



On the campus of Texas Southern University, campus organizations and clubs represent the most visible and accessible avenues to student involvement and campus life. There are over 130 organizations and clubs available to meet the interests and needs of our very diverse student body. These include, but are not limited to, professional, social, multi-cultural, political, and community service organizations. Opportunities are provided to benefit students for a lifetime and enrich their higher education experiences by integrating academic accomplishments with extracurricular activities. Involvement in a TSU campus organization prepares its members for productive careers, builds character, develops leadership skills, contributes to their marketability and establishes lifelong bonds with fellow students.

**ONLY COMPLETED PACKETS WITH REQUIRED
REGISTRATION FEES WILL BE ACCEPTED**

This packet contains confidential information and is intended for the TSU Office of Campus Organizations. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. The registrant therefore accepts liability for any errors or omissions in the contents of this registration packet.

TEXAS SOUTHERN UNIVERSITY
OFFICE OF CAMPUS ORGANIZATIONS

Registration Checklist

Each organization must submit the following information in order to register:

- A copy of your constitution and/or by-laws including: purpose, objectives, parliamentary authority, qualifications for membership and methods for amending the constitution.
- Letters of permission or charter from the national affiliate/governing body.
- The Advisor's agreement completed by two (2) faculty/staff members of Texas Southern University and one (1) off-campus Advisor/Graduate Advisor if affiliated with a National chapter.
 - **Please note: this form must be signed by each of your Advisors; do not sign your Advisor's signature. We must have the original signature on file.**
- Completed address form of all officers and all three Advisors
- Completed membership roster form to include address, phone, and social security/student T numbers.
 - **Please note: Each organization must have a minimum of four (4) members to register; each member must be enrolled as a Texas Southern University Student**
- Attend the campus organization workshop; attendance is mandatory to register your organization.
 - **Please note: ONE ADVISOR AND ONE OFFICER MUST BE PRESENT**
- A Forty and 00/100 dollars (\$40.00) registration fee must be submitted upon approval for the Fall semester. **Please submit payment in the form of a money order or organization check (no personal checks) made payable to Texas Southern University.** A Sixty-Five and 00/100 dollars (\$65.00) registration fee must be submitted upon approval if your organization is registering for the Spring semester.
 - **Please note: if you are a returning organization and did not complete the required community service mandate, a twenty-five and 00/100 dollars (\$25.00) penalty will be applied to your registration fee.**
- Other _____

Organizations are considered registered and recognized by Texas Southern University once the above steps have been completed and your organization has received a confirmation letter from our office.

Should you have any questions concerning this registration process, please feel free to contact the **Office of Campus Organizations** in room 215 in the Sterling Student Life Center at **(713) 313-4233**

(Campus Organization Office Use Only)

Org Name: _____ Registration #: _____ Date Rec'd: _____

Approved: [] Yes / [] No

Late Fee Assessed: [] Yes / [] No

If no, reason: _____

TEXAS SOUTHERN UNIVERSITY
Office of Campus Organizations

Campus Organization Data Form
(Please TYPE or PRINT legibly on this form)

**COMPLETE ORGANIZATION
NAME:** _____

PURPOSE: _____

**QUALIFICATIONS FOR
MEMBERSHIP:** _____

**MEMBER
FEES/DUES:** _____

**MEETING
TIME/PLACE:** _____

**SOCIAL
ACTIVITIES** _____

**COMMUNITY SERVICE
ACTIVITIES** _____

Please note: Two (2) community service projects must be completed and verified per semester.

TEXAS SOUTHERN UNIVERSITY
Office of Campus Organizations

Campus Organizations Registration Form
(Please TYPE or PRINT legibly on this form)

Organization Name: _____

I. Officer Information:

Title	Contact Information
President	Name: _____ Student T#: _____ or SSN: _____ - _____ - _____ Street: _____ City: _____ State: _____ Zip: _____ Mobile: () - E-mail: _____
Vice President	Name: _____ Student T#: _____ or SSN: _____ - _____ - _____ Street: _____ City: _____ State: _____ Zip: _____ Mobile: () - E-mail: _____
Treasurer	Name: _____ Student T#: _____ or SSN: _____ - _____ - _____ Street: _____ City: _____ State: _____ Zip: _____ Mobile: () - E-mail: _____
Secretary	Name: _____ Student T#: _____ or SSN: _____ - _____ - _____ Street: _____ City: _____ State: _____ Zip: _____ Mobile: () - E-mail: _____
Other (please indicate)	Name: _____ Student T#: _____ or SSN: _____ - _____ - _____ Street: _____ City: _____ State: _____ Zip: _____ Mobile: () - E-mail: _____

II. National/Regional Information:

Does your organization have any national and/or regional affiliation? Yes No

Current National Officer		Current Regional Officer	
Name:		Name:	
Title:		Title:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Phone Number:		Phone Number:	

III. Advisor Information:

Title	Contact Information
Primary On-Campus Advisor	Name: _____ Street: _____ City: _____ State: _____ Zip: _____ Work: () - Home: () - Mobile: () - E-mail: _____
Secondary On-Campus Advisor	Name: _____ Street: _____ City: _____ State: _____ Zip: _____ Work: () - Home: () - Mobile: () - E-mail: _____
Off-Campus/Graduate Advisor	Name: _____ Street: _____ City: _____ State: _____ Zip: _____ Work: () - Home: () - Mobile: () - E-mail: _____

Type of Organization (Check One)

Sports Recreational Professional Mutual Interest Cultural Spiritual
 Departmental: Name of Department _____
 Graduate Program Other (Please Explain) _____

TEXAS SOUTHERN UNIVERSITY
Office of Campus Organizations
Campus Organizations Advisors' Agreement
(Please TYPE or PRINT legibly on this form)

Date _____

This is to certify that:

_____ (Primary Advisor)
_____ (Secondary Advisor) and
_____ (Off-campus/Graduate Advisor)
agree to serve as advisors for _____ (Name of
Organization) for the academic year Fall/Spring (circle one) _____.

As advisors, we agree to carry out the responsibilities as outlined in the policies governing student organizations as well as the following:

- a. Read and be knowledgeable of the regulations governing student organizations.**
- b. Assist the organization(s) in the development and implementation of its programs.**
- c. Affix my signature for approval to all school, financial, and related documents at least 96 hours prior to the start of the event.**
- d. Ensure the attendance of myself or my co-advisor(s) at all organization events (weekly meetings, community service projects, fundraisers, etc.).**
- e. Ensure that all activities that are sponsored by the organization will be limited to Texas Southern University students and their authorized guests.**

Please note: Advisors are only able to advise two (2) organizations at one time per semester.

Because advisors play such a key role in an organization's operation, it is mandated that prospective advisors work with no more than two student organizations at one time per semester.

If neither advisor is able to attend an event, an alternate advisor from the faculty/staff of Texas Southern University may be chosen with the approval of the Coordinator of Campus Organizations or Director of Student Activities 96 hours prior to the event. Events not attended by an advisor at the start of the event will be subject to the event being terminated immediately. If termination occurs, any fees paid in support of the event will not be refunded. Furthermore, a second offense may result in the loss of recognition by the university for a period to be determined by the Coordinator of Campus Organizations and the Director of Student Activities.

I agree to the above conditions by affixing my signature below:

PRIMARY ADVISOR

SECONDARY ADVISOR

GRADUATE ADVISOR

Signature

Signature

Signature

TEXAS SOUTHERN UNIVERSITY
Office of Campus Organizations
Registration - Terms of Agreement

Name of Organization: _____

We certify that we have received and read the most current version of the Student Organization Handbook and agree to abide by all of the guidelines governing student organizations as set forth in this document including, but not limited to:

1. The above named organization complies with all applicable Federal and State Regulations.
2. The information submitted is true and correct.
3. A current copy of the organization's constitution and by-laws, membership roster with contact information and an activities calendar is on file in the Office of Campus Organizations.
4. All officers and members of the organization must be enrolled at Texas Southern University and meet the requirements for student leaders in accordance with the Office of Campus Organizations and the Vice President of Student Services/Dean of Students.
5. Each organization must have a minimum of four (4) members to register; each officer must maintain a 2.5 cumulative GPA.
6. One Officer and one Advisor must attend the mandatory Campus Organization workshop in both the Fall and Spring semesters; it is a part of the registration process.
7. Both advisors for this organization are employed as a full time faculty or staff member at Texas Southern University and each Advisor's original signature is on file in the Office of Campus Organizations.
8. Must complete two (2) community service projects per semester; a penalty will be implemented if not completed by the deadline set by the Office of Campus Organizations and the Vice President of Student Services/Dean of Students.
9. Able to host one (1) on-campus fundraiser per semester not including Homecoming and Spring Fest (no food sales outside of Homecoming and Spring Fest).
10. Inform the Office of Campus Organizations immediately of any changes in their officers/advisors in written communication.
11. Booking facilities/events must adhere to: submitting the facilities request form with all proper signatures/approvals into the Office of Event Services two (2) weeks prior to the event; all postings must be approved and stamped prior to advertising; any organized activity/event not booked through the Office of Event Services will be subject to cancellation.
12. All on/off campus financial obligations must be met in order to register or remain active which includes registration and penalty fees, as applicable.
13. Membership intake related activities must be approved by the Office of Campus Organizations and the Vice President of Student Services/Dean of Students and is subject to disciplinary action if the proper policies and procedures are not followed.

Officer Signature

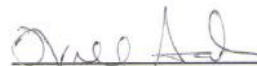
Date

Advisor Signature

Date



Approved by: Coordinator, Campus Organizations



Approved by: VP of Student Services/Dean of Students

