

Organization's Official Morehead State Name \_\_\_\_\_

*No* abbreviations on this line and do not use "MSU"—we know it is an MSU organization already.



# Student Organization Annual Registration Card 2011-2012

\*\*\*PLEASE TYPE OR PRINT LEGIBLY!!\*\*\*

**\*\* Office Use Only \*\***

Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff \_\_\_\_\_

Data Entry

Completed Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff \_\_\_\_\_

Club category: \_\_\_\_\_

Organization's Abbreviation, if any \_\_\_\_\_

University Address\* \_\_\_\_\_

Department Affiliation of Club (if any) \_\_\_\_\_

Web address (if any) \_\_\_\_\_

\*Student organizations are **REQUIRED** to have an on-campus address, either UPO or a campus office.

**Organizations must also complete a Change of Club Account Authorization with Accounting & Fiscal Services, [www.moreheadstate.edu/abc/](http://www.moreheadstate.edu/abc/). Turn it in to Student Activities, 204 ADUC.**

**Please Return to:** Student Activities Office, CAMPUS MAIL UPO 797 or U.S. mail to: 150 University Blvd. #797, Morehead, KY 40351

### Please Note:

- A new Officer Card must be submitted within the first four (4) weeks of each Fall Semester and within ten (10) days of any officer election.
- The information listed on this card is used to verify current officers. Social Greek groups also need to complete the Greek Officer Update Form found at [www.moreheadstate.edu/greek/](http://www.moreheadstate.edu/greek/).
- Only student officers and the advisor listed on this card are allowed to reserve Morehead State facilities in the name of the organization, or access services available to student groups listed in the Eagle Eye Manual.
- If an organization has more than one advisor, the club must submit a "Secondary Advisor Card" with those people's names/information on them, obtained from Student Activities.
- **Names, officer positions, phone numbers and e-mails on this card are public information and may be posted on the Student Activities Website.** When club information is requested, officer and advisor/coach names & phone numbers are given as contacts. This information is also distributed to campus departments. Please **do not** include a work phone number if you **do not** wish to be contacted there.
- If changes have been made to your constitution or bylaws in the last twelve (12) months, then you must file a current copy of your organization's constitution and bylaws, with a clear statement of purpose and the requirements for and obligations of membership, along with this form. Constitutions are expected to conform to MSU policies.

The organization must:

1. have membership limited to matriculated (enrolled) students, faculty, and staff of the University and their immediate families;
2. practice non-discrimination in membership selection, except where the stated legal purposes of the organization require limitations as to sex or religion and are exempt by law;
3. will abide by the regulations of the University;
4. have on file with the University a current copy of its constitution and bylaws;
5. have a minimum of five (5) active members (ten [10] are required when filing for the first time). NPHC groups must have a minimum of five members in either instance.

### **PRIMARY ADVISOR** MUST BE A MOREHEAD STATE EMPLOYEE.

Student employees/graduate students are not eligible to serve as advisors. Exceptions must be approved by Student Activities.

Title (Circle One: Mr., Ms., Dr.) \_\_\_\_\_

Advisor Name \_\_\_\_\_ ID# (Employee) \_\_\_\_\_

Campus Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Campus E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

I hereby agree to serve as the advisor to the above named organization. As advisor, I understand that I am the liaison between the University and the student organization. I also understand that my role as advisor is to advise and assist the student organization in following and understanding University policies. I understand that I may be asked and/or be required to chaperone the organization's activities and/or events. I also understand that my approval will be required for this organization to utilize University vehicles or facilities, request purchase orders, disburse funds from University accounts, and other such business that may be required by the University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICER INFORMATION**

Please PRINT or TYPE the following officer's list. Officers must be full-time students (12 credits or more) in good standing with the University with a minimum cumulative grade point average of 2.30. Employees of the University are not eligible for officer positions in student organizations. Names and addresses of newly elected officers must be submitted to Student Activities within ten (10) class days of such change.

**President or Primary Officer:**

Name \_\_\_\_\_ Student ID # M \_\_\_\_\_  
Current Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail you actually check \_\_\_\_\_ Text message ability? Yes \_\_\_ No \_\_\_

**Vice President or Other Officer:**

Name \_\_\_\_\_ Student ID # M \_\_\_\_\_  
Current Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail you actually check \_\_\_\_\_ Text message ability? Yes \_\_\_ No \_\_\_

**Treasurer or Financial Officer:**

Name \_\_\_\_\_ Student ID # M \_\_\_\_\_  
Current Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail you actually check \_\_\_\_\_ Text message ability? Yes \_\_\_ No \_\_\_

**Secretary or Other Title:**

Name \_\_\_\_\_ Student ID # M \_\_\_\_\_  
Current Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail you actually check \_\_\_\_\_ Text message ability? Yes \_\_\_ No \_\_\_

**Student Organization Membership:** Your club may submit a computer generated list attached to this form. Please be sure that any list attached to this form includes both the name and the student's University identification number. Also be sure that the name of the organization is somewhere on the list, if you attach one. Officers listed above do not have to be listed below a second time.

- 5. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 6. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 7. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 8. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 9. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 10. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 11. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 12. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 13. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 14. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 15. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 16. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 17. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 18. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 19. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_
- 20. Member: \_\_\_\_\_ I.D. Number: M \_\_\_\_\_ Email \_\_\_\_\_

(Add more pages, if necessary)