

CLUB REGISTRATION FORM

SPRING 2008

PROCEDURES FOR CLUBS THAT ARE REGISTERING

1. Club registration form must be filled out with complete mailing addresses, phone numbers and e-mail addresses.
2. Information on faculty advisor must be included.
3. Fill out office request application.
4. **PLEASE INCLUDE A CONSTITUTION WHEN YOU TURN IN YOUR MATERIALS.** There must be a constitution on file for every club.
5. Refer to the Club Guide for other information for clubs. (Available at <http://www.lehman.edu/vpstud/campuslife/>)
6. If and when your club registration is approved, make sure that you check your mail in the club mailbox in the Student Life Building, room 222 at least twice weekly.
7. As a registered club you will be entitled to 500 free Xerox copies per semester and \$.05 per copy thereafter. The free copies will be allowed after clubs have been approved. Copies can be made in the Student Life Building, room 218.
8. Do not hesitate to ask the Campus Life staff (SLB room 222) or a Campus Association for Student Activities (CASA) officer any questions you may have on club activities. Please ask if you are not sure of something.
9. Make sure that you keep the Student Life Building neat and clean. Do not disturb the privacy of others.
10. The use of alcoholic beverages and/or controlled substance is absolutely prohibited (see regulations page of the Lehman College Bulletin)
11. All clubs are required to have a representative attend the monthly Leadership Day workshops sponsored by the Herbert H. Lehman Institute for Student Leadership. The Spring 2008 Leadership Day workshop schedule can be obtained at the Office of Campus Life.



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

(APPROVED / DENIED)

Club Board DECISION _____ Initial_____

OFFICE OF CAMPUS LIFE DECISION _____ Initial_____

Club Registration

Spring 2008

(PLEASE PRINT ALL INFORMATION.)

Name of Organization:

• **President Name:** _____ **Email:** _____

Phone Number: _____ - _____ - _____ **Address:** _____

• **Vice President Name:** _____ **Email:** _____

Phone Number: _____ - _____ - _____ **Address:** _____

• **Secretary Name:** _____ **Email:** _____

Phone Number: _____ - _____ - _____ **Address:** _____

• **Treasurer:** _____ **Email:** _____

Phone Number: _____ - _____ - _____ **Address:** _____

I agree to serve as the Faculty Advisor to the above Organization

• **Faculty Advisor Name:** _____ **Signature:** _____

Phone Number: _____ - _____ - _____ **Email:** _____

Please list NAMES, and E-MAILS of all Lehman College students who are registered members of your organization. A minimum of ten (10) names are required for club recognition. If your organization is given an office space, this list will be used to determine who is allowed access to the room.

Name of Organization _____

Club Members Name & E-mail address

	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>EMAIL</u>
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I hereby certify that there are ten or more active members in the organization.

 Club Presidents Signature

 Date

OFFICE SPACE CRITERIA

The following criteria have been used to determine office room allocations by the Campus Facilities Officer:

- 1) All Clubs wishing to acquire a club room or remain in their previous club room must register by the deadline designed by the Campus Facilities Officer prior to the beginning of the semester **(WEDNESDAY, FEBRUARY 6th 2008)**
- 2) Rooms will be allocated based on registration handed in by the deadline and the clubs history (i.e. how active was the club in the previous semester? How long has the club been waiting for a room? How large is the club membership? Has the club functioned without a room in previous semesters? Is the club a new club? Etc...)
- 3) All clubs will be expected to host at least three (3) events on campus. Achieving this will guarantee an already established club who registers by the deadline to remain in their club room. Events will include:
 - a) Food Festivals: bake sales or mixed cooked food. Clubs can have as many food sales, however only one will count as one event. (This will promote a variety and creativity among the clubs and their events
 - b) Attendance at CASA and Office of Campus Life Events (i.e. Club Fairs, Community Services, etc.)
 - c) Collaborations between clubs are encouraged; however this collaborative effort should be present in the organizing of the event and the day of the event.
- 4) When space is available, already established clubs that are in good standing with C.A.S.A and the Office of Campus Life (meaning they do what is expected and/or above and beyond) will have priority when considering allocations for the "Good Rooms".
- 5) Club room allocations for the Spring 2008 semester will be announced by the Campus Facilities Officer of C.A.S.A on **(Friday, February 8th 2008)**. Clubs will be given one week to relocate, appeal, move out, move in or remain into their allocated space.

If you have any questions regarding the criteria listed above, make sure to contact the Campus Facilities Officer at the CASA office; Student Life Building suite 202.

APPLICATION FOR OFFICE SPACE

President of Club:

Official Name of Club/Organization:

Club Membership (# of members): _____

Purpose of Club:

How long has your club been in existence?

Please list the last five activities your club has conducted. (I.e. dances, films, speakers for the campus community):

1. _____
2. _____
3. _____
4. _____
5. _____

Does your club presently meet at specific times or places?

Please State.

Do you presently have an office? _____

If not, please give all reasons why you need an office. _____

What activities have you planned for the spring 2008 semester?

C.A.S.A's Recommendation:

No Allocation

Student Life Building Room _____

Campus Facilities Officer (CASA) Signature

Date

Office of Campus Life Representative

Date

Club rooms are assigned for the purpose of conducting official club business. In this light, and to facilitate this purpose, it is necessary to provide an environment conducive to harmonious exchange and good working relations among all organizations housed in the Student Life Building.

The following rules are to be followed at all times:

1. No posting of leaflets or other materials on club doors and windows.
2. No radios or amplified sound is allowed to be played in club rooms at a level that will disturb occupants of the building.
3. Candles and incense are prohibited.
4. Offices must be kept clean at all times and garbage must be disposed of in waste baskets provided.
5. Live cut trees, branches and wreaths are a fire hazard and therefore not allowed in club rooms.
6. There is to be no drinking of alcoholic beverages, no smoking and no other inappropriate behavior such as usage of profane language.
7. No bumper stickers, or other kinds of stickers, are allowed on doors, walls, windows or bulletin boards.
8. The College will not be responsible for any lost or stolen articles left in club rooms.

We have read, understood and accept to follow the rules and regulations stated above. We also understand that a violation of such rules may result in the loss of the club office.

Club President Signature

Date

Club Vice President Signature

Date

Office of Campus Life Representative Signature

Date

Appendix B

Sample Club Constitution

All student clubs and organizations that want to register must submit a club constitution to the Office of Campus Life each semester. The materials that follow have been prepared to help student clubs and organizations draft a constitution. A general description of the items that can be included in a basic constitution follows. Any additional questions can be answered by the Campus Life Staff.

Basic Guide for Drafting a Constitution

Article I Name The name of this organization shall be _____ of Lehman College.

Article II Purpose Give a brief description of the general purpose of the organization.

Article III Membership All currently enrolled students are eligible for membership in the organization. Special requirements, skills and/or dues payments may be added. Bear in mind existing laws prohibit discrimination based on religion, race, sex, age and national origin.

Article IV Officers Include sections to (1) list officers, (2) describe method of nomination and selection (3) describe the duties of specific officers.

Article V Committees May describe method for electing or appointing committees or establish specific standing committees.

Article VI Meetings Method for scheduling regular and/or special meetings.

Article VII Quorum State the membership proportion needed to constitute a quorum for a meeting.

Article VIII Dues If desired, establish a method to set dues privileges for dues paying members, and payment plan.

Article IX Amendment Describe procedure for proposing and voting upon amendments to the constitution.

All copies of the Constitution should bear the date of ratification by the organization. Amendments and by-laws should also be dated.