Organization Name

An organization officially registered with the Office of Student Activities.
I understand and agree to meet / have met the following responsibilities:

1. To be active on Collegiate Link and to be included on the CL roster;
2. To be responsibly informed concerning the purposes and programs of the organization;
3. To be reasonably informed concerning University policies and procedures governing student activities and student organizations;
4. To attend and supervise, if necessary, any event at which my presence is required, or find an appropriate substitute from among Texas A&M University-Kingsville;
5. To frequently attend the meetings of the organization;
6. To encourage the members of the organization to assume responsibility for the effectiveness of their programs;
7. To provide advice on the planning and implementation of events and activities and include the Risk Management Planning Matrix;
8. To provide continuity for the organization from year to year;
9. 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.
10. I have completed the Campus Clery Compliance Training on TrainTraq (2111844: Clery Act Guidelines for A&M System Campus Security Authorities).

Mandatory Expectations: Each advisor must complete an annual State Mandated Risk Management and Campus Clery Compliance Training. In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

Advisor Name (Print)                      Signature                      Date

Department                                    Campus Address
Phone Number                                      E-mail

Organization

Last Updated on 9/8/17
by: M.A.D.
Texas A&M University-Kingsville
Javelina Student Engagement Center
State Mandated Risk Management Training
Record of Organization Compliance

Organization Name: ___________________________ Contact Name: ___________________________

Contact Email: ___________________________ Contact Phone# ___________________________

Date(s) of Risk Management Training for Organization Members ______________
(Training by the Organization Leaders (NOT State Mandated Training facilitated by Student Activities))

Individual(s) who presented Risk Management Training for Organization: ___________________________

Please summarize the manner of how the Risk Management information was shared with the organization:


- Attach a list of those in attendance for the Training (Name, Signature, & K#).
- Attach the meeting Agenda used for the training.

With our signature below, we indicate that our organization members have been educated on the following Risk Management Topics with the information that was provided to use at the State Mandated Risk Management Training (Texas Education Code–EDUC 51.9361) provided by the Office of Student Activities.

- Possession and use of Alcohol beverages and illegal drugs
- Hazing
- Sexual Abuse/Harassment
- Fire and Other Safety Issues
- Travel to a destination outside the area in which the institution is located
- Behavior at parties and other events held by Student Organizational Sponsored Events
- Adoption by a Student Organization of a Risk Management Policy
- Issues regarding persons with Disabilities

**Hazing Compliance**

Hazing is against the laws of Texas and against TAMUK policy. It can occur in any type of organization. As such, it is extremely important that all students know the definition of hazing and how one can violate the law. Members of all student organizations must read the information below. By signing this form, you agree that you have read and understand the definition and penalties of hazing and where to report hazing.

**Definition of hazing and penalties**

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M-Kingsville, 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 Texas A&M-Kingsville. It is against the law and TAMUK policy to commit hazing and for failing to report hazing and to knowingly or recklessly allow hazing to occur. Both organizations and individuals can be accused of hazing. Penalties range from monetary fines (up to $5,000) to time in jail (up to 1 year) and university sanctions that may include suspension or probation being placed on the individual or organization.

By signing, this attest that I have attended the Risk Management Training and the above listed areas were discussed.

Organization Representative Signature                 Date                 Organization Representative Printed Name

Organization Advisor Signature                 Date                 Organization Advisor Printed Name

Last Updated on 9/8/17 by: M.A.D.
Texas A&M University-Kingsville
Javelina Student Engagement Center
Risk Management PowerPoint Sign In

Organization_________________________________________ Year_____________________

**Risk Management List**
This form will be used as the official Risk Management list for this organization. All STUDENT members should print their name and provide their student identification K# or their birth date. The information will be used to verify the number of student members attended Risk Management PowerPoint Training.

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Constitutional Guidelines Outline
(This is an outline organization must come up with their own or their national guidelines)

All constitutions (or by-laws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations. However, there are certain required statements or sections that must be in all constitutions.

Article I: Name of Organization
Section 1. Name of organization and national affiliation (if applicable). If the organization has a national affiliation, copies of their by-laws and constitution must be presented for review and will be added to your organizational file in the Office of Student Activities.

For most organizations, the name will read XYZ or XYZ at Texas A&M University-Kingsville. If the organization is a sponsored organization, meaning it is stated in the advisor’s job description to advise a specific organization, the organization may format the name to read Texas A&M University-Kingsville XYZ.

Article II: Purpose
Section 1. The purpose should state why the organization exists and specifically state the objectives (do not list specific activities) of the organization.

Article III: Membership
Section 1. General Requirements. A statement defining who is eligible for membership must be included. An optional but suggested statement is “Membership in this organization will open to any student interested in furthering the purposes of this organization.”

The following statement must be included:

This organization will not discriminate on the basis of race, color, national or ethnic origin, religion, sex*, disability, age, sexual orientation, or veteran status. *Organizations that are exempt from the Title IX provision of including both sexes are not required to extend membership to students of the opposite sex. Such organizations are fraternities, sororities and single sex sports organizations.

Section 2. Categories of Membership
The types of membership (regular, honorary, alumni, faculty, staff etc.) in use must be listed. The qualifications and privileges (voting and non-voting) of each membership category must be included. Only students who are taking classes at A&M-Kingsville may vote on student organization business (hence the reason it is a student organization). Faculty or staff, that serve as advisors may vote, depending on how their role is defined in the constitution or by-laws.

Section 3. Selection Process
If there is a selection process, it must be listed. This includes minimum GPA and course load requirements.

Section 4. Removal Procedures
The reasons for removal and process must be listed for membership. This is necessary even if the organization has loose membership requirements. It is suggested that a majority of the active membership be required to remove a member of that a majority or unanimous vote of the officers/executive board be required.
**Article IV: Meetings**

**Section 1.** State how often meetings will be held (once a week, month, etc.). It is not necessary to list specific times or days.

**Section 2.** The specific guide to parliamentary procedure (i.e. Robert’s Rule of Order, Newly Revised) must be listed.

**Section 3.** Quorum Defined- A quorum is a minimum number of members who have to be at a meeting for the group’s business to be officially conducted. A quorum is generally either the average attendance at meetings or the largest number of members who can be depended on to attend regular meetings. This should be listed as a percentage (i.e.: 50% of the active membership) and no a hard number as the number may change and become outdated.

**Section 4.** Majority Defined- For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) or a 2/3 majority vote to declare a decision valid.

**Article V: Dues**

**Section 1.** State how dues will be decided and who will be involved in the decision. It is best NOT to specify the exact amount of dues, but rather explain how the dues will be calculated.

**Section 2.** State when dues will be collected, who will collect the dues and the check and balances system. A good guideline is that all money collected is deposited within three (3) business days of receipt and two signatures (suggested that, at a minimum one be the advisor’s and one being an officer’s) to withdraw funds.

**Article VI: Officers**

**Section 1.** List of the officers (President, Vice President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

**Section 2.** All qualifications for holding an office must be stated, including a minimum course load GPA requirement. Course load (full time or part time) must specify which semesters it applies to (fall, spring, summers). All organizations must have a minimum cumulative GPA requirement no lower than a 2.0.

**Section 3.** A specific method of election must be explained. Include the term/year of election, length of service and month of officer transition. A transition period is recommended to allow new and old officers an opportunity to work together for a brief time. It is strongly recommended to **not have elections in August or September**. This does not allow for planning during the summer and officers may not return to school or graduate and the organization will have fewer officers (if any) to make plans for the upcoming year.

**Section 4.** A statement explaining the reasons for removal of an officer and the specific procedure must be stated.
Article VII: Advisor
Section 1. The advisor’s duties must be stated.

The following statement must be included:
The advisor shall work with the organization to coordinate activities to ensure they are conducted in compliance with all municipal, state and federal laws, the Texas A&M University-Kingsville Student Code of conduct (http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf) and all University policies and procedures.

Section 2. A specific method for selection must be explained. This is usually done as a vote by the membership. If the organization is sponsored by a department, the selection statement must be approved by the department head or designee.

Section 3. A statement explaining the reasons for removal of an advisor and the specific procedures must be explained.

Article VIII: Committees (Optional)
Section 1. Executive Committee or Executive Board
Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees
Many organizations establish regular standing committees to handle needs membership, publicity, and social events. These committees are lead by a specific member and are made up of any number of specified members and non-members. Items such as the formation procedure and function of each committee can be addressed in the by-laws or the constitution.

Section 3. Special or Ad Hoc Committees
These committees are formed and dissolved as specific needs are addressed.

Article IX: Responsibilities
A statement must be included that:

This organization will adhere to all municipal, state and federal laws, the Texas A&M University-Kingsville Student Code of conduct (http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf) and all University policies and procedures.

Article X: Amendments
Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the percentage of votes needed for a proposal to be considered.

Section 2. The statement must be included that, “The constitution and by-laws of this organization must be reviewed and resubmitted to the Office of Student Activities every three (3) years.”

Section 3. The statement must be included that, “Any revisions to the constitution and/or by-law must be approved by the filed with the Department of Student Activities.”

Signatures: The document must be signed by the advisor and president, which verifies that the document has been approved by the membership. There must be a line for the signature of approval from the Office of Student Activities.

Last Updated on 9/8/17
by: M.A.D.