



# Haskell Indian Nations University

## Guidelines for Registration of Clubs / Organizations



### General Statement

All clubs and organizations at Haskell Indian Nations University are required to register with the Haskell Student Senate. Registration provides for official recognition as a group, use of University facilities and services, and the coordination and communication of the group's activities with the campus administration and other student groups.

### Classification

The following types of organizations are eligible to register with Haskell Indian Nations University through the Haskell Student Senate:

1. *Residential Halls*: organized living groups and their associations;
2. *Academic*: groups related to academic discipline or interest of the University;
3. *Religious*: groups affiliated with or promoting religion, religious beliefs, or lack thereof;
4. *Common Interest*: groups formed for social interaction to promote or relate to a defined interest.

### Responsibilities of Student Clubs / Organizations

Each student group must adhere to the following, which is taken from *Section IV* of the Haskell Student Senate Constitution:

1. Must have a full-time Haskell Indian Nations University Staff or Faculty as Sponsor/Advisor.
2. Must submit an Organizational Registration Application and Plan of Operations by the deadline to the Student Senate for approval.
3. Must appoint one (1) Senator and one (1) Alternate, who are in Good Academic and Social Standing, to attend meetings of the Student Senate.
4. Report major changes of their Plan of Operations to the Haskell Student Senate. Changes must be written and documented in a new version of the Plan of Operations.

### Duties of Student Senate Representatives

Each Senator must adhere to the following, which is taken from *Section I, Article G* of the Haskell Student Senate Constitution:

1. Represent their group, is aware of opinions and ideas prevalent to their respective organization and votes accordingly.
2. Serve on at least one committee per semester and stay with that committee they have chosen for the remainder of their term.
3. Relay information to their groups so that they may be informed and aware of important details given at the Haskell Student Senate meetings.
4. Present a verbal presentation and written report of their group to the Haskell Student Senate on a monthly basis.
5. Follow and abide by all other obligations and duties as detailed in the Constitution of the Student Senate.

## **Role of a Sponsor/Advisor**

All sponsors/advisors must provide constructive leadership to their student group, in addition to requirements regarding organizational responsibilities. This person is required to:

1. Attend as many club/organization meetings as possible, in accordance with each organization's plan of operations, constitution, or bylaws, whichever may apply.
2. Have knowledge regarding operational procedures, banking policies, and federal ethics.
3. Ensure the Senate Representative of the club/organization is attending Haskell Student Senate meetings to strengthen the communication between all clubs.

## **The Registration Process**

Student Clubs/Organizations must register once each academic year with Haskell Indian Nations University Student Senate. Steps 1 – 5 need to be completed by the designated deadline date. Any applications that are received after this date, without prior approval, will be referred to the General Assembly of Haskell Student Senate for a sanctioning vote.

1. Recruit at least 10 members to your group, hold a meeting, and elect officers.
2. Have the Sponsor/Advisor and Senate Representative fill out the Organizational Registration Application.
3. Complete the Signature Sheet.
4. Register with the Haskell Student Bank and submit a copy of the Organizational Registration Application with Plan of Operations attached.
5. Submit a completed and updated Organizational Registration Application with Plan of Operations attached to the Student Senate Office in Stidham Union.

## **The Haskell Student Senate Executive Board will review the registration materials and determine:**

1. If the group is eligible to register with Haskell Indian Nations University,
2. The group's request for classification category.
3. The responsibility for verification of membership rests with the student group and its sponsor/advisor.
4. When a student club/organization is granted official recognition (sanctioned), they will receive notice in writing (delivered to the organization's President, Senate Representative, and Alternate Senate Representative at their respective addresses as listed in the Organization Recognition Packet) and the date of the first General Assembly meeting that their Senate Representative will be required to attend.
5. Denial will be issued in writing.

Groups wishing to appeal a decision about registration status should submit a petition in writing, stating reasons why they deem their group should be sanctioned, to the Haskell Student Senate Executive Board. The petition will be presented to the General Assembly on their next meeting date and brought to a vote. A two-thirds (2/3) majority vote of the General Assembly is required to reverse the decision.

# Haskell Indian Nations University: Organizational Registration Application

Name of Club / Organization: \_\_\_\_\_

Academic Year: 20\_\_\_\_\_

Classification: *Residential Hall* \_\_\_\_\_ *Academic* \_\_\_\_\_ *Religious* \_\_\_\_\_ *Common Interest* \_\_\_\_\_

Meetings will be held on \_\_\_\_\_ at \_\_\_\_\_ Location: \_\_\_\_\_

The main purpose of this organization is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsor / Advisor: \_\_\_\_\_

Department / Campus Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Sponsor / Advisor Office: \_\_\_\_\_

## Proof of TEN MEMBER requirement (*please print*)

*Name and Email Address*

*On / Off Campus Address*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

## Approval of Student Club / Organization Plan of Operations \*

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*Student Senate President* Print

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*Director of Finances* Print

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*Vice President of University Services* Print

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*University President* Print

### Club / Organization Officers and Sponsor/Advisor(s)

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*President* Print

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*Vice President* Print

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*Secretary* Print

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*Treasurer* Print

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*Senate Representative* Print

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*Alternate Senate Representative* Print

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*Sponsor/Advisor* Print

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*Sponsor/Advisor* Print

\*Please attach Plan of Operations