Student Life Office

2016-2017
Student Organization Recognition Packet

Check only ONE category that applies to your organization for the 2016-2017 academic year.

- [ ] NEW Organization (Brand new to UHCL)
- [ ] Renewing Organization (Was active during 2015-16)
- [ ] Reactivating Organization (Was not active 2015-16 or any previous years)

Organization Name: ______________________________________________________

Official name to be printed on all UHCL materials. The university name automatically comes before all organizations, so there is no need to list.

The signatures below signify that all information contained in this packet is fully completed, accurate, and in compliance with the Student Organizations Handbook, Student Life Policies, and all other university policies.

Officer Signature 1 ______________________________ Position _____________________ Date _________________

Officer Signature 2 ______________________________ Position _____________________ Date _________________

Student Life Office Use Only

Submitted to (staff member name) ____________________________________________ on (date) ______________

Officer 1 Name: ____________________________________________ Completed workshop on (date) ______________

Officer 2 Name: ____________________________________________ Completed workshop on (date) ______________

Approved by the Assistant Director of Student Life – Organizations & Activities

Official Recognition Date
**Student Organization Petition and Compliance Form**

Name of Organization ______________________________________________________________________________

National, State or Off-campus Affiliation ______________________________________________________________________________

Amount of Dues: $____________ per semester or $____________ per year

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**Organization Member List**

To create or maintain an organization, at least, five (5) students will need to be registered. If you have more than five GREAT! Just list those top five students assisting with the recognition process (can be a combination of officers and members).

**Recognition Workshop Reminder!**

The top two (2) ranking officers will need to attend a mandatory workshop to complete the recognition process.

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Please READ and initial ALL statements below to indicate that you have complied:

__________ We certify this organization will comply with the policies and procedures outlined in the Student Organization Handbook and presented in the Policies & Procedures Workshop.

__________ We certify this organization will live up to the responsibilities of recognized student organizations. Compliance with these guidelines ensures eligibility of rights reserved for student organizations.

__________ We certify the members of this organization are free to choose and accept new members at their discretion provided there is no discrimination to race, color, religion, national origin, age, sexual orientation, mental or physical disability, or gender.

__________ We understand hazing is illegal in the state of Texas. Our organization will refrain from conducting any pledging, initiation, or other extracurricular activities that may in any way ridicule, embarrass, or defame individuals as a condition of membership.

__________ We understand once recognition has been granted, a renewal packet must be submitted at the beginning of each academic year. Furthermore, we know if any information changes during the school year, including the list of officers, the Student Life Office will be notified, and any applicable forms will be updated.
Organization Officer Contact Form

Each organization is required by university policy to keep the Student Life Office notified of any changes in leadership. Please complete this form immediately following elections, or as changes occur throughout the year, and return it to the Student Life Office. You may use more than one form for additional officers or advisors.

**PLEASE INCLUDE ALL REQUESTED INFORMATION AND PLEASE PRINT NEATLY OR TYPE.**

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<th>Name of Organization</th>
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"State law requires you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you have the right to have the information corrected at no charge to you."
Organization’s Purpose/Mission Statement (You may attach a typed version of the mission statement to the completed packet)

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

By University policies, each organization must maintain a current constitution on file in the Student Life Office. The constitution is an official document that governs how the organization will operate. As such, it should be carefully reviewed by the incoming executive board to ensure those students’ understanding of what is expected of them under that constitution.

If the organization is seeking continuing recognition status, the constitution must be reviewed and, if necessary, updated at the beginning of the fall semester as part of the annual recognition process. Changes in the constitution must be approved by the organization’s members. If the constitution is current, please indicate so below.

For NEW Organizations Only

Note: A constitution outline is provided for new student organizations on the following page. Please follow this format when creating your constitution.

Please read carefully and initial on each applicable line before turning in your constitution to the Student Life Office:

__________ As a new student organization, we understand that we must prepare and submit a constitution to the Student Life Office before we can be recognized as a UHCL student organization.

__________ The constitution has been created and voted on by organization members.

__________ The constitution contains the latest date approved by organization members.

__________ Our organization has submitted an electronic copy via email of our constitution to Student Life.

For RETURNING/REACTIVATING Organizations Only

Please read carefully and initial on each line, when applicable:

__________ Our organization has a constitution on file and NO changes are needed.

__________ Our organization has a constitution on file and changes are needed. We understand that the revised constitution must be submitted to the Student Life Office before continuing recognition status can be granted.

__________ The constitution contains the latest date approved by organization members.

__________ Our organization has submitted an electronic copy via email of our constitution to Student Life.
CONSTITUTION OUTLINE
A Guide for New Student Organizations

The following outline should help organization officers in drawing up a constitution. Constitutions are intended to be the rules and guidelines of an organization and should be as clear and as thorough as possible. In the event of a problem or dispute in the organization’s procedures and/or activities, the Student Life Office will hold the organization’s officers and members accountable for its contents and will require that the Constitution be enforced. The constitution should minimally contain the following information:

I. Name – the full name of the organization and any national, state, or off-campus organization with which it is affiliated.

II. Purpose/Objectives – specifically state the nature of the organization and the primary purposes and objectives or goals.

III. Membership – who can become a member; how members are chosen; what requirements there are for membership (if any); People other than UHCL students may be members of the organization (i.e. faculty or community members); however, the number of such members may not exceed the number of UHCL student members. Details of the honor cord point system along with the official organization cord colors included here.

IV. Officers – titles of all officer positions; how and when officers are selected; term/length of office; description of specific duties for each officer; procedure for filling unexpected vacancies, etc. The following statement must be included in this section: “All officers must be currently enrolled students at the University of Houston-Clear Lake.”

V. Committees – Committee names; purposes; duties; standing or ad hoc status; how members and chairs are chosen; how often committees report back to officers and/or members.

VI. Meetings – how often do meetings occur; who calls the meeting; who can call special meetings; quorum needed to conduct business or make decisions; what constitutes a quorum (i.e. specific number or percentage of members); what meeting format will be followed, etc.

VII. Amendments to the Constitution – how amendments may be proposed; how they are presented for a vote; the amount of majority needed to pass.

VIII. Impeachment of Officers or Members – procedures for removal of an officer or member and under what circumstances an impeachment may be considered.

IX. Advisor – if the organization will have an advisor; how the advisor will be selected; length of time he/she will serve; description of duties and responsibilities. An organization advisor is not required, but highly recommended.

X. Other Information – any other information the organization officers feel is necessary to describe the organization and how it functions.

IT IS IMPORTANT THAT THE CONSTITUTION AND BYLAWS BE REVIEWED ANNUALLY TO ENSURE THAT THE ORGANIZATION’S NEEDS ARE MET.
Organization Honor Cord Point System

It is now a requirement to have an honor cords point system to be eligible to purchase and distribute honor cords to organization members. Point systems help encourage organization members to stay engaged with their student organization throughout the academic year or the length of their degree program. Student organizations that currently have honor cords point systems in place must review and, if necessary, update at the beginning of the fall semester as part of the annual recognition process. Changes in the honor cords point system must be approved by the organization’s members and the organization constitution will need to be updated as well.

Note: A point system outline is provided on the following page. Use this format as a guide when creating your point system. If you have questions during this process, please contact the Student Life Office.

Our organization will not be using an honor cord point system for honor cords and does not plan on purchasing or distributing honor cords to our members.

If you initial this selection, DO NOT proceed with the remainder of this form

Please read carefully and initial on each line, when applicable:

Our organization has an honor cords point system on file, and NO changes are needed.

Our organization has an honor cords point system on file and changes are needed. We understand that the revised cords point system must be updated in our constitution and submitted to the Student Life Office before continuing recognition status can be granted.

The honor cords point system contains the latest date approved by organization members.

Our organization has submitted in an electronic copy via email of our honor cords point system to the Student Life Office.

Honor Cord Purchases

Student organizations may purchase honor cords at the UHCL Bookstore or through an outside vendor. Please read and initial below your organization’s option:

Our organization honor cords will be purchased at the UHCL Bookstore for the 2016-2017 year.

Our organization honor cords will be obtained using an outside vendor for the 2016-2017 year. We understand that an Honor Cords Outside Vendor Form will need to be completed and submitted upon request (form available on the Student Organization Forms website).

Cord Colors – Please list the official cord color(s) for your organization (Color samples available in the Student Life Office)

Member Colors ________________________________________________ Officer Color _______________________

Honor Societies with affiliations to a NATIONAL OFFICE ONLY

Our honor society follows a different cord system/selection process through our national office. Our honor society also distributes honor cords and other regalia through procedures approved by the National Office.
Honor Cord Point System SAMPLE Outline

(Sample Title)
XYZ Student Organization
Honor Cords Point System
Last Updated: September 1, 2099

Introduction paragraph: Discuss the organization’s mission statement and the purpose of the honor cords point system. This paragraph will need to highlight the importance of active participation within the organization and volunteerism on campus.

Second Paragraph: Detailed instructions on how to gain points toward earning cords. Each organization will have different instructions. The instructions will also need to explain the list below so that members are not confused as to how to gain points for certain activities. The introduction of a log may need to be presented in this paragraph. The organization may also consider assigning an officer to help track member points.

Third Paragraph: Each organization will need to design a list of opportunities for members to follow to gain points. Each organization will develop their records differently so the type of activities and the number of points assigned to each activity will be different for each student organization. Below are examples of activities and some points each one is worth. Again, this is only a sample to act as a guide.

- Attend general meetings – 2 points per meeting
- Volunteering at an on-campus event – 2 points per event
- Volunteering at an on-campus organization hosted event – 5 points
- Volunteering at an off-campus event – 2 points per event
- Holding an officer position (full term) – 20 points per semester
- Volunteering at an SGA event – 3 points
- Attend an SGA meeting (Excluding SGA Reps) – 5 points (max five meetings per semester)
- Participating in a university committee (full attendance) – 10 points
- Bring a new student to a meeting – 2 points per new student (max 10)
- Recruit new members – 5 points per person (points given after membership approved)
- Bake Sales: baking goods for a sale – 5 points per event
- Raffle tickets: Sell an additional 30 tickets – 10 points for each additional set of 30 tickets.
- Wear an organization approved t-shirt on campus – 5 points (max 20 points)

Concluding paragraph: Reiterate the importance of keeping a log of the activities. Some organizations may require the organization president or other assigned officers to sign off on each activity or opportunity. Also, explain the total number of points needed to earn honor cords. The total number of points should not be too high or too low. The cords point system is to encourage members to work toward honor cords so the total points will need to be realistic and attainable.
Student Organization Webpage Information

Organization Name:___________________________________________________

Each recognized student organization will be listed in our student organization directory located on the UHCL Student Organization website. All the information you provide below will be updated on the webpage. Each organization is required by university policy to keep the Student Life Office notified of any changes in leadership and contact information. This should be updated along with the Officer Contact Form.

In the space provided, please write a 2-3 sentence description of how you would describe your organization to an interested student. This may include a mission statement, a particular major, and/or any national affiliation the organization has. This should be the SHORT version of your official mission statement.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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Website contact information:
(If your organization has multiple Presidents, Advisors, or Co-chairs, please add them as well)

President: __________________________________________________________________________
Contact Email: _______________________________________________________________________
Advisor: _____________________________________
Contact Email: _______________________________________

Outside website & social media links:

Organization internal/external webpage link: _____________________________________________
Organization Facebook link: ___________________________________________________________
Organization Twitter link: _______________________________________________________________________
Other social media links: ________________________________________________________________

For Office Use ONLY:

Organization Category: ________________________________________________________________
BULLETIN BOARD: Bulletin Board spaces are reassigned every year during recognition, based on the order in which completed Recognition Packets are received. There are seventy-five (75) bulletin board spaces, located in the Bayou Building in the student entrance hallway. Every effort will be made to assure that you get the board you request, but we cannot guarantee your organization space if you delay completing the annual Recognition Packet. Please indicate below if you wish to retain the same bulletin board or if you want to change. Bulletin Boards are numbered 1 through 25 across and the three rows are lettered A, B, or C.

MAILBOX: The Student Life Office will assign a mailbox to each organization. Mailboxes are located in the SSCB Student Lounge. New student organizations will be assigned a new mailbox. Returning organizations will maintain their mailbox currently assigned to them.

NEW ORGANIZATIONS – please leave this space blank and the Student Life Office will assign you a box number.

Mailbox # ________ has been assigned to your organization.

RETURNING ORGANIZATIONS – please visit the student lounge to locate your current box number and the list below.

Mailbox # ________ is the current mailbox for the organization.

CABINET SPACES: The Student Life Office has a limited number of file cabinets available in several rooms throughout the Student Services Classroom Building (SSCB). EACH ORGANIZATION WILL BE ASSIGNED NO MORE THAN TWO (2) CABINET DRAWERS. With the number of student organizations increasing each year, we have placed a storage limit. The storage space is to be used only for important organization files, paperwork, advertising materials, decorations and other supplies. NO MATERIALS WILL BE PLACED ON TOP OF THE CABINETS. ABSOLUTELY NO FOOD, DRINKS, OR CANDIES IS TO BE STORED IN THE CABINETS FOR ANY AMOUNT OF TIME.

NEW ORGANIZATIONS - Please leave the space below blank and the Student Life Office will assign you a cabinet

RETURNING ORGANIZATIONS - Please list your cabinet room location, number(s) and drawer letter(s)

Room: ___________________ Cabinet Number(s):_______________________ Drawer Letter(s):_______________________