

2006-2007

Club Advisory Board

Active Clubs and Organizations Registration Packet

Section 1: General Information

Club Name: _____

Club Email: _____

School Account Number: _____-2780

Meetings:

Are regular meetings conducted? Yes No

Is anyone welcome to attend? Yes No

Location: _____ Day/Time _____ Frequency _____

Statement of Purpose:

Briefly and concisely state the purposes and activities of the organization.

Total Number of Members: _____

Section 2: Advisor Information and Agreement

Advisors for Mesa State College must meet the following criteria and fulfill the following responsibilities:

1. Assist the group.
2. Represent the administration and refer students to or consult with, Program Coordinator, Elizabeth Larsen (x1148) concerning clubs, policies and programming.
3. Work with student officers prior to meetings. Encourage them to plan their meeting agendas and to go over these agendas in advance with you.
4. Encourage your members to operate within the framework approved by Mesa State College. Social activities should be approved through regular channels and all money should be received or disbursed in accordance with the financial codes. Familiarize yourself with the constitutional codes.
5. Advisors should act in a consulting and advising capacity only. Final decisions should be made by a majority vote of club members.
6. Advisors make sure the club or organization is spending within the fiscal rules of the College.

I, _____ do agree to serve as the advisor of _____
_____. This includes guidance in fiscal matters, assistance in
attaining of organizational goals, encouragement of communications and continuity of
the organization from year to year, and attendance at mandatory training sessions. The
advisor(s) are selected by the organization and serve by mutual agreement between the
advisor(s), the organization and the advisors administrative head.

Advisor Name

Advisor Signature

Title: _____
Phone Number: _____
Email: _____

Section 3: Officer Information

This information will be used to verify your status as a Mesa State College student and to review your eligibility to be a club officer (i.e. 2.0 GPA and 9.0 credit hours).

PLEASE PRINT LEGIBLY.

President _____ Phone Number: _____
Signature _____ 700 # _____
Email _____
Signature Authority Yes ___ No ___

Vice-President _____ Phone Number: _____
Signature _____ 700 # _____
Email _____
Signature Authority Yes ___ No ___

Secretary _____ Phone Number: _____
Signature _____ 700 # _____
Email _____
Signature Authority Yes ___ No ___

Treasurer _____ Phone Number: _____
Signature _____ 700 # _____
Email _____
Signature Authority Yes ___ No ___

CAB Rep. _____ Phone Number: _____
Signature _____ 700 # _____
Email _____
Signature Authority Yes ___ No ___

Section 4: Organization Category

Please read the descriptions below and indicate the ONE that best describes the primary purpose/activities of your organization. Club Advisory Board will review your selection and contact you if changes are needed.

- Academic/Pre-Professional: centers within an academic college, department, or program
- Diversity/International: promote either a diverse perspective or a specific culture and gathers to provide support for involved students

- Honorary: recognize outstanding academic achievement or outstanding leadership
- Programming/Service: provide learning opportunities to the campus community through a wide array of programs that will address specific topics, issues and concerns
- Representative: involve governing, overseeing, coordinating and/or representing other entities, student groups, and/or individuals
- Competitive Club Sports: involves regularly scheduled competition in a sport which has regional or national affiliation, a schedule of league play, and/or may culminate in a regional or national tournament
- Political: support or oppose any political party; support or oppose a ballot measure or a drive to put an issue on the ballot; or support a candidate or group of candidates formally running in an election for county, state, local, national, or campus office
- Religions: involve worship, devotion, prayer, meditation, or study of religious concepts or that requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology
- Social/Recreational: promote social interactions
- Media: Student media outlet, i.e. radio station, television station, newspaper

Section 5: Organization Affiliations:

Does this organization have affiliations with any organization/corporations outside Mesa State College?

- Yes No

If yes, please give the full name of the external group and include a letter of support from your external organization:

Section 6: Statement of Accountability:

As officers of a chartered student organization, we understand and agree to abide by Mesa State College policies and procedures, the code of student rights and responsibilities as published by the Dean of Students Office, and the applicable local, state and federal laws. It is the responsibility of the officers to communicate these regulations and laws to their members. Each student organization is required to register annually to be considered in good standing with Mesa State College. It is the officers' responsibility of the recognized student organization to update the officer contact and advisor information as changes occur.

Officer Signature

Officer Signature

Officer Signature

Officer Signature

Officer Signature

Officer Signature

Section 7: Constitution/Bylaws

Please submit a current copy of your club’s Constitution and Bylaws with this packet. The Constitution must be read and understood by all the officers.

Constitution Checklist:

- The name of your organization
- The Aims and Objectives of the organization
- Regulations relating to membership, eligibility, and established quorum
- Provisions for the selection of officers and a means for impeachment
- The responsibilities of officers
- Detailed provisions for the exercise of financial control
- A section stating that membership is open to all students
- The names and signatures of the organizations President, Treasurer, and Faculty Advisor

Your Constitution will then be submitted to the ASG Senate for ratification, senators may have questions regarding your club so we encourage as many members as possible to attend. The president and advisor will be informed of the time and date of the meeting for your club.

Organization Name _____		
President:	Name _____	Signature _____
Treasurer:	Name _____	Signature _____
Faculty Advisor:	Name _____	Signature _____

For CAB Use Only

Received for Approval _____ (CAB Director) _____ (date)

Approved by CAB _____ (CAB Director) _____ (date)

Constitution Ratified by ASG _____ (date)

(ASG Vice President)