

**University of West Florida
University Commons And Student Activities**

Student Organization Registration Agreement

Please Complete Online & Print or Print Out Blank Form and Type or Print the Information

Name of
Organization:

Semester / Year:

Renewal

New Application

National Affiliation:

President's Name:

E-mail:

Street Address:

City:

State:

Zip:

Phone#

Advisor's Name:

E-mail:

Title / Department:

Campus Address:

Local Address:

Phone Number:

Vice President:

Phone Number:

Secretary:

Phone Number:

Treasurer:

Phone Number:

Before signing this agreement, carefully review the terms and conditions on the back of this form, which define the minimum standards for existence as an officially registered student organization. The signatures below signify full acceptance of these terms and conditions on behalf of the organization.

Submitted By: _____
(President's Signature) (Date)

(Advisor's Signature) (Date)

Registration approved: _____
(UCSA) (Date)

Office Use Only:	Category: _____	Clear: _____	FEIN#: _____
Copies: Database	Organization	Student Involvement Advisor	

In signing and submitting this agreement, the leadership of said organization warrants that:

- (a) the organization's purpose and activities are lawful and consistent with University objectives, for example:
1. may not advocate or participate in illegal activities (advocating change in law through legal means is not to be restricted).
 2. should contribute to the educational, cultural, social, spiritual, and/or recreational missions of the University.
 3. may not advocate intolerance or participate in acts of intolerance toward people of difference.
 4. must recognize the primacy of the University's academic mission.
- (b) membership is open to all regardless of race, creed, color, religion, national origin, marital status, sexual orientation or handicap and that it does not illegally discriminate in membership on the basis of sex. Specifically, pursuant to the Americans with Disabilities Act (ADA), student organizations are obligated to ensure that their meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
- (c) the organization will comply with the University's policy prohibiting hazing.
- (d) the affairs of the organization will be conducted in accordance with its constitution and University regulations, for example:
1. officer selection criteria and process must be non-discriminatory except as regards academic and performance based criteria.
 2. the University reserves the right to enforce academic standards established by the organization's constitution or bylaws.
 3. the organization must adhere to appropriate University event registration requirements.
- (e) the financial affairs of the organization will be conducted in accordance with sound business procedures and appropriate University requirements, for example:
1. bills and other obligations must be paid in a timely fashion.
 2. all fund raising activities must be legal and registered with the University.
 3. no organization may contract in the name of the University without the express approval of the Director of University Commons and Student Activities.
- (f) the organization must recruit and actively work with a faculty/staff advisor.
- (g) it is understood and agreed that the University, the State of Florida, and the employees and agents of either will not be liable for any of the organization's contracts, torts, or other acts or omissions by the organizations' officers, members, staff, or activity participants. It is further understood and agreed that the organization nor its officers, members, staff or activity participants are protected by the University's or the state's insurance policies or self-insurance plans and that the University and the State will not provide any legal defense for the organization or any such person in the event of any claims against them. This disclaimer does not lessen protection provided to faculty advisors as stipulated by Florida law [F.S. 768.28(9)(a)].
- (h) it is further understood and agreed that the organization is fully responsible for complying with any and all applicable state and federal laws regarding tax identification, income reporting, tax exemption and charitable organizations.
- (i) **DISSOLUTION CLAUSE**: it is understood and agreed that in the event an organization is declared officially inactive, after six (6) months any funds remaining in the organization's bank account(s) may be retrieved and placed in the Student Government Loan and Grant Account. In signing this application/agreement the organization authorizes the Director of University Commons and Student Activities to close out the organization's bank account(s). Records of all such actions will be retained in the organization's permanent file in the University Commons and Student Activities administrative office.