



Health Sciences Center
University of Oklahoma
 StudentAffairs

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STUDENT ORGANIZATION REGISTRATION APPLICATION
 2009 – 2010

DIRECTIONS: Please complete application **on-line** and submit any additional required documents to HSC Student Affairs, David L. Boren Student Union, Suite 300. The application will be reviewed by the HSC Student Association and HSC Student Affairs before approval will be given to an organization.

- If your organization wishes to apply for HSC Student Association funding, a Student Organization Registration Application must be completed and submitted on-line.
- Student organizations that do **not** wish to apply for HSC Student Association funding can submit the registration application at your earliest convenience. However, please keep in mind **only** registered organizations can host events in the Student Union, apply for funding, and request permission to host an on-campus event with alcohol services through HSC Student Affairs.
- Information Technology and the HSC Student Association have joined forces to bring registered student organizations a more convenient way to publicize events and meetings. Post HSC sponsored events on the Campus Events Calendar at www.ouhsc.edu/students/eventscal.
- Registered student organizations may also utilize HSC Daily News to publicize events they are hosting. Guidelines for posting events can be found at: <http://w3.ouhsc.edu/sa/SAImportantForms.asp>
- Questions? Contact HSC Student Affairs at (405) 271-2416.

Name of Organization _____

Organization’s E-mail Address _____

Organization’s Web Address _____

Affiliation with other groups National _____ Regional _____ State _____ Other _____

Name of Affiliated Group _____

Type of Organization (check *only* one)

- Academic
- Political
- Special Interest
- Cultural
- Religious
- Honorary
- Service
- Recreational/Hobby
- Professional

Organization is (check *only* one)

New Returning

Purpose of Organization

Please be aware that completing this form is an acknowledgment of release of contact name(s) and phone number(s) for inquiry of activities related to your organization. Inquiries may come by phone, printed material, student organization web site, etc.

Name of President or Chair _____ **ID#** _____

Phone number _____ Term Expires (Month/Year) _____

E-mail _____ College _____

Mailing address _____

Name of Vice President or Chair #2 _____ **ID#** _____

Phone number _____ Term Expires (Month/Year) _____

E-mail _____ College _____

Mailing address _____

Member Classification (check *only* one)

- Undergraduate
- Graduate
- Professional
- All

Organization is affiliated with (check all that apply)

- Campus Wide
- College of Allied Health
- College of Dentistry
- Graduate College
- College of Medicine
- College of Nursing
- College of Pharmacy
- College of Public Health

Name of Secretary or Chair #3 _____ **ID#** _____

Phone number _____ Term Expires (Month/Year) _____

E-mail _____ College _____

Mailing address _____

Name of Treasurer _____ **ID#** _____

Phone number _____ Term Expires (Month/Year) _____

E-mail _____ College _____

Mailing address _____

Name of Full-time Faculty/Staff Adviser _____ **ID#** _____

Department _____ Campus Phone # _____

Campus Address _____

Building

Room Number

E-mail _____ College _____

Officer Information

Are officers elected? _____ appointed? _____

If appointed, by whom? _____

When does your organization elect/appoint new officers?

_____ Spring Semester

_____ Fall Semester

Membership Information

Estimated total membership of your organization during the year _____

Do you have requirements or restrictions for membership? Yes _____ No _____

If yes, please specify. _____

Meeting Information

Day and time of general meetings for the organization _____

Where are the meetings held? (Building and room number) _____

Organizations must also submit a copy of your constitution. You may do this by uploading a copy of your organization's Constitution via e-mail when submitting your application for registration online.

Suggested outline for information to be included in a Constitution and By-laws

- Article I. The name of the organization
- Article II. The purpose of the organization
- Article III. The membership of the organization, including:
a. qualifications and eligibility including provisions for application, acceptance and termination
- Article IV. The officers of the organization. Specify each office, its responsibilities and authority, term and procedures for election, removal and filling of vacancies.
- Article V. The organization's advisor. A full-time faculty or staff member is required by the Student Code. Specify advisor's responsibilities, etc.
- Article VI. The meetings of the organization, including:
a. the time for regularly scheduled meetings
b. procedures for calling special meetings
c. required notice of meeting
d. quorum, order of business and disposition of minutes
- Article VII. The administrative board, cabinet or executive council of the organization which may be entrusted with any administrative authority and responsibilities
- Article VIII. The committees of the organization including the process of appointment, responsibilities of reporting
- Article IX. The parliamentary authority of the organization with the name of the manual of parliamentary practice to which questions will be referred
- Article X. The procedure for amendments including advance notifications, number of readings and required vote for adoption
- Article XI. Process of Elections
a. election dates
b. candidate eligibility
c. nomination procedures