

STUDENT ORGANIZATION REGISTRATION FORM

Note: All student organizations are *REQUIRED* to have a president, vice-president, treasurer, and secretary.

Student Organization Name: _____

PRESIDENT

VICE PRESIDENT

Name _____

Name _____

Home Address _____

Home Address _____

City, State, Zip _____

City, State, Zip _____

Date of Birth _____

Date of Birth _____

Cell Phone # _____

Cell Phone # _____

John Jay E-mail _____

John Jay E-mail _____

EMPLID _____

EMPLID _____

Photo ID Card Number (first 6 digits)

Photo ID Card Number (first 6 digits)

Signature _____

Signature _____

TREASURER

SECRETARY

Name _____

Name _____

Home Address _____

Home Address _____

City, State, Zip _____

City, State, Zip _____

Date of Birth _____

Date of Birth _____

Cell Phone # _____

Cell Phone # _____

John Jay E-mail _____

John Jay E-mail _____

EMPLID _____

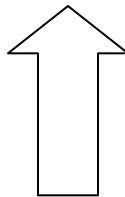
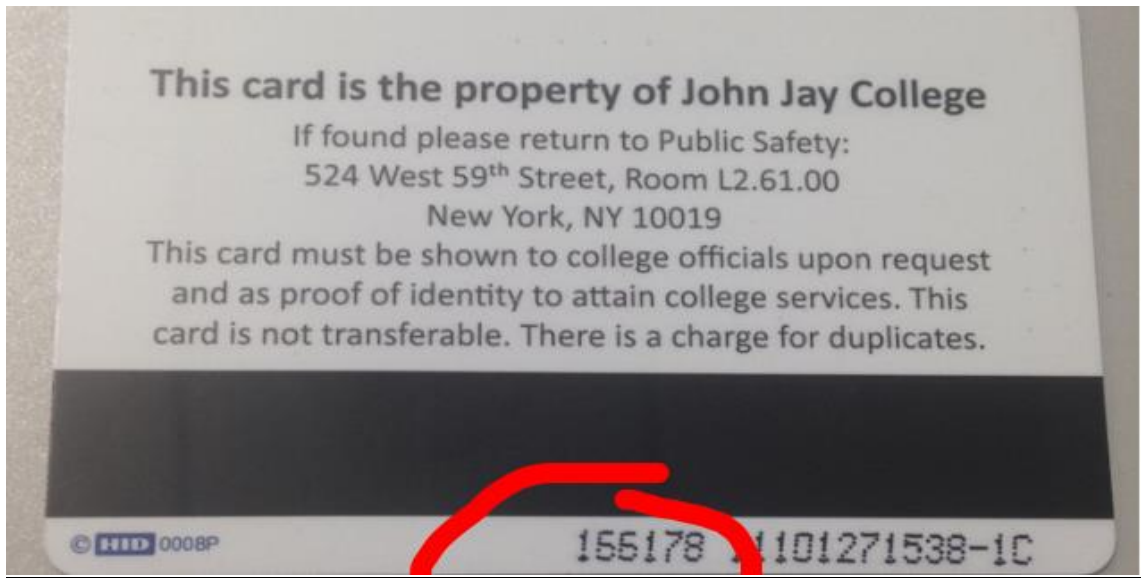
EMPLID _____

Photo ID Card Number (first 6 digits)

Photo ID Card Number (first 6 digits)

Signature _____

Signature _____



FIRST SIX DIGITS

STUDENT ORGANIZATION ADVISOR AGREEMENT

The following outline is adapted from Muhlenberg College

Student Organization Name _____
 Advisor Name: _____ Academic Department: _____
 Office Phone: _____ Office Location: _____
 John Jay Email Address _____

GUIDELINES

An advisor must be an employee of John Jay College and either a full-time member of the faculty or a HEO union member. Advisors agree to serve in their capacity for a full academic year and must submit a signed Student Organization Advisor Contract to the Center for Student Involvement and Leadership upon their agreement to serve with the student organization. Advisors should be familiar with College policies and procedures as detailed in the CUNY Bylaws, the PSC/CUNY contract and the Center for Student Involvement and Leadership Compass Guide. Advisors should contact the Center for Student Involvement and Leadership when questions and concerns arise regarding their student organization. Faculty and staff are limited to advising no more than two organizations during the academic year. Exceptions may be granted by the Dean of Students, upon written request.

EXPECTATIONS

Advisors shall. . .

- be familiar with the mission, goals, and purposes of the student organization he or she is advising (referring to the student organization's constitution and/or the **Compass Guide** could be helpful);
- attend student organization activities, conferences, competitions, retreats or other such activities as is practical;
- meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers as necessary
- meet once a semester with the Director of Center for Student Involvement and Leadership;
- provide continuity in a student organization's program from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills; and
- attend advisor workshops offered by the Center for Student Involvement and Leadership.
- Advisors should expect the student organization's officers to . . .
- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the student organization's programming and policy; and
- use them as a sounding board for discussing plans and problems.

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A student organization must have a Advisor present from beginning to end at all of their events. If their advisor cannot attend, the student organization must find another faculty member to be present during the event. Otherwise, the student group's event will be either postponed or canceled by the Center for Student Involvement and Leadership.

A Advisor must accompany their group on all trips. Student organizations planning trips must obtain the signature of their Advisor four weeks prior to the date of departure. If the advisor cannot go on the trip, the student organization must find another faculty member to accompany the group and obtain his/her signature. The executive officer of the student organization responsible for the trip must provide the Advisor with a list of the students going on the trip and is responsible for arranging a meeting of these students at least seven (7) business days before the trip if required by the advisor. In the event that either the documentation is not provided to the Advisor and/or a requested pre-trip meeting is not held the advisor should notify the Center for Student Involvement and Leadership to cancel the trip.

If at any time during a trip or off-campus activity the Advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student's behavior on a trip violates CUNY and/or John Jay College rules and regulations, the Advisor should write a memorandum about the incident and forward it to the Office of the Vice President for Student Development and the Center for Student Involvement and Leadership.

ADVISOR CERTIFICATION

I hereby certify that I have received the Student Organization Advisor Handbook and have met with the officers of this student organization and am familiar with the student organization's purpose. I will serve as their advisor for the current academic year. I am familiar with CUNY bylaws and the PSC/CUNY contract. I should contact the Office of Student Activities when questions and concerns arise. I have read and understand the guidelines and expectations as explained above. I have retained a copy of this form for my own records.

Advisor Signature

Academic Year

____/____/____
Date

SAMPLE MEETING MINUTES FORM

_____ Date _____
(Name of Organization)

Meeting called to order at _____ am/pm by _____
(Name of Chairperson)

Members Present: _____

Motion to approve minutes made by: _____ Seconded by _____
Vote: For _____ Against _____

Executive Board Reports:

Standing Committee Reports:

Old Business:

New Business:

Announcements:

Motion to adjourn made by: _____ Motion to adjourn seconded by _____
Meeting adjourned at _____ AM/PM

Date of Next Meeting: _____

Minutes Prepared by Secretary [Name]

[Date]

SAMPLE ELECTION MEETING MINUTES FORM

Student Organization Name _____

Minutes of meeting held on: _____

Present:

Meeting called to order at _____ am/pm by _____
Name of President

Motion to open nominations for President made by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for President: _____

Motion to close nominations made by _____, seconded by _____

Election for President

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

All in favor _____ Opposed _____ Abstentions _____
_____ is elected President.

Motion to open nominations for Vice President made by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for Vice President: _____

Motion to close nominations made by _____, seconded by _____

Election for Vice President

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

All in favor _____ Opposed _____ Abstentions _____
_____ is elected Vice President

Motion to open nominations for Treasurer made by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for Treasurer: _____

Motion to close nominations made by _____, seconded by _____

Election for Treasurer

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

All in favor _____ Opposed _____ Abstentions _____
_____ is elected Treasurer.

Motion to open nominations for Secretary made by _____
Seconded by _____ Vote: For _____ Against _____

Nominations for Secretary: _____

Motion to close nominations made by _____, seconded by _____
All in favor _____ Opposed _____ Abstentions _____

Election for Secretary

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

_____ is elected Secretary.

Motion to adjourn by _____, seconded by _____

All in favor _____ Opposed _____ Abstentions _____

Meeting adjourned at _____ am/pm by _____

Minutes submitted by,

X _____
Print name of Recording Secretary

X _____
Sign name of Recording Secretary

X _____
Print name of Advisor

X _____
Sign name of Advisor

